



**AGNES  
SCOTT**  
COLLEGE

**2016-2017**

**Student Handbook**

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# About Agnes Scott College

“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 to be effective change agents in a global society. This commitment is expressed through SUMMIT, which equips all students with a strong foundation in global learning and leadership development, a board of advisors and a digital portfolio where they record, reflect upon and share their experiences.

SUMMIT is rooted in a liberal arts curriculum that emphasizes academic excellence, interdisciplinary study and experiential learning through internships, mentored research and study abroad. Building on Agnes Scott's 127-year history and atmosphere of academic and intellectual challenge, SUMMIT fosters the intellectual breadth and habits of mind characteristic of a liberal arts education.

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 impediment. 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, Goldwater, Gates Millennium and Posse scholars; a Tony Award and Pulitzer Prize-winning playwright; a Grammy-winning singer/songwriter; the former chief justice of the South Carolina Supreme Court; the former CEO of ANN INC., the parent company of Ann Taylor and LOFT; a former governor of the Federal Reserve Bank; internationally acclaimed scientists; and women who work at the CDC, EPA, IBM, AT&T, and Peace Corps. Other prestigious awards received by Agnes Scott students include 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.

## Agnes Scott College Mission

**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.

*Adopted by the Board of Trustees, August 2002*  
*Reaffirmed by the Board of Trustees, May 2012*

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## Foundations

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, prized for its aesthetic distinction, 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, through SUMMIT, which prepares every graduate to be an effective leader in a global society.

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 and women who are returning to college to complete their degrees. 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;  
Revised by the Board of Trustees, October, 2015*

\_\_\_\_\_ 1 Charter, Decatur Female Seminary, August 27, 1889

2 Agnes Scott Ideal, Frank H. Gaines, 1889



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# 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.

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## 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.

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## 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.

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## 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.

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## 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*

## Sustainability

Agnes Scott 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 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.

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## Honor System

Ethics and values are central to the purpose, curriculum and social life of Agnes Scott. The Honor System, one of the oldest in the country, is governed by students. Each student is expected to uphold the system's high standards and take personal responsibility for her integrity and behavior. In choosing Agnes Scott, a student accepts the Honor System as her way of life and formally adopts it with 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**

## College Leadership

**President of the College**

Elizabeth Kiss

Location: Agnes Scott “Main” Hall  
Phone: 404.471.6280

#### **Vice President for Academic Affairs and Dean of the College**

Kerry E. Pannell  
Location: Buttrick Hall  
Phone: 404.471.6361

#### **Vice President for Student Life and Dean of Students**

Karen Goff  
Location: Agnes Scott “Main” Hall  
Phone: 404.471.6392

#### **Vice President for College Advancement**

Robiaun R. Charles  
Location: Rebekah Scott Hall  
Phone: 404.471.6326

#### **Vice President for Business and Finance & Treasurer**

John P. Hegman  
Location: Buttrick Hall  
Phone: 404.471.6278

#### **Vice President for Enrollment and Dean of Admission**

Laura E. Martin-Fedich  
Location: Rebekah Scott Hall  
Phone: 404.471.6140

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## **“Why is it named that?”**

### **A Guide to Official Names of Buildings and Places on 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 is topped by the college’s iconic bell tower. Graduating seniors ring the bell upon receiving admission to graduate school or their first job offer. McKinney Parlor, located in Main Hall, is 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 Parlor, then Room 42, was Professor McKinney’s classroom. She was associated with the institution for longer than any other person. Dieckmann Conference Room, also located in Main and for many years a music classroom, was named in honor of Professor C.W. Dieckmann, music teacher from 1905 to 1950. Professor Dieckmann 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, which houses the Office of Residence Life. The Gué Pardue Hudson Center for Leadership and Service is named for longtime Dean of Students Gué Hudson ’68, who retired in July of 2008 after 34 years at the college.

Mollie's Grill is named for longtime Associate Dean of Students Mollie Merrick '57. 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 the late Anne Register Jones '46, a devoted alumna and vice chair of the Board of Trustees. 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 "Hub," originally 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 large dome atop the observatory houses the 30-inch Lewis H. Beck telescope. The observatory is home to Delafield Planetarium (2001) named for Dennis and JoAnn Sawyer Delafield '58, a trustee emerita of the college. 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 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. The atrium's name reflects a significant gift from Joseph R. Gladden Jr., chair of the Agnes Scott College Board of Trustees from 1992 to 2002, and his wife, Sally, a 1965 graduate. Baker, a biology professor at the college in the 1920s for whom the atrium is named, was Gladden's grandfather. Teasley Lecture Hall on the ground floor is the gift of late trustee 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.

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

**John Bulow Campbell Hall** (1951, renovated 2014) was named for a former trustee who established the John Bulow Campbell Foundation through his will, continuing his legacy of giving to Agnes Scott. Constructed as a science building, the building initially housed faculty offices, classrooms and laboratories for biology, chemistry and physics. In fall 2014, the building reopened as a 21st-century living and learning community with the Jones Center for Academic Excellence on the ground floor, the Frances Bailey Graves '63 Auditorium and the Tull Conference Room on the first floor, classrooms and residence hall accommodations for 96 students. The Jones Center is named for former trustee Elizabeth Rhett Jones '73 and her husband, Gary T. Jones, and is home to the Center for Writing and Speaking, the Economics Learning Center, the Sociology and Anthropology Research Lab and the Resource Center for Math and Science. Graves Auditorium, known as "The Frannie," was named in memory of Frances "Frannie" Bailey Graves '63, a devoted alumna and vice chair of the Board of Trustees. The Tull Conference Room was a gift from The Tull Foundation.

**Charles A. Dana Fine Arts Building** (1965) was named in honor of the nationally known philanthropist of the same name. It was designed by renowned Atlanta architect John Portman. The building is home to 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 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 was 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 their leadership as co-chairs of the Centennial Campaign.

**Hopkins Hall** (1954) was named for Dean 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, the library contains the Robert Frost and Catherine Marshall '36 collections. It is home to the Betty Pope Scott Noble '44 College Heritage Center. 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 founding 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.

**The President's Home** (1951) has been the residence of presidents Alston, Perry, Schmidt, Mahoney, 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. In the next year, the president's residence will move to the Scott-Sams House at 312 S. Candler Street. Built between 1875 and 1885, the house is listed on the National Register of Historic Places. The home was built by Bucher Scott, son of George Washington Scott and grandson of Agnes Irvine Scott and remained in the Scott family until its purchase by the college in 2015.

**Rogers Steam Plant and Laundry** (1930) was named long after its construction for 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 first floor and annex house the offices of admission,

advancement and financial aid. 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.

**Julia Thompson Smith Chapel** (2008) was named for Julia Thompson Smith '31, wife of Hal L. 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, is a trustee emeritus. The naming gift for the chapel garden was given by former trustee Jim Philips and his wife, Donna. The garden is named for his parents, Davison and Kay Philips '43.

**Walters Hall** (1956) was named Frances Winship Walters Hall and "dedicated to the memory of Mr. and Mrs. George C. Walters." George C. Walters was Frances' husband who died in 1914. She never remarried. She had attended Agnes Scott for two years and later 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, longtime board vice chair 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 I. Young Alumnae House** (1921; renovated in 2009) was named in honor of alumna Anna Irwin Young, professor of mathematics from 1895 to 1920. It is the second oldest alumnae house in the United States (after Vassar) and the oldest in the Southeast. The renovated house was the first building in Decatur to be awarded LEED Silver.

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## Traditions

**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 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 Carnegie Library was renamed the Charles Murphey Candler Building and 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 on for both in The Hub of Alston Campus Center 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, auto-graphed 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 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 Sophomore Ring Ceremony celebrates sophomore students as they receive their Agnes Scott class rings in Presser Hall's Gaines Chapel.

## Black Cat Activities and Terms

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. Keeping their 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. The class and sister songs are performed at Junior Production.

**Bonfire:** Bonfire is a chance for all classes to dress like their mascots, sing college 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. Each class competes against the other in various field games. 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.

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### Black Cat Mascots

1957 Dennis the Menace  
1958 Droopy  
1959 Casper  
1960 Charlie Brown  
1961 Eloise  
1962 Yogi Bear  
1963 Winnie the Pooh  
1964 Harvey the Invisible Rabbit  
1965 Dennis the Menace  
1966 Madeline  
1967 Peter Pan  
1968 Popeye  
1969 Raggedy Ann  
1970 Christopher Robin  
1971 Jiminy Cricket  
1972 Huckleberry Finn  
1973 Daisy Mae  
1974 Mickey Mouse  
1975 Johnny Appleseed  
1976 Raggedy Ann  
1977 Dennis the Menace  
1978 Hot Stuff  
1979 Jiminy Cricket  
1980 Keystone Cops  
1981 Yellow Pages  
1982 Peppermint Patty  
1983 Scout Troops  
1984 Cracker Jack Sailors  
1985 Sundance Kids

1986 Scottish Highlanders  
1987 Merry Men  
1988 Pilots  
1989 Cheshire Cats  
1990 Mighty Mounties  
1991 Jiminy Cricket  
1992 Blues Brothers  
1993 Woodstock  
1994 Cat in the Hat  
1995 Peter Pan  
1996 Roadrunner  
1997 Solid Gold Dancers  
1998 Wonder Women  
1999 Green Berets  
2000 Blues Brothers  
2001 Sun Goddesses  
2002 Queen of Hearts  
2003 Poison Ivy  
2004 Sirens  
2005 Queens of the Nile  
2006 Vixens  
2007 007 Bond Girds  
2008 Luna Moon Goddesses  
2009 Golddiggers  
2010 Phoenixes  
2011 Amazon Warriors  
2012 Blue Water Dragons  
2013 Valkyries  
2014 Red Foxes  
2015 The Tinkerbelles  
2016 The Muses  
2017 The Lions  
2018 Rosie the Riveter  
2019 The Sprites

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### Community Hour and Special Convocations

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 typically 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 are closed during convocation. Traditional community convocations are:

**Opening Convocation and Senior Investiture**

Tuesday, August 23, 2016

**Martin Luther King Jr. Convocation**

Friday, January 13, 2017

**Founder's Day Convocation**

Friday, February 24, 2017

# Student Life and the Co-Curriculum

The shared purpose of the various departments is reflected in the Student Life mission statement: *We are educators fostering a holistic developmental experience for students, empowering them to make meaningful contributions in the world. We educate for life.*

An emphasis on student learning and development and a commitment to the holistic development of students drive the work of the division. The programs, services, resources and advocacy efforts are intentionally designed with attention to outcomes that expand students' spheres of knowledge, engage them in transformative experiences, and promote knowledge of self, others and the world. Collectively, the work of Student Life reinforces and extends the academic experience and fosters experiences and opportunities that result in student learning. Student Life is committed to the following learning outcomes:

- An awareness of self and a healthy self-identity; the capacity to examine, test, and challenge one's own beliefs, values, attitudes, and behaviors.
- Engagement across difference, an understanding and appreciation of diversity, and capacities for intercultural communication and connectedness.
- Knowledge, skills and abilities for ethical, compassionate, servant leadership and responsible, active, and engaged citizenship within the Agnes Scott community and beyond.
- Personal responsibility for one's actions and an understanding of their impact on self and others. Social responsibility to transform and sustain the local and global communities in which we live.
- Ability to make meaning of one's life, purpose and journey of engagement.
- Holistic growth, a balanced, healthy lifestyle and a life-long commitment to learning.

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## Student Life Staff

### Office of the Dean of Students

**Vice President for Student Life & Dean of Students:** Karen Goff

**Associate Dean of Students for Leadership and Engagement:** Honi Migdol

**Associate Dean of Students for Living and Learning:** T.M. Mosley

**Senior Administrative Assistant:** Shinade Ramirez

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## Athletics

**Athletic Director:** Beth Vansant

Location: Woodruff Athletic Center

Phone: 404.471.6133

Students can participate in intercollegiate sports including basketball, cross country, softball, soccer, tennis, and volleyball through Agnes Scott's Division III membership in the National Collegiate Athletic Association. The college is a member of the USA South Athletic Conference. The Department of Athletics also encourages participation in club sports which may include cheerleading, swimming, running, and tennis. For more information on recreation and intramural activities, please refer to the Center for Student Involvement.

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## **Center for Student Involvement**

**Director of Student Activities:** Faith Sumpter

**Assistant Director for Student Activities:** TBA

**Assistant Director for Recreation and Intramurals:** Carolyn Cornelison

**Administrative Assistant:** Beth Blackwell

Location: Alston Campus Center 216

Phone: 404.471.5879

The Center for Student Involvement (CSI) encourages student involvement and assists students and student groups in the development of social, cultural, intellectual and recreational programs that expand the level of student involvement within the campus community and society.

CSI strives to meet the needs of the student body to maximize personal growth and developments in students by providing a variety of opportunities to get involved and engaged. Getting involved on campus helps with the transition to college life as well as provides outside the classroom learning and fun!

Events sponsored by CSI include both co-curricular events including trivia, parties, off campus trips as well as recreation events. Students will enjoy recreational sports on campus which may include running, yoga, tennis, pilates, kickball, dodgeball, cheerleading and swimming. Students can also enjoy co-ed intramural opportunities with surrounding institutions such as Georgia Tech, Georgia State and Morehouse College.

In addition to providing activities and events, CSI oversees new student orientation and Weeks of Welcome to encourage students to be involved throughout their time at Agnes Scott College.

### **New Student Orientation**

At Agnes Scott, the entire community works together to assist incoming students with their transition to college. The new student orientation program is designed to support students holistically, intertwining academic and social experiences. New student orientation begins in summer when Orientation Council members—upper class students who plan and coordinate orientation activities and events as well as connect with new students via Facebook and emails.

Once new students arrive on campus, they will engage in numerous programs that integrate them into the social and academic fabric of the college and help to develop bonds among the incoming students.

### **Weeks of Welcome (WOW)**

In the weeks following new student orientation, we invite new and returning students to be introduced to campus resources through a variety of activities. Weeks of Welcome (WOW) is designed to showcase student organizations, campus resources, and opportunities for co-curricular involvement. All students are invited to participate in events and programs as they acquaint themselves to campus! Events include trips to Atlanta area sites, a Block Party, community picnics, relaxation events, and much more.

## **Scottie Shuttle**

CSI sponsors a weekend shuttle to various locations around Atlanta and Decatur. The shuttle runs most weekends when classes are in session and the schedule is posted online as well as emailed out to all students. The shuttle will not run when the college is on breaks or holidays. The shuttle is free for Agnes Scott students only, no guests are permitted.

Seats on the shuttle are available on a first-come, first-served basis. The shuttle leaves from the front loop at regularly scheduled intervals and returns to the front loop at specified times. If a student misses the final shuttle back to campus, they are responsible for their transportation back to campus.

In order to provide transportation for exclusive use for student organization and department trips, the shuttle can be rented out for Agnes Scott College student uses for a fee. Any questions regarding shuttle rentals should be directed to the Center for Student Involvement.

## **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 2016-2017 is \$240. The activity fee entitles a student to participate in the activities of the Student Government Association.

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## **Student Development Fund**

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.

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## **Gué Pardue Hudson Center for Leadership and Service**

**Director of Leadership and Student Organization Development:** Tonya Baker McPherson (Phone: 404.471.6438)

**Director for Community Engagement:** JLP Price (Phone: 404.471.6639)

Location: Alston Campus Center 200

**Website:** <https://www.agnesscott.edu/dos/leadership-and-service/index.html>

The Gué Pardue Center for Leadership and Service (CLS) creates and sustains a vibrant campus experience for students' that fosters personal and intellectual growth inside and outside of the classroom. CLS empowers students to become positive change agents in their community by promoting personal leadership development, active engagement, and global citizenship.

The programs and services supported by the Center for Leadership and Service are intentionally designed to help students:

- Gain a deeper understanding of oneself, including strengths, values, ethical principles, and authentic leadership style.
- Identify and apply effective strategies for working together as part of a group in which individual differences are valued.
- Promote an inclusive and globally diverse approach to leadership development
- Motivate and empower students to assume their roles as positive change agents in their communities.

The Gué Pardue Center for Leadership and Service encourages Agnes Scott students to become actively involved in organizations, programs and services that foster intellectual growth and leadership development. It also motivates students to connect to Agnes Scott and the wider global community through the integration of diversity, leadership, service and wellness in its mission.

The Gué Pardue Center for Leadership and Service offers specialized leadership programming that supports students from their first year to graduation. An Agnes Scott student apply to be an Emerging Leader, become a member of Honor Court or a club president, or take advantage of numerous other opportunities to serve and lead the campus community.

The Gué Pardue Center for Leadership and Service staff believe that community engagement through service-learning opportunities plays an essential role in the development of students as global citizens of the world. Through a variety of on- and off-campus activities focused on student engagement in service, the center staff encourages participation in initiatives that engender values of lifelong learning and community involvement.

Students will have the chance to meet members of various student organizations during the student activities fair at the beginning of the fall semester. All organizations on campus are invited to represent their groups. In addition, students will have opportunities to participate in activities throughout Atlanta at discounted rates through various student organization and departmental events.

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## Wellness Center

### Wellness Center

**Executive Director:** Juanita Gainous-Mottley

Location: Hopkins Hall

Phone: 404.471.7100

### Counseling and Psychological Services

**Director:** Tomiko Logan

### Student Health Services

**Director:** Marcia Peters

Students are eligible for health and counseling services provided at the Wellness Center. The Student Health Services (SHS) director is a nationally certified nurse practitioner who works with physician consultants in internal medicine, gynecology, dermatology, psychiatry, and sports medicine. Services include evaluation and treatment of health problems, counseling, special health education and screening programs.

The college reserves the right, if parents or guardians cannot be reached, to make decisions concerning emergency health problems for any student who is a minor. Students with specific health problems, serious illnesses or injuries will be referred to the appropriate specialist or medical facility.

Confidential counseling services are offered for all enrolled Agnes Scott students by staff members in Counseling and Psychological Services (CAPS) who are licensed clinicians. Services include individual and group counseling; consultation and referral services and outreach programming. Students seek counseling for a variety of concerns including managing relationships, handling family problems, coping with stress, handling a crisis, eating and/or body image concerns, improving study skills, improving time management, increasing self-esteem, and dealing with alcohol and/or drug concerns.

Individual counseling involves one-on-one meetings with a counselor for about 45 to 50 minutes. Group counseling is offered on an as needed basis and involves three or more students meeting with one or more counselors to deal with shared concerns.

Consultation is available for staff, faculty, students or family members with a concern about a student or a specific mental health-related issue. Referrals are available for off-campus mental health services (e.g., longer-term psychotherapy, testing for learning disabilities, psychiatric care, and intensive- treatment programs). In addition, workshops and presentations can be arranged for groups or classes interested in counseling-related topics.

The center's wellness educational programs include stress reduction, prevention of illness, promotion of self-care and encouragement of positive health practices. Reference materials on wellness issues are also available.

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## **Student Health Insurance**

All students have the option to apply for waiver of the student health insurance each year, if proof of comparable coverage outside of ASC can be provided. If you have health insurance, you may submit a waiver to see if your plan meets the requirements. If your waiver is approved, you will not be billed for the student health insurance plan. The deadline to waive is June 3<sup>rd</sup>. This is an annual policy that is effective from August 15<sup>th</sup> until August 14<sup>th</sup> the following year. The premium cost will be included on your tuition statement each semester; if you choose the college insurance plan or your waiver is not approved. There is an annual deductible per covered person of \$250.00 preferred care, \$500.00 for non-preferred care. The deductible is waived when a referral is provided by the Wellness Center. This program provides coverage world-wide and is underwritten by Aetna. Claims are administered by Aetna Student Health Insurance. Details regarding this coverage are available online at [www.aetnastudenthealthinsurance.com](http://www.aetnastudenthealthinsurance.com), enter school code: ASC.

International student insurance is provided through a separate program provided by T.W. Lord Insurance. Information regarding this coverage is available through the Office of International Education.

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## Religious and Spiritual Life

**Julia Thompson Smith Chaplain:** Kate Colussy-Estes

Location: Alston Campus Center 226

Phone: 404.471.6437

The Julia Thompson Smith Chaplain serves as pastor to all members of the Agnes Scott community and coordinates religious activities, offering opportunities for worship, reflection, and community-building. As a liaison between the college and the broader religious community, the chaplain encourages students to become actively involved with a local church, mosque, synagogue or other faith community. On-campus worship includes ecumenical worship services, special observances and events in celebration of notable campus occasions. The chaplain advises all student-led religious and spiritual organizations that operate on campus as well as the Interfaith Council, a committee of leaders from each student-led religious/spiritual group, reflecting an increasing diversity of faith traditions at Agnes Scott.

Opportunities for reflection on the relationship between faith and learning, as well as on personal and societal issues, are provided through speakers, group discussions, support groups and spiritual counseling. . Through the annual James Ross McCain Faith and Learning Lecture, students have a chance to hear from and interact with internationally recognized scholars and theologians. Through the annual James Ross McCain Faith and Learning Lecture, students have a chance to hear from and interact with internationally recognized scholars and theologians.

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## Residence Life

**Director:** Adrina Russell (arussell@agnesscott.edu)

**Area Coordinators:** MK Findley (mfindley@agnesscott.edu); Jamille Howard (jjhoward@agnesscott.edu)

**Community Directors:** Daisy Bourassa- Avery Glen, Campbell, and Theme Houses (dbourassa@agnesscott.edu); Zavieta Russell- Main, Rebekah, and Inman (zrussell@agnesscott.edu); Verlinda King- Walters (vking@agnesscott.edu); Duana Revere- Winship (drevere@agnesscott.edu)

**Office Manager:** Misty Dumas-Patterson (mdumas-patterson@agnesscott.edu)

Location: Alston Campus Center, Carrie Scandrett Suite, Room 212

Phone: 404.471.6408

Website: <http://www.agnesscott.edu/residencelife>

Agnes Scott is a residential liberal arts institution. The residential environment is a key component of each student's college experience. All students, except Woodruff Scholars, are required to live in main campus housing or campus apartments during their tenure at the college. There are occasional exceptions to the live on campus policy.

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 Housing and Residence Life, in special situations or when space is unavailable on campus.

Living on campus is an integral part of the living and learning experience. The Office of Residence Life provides an interactive community, not just a place to sleep. All staff and resources support the educational and social growth of students as they take advantage of this benefit. Residence halls are almost entirely self-governed within the policies of the college and the Office of Residence Life.



Agnes Scott's residence halls are comfortable and inviting, providing students with diverse residential options designed to support students' transition to the independent life after college. All residence-hall rooms have wifi services and common TV viewing areas with basic digital services. Agnes Scott "Main," Rebekah Scott and Inman halls have been restored to their Victorian elegance while meeting today's needs for efficiency. Their former grace is recaptured with period design and furnishings (some donated by alumnae) and chandeliers in the lobbies and parlors. All three are listed in the National Register of Historic Places. Two other comfortable residence halls are Walters and Winship, which provides housing for most first year students. Walters features the GEMS (Generating Excellence in Math and Science) living and learning community. Campbell hall reopened in 2014 as a suite-style residence hall and academic building, the first of its kind at Agnes Scott College, student rooms have semi-private bathrooms and the halls are filled with modern community spaces.

Apartment living is available at the college's Avery Glen Apartments located on the east side of campus. Avery Glen affords a greater sense of independent living for eligible students. Theme houses are another housing option. There are three restored Queen Anne-style homes on the west side of the campus. These houses create living/learning communities based on themes (*recent themes: BRAIN (Bringing Awareness Involving Neuro-diversity), Home Away from Home, and House of Health and Wellbeing*). Students apply to live in these houses according to their interest in and commitment to assigned themes. By choosing to reside in a house, residents commit to using the living arrangement to advance learning. Collaboration between faculty and students is an important focus of this arrangement, and each house has a faculty or staff adviser. Students submit theme proposals each year.

A full description of our residence hall facility types is located on our department website at:  
<http://www.agnesscott.edu/residencelife/>

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## **Professional and Paraprofessional Staff**

All residence life student staff are hired, trained, supervised and evaluated by the Office of Residence Life and the Division of Student Life.

The Director of Housing and Residence Life is responsible for the budget, strategic planning and administrative oversight of the unit; creates department goals and standardizes processes for staff and students, acts as a resource agent in support of residents; coordinates major processes such as the room selection process, facility inspections for health and safety and many others.

The Area Coordinator reports to and works closely with the Director of Residence Life and the Associate Dean of Students for Living and Learning in all phases of housing operations. The Area Coordinator aides in the development of a holistic Residence Life program at a residential college. The Area Coordinator supports the development of a living and learning environment that promotes the intellectual, personal and professional growth of students and Resident Assistants

The Community Directors (CDs) 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 CD 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 assistant 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 providing mentorship and leadership to the RA staff. Each SRA works with 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.

The Office Manager coordinates several administrative processes including submitting work orders and inputting student charges for rooms and meal plans. Addition to managing the logistics of daily operations and supervising desk workers, the Office Manager supports students in a myriad of ways including arranging office visits and connecting them with campus resources.

Names and contact information for staff members is distributed to students via email each semester, remains posted inside of each residential facility and is listed on the department website at:

<http://www.agnesscott.edu/residencelife/>

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## **Room Selection**

All returning unmarried (single), undergraduate students currently enrolled at Agnes Scott are automatically eligible to participate in the housing application and room selection 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 special admits, part-time, and Woodruff scholars, permitting availability of space. These students must email the Director of Housing and Residence Life and describe their need for next term housing.

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 room selection 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 2017 are assigned four (4) points; graduation date of 2018 are assigned three (3) points and graduation date of 2019 are assigned two (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.

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 room selection process during spring semester.**

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## **Housing and Residence Life Regulations**

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.

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.

If a student's conduct indicates 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 her resident status.

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 student's resident status, at which time the student will be required to move out of the residence hall within **48 hours**.

### **Judicial Board retains primary jurisdiction in the following matters:**

#### **A. Smoking Policy**

Agnes Scott College recognizes the serious health implications of both direct use of tobacco products and indirect exposure to the use of tobacco products, along with hazards associated with environmental tobacco smoke. In order to create an atmosphere consistent with Agnes Scott's mission and commitments to improve the health and wellness of members of the Agnes Scott community and the environment, Agnes Scott College prohibits the use or sale of tobacco products on its main campus, effective January 1, 2015.

1. This policy covers all tobacco products and applies to students, employees and visitors.
2. Use of tobacco products in any facility on Agnes Scott College's main campus is always prohibited, including any interior space rented or leased by outside entities.
3. Use of tobacco products is prohibited in any college office located in a college-owned building.
4. Outdoor use of tobacco products is prohibited on all grounds or property owned or wholly leased by Agnes Scott that are included in the main campus.

For a full

#### **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 guests 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

#### **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 agreement 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.

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. Students who have prospective students as guests are asked to consult the Office of Admission in advance.

i. Guests under age 16 who are unaccompanied by a parent or guardian must be approved by the director of housing and residence life with a minimum of 48 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 12-6 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 housing and residence life.

c. Male guests 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. Showers for male guests are available on the ground floor of the Alston Campus Center and in Woodruff Physical Activities Building. There is also a gender-neutral shower 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 office of disability services.

## **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 light on.
- Unlock and close residence hall room door.
- Exit the building immediately, particularly if smoke is visible.
- Meet with 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. 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, for some reason, a student must miss a residence hall meeting, she may be excused by her resident assistant, or graduate hall director with 24-hour notification. Students who miss called meetings are still accountable for information covered during these meetings. Blatant disregard and failure to attend mandatory meetings may result in a judicial board case.

## **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. Students who have a pet at Avery Glen will automatically be charged pet cleaning fees and odor removal fees which cost \$200 minimally. Additional charges may occur if the pet causes damage to college property.

## **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. 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 the hall, but the residence life staff member has ultimate authority on the hall. If a student is disturbing others students, that student 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.
- b. Upon her return to campus, the student must sign back in on the same form.
- c. 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 Condition**

Each residence hall room is inspected prior to move-in by the residence life staff and a room condition form is 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. Residence Life has recommended storage options available in their office.

## **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 in Walters and Winship are given ID access for exterior doors in lieu of a key. 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 community 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 assistant 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.
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 other RAs 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 other RAs 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. Room changes will be granted after other options, such as roommate mediation, have been exhausted and based on space availability.

### **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 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 any time 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. There may be emergency housing situations that occur, and a roommate may be assigned with no prior notice. When 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 email, 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 to keep their room as a single (rates will be listed on the department website).

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 with a mutually requested roommate prior to being assigned a new roommate by the Office of Residence Life. Residents who refuse to consolidate and lack the maximum occupancy in the apartments **may be charged** for the vacant space based on the type of apartment and current rate. The buy-out charge will be divided equally among apartment occupants and will be charged to their account to be paid immediately. Buy outs and single rooms are not available during times of peak housing demand or student need.

### **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 the Office of Disability Services. Students will be asked to complete a request form and to provide supporting documentation. The Office of Disability Services will communicate these special needs to the Office of Residence Life.

## **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. Students are not charged to stay on campus during 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. The cost for these break are as follows:

- \$30 per day for daily short stays/early arrivals/late check outs of 1-3 days
- \$125 per week (*weeks and applicable dates are determined by the Office of Residence Life*)
- Summer school "term" housing is \$700 per session

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 check out with a residence life staff member. Failure to checkout properly or checkout on time will result in a \$100 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. Party Registration**

Residents may have social gatherings in your living spaces within certain guidelines.

Due to building layouts and size of spaces, gatherings with alcohol are permitted only in the West College Avenue Theme Houses or Avery Glen apartments. Parties are described as events with 13 or more people. An event can also be considered a party if it looks, smells, sounds, or feels like a party, as determined by residence life staff members or other campus administrators.

To ensure student safety and to ensure that guests comply with Agnes Scott College residence life policies, we require that parties be registered at least five business days in advance of your event with the office of residence life. Parties will only be approved for houses and apartments where the majority of students are of legal drinking age.

A mandatory meeting between all apartment/house residents and the director of residence life will be scheduled as a pre-condition of approval. All apartment/house residents must agree on several meeting times and be prepared to sign-up for a meeting with the administrator at the time you submit your registration form. If the requesting apartment/house has previously submitted a party registration form, attended the mandatory meeting, and hosted a successful event (without ASC public safety or ASC residence life staff intervention), then the designated host of the event will be the only required person(s) to attend the registration meeting per event.

ASC public safety and residence life on-call staff will be notified once a registration form is submitted and once the registered party is approved. The primary contact for the party registration will be contacted when the event has been approved. **The party registration form does NOT guarantee approval.**

### **Official College Policy:**

Individuals in Theme Houses and Avery Glen Apartments hosting an event are responsible for ensuring compliance with college policies and state and local laws. Individuals who violate these policies are subject to disciplinary actions by the college, by the state of Georgia, and by the city of Decatur.

- Agnes Scott prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students, student organizations, faculty or staff on its property as part of any college sponsored activities.
- To register a party, a student must be 21 or older and all guests must also be 21 or older.
- Students who are age 21 or older may consume alcohol at registered and approved “BYO” (bring your own) events or special events approved for serving alcohol on campus and during the time approved for the event.
- Intoxication is prohibited.
- Food and nonalcoholic beverages must be available at any BYO event or campus event where alcoholic beverages are served.
- The distribution of alcohol to underage individuals is prohibited.
- The sale of alcoholic beverages at any Avery Glen/Theme House event is prohibited.
- The use of pure grain alcohol and kegs are prohibited.
- Devices designed for the rapid consumption of alcohol are prohibited.
- Participation in drinking games is prohibited.

### **Avery Glen/Theme House Expectations:**

Any student or group of students who host an event are expected to follow the standards below. Failure to abide by standards may result in disciplinary action for some or all residents of the house/apartment as well as guests.

- The function will end no later than 2 a.m. Quiet hours begin at twelve midnight. All party noise must cease by midnight. If there is a complaint of noise at any time during the party, the party will cease and the attendees must disperse. At the discretion of a residential staff member or an Agnes Scott Public Safety Officer the party will cease and attendees must disperse.
- If the party spills out into the area surrounding the apartment/house, the party will cease upon the direction of residential staff or ASC Public Safety. Resident hosts are responsible for the break-up and control of the party.
- Cost of any damage that occurs in or around the party area is the responsibility of the resident host(s). The Resident Host(s) will also be charged for any extra custodial services that are needed because of the party.
- The resident hosts will clean the area (inside and outside of the house/apartment) and dispose of trash immediately after the function.
- Only persons 21 years of age or older may consume or possess alcohol. Resident hosts are responsible for this policy throughout the duration of the party.
- A list of all registered events will be given to ASC Public Safety and residential staff.
- Events may only be registered on Friday and Saturday nights. No parties will be registered during finals, reading days, or other times when classes are not in session.
- The party registration must be completed and submitted at <http://www.surveygizmo.com/s3/990951/Party-Registration-Form> no later than 5 p.m. on the fifth day prior to the event.

### **J. 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.

## **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 email 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 or dean of students. 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 Housing and 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 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 in this handbook also applies to Avery Glen.

### **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, 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 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 out service is not provided at Avery Glen. Office of Residence

Life do have access to keys at Avery Glen and can perform a lock-out, however, there will be a charge to let the student back into their room. The Department of Public Safety does not have access to keys to the Avery Glen apartments. Students should make every effort to maintain control of their key at all times. Additionally, locked out students should contact their roommates. If unable to gain access to their apartment or another friend's apartment, students should call RA on call to make other arrangements. Students can also call Public Safety who will notify the Dean of Students on-call staff member if an RA is not reachable.

## 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. Each of the five guest rooms is equipped with a private bath and can accommodate up to two guests. ASC students may not visit with non-familial male guests upstairs. 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 email [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.

## Student Government Association

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## Grant of Power

Each student of Agnes Scott 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.

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## 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 currently governing 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 Center for Student Engagement.

*“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

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.



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## **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.”

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## **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.

## **Constitution**

### **Agnes Scott College Student Government Association Constitution**

#### **PREAMBLE**

We, the students of Agnes Scott College, with the goal of unifying the students 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, age, size, class, political affiliation gender expression and identity, creed, color, religion, national origin, sexual identity, and/or ability.

### **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, president of Programming Board, ASCSGA treasurer, ASCSGA Secretary, Chair of Elections Board chair of the Coalition of Student Multicultural Organizations (COSMO), chair of the Inter-Organizational Council (IOC) and the chair of the Student Green Fee Fund (SGFF).

#### **Section II: Powers and Duties**

A. All voting 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.

C. It shall be the responsibility of the Executive Board to make themselves available via office hours during the week.

##### **1. President of the Association**

a. To provide executive leadership, by upholding democratic ideals, 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 Association 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 Association 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 Association'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.
  - o. To send out minutes to all members of the Executive Board of the Association.
2. Vice President of the Association
    - a. To attend all meetings of the Executive Board of the Association.
    - b. To assume the duties and powers delegated to the president of the Association in the president's absence.
    - c. To serve as Parliamentarian during all executive meetings.
    - d. To uphold the constitution bylaws and to make sure other executive members uphold them as well.
  3. 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.
    - c. To serve on any committee appointed by the college's administration in order to represent the Association's point of view.
    - d. To assume the duties and powers delegated to the president of the Association in the president's absence.
    - e. Cannot serve on Executive board of any other Organization at Agnes Scott
  4. Honor Court President
    - a. To attend all meetings of the Executive Board of the Association to be the voice for Honor Court.
    - b. To ensure that the Executive Board upholds the Honor Code in all meetings and decisions.
    - c. Cannot serve on Executive Board of any other organization at Agnes Scott.
  5. Judicial Board President
    - a. To attend all meetings of the Executive Board of the Association to be the voice for Judicial Board.
    - b. To advise Executive Board of Association of concerns of Judicial Board.
    - c. Cannot serve on Executive Board of any other organization at Agnes Scott.
  6. Programming Board President
    - a. To attend all meetings of the Executive Board of the Association to be a voice for student activities on campus.
    - b. To advise Executive Board of Association of concerns of Programming Board.
    - c. Cannot serve on Executive board of any other organization at Agnes Scott
  7. 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 call and preside over budget hearings.
    - d. To serve on the Strategic Planning Advisory Committee (SPAC) and SPAC Financial Subcommittee of the college.
    - e. To attend all meetings of the Executive Board of the Association.
    - f. 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.
  - i. If there is not an interested candidate who has previously served on the Allocating Committee for a year, then a candidate without a year of Allocating Committee experience may be elected.
  - j. Cannot serve on Executive Board of any other organization at Agnes Scott.
  - k. To have the sole power to review and have a final approval of all proposed budget use by the ASCSGA Executive Board before any payment or transfer can be made from the ASCSGA Executive Board account, including ASCSGA Executive Board Co-sponsorship.
  - l. To have the power to approve or disapprove SGFF transfers to individuals or organizations that have been selected by the SGFF committee after the examination of the current SGFF budget.
  - m. To have the power to appoint the Allocating Committee Secretary, subject to approval by the President of the Association and the Student Senate.
  - n. To have the power and responsibility to demand and examine reports from each ASCSGA supported organization showing their own budget uses each semester.
  - o. To have the power to temporarily withhold the use of the allocated money from an organization if ASCSGA Treasurer and the ASCSGA Executive Board advisor deem that an ASCSGA supported organization is misusing or overusing its allocated budget or if an organization is not submitting any financial reports requested by the Treasurer of the Association. There shall be an interview process for an ASCSGA supported organization to have allocated budget reinstated.
  - p. To have the power to review any budget appeals submitted within the first two weeks of the fall semester.
    - i. All appeal decisions must be made within a month of the start of the fall semester by the current Treasurer of the Association.
    - ii. Once the decision is made by the current Treasurer of the Association, the decision is final and no more appeals can be submitted from the same organization that year.
    - iii. The appeals submitted by an ASCSGA supported organization can only reflect the allocated budget of the current year.
  - q. To have the power to ask the Chair of Inter-Organizational Council (IOC) and/or the advisor of the Chair of IOC for the IOC meeting attendance record to finalize the allocation process.
8. 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 Association .
  - d. To chair Elections Board and ensure eligibility of candidates
  - e. To maintain and accept petitions for all Student Government Association offices.
  - f. To conduct elections in a manner that upholds the Agnes Scott Honor Code.
  - g. Cannot serve on Executive board of any other Organization at Agnes Scott
9. Chair of Coalition of Student Multicultural Organizations (COSMO)
- a. To advise the Executive Board of the Association of the concerns marginalized and/or underrepresented 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 coalition of Student Multicultural Organizations (COSMO).
  - f. To serve as a voting member of the Supreme Court.
  - g. Must have been an executive board member of one of the campus organizations of underrepresented students.
  - h. Cannot serve on Executive board of any other Organization at Agnes Scott
10. Chair of Inter-Organizational Council (IOC)
- 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. Cannot serve on Executive board of any other Organization at Agnes Scott
  - g. To coordinate and assist with the new student organization process.
11. Chair of Student Green Fee Fund (SGFF)
- a. To report the allocations of the Student Green Fee Fund to ASCSGA.
  - b. To be a non-voting member of the Executive Board of the Association.

### **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 campus life as adviser, Allocating Committee secretary, 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. The Allocating Committee secretary shall be a non-voting member and appointed by ASCSGA treasurer, subject to approval by the President of the Association and the Student Senate.
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 elected from the Association at large 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 the student's 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

1. All meetings must be held on campus and members shall be notified at least 24 hours in advance of emergency meetings.

2. All meetings are mandatory and regular meetings will be on the following days:

- i. Last Friday of November
- ii. First Friday of December
- iii. Third Friday of February
- iv. Fourth Thursday of March
- v. Second Friday of April
- vi. Third Friday of April
- vii. Fourth Friday of April

## Section II: Supreme Court

### A. Membership

Members of the Supreme Court shall be the president of the Association, chair of the Inter-Organizational Council, 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. The president will vote only in the case of a tie. If the president of the Association is called before the Supreme Court, then the Senate president shall serve as the chairperson in place of the president of the Association.

- i. If any member of the Supreme Court is called before the Supreme Court, then the president of the Association will appoint interim members of the Supreme Court from ASCSGA Executive Board, subject to approval by the Student Senate.

### 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 Chair will organize a meeting within 3-5 business days.
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

- a. 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 Association .
- 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.
- d. Said party must advocate for themselves via advertisement.

##### 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 SPAC Financial Subcommittee and the college administration. Student Senate will vote on approval or rejection of the proposed fee.
- B. The set student activity fee 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, 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 ranged between 14 to 22.
- b. In the general spring elections students shall elect at least two senators from each class students of the total of 12 to 16.
- c. The remaining opening positions will be filled by either residential or nonresidential students of any class in the emergency elections.
- d. Newly enrolled students shall elect at least two students in First-Year elections held early in the fall term.

## B. Eligibility

Student Senators are not permitted to be an officer or member of Honor Court; officer or member of Judicial Board; officer of the student's 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 absence of the President and Vice President.
- 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, ASCSGA and members of Student Senate, and to deal with the situations according
- j. To use veto power over unethical and unjust events in voting.

### 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, the student 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.
- e. To serve as a member of the Judicial Review Committee and other committees in absence of the President.
- f. To serve as IOC chair for Student Senate

### 3. Secretary of Student Senate

- a. To maintain individual attendance records of meetings of all student senators
- 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 activities at its final session.
  - f. To coordinate student interviews for the board of trustees, faculty and college committees, and new student organizations.
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.
  - 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 Association of Agnes Scott College.
  - b. To be informed of the needs and interests of the Association, 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 supermajority 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 one 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 ASCSGA funding.
  - m. To elect student members to all College, faculty, and Board of Trustees committees as listed in the bylaws.

#### D. Constitutional Review Committee

##### 1. Membership

There shall be a Constitutional Review Committee composed of the following four to seven members: the Vice President of Student Senate as the chairperson, and four representatives from Student Senate,

- a. These members shall select one person from the committee as Secretary of the committee in order to maintain

an accurate record of the proposed amendment.

## 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 at least one year of Honor Court experience at Agnes Scott College and have served at least one semester as another Executive Board officer.
- 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. One international student member of Honor Court
- h. 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 the student's class, or member of the residence life staff (exceptions can be made for members of residence life staff by the Honor Court President).

### B. Duties and Powers

#### 1. President of Honor Court

- a. To serve as president of Honor Court and to preside over its meetings, voting only in case of a tie.
- 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.
  - l. To maintain case files, tracking systems and prepare reports as needed.
2. Vice president of Honor Court
    - a. To act as President and assume duties in an absence, resignation or request of President. This includes serving as a member of the Judicial Review Committee.
    - b. To aid the president in assembling material for cases and to work with the president on individual cases involving referrals or appeals.
    - c. To update Faculty relevant to a specific case on the status of that alleged Honor Code violation on a weekly basis.
    - d. To plan all Honor Court student body programming
3. Secretary of Honor Court
    - a. To take minutes at all Honor Court meetings.
    - b. To maintain all records
    - c. To assume the Vice Presidential responsibilities in the absence, at the resignation, or at the request of the vice president.
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 assume all secretarial responsibilities in the absence, at the resignation, or at the request of the secretary.
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 F abstentions.
    - c. When the penalty of suspension or dismissal is recommended, there shall be no more than one negative or two abstentions.
6. 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
7. 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.
8. 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.
  - c. Meetings to protect the privacy of students all meetings of the Honor Court are closed.

### **Section III: Judicial Board**

#### **A. Membership and Election**

##### **1. Executive Board**

- a. Members shall be president, vice president, secretary, and treasurer 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, secretary, and treasurer will all be elected at large
- c. The president of Judicial Board must be of junior or senior standing and have one semester of Judicial Executive 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 will be elected in the fall

##### **3. Positions vacated will be filled by petition as stated in the Constitution**

- a. However, given extenuating circumstances the Judicial Board has the ability to promote members within to officer positions.

#### **B. Eligibility**

Executive board members may not be an officer or member of Student Senate; a member of the Residence Life staff; an officer or member of Honor Court; on the executive board of Programming Board; an officer of the student's 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, voting only in case of a tie.
- 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 keep all records of the Judicial Board
  - j. To notify all members of scheduled meetings
2. Vice president of Judicial Board
- a. To serve as vice president of the Judicial Board and to assume the duties of the president upon the president's request or resignation.
  - b. To act as IOC liaison.
  - c. To send notification of penalties as the Judicial Board directs
  - d. To ensure adherence to the penalties sanctioned by the Judicial Board
3. Secretary of Judicial Board
- a. To keep the minutes of the meetings of the Judicial Board
  - b. To notify students of charges and hearing dates
4. Treasurer of Judicial Board
- a. Responsible for budget and monetary exchanges
  - b. To act as events chair for the Judicial Board
5. 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
6. 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.
5. To protect the privacy of students all meetings of the Judicial Board are closed.

#### 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. Scottie Shuttle policies
  - i. #Students Access
  - j. 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 to Judicial Board
      - 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 filed for the current academic year and 30 days without visitation
      - bb. Second violation: warning filed for the current academic year, one semester's worth of days without visitation and required to make signs outlining the parietals policy to be put up in the student's dorm.

- iii. Smoking
    - aa. First violation: warning filed for the current academic year and a 500 word essay on smoking to be submitted to the president of Judicial Board, the Dean of Students, and the Judicial Board's advisor within 15 days.
    - bb. Second violation: warning filed for the current academic year and the assignment of filling a 16oz water bottle with cigarette butts from campus grounds.
  - iv. Residence hall/floor meeting absence
    - aa. First violation: warning filed for the current academic year
    - bb. Second violation: warning filed for the academic year and requirement to make a flyer for next hall/floor meeting.
  - v. 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
    - ii. 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 the student's residence hall
  - b. Any written warning distributed will be filed with the Judicial Board president, remaining on file for the current 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 reported to 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 50% + 1.
  - h. Judicial Board has the right to vote on cases and impose penalties without the input of accused student if the student failed to respond within 24 hours of the third investigation notification email from Judicial Board

## **Section V: Programming Board**

### **A. Membership**

- 1. Executive Board
  - a. The Executive Board shall consist of the President, Vice President, and Treasurer of whom shall be elected by

Association 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 the student's class; member of the Allocating Committee.
- c. 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 work with the Advisor on monitoring the Board's Budget, both allocation and monitoring
  - c. To approve all events hosted by the Board
  - d. To hand out all disciplinary measures to Coordinators, Chairs, and Members
  - e. To hold interviews for chairs and members, for every semester.
  - f. To host a retreat for Programming Board chairs and members every semester.
  - g. To handle all paperwork and logistical information necessary for the Board, such as EMS information.
  - h. To coordinate Programming Board's participation in campus collaboration events.
    - i. All other duties assigned to Chairs of the Board.
2. Vice President
  - a. To handle all matters of internal communication, including the board's roster and contact sheet, reminder emails, 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.
  - d. To attend all IOC and COSMO meetings as the Programming Board representative, as needed.
  - e. To coordinate Programming Board's participation in campus collaboration events.
  - f. To ensure all Board advertising and calendars have been posted around campus
  - g. All other duties assigned to Chairs of the Board.
3. Treasurer
  - a. To assist and support the President in developing a budget, and budget forecast for the school year during the summer before fall semester.
  - b. Work with chair with developing budget spreadsheets.
  - c. To follow up with chairs after every in order to keep track of budgetary expenditures.
  - d. Report to the President about the budget status of Programming Board after every month.
  - e. Meet with Advisor for a mid year budget review.
  - f. Discuss P Card policies and consequences with chairs during chair retreat.
  - g. Create and submit budget allocation for the following school year.
4. Chairs of the Board
  - a. To be responsible for advertising, scheduling, and planning of at least 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.
  - d. Return an additional copy of their receipts to the treasurer from P Card purchases.
  - e. All other duties assigned to General Body Members
5. General Body Members of Programming Board
  - a. To attend all meetings, and meet the point requirement the Vice President Sets.
  - b. To attend their committees event and help out with set up and cleanup.
  - c. To assist their chairs in the planning process.



- d. To sell tickets for Black Cat Formal, Spring Fling, and work a 30 minute shift at each formal and additionally Red Light Green Light.
- e. To serve on one committee (primary only).
- f. To actively seek feedback and suggestions from the wider Association about projects of the board.

## **Section VI: Inter-organizational Council (IOC)**

### **A. Membership**

1. Membership shall consist of the Vice President or a designated representative from each student organization at Agnes Scott College. These organizations include both those funded by the ASC SGA 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 ASC 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 campus life and student engagement, including, but not limited to billing for up to 50% of the cost of set-up.
4. The Chair will verify and advise new student organization with completion of all student organization forms before submitting forms for approval from the Student Senate.

## **Section VII: Coalition 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 identity, religion, size, class, political affiliation, age, ability, and/or gender identity and expression.

### **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 identity, religion, ability, age, size, class, political affiliation, and/or gender identity and expression to the Director of Global Learning and Diversity .

## **Section VIII: Student Green Fee Fund (SGFF)**

The Student Green Fee Fund (SGFF) allows Agnes Scott students the opportunity to engage directly in sustainability efforts at Agnes Scott by initiating and leading sustainability projects on campus and by participating in educational opportunities off campus. This fund will be available to all students who apply and it will be managed by a student committee. By so doing, students are able to take active leadership in addressing issues of sustainability at Agnes Scott.

A. Source of Funds

Funds for the SGFF will come from the \$10 green fee allocation of the Student Activity Fee.

B. Committee Structure

1. The SGFF will be managed by a student committee, with one student serving as the committee chair. The inaugural committee will have three members. The committee may increase in size if deemed necessary with a maximum of five members.
2. Committee members will vote to approve the most competitive applications for funds. The committee will brief the Office of Sustainability on the projects they have selected, and then work with the sustainability staff to make the final decisions on allocating the funds.

C. SGFF Committee Chair

1. The chair is responsible for calling meetings and overseeing the management of the SGFF.
2. The chair will be appointed by ASC SGA Executive Board.
3. The chair will serve as a non-voting member of ASC SGA Executive Board.
4. The chair cannot serve on the executive board of Smart Women for the Advancement of Tree hugging (SWAT)

D. Applying for Funds

Applications will be available on SGA website to be completed and turned into the SGFF Committee Chair.

E. Applying for Committee Membership

1. Application

- a. Interested students will complete an application to serve on the committee. Applications will be available in the Fall and Spring semester annually.
- b. The SGFF Committee members will be selected by the Director of Sustainability and appointments will be made in April every year.
- c. Members shall not serve on the executive board of Smart Women for the Advancement of Tree hugging (SWAT)

2. Receiving Fund

- a. The application will be opened on a rolling basis during the academic year upon the Chair's discretion and funds available.

## **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 Student Senate, Student Government Executive Board, IOC, COSMO, Honor Court, Judicial Board, Programming Board, class officers and Allocating Committee) ASC SGA Secretary will appoint members of the Elections Board who 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 ASC 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 the student's 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 two 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 the student's preference and return the card by the date specified to the Elections Board. If the student fails to do so, the student's name will be removed from the ballot.
4. Will post the names of the candidates of each office randomly on a final ballot.
5. Will post the final ballot and petitions as they are submitted before the Association votes.
6. Speeches will be required of the candidates for president of the Student Government Association Executive Board, 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.
8. The chair of Elections will inform the Association of the election results.
9. Appeals, meeting the requirements as stated in the Constitution, will be reviewed by a committee including the following: the Student Government Association Executive Board President, the Student Senate President, the Honor Court president, the Judicial Board President, the Associate Dean of Students, a representative from the Center for Student Engagement staff and a representative from Academic Affairs.

#### 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 selected in the same manner as Fall elections.
3. ASC SGA 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. The chair of Elections will subsequently inform the Association 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 president of the Association at the time the petition is submitted. The Appeals Committee 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 Association at large without approval from the Executive Board of the Association.
1. If approval is given to the candidate, they will be notified with an electronic copy letter from the chair of the Elections Board prior to the campaign period.
  2. If a candidate for ASC SGA Executive Board wishes to petition to hold more than one position in ASC SGA or other responsibilities at Agnes Scott College (i.e., Resident Director, editor of a publication, etc.), they should discuss this with the Director of Campus Life and/or the organization's advisor.

## **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 two times per academic year: once at the beginning 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 ASC SGA Executive Board will be held at the end of the spring.
    - 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 the student 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 the president's position and the vacant position. If the president of the Association resigns or is impeached, the president of Student Senate temporarily fulfills both the position of Student Senate president 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 the student's 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 voters present.
- 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 ASCSGA CONSTITUTION**

### **Section I: Procedure**

#### A. Proposed Amendment

Proposed Amendments must be submitted in writing by students 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 an Association 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 Association vote before the next ASCSGA Election.

#### B. Procedure for Emergency Priority

1. A motion for emergency action can be made by any Association member at a Student Senate meeting.
2. A vote to approve the motion must be passed by a supermajority (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 Association 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 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

1. 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.
2. Any amendments or revisions to an organization's bylaws must be submitted to Constitutional Review

Committee for evaluation.

3. ASCSGA Executive Board organizations may only submit amendments to their bylaws that do not directly affect the constitution. Any constitutional changes must be submitted in accordance with Article VIII, Section 1-A.

#### C. Jurisdiction

A member's failure to conform to the bylaws of the organization shall be grounds for impeachment.



**Agnes Scott College**  
**Student Government Association Executive Board Bylaws**  
**Article X**

Section I: Membership

- A. Members of the Executive Board of the Association shall be the president of the Association, Vice President of the Association, ASCSGA Secretary/Chair of Elections Board, ASCSGA treasurer, president of Student Senate, president of Honor Court, president of Judicial Board, chair of the Coalition of Student Multicultural Organizations (COSMO), chair of the Inter-Organizational Council (IOC), and the president of Programming Board.

Section III: Actions of the Executive Board of the Association

- A. Code in all meetings and decisions.
  - 1. To ensure that the Executive Board upholds the Honor Code in all meetings and decisions.
- B. 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.
- C. It shall be the responsibility of the Executive Board to facilitate communication within the campus community and act in accordance with Association's interests.

Section IV: Duties of the Executive Board of the Association

- A. President of the Association
  - 1. To provide executive leadership, by upholding democratic ideals, to the ASCSGA and assume primary responsibility for the fulfillment of the Association's purpose (see Preamble).
  - 2. To serve as a liaison between the Association and the college's administration.
  - 3. To call and preside over meetings of the Association.
  - 4. To serve as chairperson of the Executive Board of the Association.
  - 5. To represent the members of the ASCSGA at official college functions and other times when such representation is appropriate.
  - 6. May create special committees that meet the needs of the students. Members of such committees need not be Executive Board of the Association.
  - 7. May veto an allocation made by the Allocating Committee within five school days, subject to override by the Student Senate.
  - 8. To call all regular and emergency Executive Board of the Association meetings.
  - 9. To serve as a member of the Judicial Review Committee.
  - 10. Upon appointment by the chair of the Board of Trustees, to represent the Association as an associate member at meetings of the full Board of Trustees without vote or voice.
  - 11. To uphold the Constitution and to ensure other members of the Executive Board of the Association do the same.
  - 12. To serve as chairperson of the Supreme Court, voting only in the case of a tie.
  - 13. To serve on any committee appointed by the college's administration in order to represent the Association's point of view.
  - 14. 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.
- B. Vice President of the Association
  - 1. To attend all meetings of the Executive Board of the Association.
  - 2. To assume the duties and powers delegated to the President of the Association in their absence.

3. To serve as the parliamentarian during meetings.
4. 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.
5. To uphold the Constitution and to ensure other members of the Executive Board of the Association do the same.

C. ASCSGA Secretary/Chair of Elections Board

1. To attend all meetings of the Executive Board of the Association.
2. To take minutes at all meetings of the Executive Board of the Association.
3. To publish these minutes for the Association.
4. To chair Elections Board and ensure eligibility of candidates.
5. To send copies of the minutes to absent members of the Executive Board of the Association for the specific missed meeting.
6. To maintain and accept petitions for all Executive Board of the Association offices.
7. To conduct elections in a manner that upholds the ASC Honor Code.

D. ASCSGA Treasurer

1. To attend all meetings of the Executive Board of the Association.
2. To serve as chairperson of the ASCSGA Allocating Committee, voting only in the case of a tie.
3. To have the power and responsibility to examine all of the financial records of ASCSGA supported organizations.
4. To present a bi - monthly financial report of ASCSGA organizations to the Executive Board of the Association.
5. To call and preside over budget hearings.
6. To serve on the Budget Work Group of the college.
7. supply such information and documentation as is necessary for the college to file accurate annual income taxes for the organization.
8. 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.
9. Cannot serve on Executive Board of any other organization of Agnes Scott.

E. Student Senate President

1. To attend all meetings of the Executive Board of the Association.
2. To serve as the liaison between Student Senate and the Executive Board of the Association during the process of constitutional changes.
3. To serve on any committee appointed by the college's administration in order to represent the Association's point of view.
4. To assume the duties and powers delegated to the President and the Vice President of the Association in their absence.

F. Honor Court President

1. To attend all meetings of the Executive Board of the Association to be the voice to Honor Court and to ensure that the Executive Board upholds the Honor.

G. Judicial Board President

1. To attend all meetings of the Executive Board of the Association to be the voice for Judicial Board.
2. To advise Executive Board of the Association of concerns of Judicial Board.

H. Chair of Coalition of Student Multicultural Organizations (COSMO)

1. To advise the Executive Board of the Association of the concerns of underrepresented students on campus.
2. To serve on the President's Committee on Community Diversity.
3. To serve as a voting member of the Allocating Committee.

4. To attend all meetings of the Executive Board of the Association.
  5. To serve as chair for the advisory group the Committee of Student Multicultural Organizations (COSMO).
  6. To serve as a voting member of the Supreme Court.
  7. Must have been an active member of one (1) of the campus organizations of underrepresented students.
  8. Must not serve on the executive board of any organization while serving as COSMO Chair.
- I. Inter-Organizational Council Chair (IOC)
1. To chair and coordinate regular Inter-Organizational Council meetings.
  2. To assist in the coordination of ASCSGA student organizations' activities.
  3. To serve as a voting member of the Allocating Committee.
  4. To attend all meetings of the Executive Board of the Association.
  5. To serve as a voting member of the Supreme Court.
  6. Must not serve on the executive board of any organization while serving as IOC Chair.
- J. Programming Board President
1. To attend all meetings of the Executive Board of the Association to be a voice for student activities on campus.
  2. To advise Executive Board of the Association of concerns of Programming Board.

#### Section V: Membership Status for Executive Board of the Association

- A. Each member of the Executive Board of the Association must be in good standing and conduct with ASC
- B. Each member of the Executive Board of the Association must have a 2.5 minimum cumulative GPA at time of election and to be maintained throughout office.
- C. Any member of the Executive Board of the Association wishing to resign must submit a typed letter of resignation to the ASCSGA secretary, whom will be distribute it amongst the Executive Board of the Association, where the Executive Board of the Association will reject or accept the typed letter of resignation.

#### Section VI: Parliamentary Authority and Procedure

- A. The Executive Board of the Association shall be ran using Democratic Rule of Order.

#### Section VII: Meetings of the Executive Board of the Association

- A. Meetings of the Executive Board of the Association shall be held weekly on Fridays from 2:30p.m. to 4:30p.m. in Alston Campus Center room 304.
- B. Business shall be conducted by a simple majority.
- C. The agenda is established by the members of the Executive Board of the Association.
  1. Agenda must be shared on Tuesday prior to the meeting to all members of the Executive Board of the Association to add any topics that should be discussed.
    - a. The final agenda will be set on Wednesday prior to the meeting.
- D. All meetings shall be conducted using Democratic Rule of Order.
- E. Emergency meetings must be voted upon by the Executive Board of the Association with majority vote.
- F. The minutes of meetings will be posted onto the ASCSGA website the following Monday.

#### Section VIII: 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. Quorum of the Executive Board of the Association must be established to vote on the order of business and any agenda on the order of business.
2. Executive Board of the Association shall follow the standard voting procedure outlined in Democratic Rule of Order.
3. A vote may be submitted in person or paper ballot.
4. 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 Association shall not have voting privileges.
  - a. The president of Association shall vote in the case of a tie.
2. All other members of the Executive Board of the Association shall have voting privileges.

**Agnes Scott College  
Student Senate Bylaws  
Article XI**

#### 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 fourteen to twenty-two Student Senators defined as follows:
  - a. Of the total seventeen to twenty-three senators, they shall be either residential or nonresidential senators elected at large by the residential students in the general fall elections.
  - b. Two to six of the total fourteen to twenty-two shall be senators elected at large by students in the general fall or spring elections.
    - i. At least two of the total fourteen to twenty-two shall be representatives of first-year students elected during first-year elections early in the fall term.
    - ii. Of the fourteen to twenty-two senators there should be at least two senators for each class year.

##### B. Qualifications

###### 1. Senators

- a. A 2.5 cumulative GPA at time of election and to be maintained throughout office.
- b. Be enrolled at Agnes Scott College during the elected term

###### 2. Executive Board

- a. All executive board members must be of second semester first year or higher standing.
- b. President must have served one semester on the executive board. Provisions may be made by discretion of the Senate Executive Board.
- c. President and Vice-President must each have served two consecutive semesters on Student Senate

d. Secretary, and Treasurer, Parliamentarian must each have one semester on Student Senate

## Section II: Meetings and Attendance Policy

### A. Meetings

Student 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. Arriving late to or leaving early from a meeting without notice is equivalent to 1/3 of an absence
2. All absences from a Tuesday night meeting are to be turned into the Secretary and President.
3. On 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 report, committee duties, or miss any committee or Senate meetings, the senator is obligated to give 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 Senate.

## Section III: Duties and Responsibilities

### A. Committees

1. Each senator will be an active member of at least one committees.
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 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 are also responsible for the duties listed in the ASCSGA Constitution Article IV: Section 1: C.

## Section IV: Committees

### A. Committees

Senators must be assigned to standing committees as follows but the president may use presidential 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 to seven Student Senators,
3. Public Relations Committee
  - a. The Public Relations Committee is responsible for coordinating the efforts of the Publicity, Visuals, 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 Secretary of Student Senate shall chair the committee.
  - d. The committee shall be composed of one chairperson and two to six Student Senators.
    - i. The Publicity Subcommittee
      - aa. To be responsible for informing the campus community, in a timely manner, of events sponsored by Student Senate and important community issues through such means as email, voicemail, and posters.
      - bb. To be responsible for maintaining an ASCSGA bulletin board in a public space.
      - cc. The subcommittee shall be composed of one chairperson and five Student Senators.
    - ii. The Visuals subcommittee:
      - aa. To be responsible for coordinating advertisements for all events to be hung in restrooms and other public places; these advertisements are but not limited to flyers and banners.
      - bb. The subcommittee shall be composed of no more than three Student Senators.
    - iii. The Web Page subcommittee:
      - aa. To be 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. 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.
  7. Student Development Fund
    - a. This committee shall be composed of the Student Senate Treasurer as well as at least two senators.
    - b. It is the responsibility of these Student Senators to determine the criteria for the student development fund as well as student's acceptance or denial.

#### Section V: Liaisons

1. Each senator shall be responsible for acting in at least one liaison position. The departments listed below are recommended but the president may use presidential 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. Athletics
  - c. Dean of the College
  - d. Dean of Students
  - e. Office of Facilities
  - f. Financial Aid
  - g. Food Services
  - h. Health Services/Wellness Center
  - i. Information Technology Services
  - j. Intercultural Engagement
  - k. Global Learning
  - l. Library
  - m. Public safety
  - n. Religious Life
  - o. Residence Life
  - p. Registrar
  - q. Student Activities/CSI
  - r. Internship and Career Development
  - s. Commuters
  - t. Center for Global Diversity and Inclusion
  - u. Center for Leadership and Service
  - v. Office of Summit
3. Each Senator shall provide the secretary of Student Senate with copies of all correspondence with the office or series of meetings to which the senator is assigned.
  4. The executive board of Student Senate reserves the right to amend the liaison positions throughout the term if the need arises.
  5. 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 Association .
    - a. Faculty Meetings
    - b. Master Plan Meetings

#### 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 supermajority 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 as well as veto.

## **Agnes Scott College Programming Board By-Laws Article XII**

### Section I: Membership

#### A. Composition of the Board

1. All potential members must apply to be on Programming Board, the application to be created by members of Programming Board's executive board.
2. All potential members must participate in a mandatory interview held by President and the Vice President of Communications
3. All potential chairs must apply to become a chair, the application to be created by President.
4. All potential chairs must participate in mandatory interview held by outgoing Executive Board.

#### B. Qualifications

1. General Body Members
  - a. Must be enrolled at Agnes Scott College during the elected term
  - b. Chairs of the Board and Vice President of Communications
    - i. Must have a 2.5 cumulative GPA at time of election to be maintained throughout office.
    - ii. All executive board members must have at least one semester as a General Body Member in good standing at time of Chair Application.
    - iii. All other qualifications necessary to be a General Body Member
    - iv. President must have one full year's experience as either a chair or the VP of Communications.

### Section II: Duties and Responsibilities

#### A. Committee Membership

1. Each General Body Member will be an active member of one Primary Committee and one Secondary Committee.
  - a. Committee chairpersons are responsible for keeping track of the duties of their committee.
  - b. Each General Body Member must attend one weekly event sponsored by Programming Board.
  - c. Each member of Programming Board, including Chairs of the Board and Executive Board Members must attend our high budget events of the year.
    - i. These include, but are not limited to: Black Cat, Spring Fling, Harvest Fest, Spring Fest, and Red Light



## Green Light Party.

### Section III: Meetings and Attendance Policies

#### A. Meeting Times

1. Programming Board meets every Sunday evening at 7 p.m. in an agreed upon meeting room. All meetings are open to the campus community, with notification of the Executive Board.

#### B. Attendance

1. Members are allowed two (2) notified meeting absences per semester.
2. Missing a Sunday night meeting is equivalent to one (1) absence.
3. Missing Programming Board Event for the week is equivalent to one (1) absence.
  - a. Events of the Week include but are not limited to: Committee Events, Collaboration Events, Off Campus Advertising
  - b. If a member's committee has an event one week, that counts as the event for the week
  - c. Arriving more than ten minutes late to a Programming Board meeting or leaving before the meeting is officially adjourned results in half (1/2) absence.
  - d. More than four (4) absences of either events or weekly meetings will result in Programming Board Probation.
    - i. Programming Board Probation results in extra committee work.
    - ii. If Programming Board Probation is not resolved three (3) weeks before Black Cat or Spring Fling, the member forfeits their student ticket and guest ticket privileges.
  - e. 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 Executive Board.

### Section IV: Committees

#### A. Arts & Crafts

1. This is a Primary Committee.
2. This committee is responsible for hosting an arts and crafts related event every two (2) weeks.

#### B. Entertainment

1. This is a Primary Committee.
2. This committee is responsible for hosting a TGIF event once (1) a month.
3. This committee is responsible for hosting Red Light Green Light Party, every year in September.
4. This committee is responsible for hosting any "miscellaneous" events.
  - a. These include, but are not limited to: magicians, hypnotists, comedians, other parties.

#### C. Films

1. This is a Primary Committee.
2. This committee is responsible for hosting at least three (3) film screenings on campus per semester.

#### D. Seasonal Events

1. This is a Primary Committee.
2. This committee is responsible for collaboration with the COSMO chair and COSMO groups to host Harvest

Fest.

a. Programming Board is responsible for paying for all extra food and extra entertainment at this event not covered by the COSMO groups.

3. This committee is responsible for planning and hosting Spring Fest.

E. Special Events

1. This is a Primary Committee.

2. This committee is responsible for planning and hosting the two (2) formals of the year, Black Cat and Spring Fling.

F. Atlanta Outings

1. This is a Secondary Committee.

2. This committee is responsible for hosting one (1) event a month.

G. Community Service

1. This is a Secondary Committee.

2. This committee is responsible for hosting three (3) events a semester.

H. Communications

1. This is a Secondary Committee.

2. This committee is responsible for tracking all communications.

a. This includes but is not limited to: off campus advertising, design of advertisements, word of mouth, social media.

## Student Rights and Responsibilities

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### Standards of Behavior

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.

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## The Honor System

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.

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## **Honor Court**

### **Areas of Primary Jurisdiction**

#### **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 5 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 item 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 Lie 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 "College Policies & Procedures" 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 "College Policies and Procedures" in this handbook.

## **8. Breach of Confidentiality**

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.

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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 Court Case Process**

### **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, witness, 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 to 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 or 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 voted 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 ACADEMIC REGULATIONS 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 subcommittee. 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.

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## **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. Visitation**

In some cases, Honor Court can remove a student's visitation privileges 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 e.g., internships, study abroad, intercollegiate athletics, or holding any leadership positions, e.g. SGA, campus tour guide.

## **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.

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## **Honor Court Appeals**

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 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.

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## Judicial Board

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### 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

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 Roles and Responsibilities

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.

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

**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 Judicial Board 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.

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## Judicial Powers: General Residence Life Regulations

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

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

Policy and Penalties

and Guests Policies

General Residence Hall Regulations

Electrical Appliances

Protection

Mandatory Residence Hall Meetings

Avery Glen Apartments Policies and Procedures

Quiet Hours Alcohol

Kitchen Policies Visitation

Laundry Room Policies

Residence Halls

Signing In/Out for First-Year Students Fire

Violations of Residence Hall Closing Hours

Violations of Residence Hall Key Policies

Pets

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## How to Report a Judicial Board Case

Both Judicial Board and Honor Court violations should be sent to [DOsconduct@agnesscott.edu](mailto:DOsconduct@agnesscott.edu). A member of the Dean of Students staff will refer the report to the appropriate judicial body, if needed.

- 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 Residence Life staff member (resident assistant or senior resident assistant)



violating the Student Code of Conduct she may report the violation to an Area Coordinator or Community Director.

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## Judicial Board Procedures

### 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

1. 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.

2. 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.

1. 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.

1. 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.

1. Failure to attend a case without a proper excuse and/or advance notice will result in the case being heard in abstention. The accused student will be notified about the decision of Judicial Board after their case is heard in their absence.

- a. A proper excuse is 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.

1. 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.

1. 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 hear and sanction a case if a student refuses to meet with a Judicial Representative for an investigation or if they refuse to appear before the board. 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.

1. 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.

1. The president then presents the case to the Judicial Board.

2. 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.

1. Then, the case is postponed by the Judicial Board president.

E. Judicial Board must have a quorum of eight members to impose a penalty.

1. A simple majority vote is sufficient to impose all penalties except disciplinary probation.

2. A two-thirds majority vote of the Judicial Board members hearing the case is required to impose disciplinary probation.

3. 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.

1. 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,

1. The student must notify the president of Judicial Board of her intention to appeal fewer than **48 hours** after her case has been decided.
2. The student must file a written statement of her intention to appeal to the president of Honor Court fewer than **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.

1. If the violation occurs during spring semester exam week, written statements will be held by the president of Judicial Board until the fall term.
2. 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 fewer than **48 hours** of completion of the hearing.

1. 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.
2. 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.

1. The minutes of Judicial Board proceedings are kept confidential and cannot be used by students or any legal counsel.
2. The minutes may be used by the Judicial Board president when presenting a case to Honor Court.
3. 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.

1. Refrain from personal conversation or unprofessional actions during the case. At no time should the case be interrupted.

2. When the student enters, each member of the Judicial Board should be introduced by the president of Judicial Board.
3. 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.

1. However, questions should only clarify her testimony, not lead the student to change her story.
2. 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.
3. 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.
4. Witnesses should always be called individually and only after the student has stated her story.
5. 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 student/s is responsible or not responsible

1. 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.
2. The sanction should be adequate for the offense and consistent with other decisions that have been rendered.

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## Chart of Judicial Procedures

For a visual diagram of the investigation procedures, please visit the following link:

<http://jboardasc.weebly.com/uploads/1/1/1/2/11123911/6332727.jpeg?650>

## Judicial Board Penalties

### 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 SRA, sees an obvious violation of school policies regarding alcohol, parietals, 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\*

**a. 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.**

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## Judicial Board Penalty Procedures

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.

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## Judicial Review Committee

### Judicial Review Committee Members:

Elizabeth Kiss, chair (president of the college)

Kerry Pannell, vice president for academic affairs and dean of the college (VPAA)

Karen Goff, vice president for student life and dean of students (VPSL)

Gail Meis, registrar

President of Student Government Association (SGA): Anndrekía Maha

President of Student Senate: Morgan Smith and Karina Leung

President of Honor Court: Madeline Dekarske

President of Judicial Board: Karion Smith

Four faculty members: Carrie Brown, Jenny Hughes, Dudley Sanders, Jason Solomon

Each committee member may have a designee in the event the member is not available to attend a meeting. These designees will be identified at the start of each academic year and will participate in the committee's annual orientation and training. In the event the chair is not available for a meeting, the VPAA will chair the meeting.

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**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. Recommending to the vice president for academic affairs 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, 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 VPSL.
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 VPAA and/or the VPSL 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 VPAA or VPSL 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.
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 VPAA 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.

The Judicial Review Committee will convene annually, following student leader and faculty elections, to orient new members and review its policies and processes, updating them as appropriate.

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## **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 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 appeal to the president of the college within 72 hours of receiving the decision from Honor Court. The letter should include her intention to appeal the verdict and/or the penalty. In exceptional circumstances, faculty appeals of Honor Court findings are heard by the committee.
2. The committee will convene to hear the case as expeditiously as possible; depending on committee members’ availability, the goal is to review all facts and circumstances relative to the case and schedule a meeting within ten business days.
3. The president of the college is the chair of the committee. The registrar takes minutes and maintains records of the meeting.
4. A quorum must be present to conduct any hearing. A quorum is defined as two-thirds of the membership. If a quorum of existing Judicial Review Committee members, to include their designees, is 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. All materials and information, including minutes, case notes, and any other information related to the Judicial Review process are to be kept confidential by all involved 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 an overview of the case. As committee members have reviewed the facts surrounding the case prior to the hearing, the president of Honor Court should use not more than 10 minutes to present the case. The person who has requested the appeal must present his/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 may 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 may vote by secret ballot.

9. After the case has been heard and voted upon, the VPSL 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 sanction results in suspension or dismissal, a letter may 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 disposition 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.**

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## Student Complaint Procedures

Agnes Scott strives to address student concerns in a responsive and prompt manner. 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 available as a resource for students who have complaints.

Student complaints are defined as grievances or general dissatisfaction with the college and/or its employees.

Agnes Scott distinguishes between student complaints and student appeals of college policies and decisions. A student's appeal, whether for an exception to a policy, a decision made by a judicial body, or a financial aid award, is **not** considered a student complaint. There are specific procedures in place for students who wish to make an appeal; these procedures vary according to the type of appeal. Information about appeal procedures can be found in the relevant sections of the *Student Handbook* and/or the *Agnes Scott College Catalog*.

Specific procedures for disputing final grades and reporting violations of the college's sexual harassment and consensual relationship policies are also found in the *Student Handbook*.

In addition, there are multiple processes in place for students who have a complaint about another student. These include Honor Court, Judicial Board and mediation and conflict resolution processes available through the Office of Residence Life. Students seeking guidance on resolving a complaint against another student should contact the vice president for student life and dean of students.

The following procedures are to be followed for all other types of complaints.

**I. Informal Complaint:** A student who has a complaint about Agnes Scott and has not been able to resolve it by speaking with the individual(s) involved should discuss the issue with the college official 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:** A student who has attempted to resolve the issue through the informal complaint process and is still not satisfied may file a formal written complaint with the vice president for academic

affairs and dean of the college or the vice president for student life and dean of students. This should be done as soon as possible after the informal process is completed, but within six months of the occurrence. The student must complete the [Student Complaint Form](#), which is available in the Office of the Vice President for Student Life, in the Office of Academic Advising and on the college's website. If the complaint is about a vice president of the college, the student should file the complaint with the Office of the President. If the complaint is about the president of the college, the student is advised to speak with the vice president for student life or the student may file a formal written complaint by submitting the complaint form to the secretary of the board in a sealed envelope addressed to the Chair of the Board of Trustees.

### **III. Procedures for resolution of formal written complaints:**

- a. Depending on the nature of the formal complaint, the Office of the Vice President for Student Life, the Office of Academic Advising or the Office of the President will log the formal complaint and send it to the appropriate officer of the college for resolution.
- b. The officer (or her or his designee) will review the written complaint and respond to the student within 10 business days while the college is in session.
- c. If the complaint involves a specific staff or faculty member's action, the officer should consult with the director of human resources for guidance. The officer 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 officer 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 petition in writing to the Judicial Review Committee within 72 hours of the attempt to mediate and settle the matter. An officer can also send the complaint directly to the Judicial Review Committee, if she or 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 the Judicial Review Committee. Additionally, if a faculty member's action is in question, the president 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 the Judicial Review Committee are confidential. Current procedures of Judicial Review Committee will be followed; no legal representation or recording devices will be permitted at committee meetings. The committee's decision is final. All parties are expected to respect the confidentiality of the committee's decision.

## **The Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act of 1974 affords students certain rights with respect to educational records. Agnes Scott defines a person as a student once the person applies and enrolls and the file is passed from the Office of Enrollment Services to the Office of the Registrar. 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 these education records:

- Financial records, including any information those records contain, of their parents.
- 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 they were specifically intended.
- Confidential letters and confidential statements of recommendation placed in the student's education records after Jan. 1, 1975, if:
  - The student voluntarily signed a waiver of right to inspect and review those letters and statements.
  - Those letters and statements are related to the student's.
    - Admission to an educational institution.
    - Application for employment.
    - Receipt of an honor or honorary recognition.

2. The right to request amendment of the student's education records the student believes are inaccurate or misleading.

To amend a record she believes is inaccurate or misleading, the student should write the Agnes Scott official responsible for the record, clearly identify the part of the record she wants changed and specify why it is inaccurate or misleading. If Agnes Scott decides not to amend the record as requested, the college will notify the student of the decision and advise the student of her right to a hearing regarding the request for amendment. Additional information regarding 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 disclosures without consent.

One exception permitted 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, research or support-staff position (including law enforcement 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 Agnes Scott College 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 educational record 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 to comply with the requirements of FERPA.

The office that administers FERPA is:  
Family Policy Compliance Office  
Department of Education  
600 Independence Ave. S.W.  
Washington, D.C. 20202-4605

Certain information is considered public and is released by Agnes Scott at its discretion. In accordance with FERPA, Agnes Scott has designated the following as “directory information” that may be released without the student’s consent:

- Name
- Local address
- Local telephone number
- Cell phone number
- Identification photograph
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Most recent previous educational agency or institution attended
- Home address
- Home telephone number
- Campus email address
- Date and place of birth
- Enrollment status
- Degrees and awards received (including honor rolls)

Students may withhold disclosure of directory information. Written notification must be filed with the registrar within 10 days after the first day of classes for each semester. Request for nondisclosure will be honored by the college for only one academic year; therefore, authorization to withhold directory information must be filed annually.

Failure by a student to specifically request withholding of information indicates approval for disclosure.

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## Student Right to Know Act

In compliance with the Student Right-to-Know Act, graduation rates for Agnes Scott College are available on the Web at <https://agnesscott.edu/about/consumer-information/retention-graduation-data.html>.

A copy may be obtained upon written request to:

Office of the Registrar  
Agnes Scott College  
141 E. College Ave.  
Decatur, GA 30030

## Academic Departments and Programs, 2016-2017

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### Chairs of the Academic Departments

Art and Art History

Nell Ruby

Biology	Srebrenka Robic
Chemistry	Doug Fantz
Classics	Megan Drinkwater
Economics	Tom Will
Education	Leslie Coia
English	Willie Tolliver
French and German	Gundolf Graml
History	Mary Cain
Mathematics	Alan Koch
Music	Qiao Solomon
Philosophy	Hal Thorsrud
Physics/Astronomy	Chris De Pree
Political Science	Cathy Scott
Psychology	Barbara Blatchley
Public Health	Amy Patterson
Religious Studies	Tina Pippin
Sociology/Anthropology	Yvonne Newsome
Spanish	Gisela Norat
Theatre and Dance	Dudley Sanders

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## Program Directors

Africana studies	Willie Tolliver
Asian studies	Jing Paul
Biochemistry	Doug Fantz/Tim Finco
Dance	Bridget Roosa
Environmental & sustainability studies	John Pilger/Hal Thorsrud
Film and Media Studies	Willie Tolliver
Human rights	Rachel Hall-Clifford
International relations	Eleanor Morris
Neuroscience	Jennifer Larimore/Bonnie Perdue
Women's Studies*	Beth Hackett

*\* A program with departmental status for the purposes of RPT*

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## Other Directors

Bridge to Business	Tom Will
Center for Writing and Speaking	Christine Cozzens
Ethics Program	Lara Denis
Extended Programs	Kelly Ball
Internships	Tomeka Stephens
Post-baccalaureate Pre-medical Program	Mary Nell Higley
SUMMIT	Elaine Meyer-Lee

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## Academic Freedom & Responsibility

Agnes Scott 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 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 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, 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 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*

## **Academic Rights & Responsibilities**

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All members of the academic community at Agnes Scott 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 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 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).

### **Academic Work**

## **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. No work may be accepted by an instructor after the end of the semester.

ii. All written work of the semester must be completed by 9 a.m. of the 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 with- out 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.

- 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.
- 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. One reading day (weekday with no classes or activities) is 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 email 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 class-rooms 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 email 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.

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## Grades

### 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
Totals:	15	34.32	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

Incompletes are a mechanism to account for extenuating circumstances that impact a student at the very end of the semester. A student seeking an incomplete (I) must see the assistant dean of the college, who may authorize an incomplete in consultation with the instructor. Incompletes are only appropriate provided there is a documented extenuating circumstance that is impacting the ability of the student to complete end of semester work. It is, therefore, not appropriate for work that was to be completed throughout the semester or in cases of excessive

absences. An incomplete will be approved only if the student has received a passing grade for completed course work. Deadlines for approved incompletes are set by the assistant dean of the college according to individual circumstances but will not exceed 10 calendar days after the beginning of the subsequent semester. Hard copies of all outstanding work must be submitted to the Office of Academic Advising before or by the posted deadline. In cases where a test, quiz or exam is outstanding, the student must arrange with the Office of Academic Advising to administer the test, quiz or exam before the posted deadline. If any outstanding work is not completed by the deadline, the temporary "I" grade automatically becomes an administrative F regardless of other grades in the course. Only the assistant dean of the college may approve incompletes.

### **3. Notification of Semester Grades**

- a. Grades are available online via AscAgnès: <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 transcript request forms available on AscAgnès or in the Office of the Registrar. GPA and completed hours are also visible on AscAgnès. Transcript requests are processed within three to five business days after the request is filed. Refer also to "Student Status & Permanent Records" in the COLLEGE POLICIES section of this handbook.

### **5. Disputed Final Grades**

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

## **Grade Appeal Procedure**

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When a student has substantial grounds to dispute a final grade and is prepared to present evidence, she must initiate the procedure by voicing her complaint to the instructor no later than 30 days after the beginning of the next semester. If the matter is not resolved, the student may take the dispute to the department chair for mediation.

If the matter is still not resolved, she may refer the dispute to the vice president for academic affairs and dean of the college for further mediation. If the dean is unable to resolve the dispute, the student must refer the matter in writing to the Committee on Academic Standards and Admission. The committee's decision is final.

Should a committee member be the faculty member involved in the dispute, the faculty member shall not be involved in the committee's deliberations and shall not vote. The chair of the Faculty Executive Committee shall serve in his/her place.

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## **Disruptive Classroom Behavior Policy**

Classroom behavior is informed and governed by the Agnes Scott College Honor Code as well as two specific policies adopted by the faculty and appearing in the Student Handbook: the Statement on Academic Freedom & Responsibility and the Statement of Academic Rights & Responsibilities. While these two policies affirm the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behavior must be balanced with principles of appropriate classroom behavior. It is ultimately the

professor who controls the classroom, and if a professor believes the class is being disrupted, she or he has the right to ask a student to leave the class. Resolutions under this policy will be worked out in accordance with the Disruptive Classroom Behavior Procedure provided below.

### **What is Disruptive Behavior?**

Behavior that prevents the professor from conducting the class, or other students from learning is disruptive.

### **Faculty Rights and Responsibilities**

Agnes Scott respects the right of professors to teach and the right of students to learn. Protection of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the responsibility:

- To establish and implement academic standards;
- To address students regarding problematic behavior, and articulate expectations;
- To involve other appropriate offices when a classroom disruption arises;
- To document any incidents and outcomes.

### **Documentation of Incidents and Outcomes**

If an instructor judges that a student's behavior materially and substantially disrupts the teaching and learning environment in the class, she or he may:

- Issue a warning
- Require the student to leave class
- Have security remove the student
- Readmit the student after the professor and student have met outside of class and reached a resolution

If the instructor elects not to readmit the student, the instructor will immediately notify the chair of her or his department and the associate dean of the college, and submit a written report of the incident and reasons for removal. After receipt of this report, and no later than three business days after the incident occurred, the associate dean of the college will (via e-mail and U.S. mail):

1. Provide the student with notice that (a) request for removal has been submitted to chair and associate dean and (b) student may not return to the classes in question until issue is resolved.
2. Include a written report of disruptive behavior and contact information for Judicial Review Committee.
3. Call a meeting of the JRC to hear the case.
4. Inform the student of JRC process and her right to appear and appeal removal.
5. Make all reasonable efforts to provide access to course materials, content and instruction while the case is being reviewed and heard by the JRC.

In response to this formal notification, the student may meet with the associate dean within five (5) working days from the date of the written notice to discuss options, and submit a written appeal to the JRC.

Upon hearing the case, the JRC will decide on a course of action, which may include the following:

1. To allow the student to return to course or courses, with or without conditions;
2. To allow or require the student to transfer to another course section or sections; or
3. To withdraw the student from the involved course or courses. The decision of the Judicial Review Board is final

In response to the JRC decision, the associate dean will notify the Student of his/her decision via e-mail and U.S. mail (within 5 working days). If the decision is to withdraw the student, the associate dean will also:

1. Notify the Registrar in writing, and direct Registrar to withdraw student from course.
2. Notify the VPAA and Dean of Students of charges and action taken.

## **Attendance & Absences**

Academic work is the heart of the college experience and academic success at Agnes Scott is directly related to class attendance. 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 attendance policies. Faculty 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.

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 delineate on the syllabus, which is made available at the beginning of the semester, any required course activities or events that take place outside of scheduled class time. Any course activities or events added to the syllabus after classes begin may be optional or recommended, but may not be required.

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.

In most cases a student should communicate directly with her instructor if she has missed class. If a student becomes seriously ill, injured, hospitalized, or experiences an emergency she should notify the Office of Academic Advising and Accessible Education (404.471.6200) as soon as possible to inform the college of her situation. Students who are hospitalized should also contact the Office of the Dean of Students and schedule an appointment to meet with one of the associate deans of students prior to returning to class. The student should provide a copy of

her discharge summary at the before meeting.

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. 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.

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

### **3. Leave of Absence and/or Withdrawal**

On occasion, a student may choose to take a leave of absence or withdraw from the college. A leave of absence may only be requested prior to the start of a semester. Withdrawal during the semester may impact a student's transcript and/or financial obligations and so such withdrawals require the student or her parent/guardian/spouse to consult with various offices. Students who do not intend to return after the completion of a semester must still complete an official withdrawal form. Students with questions about either a Leave of absence or withdrawal should see the assistant dean of the college in the Office of Academic Advising & Accessible Education.

## **Permanent Records and Student Status**

All permanent records at Agnes Scott 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 is imposed by the vice president of academic affairs 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. Any transcript issued during the period of probation will carry the notation of academic probation.

**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 disciplinary 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 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 or disciplinary dismissal.

## Leave of Absence

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 leave of absence form should be submitted to the Office of Academic Advising for approval before the start of the semester or semesters requested. Except under the most unusual circumstances, no requests for a leave of absence during a 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 the assistant dean of the college extend her leave of absence from one semester to two semesters. A student whose leave of absence is approved must pay a nonrefundable \$150 continuation fee. When she returns to the college, the fee will be applied toward her charges.

Students participating in approved study-abroad programs are considered to be making progress toward their Agnes Scott degree and are not considered on leave.

A student granted a leave of absence does not need to apply for readmission. By the deadline stated on the leave of absence request form, she should notify academic advising of her intent to return. A student who does not return within the time specified for her leave will be considered withdrawn and must apply for readmission.

A leave of absence may not be used to attend classes full time at another institution. If, for good reason, a student on leave wishes to take courses at another college or university, she should first consult with the assistant dean of the college, who will serve as her academic adviser during the leave. Except under special circumstances, strict limitations apply to the amount of academic credit that may be earned during a leave of absence: eight hours during a one-semester leave and 12 hours during a two-semester leave. If academic credit is attempted, a student must submit an official transcript to the college prior to returning. If a student is not in good standing at another institution, she must apply for readmission to Agnes Scott.

The vice president for academic affairs and dean of the college may make exceptions to the above policies.

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## **Withdrawing from the College**

A student who wishes to withdraw must obtain a withdrawal form from the assistant dean of the college. Withdrawal is not official until the form has been signed by the assistant dean.

Withdrawal forms will not be signed while academic or disciplinary actions involving the student are in process. Withdrawals from the college with an effective date after the deadline to drop a course with a “W” grade will result in grades of “WF”. Grades of “WF” factor into the GPA the same as grades of “F.” In cases in which a student withdraws from the college after the deadline to withdraw with “W” grades and the student has documentation of a serious hardship or medical problem, she may appeal to a committee composed of staff from the academic affairs division. Appeals would need to be submitted before the last day of classes for that semester. If approved by this committee for an exception, the student would receive grades of “W” instead of “WF.” If requested, and documentation supports a medical cause for withdrawal, the committee may approve grades of “MED” for all courses instead of “W” or “WF.”

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## **Refunds (General)**

A refund refers to college charges that are refunded to the student and/or to the financial aid sources that covered those charges. Refunds are made within 30 days of the student’s withdrawal. Students who withdraw from Agnes Scott on or before the first class day of a semester will receive a full refund of any payment made toward tuition, room and board. No refund will be made of the \$350 enrollment/\$150 Re-registration deposit.

Agnes Scott’s institutional refund policy for tuition is:

- 90 percent tuition refund when withdrawal is within the first week of the semester;

- 50 percent tuition refund when withdrawal is before the end of the third week of the semester; and
- 25 percent tuition refund when withdrawal is before the end of the sixth week of the 35 Agnes Scott College Catalog 2012-2013 semester.
- No refunds after the end of the sixth week of the semester.

Agnes Scott's institutional refund policy for room and board and mandatory fees is:

- No refund for room charges after the start of the semester;
- No refund on mandatory fees;
- Pro-rated refund on meal plans (board) on a weekly basis.

The date of withdrawal is the last date of class attendance. This is defined as the date when the student initiates the withdrawal process by requesting a withdrawal form from the Office of Academic Advising. The student must then complete the form, including all required signatures, within three business days after receiving the form. Withdrawal is complete when the completed form is submitted to the Office of Academic Advising.

The semester begins with the first day of class. The first week of the semester is the seven-day period beginning on the first day of class. The point of withdrawal is measured in weeks, and the student is considered to have withdrawn within a given week, as defined above, if the withdrawal date is prior to the end of that week.

For additional information, please refer to the college catalog "Tuition and Fees" section.

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## Advising

The Office of Academic Advising, empowers students to develop meaningful educational plans consistent with their academic, personal and professional goals through accessible services and collaboration with faculty and other resources. The advising office is your single source of information for virtually all aspects of the Agnes Scott academic program.

The Office of Academic Advising, located in 104B Buttrick Hall, coordinates much of the formal advising structure at Agnes Scott including the assignment of major advisors (members of the faculty), SUMMIT Advisors, SUMMIT Peer Advisors and provides specialty advising such as health professions and for the dual degree programs. The Office also includes Accessible Education providing accommodations for students with disabilities. In addition, the office provides support in the following areas:

- Coordination of COMPASS, the student success online tool
- Administration of various academic instruments such as the Learning and Studies Strategies Inventory and the ACT Engage
- Academic probation advising and support
- Approval of transient study



- Approval of Directed Reading (410), Directed Research (44) and Senior Thesis (490) courses
- Dual-degree programs with Emory University and the Georgia Institute of Technology

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 and programs to enhance students' overall academic success at Agnes Scott. Topics include major exploration at Pizza and A Major, 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.

## Cross-Registration

Agnes Scott is a member of the Atlanta Regional Council for Higher Education (ARCHE), a consortium of 20 institutions of higher education in the greater Atlanta area. Through the consortium, Agnes Scott students in good academic standing may enroll on a space-available basis in courses at any other member institution during fall or spring terms if that same course is not offered at Agnes Scott.

In addition, 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 must be taking at least 1 class at Agnes Scott during that term to be eligible for cross-registration. Students may take a maximum of 18 semester hours through cross-registration while students at Agnes Scott. ARCHE policy prohibits a second-semester senior from participating in cross-registration (unless taking for elective credit only when all other graduation requirements will have been met by the end of the semester).

Grades for courses taken through cross-registration are not factored into a student's GPA, but grades of A, B, C or D are accepted for credit hours. Only one specific or distributional or social and cultural analysis standard may be fulfilled by courses taken through cross-registration. (See the Transfer Credit section) Courses taken to satisfy the depth standard must be approved by the student's adviser. Cross-registration courses may satisfy requirements for a minor if approved by the chair of the minor program.

Students enrolled in cross-registration courses are subject to the regulations of the institution where the course is taken, including deadlines for application, registration and withdrawing from a course. Students should apply to the Office of the Registrar for approval before the end of course selection for the semester in which they plan to enroll in cross registration (around April 1 to apply to take fall courses and around November 1 to apply to take spring courses).

ARCHE member institutions are:

Agnes Scott College	Kennesaw State University
Brenau University	Mercer University, Atlanta
Clark Atlanta University	Morehouse College

Clayton State University	Morehouse School of Medicine
Columbia Theological Seminary	Oglethorpe University
Emory University	Savannah College of Art and Design-Atlanta
Georgia Gwinnett College	Spelman College
Georgia Institute of Technology	University of Georgia
Georgia State University	University of West Georgia
Interdenominational Theological Center	

It is the student's responsibility to make all transportation arrangements.

For more information, contact: Mary White

Student Records/Cross-Registration Specialist [mwhite@agnesscott.edu](mailto:mwhite@agnesscott.edu).

404.471.6137

## Graduation

Degrees are conferred three times a year in August, December and May. There is one commencement ceremony in May. A student must fulfill all graduation requirements to participate in commencement.

In unusual circumstances, a second-semester senior who is within eight credits of completing her degree requirements and who has a plan for successful completion by August or December may petition to participate in the commencement ceremony in May by submitting a written appeal to the Committee on Academic Standards and Admission. Such appeals will be considered only if the student has met all other degree requirements and has registered for those Agnes Scott summer school or fall courses that will allow her to complete her degree requirements by August or December, respectively. If the appeal is granted, the student will participate in commencement ceremonies, including walking in with her class and walking across the stage.

## Woodruff Scholars

Woodruff Scholars are the traditional age of college students and, typically 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.

## Post-Baccalaureate Pre-Medical Program

The Post-Baccalaureate Pre-Medical Program is a coeducational, 12-month program designed for students who have completed their baccalaureate degree in a non-science field and now wish to pursue a career in medicine. The curriculum includes 32 credit hours of undergraduate laboratory science courses needed for admission to medical school.

Applicants should demonstrate a high degree of motivation and commitment to the study of medicine. It is desirable for applicants to have some exposure in a medical setting, either as a volunteer or a professional. Specific academic policies and admission procedures for this program are available on the Agnes Scott website.

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.

Students interested in the Post Baccalaureate Pre Medical program should contact Heather Brodzik, health professions coordinator in the Bullock Science Center, x5802.

## Other Departments/Programs

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### Gay Johnson McDougall Center for Global Diversity and Inclusion

**Associate Vice President and Dean for Community Diversity:** Kijua Sanders-McMurtry

**Director of Diversity Programs:** Kristian Contreras

**Administrative Assistant:** Miriam Panton

Location: Alston Campus Center 223

Phone: 404.471.6118

The Gay Johnson McDougall Center for Global Diversity and Inclusion is committed to fostering a community where intersections of identity are appreciated, celebrated and honored at Agnes Scott College. Students, faculty, and staff are encouraged to engage in professional development programs and events focused on inclusive excellence. The Association of American Colleges and Universities (2005) defines inclusive excellences as:

A multi-layered process through which we achieve excellence in learning; research and teaching; student development; institutional functioning; local and global community engagement; workforce development; and more. It is the active, intentional, and ongoing engagement with diversity in ways that increase one's awareness, content knowledge, cognitive sophistication, and empathic understanding of the complex ways individuals interact within systems and institutions.

The Center strives to connect this concept to the student experience as they embark on their leadership journeys, and explore their roles as change agents in the intellectual and social challenges that affect their local as well as emerging global communities. Our pursuit of excellence through inclusive practices and education allows our community members to thrive in a socially-just learning environment free of bias, harassment, and discrimination. As we continue our work, we serve as a support system as you redefine your reach in our growing, interminable, and socially-conscious global world

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# Internship and Career Development

**Director:** Dawn Killenberg (dkillenberg@agnesscott.edu)

**Career Coach:** Catherine Johansson (cjohansson@agnesscott.edu)

**Career Coordinator:** Irene Foran (iforan@agnesscott.edu)

**Career Mentor Program Coordinator:** Kendra Strickland (kstrickland@agnesscott.edu)

**Internship Coordinator:** Tomeka Stephens (tstephens@agnesscott.edu)

Location: Buttrick Hall G26

Agnes Scott has an integrated approach to academic, internship and career advising. Our goal is to expose students to career exploration and internship opportunities early in their academic career, so that those experiences inform and reinforce the academic experience in the classroom.

Summit Advising will include critical reflections and opportunities for first and second year students to begin their career exploration as a natural extension of their major exploration and decision. Once a student selects a major, each student will be encouraged to access unique offerings for internships, career networking and knowledge within their area of study.

Our goal is that *every* student will have at least one, if not more, meaningful internship experiences. Internships provide a venue for students to learn about their strengths, interests and career opportunities. When coupled with the academic component of readings and for-credit coursework, students deepen their knowledge of their area of study. A 2014 *Chronicle of Higher Education* survey found that employers rate internships as the #1 attribute in evaluating graduates for hire. Students are encouraged to visit the Internship Coordinator to brainstorm and research organizations that might be a match for a student's particular area of study. First and second year students are encouraged to pursue not-for-credit internships during summers and other academic breaks. By intentionally planning part-time job and volunteer opportunities, students can create a series of real-world experiences that strengthen their academic learning and develop their professional skills. Employers post open internship opportunities on the "hireascottie" website where every student should create a free account: [www.agnesscott.edu/hireascottie](http://www.agnesscott.edu/hireascottie)

Juniors and seniors are eligible to apply for seminar or practicum courses that include an internship such as ECO 370, PSY 406, PH 370, or WS 390 OR complete an individual independent internship with a faculty member (Course #450). Students requesting academic credit for a 450 internship must submit a completed application to the Internship Coordinator, Tomeka Stephens at [tstephens@agnesscott.edu](mailto:tstephens@agnesscott.edu). To be considered for approval, a student must have secured both an internship host and a faculty sponsor before the end of the registration adjustment period.

Career Development provides a variety of programs to help students develop and strengthen their professional skills whether they plan to pursue a job or graduate school. Students are encouraged to follow Internship and Career Development on Facebook and visit early in their Agnes Scott experience to begin taking advantage of programs like:

Workshops and one-on-one guidance to Develop Professional Tools:

- Resume, LinkedIn, Cover Letter/Personal Statement
- Interview Skills and Practice Interviews with alumnae
- Networking skills

## Personal Learning and Assessments

- Strengths Assessments, personality batteries and other reflection tools are key to strengths-based coaching and are used with students as needed

## Career Learning Opportunities

- Career Panels and Career Treks to learn about the world of work through the experiences of alumnae and Atlanta area organizations
- Alumnae Engagement via informational interviewing, career receptions, personal mentoring and professional coaching

## Job and Internship Connections

- “HireaScottie” Jobs Board [www.agnesscott.edu/hireascottie](http://www.agnesscott.edu/hireascottie)
- Employer Information Sessions
- On-site recruiting for Internships and Jobs
- Scottie Shuttle Transportation to local Job Fairs: Georgia College Consortium Career Fair (November) and GACE Career Fair (April)

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## Dining Services

**Director:** Pete Miller

Location: Evans Dining Hall Phone:  
404.471.6293

Evans Dining Hall Office: x6293

Mollie’s: x6357

Food Services website: [agnesscottedining.com](http://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 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 making campus life enriching and rewarding.

Membership Choices:

Agnes Scott College offers a meal program to meet your needs.

### **21 Meal Membership**

- This plan allows you to eat 21 meals per week served in Evans Dining Hall, at Mollie’s or the Black Cat Café.
- This plan includes \$50 on your Dining Debit Card per semester to spend at Mollie’s or the Black Cat Café.

- This meal membership is available to all students.

### **16 Meal Membership**

- This plan allows you to eat 16 meals per week served in Evans Dining Hall, at Mollie's or the Black Cat Café.
- This plan includes \$200 on your Dining Debit Card per semester to spend at Mollie's or the Black Cat Café.
- This meal membership is available to second-, third- and fourth-year students.

### **10 Meal Membership**

- This plan allows you to eat 10 meals per week served in Evans Dining Hall, at Mollie's or the Black Cat Café.
- This plan includes \$125 on your Dining Debit Card per semester to spend at Mollie's or the Black Cat Café.
- This meal membership is available only to students living in Avery Glen Apartments or the theme houses.

### **Block 50 Commuter Plan**

- This plan allows you to eat 50 meals per semester served in Evans Dining Hall, at Mollie's or the Black Cat Café.
- This meal membership is available to commuting students.

### **Block 25 Commuter Plan**

- This plan allows you to eat 25 meals per semester served in Evans Dining Hall, at Mollie's or the Black Cat Café.
- This meal membership is available to commuting students.

**NOTE:** No meal plan changes are accepted after the second week of the semester. A student must request to change her meal plan before September 9, 2016, in the first semester and by January 20, 2017, in the second semester.

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## **Information Technology Services (ITS)**

**Associate Vice President:** LaNeta Counts

Location: Walters Hall

Phone: 404.471.6483

Computer-related questions and service requests should be directed to the IT Help Desk, x5487 or

[itshelp@agnesscott.edu](mailto:itshelp@agnesscott.edu).

Information Technology provides complete computing service and support for all computer labs and computerized classrooms. Please refer to the IT web site (<http://www.agnesscott.edu/its/index.html>) for IT related policies, information regarding Gmail and Google apps, tutorials, etc. 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 Policies and Procedures section of the IT web site (<http://www.agnesscott.edu/its/policies-procedures/index.html>) 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/its/policies-procedures/acceptable-use-policy.html>
- Copyright Policy: <http://www.agnesscott.edu/library/about/copyright-policies.html>
- Digital Millennium Copyright Act: <http://www.agnesscott.edu/its/policies-procedures/digital-copyright-act.html>
  - Electronic Mail Policy:  
<http://www.agnesscott.edu/its/policies-procedures/electronic-mail-policy.html>
- Password Policy: <http://www.agnesscott.edu/its/policies-procedures/password-policy.html>
- P.A.W. Print: <http://www.agnesscott.edu/its/policies-procedures/paw-print.html>
- Email Information: <http://www.agnesscott.edu/its/g-google/index.html>

## Wireless Networks

Agnes Scott Wireless network (WoofWoofWiFi) is available in all non-residence hall buildings, the Science Quad, Presser Quad and outdoor areas between Dana and Campbell Hall. Open a web browser and you will be automatically redirected to the WoofWoofWifi login page. Use your network login to access the service.

For WiFi service issues, contact the IT Help Desk @ 404 471-5487 or [itshelp@agnesscott.edu](mailto:itshelp@agnesscott.edu)

## Computer Labs

1. Residence Halls: Campbell (1st, 2nd & 3rd floor common area), Inman (attic), Main (421), Rebekah (3rd floor lobby), Walters (first floor) and Winship (G-28). These computers 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), 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.

The ground floor of Campbell Hall contains the following: Writing and Speaking Center, Economics Center, Math Center, Science Center and Social Science Research Center.

3. Public computing facilities are available in the following locations: McCain Library (Main Floor and wireless laptop checkout at the Circulation Desk), Writing Center (Campbell G14), 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.

## **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. All graduating students have the option of activating an “alumnae email for life” account with the college. Information regarding how to activate the alumnae email account is available on the alumnae intranet site. Graduates retain their agnesscott.edu accounts through the end of January following their graduation month to provide sufficient time to migrate email to their alumnae account or to a personal email service.



2. Accounts for students withdrawing from the college for any reason other than an approved leave of absence are deleted within 24 hours after IT receives the withdrawing notice from the Registrar's Office.

### **Account Management**

1. Student mailboxes are not backed up, therefore they cannot be restored. Students are responsible for saving messages they want to keep.
  - a. Google provides unlimited storage for email messages and files. Email attachments may be no longer than 25 MB and individual files may be no larger than TB.
3. Server level spam detection is through Google.

### **Cable TV Services**

Each residence hall has common TV viewing areas for student use. Hard wired cable TV services in residence hall rooms is not available. To view cable TV in your room, you must use the residence hall wireless network for streaming services available to you from services you have access to at your home and can log into via your personal computer, subscription services such as Sling TV, HULU, Netflix, Amazon Prime, etc.

### **Indemnification of the College**

Users agree by virtue of access to the college's computing and email 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 email and computing systems, services and facilities.

### **IT- Campus Computer Network (ASCNT)**

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: email, 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 use their network / email login information to gain access to AscAgnes resources.

- All college-owned computer systems are connected to the network.
- Each student is assigned an email address by Information Technology Services as described above.
- If a student brings her own computer and it meets networking specifications, her computer may be connected directly to the network.
- Students are expected to use proper "netiquette" and adhere to the Acceptable Use of Electronic Resources (<http://www.agnesscott.edu/its/policies-procedures/acceptable-use-policy.html>) and Digital Millennium Copyright Act (<http://www.agnesscott.edu/its/policies-procedures/digital-copyright-act.html>) 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 can attach their personal computer to the campus network, open a web browser and re-authenticate to the campus network. If a student needs help getting connected, she should ask her Residential Computing Consultant for help or contact the IT Help Desk 404. 471.5487.
- All student personal computers connected to the campus network must have one of the approved anti-virus products listed on the IT web site.
- Contact Residential Computing Consultants if students have computer questions or need help. Don't know who the RCC is?
- A student print management system is currently active to control the print use of each student.

Refer to <http://www.agnesscott.edu/its/policies-procedures/paw-print.html> for details.

## Contact Information

For specific questions relating to 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      x6392

### Dispute Resolution Procedure (Faculty & Staff)

Director of HR      x6384

### Harassment

Dean of Students      x6392

Public Safety      x6355

### Health or Safety

Public Safety      x6355

Student Health Services      x6346

### Academic Issues

Academic Affairs      x6283

### Voicemail System

VP Business & Finance      x6278

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.

### **Identification Card (ASC Card)**

The ASC Card is your official Agnes Scott 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 G15  
404.471.5500

### **Cards Issued**

Monday through 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:

- Campbell Hall
- Theme Houses
- Winship Hall
- Walters Hall

The ASC Card is a “proximity” access card. Just hold it within five 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 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.

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.

## Institutional Review Board

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

All faculty, students and staff at Agnes Scott 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>.

## International Education

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**Associate Dean:** Jennifer Lund

Location: Buttrick Hall

Phone: 404.471.5380

### 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 those who come to Agnes Scott College from outside the United States. The office also provides cross-cultural communication presentations and workshops, welcomes international visitors, and organizes or contributes to events with an international focus. The OIE staff members are located on the first floor of Buttrick Hall. For general office inquiries or to make appointments with OIE staff members, stop by the main OIE office at Buttrick Hall 102B, email [oiel@agnesscott.edu](mailto:oiel@agnesscott.edu), or call 404-471-5380.

The OIE supports international students throughout their academic career at Agnes Scott College. They provide advising and programming on immigration matters and cultural adjustment; coordinate International Student

Orientation; offer guidance during international student crises; and serve in the role of academic advising for exchange students. They also advise the International Student Association (ISA), which includes students from around the world, many first-generation Americans, and any student interested in intercultural interaction.

More than 50% of the Class of 2014 studied abroad for academic credit at least once while at Agnes Scott College. Agnes Scott's many study abroad options vary in length, content, format, eligibility and cost. Some have a language prerequisite while others use English as the language of instruction. There are short-term faculty-led programs, including the Global Awareness program, ASC in Germany and ASC in Spain. There are also summer, semester and yearlong study abroad programs. The majority of students who study abroad for a semester or year do so during their junior year through the International Student Exchange Program ([www.isep.org](http://www.isep.org)). To study abroad, students must meet the requirements of the specific study abroad program.

For more information about the Office of International Education and to see a staff directory, please visit our website at <http://www.agnesscott.edu/internationaleducation/>

## McCain Library

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**Director:** Elizabeth Bagley

**Location:** McCain Library

**Phone:** 404.471.6094

McCain Library provides resources, services and facilities designed to support the needs of the Agnes Scott community. In addition to scholarly books and periodicals, the library collection includes a broad array of documentary DVDs, popular fiction and movies, non-fiction and media equipment to borrow. The library's website <http://agnesscott.edu/library> provides access to SOPHIA the library catalog; to GALILEO, Georgia's consortial collection of databases including many with full-text journal articles and primary sources; and to 47 more electronic databases that ASC also licenses for campus researchers. Those e-resources may be searched individually or simultaneously using the Discover search tool (like Google). The librarians and staff of McCain Library are dedicated to providing excellent customer service. Save yourself time and talk with them about best sources for information, evaluating resources, citing journal articles, library services, and anything else to help you succeed.

### Library Hours

During fall and spring semesters, the library is open 104 hours each week:

Monday–Thursday 8 a.m.–2 a.m.\*

Friday 8 a.m.–6 p.m.

Saturday 9 a.m.–6 p.m.

Sunday 1 p.m.–2 a.m.\*

(\*Research guidance available until 9 p.m.; Check Out and Reserves Desk is staffed until 10:30 p.m.)

Hours vary for summer, holidays or inclement weather and are posted at the entrances and on the library [website](#). When the library is closed, your ASC ID will allow access to G-11, a classroom on the Educational Technology Center (ETC) hallway, ground floor. Use the exterior doors facing Alston Campus Center; hold up the ID to the scanner on the brick wall to unlock the outside door and then to unlock McCain G-11. Students may study or use WiFi there.

### Responsible Library Use

Students should always bring their ASC ID with them to the library to check out any items. Materials borrowed on your account are your responsibility. Therefore, it may be risky to lend a student ID or library materials to other students. Instead, have them ask circulation staff to place a hold on an item, triggering an emailed alert to that student when the item is returned.

## **The Building**

McCain has seven floors. Don't miss the study nooks and art scattered throughout, the lobby's ceiling inscriptions, the Elizabeth Henderson Cameron Reading Terrace (a great place for cell phone use), the Elmore Reading Room's curved, comfy couch, and the Noble Heritage Center collection of Agnes Scott history (hours posted 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 and three media viewing rooms are available, first come, first served, for collaborative work between two or more students. Food and drink trash should be carried back outside to help maintain library collections, computers and furnishings. 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 to anyone. Individual study carrels (41 throughout McCain Library) may be reserved at the start of each semester by students enrolled in an independent study (490s) or a senior seminar. Speak with the User Services Librarian, stop by the main circulation desk or phone 404.471.6094 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 borrowed at the circulation desk (Floor 1) by presenting a valid Agnes Scott ID. Most materials may be loaned; 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 (unless other arrangements are requested in advance):

DVDs - 3 days

Library laptops - 4 hours (in-library use only)

Audiovisual equipment (cameras, projectors, etc.) - 1 day

Reserves - Up to professors' wishes to enable access for the whole class – generally 4 hours in-library use.

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 email reminders before due dates. Fines for laptops, iPads, 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 and Printers**

Students should use their ASC network login and password on public computers in McCain Library. The campus WoolfWoolf wireless network and Google Cloud Print are available to ASC students who wish to use personal laptops in the library or on its terrace. McCain's Floor 1 has 2 clusters of computers and 3 scanners 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 (opposite the elevator and around the spiral stairs). The Ground Floor has a color printer that will accept print requests from any College computer in the building. Group Viewing Room 1 (Ground Floor) offers a large monitor, wireless keyboard and mouse for collaborative small group work (Power Point, etc.); that room is first come, first served and seats about 5 students. If all the computers on the lower 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 15 more PCs and a printer. More color printers, Macs, software and scanners are available in ITS' Technology Production Studio (TPS) on the Ground Floor outside the main library space.

Save yourself the worry of lost documents; always and often save your files to a USB drive or to a free cloud-based document storage service such as Dropbox or Google Drive. Items saved to the Desktop, C:\ drive, or My Documents will be deleted when you log off the library's public computers. Also remember to log off to protect your files and privacy. Printing to the networked printers is managed by ITS (500 free pages, \$30.00, annually). 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 whenever possible.

### **Creating and Managing Bibliographies**

Students have access to RefWorks and Zotero, online tools for easily managing bibliographies and citations. The LibGuides web site offers a RefWorks online tutorial and a quick start guide to Zotero.

### **Lost Items**

Students are responsible for library materials they have checked out. A book believed to be lost should be reported to the 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 library materials carefully so that others may use them in the future. Circulation also maintains a "lost and found" area, so if USB drives and other personal belongings are misplaced in McCain Library, check at the circulation desk (and also at the Department of Public Safety).

### **Media Viewing and Listening**

The DVD collection (documentaries and popular films) is shelved on the left side of the Main Reading Room on Floor 1. 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 will be prompted to type in the GALILEO password and/or your name (first and last, e.g. Sarah Sutton) and ASC ID number. The GALILEO password changes four times per year and is posted on Moodle under LIB 101. Other tips about off-campus access are included on the library website under Passwords (top left).

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

McCain Library licenses and provides access to 94,565 journals and newspapers online. Full Text Finder (the journal locator) on the Library's 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.



## **Research and Instructional Services**

Librarians are available most of the hours the library is open to help students locate, analyze and select information from various resources. Save time - just ask us! Librarians are glad to provide individual or group orientation or to consult about a particular research topic. We work with several research-intensive classes each semester to ensure students are able to find the information they need and to build strong research skills.

The Scottie Research & Rescue Desk, located on the first floor (the second service desk after you enter McCain), is a great place to receive personalized research assistance. Ask questions in person, send an IM (instant message) using the chat box on the library's website, email questions/suggestions to [library@agnesscott.edu](mailto:library@agnesscott.edu), or call 404.471.6096. In addition, the library website includes a variety of LibGuides to assist students 24/7 (<http://libguides.agnesscott.edu>), plus a YouTube Channel (<https://www.youtube.com/user/McCainLibrary>) with helpful videos to provide tips on finding books and articles in the library. These tools are a handy starting point - available any time without a password.

## **Reserve Readings for Courses**

Books, films and journal articles are placed on reserve by faculty members to ease group access to course-related assignments. These materials are located at the Circulation Desk (Floor 1) and can be used inside the library for short periods of time. Most may 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, and request the item needed by its title.

Note: overdue reserve materials incur a charge of \$1 per hour. To ensure fair access to all the students in a class, reserves should be returned on time.

## **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 on the right side of the SOPHIA library catalog. Requests are considered if an item falls within McCain's collection development policy, or alternatively, 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 that will 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 5-10 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 to arrive from the lending library. The student will receive an email 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 (refer to the contact details on the blue book band attached to the ILL'd book).

## **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 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. If you have transportation to a nearby library, first obtain an Interlibrary Use card from McCain's Scottie Research & Rescue Desk. Cards are issued to any student in good standing (fines below \$10) 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 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 such as a bill addressed to your campus mailbox).

We are here to facilitate your success, so make use of our information skills, resources and study spaces!

## Lost & Found

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**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.

## Media Facilities

**Director:** Emily Gwynn  
**Location:** McCain Library  
**Phone:** 404.471.5468

Students may view reserved materials, such as 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 a 50” flat screen, wireless keyboard and mouse for small group project collaboration. McCain Library lends equipment such as digital video cameras, still digital cameras, flash drives, digital audio recorders, etc. If interested, ask at the main circulation desk.

The TPS (the Technology Production Studio) located on McCain’s ground floor is part of the Educational Technology Center (ETC), a unit reporting to ITS (Information Technology Services). The TPS is a Mac lab which houses specialty hardware and software production tools, such as video and audio editing software, Adobe suite, scanners, a color printer and the ASCTV broadcasting booth. Media Services, also a unit of ITS, supports classroom technology and will consult with you on choosing the best A/V equipment for your classroom presentation or school event. Contact Megan Simmons at 404.471.5468.

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## Post Office

**Director:** Marcus De la Roche  
**Location:** Alston Campus Center  
**Phone:** 404.471.6349

## 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 packaging. The ASC Post Office also sales MARTA UPass cards.

## Post Office Service Window Hours

Monday–Friday                      8:30 a.m. – 4:30 p.m.

## Public Safety

**Director of Public Safety:** Henry Hope

Location: College Parking Deck 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 is dedicated to assisting members of our community in providing for their own safety and security. A copy of Agnes Scott's Annual Security Report, is sent to students, faculty, and staff prior to October 1st. 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  
Email: [ascpolice@agnesscott.edu](mailto:ascpolice@agnesscott.edu)

## Emergencies

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. 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 404.471.6355.

b. Metro-Atlanta Emergency

i. 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**

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 Bullock 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
- Sidewalk between Hopkins and Candler Road
- 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**

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 or an approved transportation service can transport to an Urgent Care facility or the Dekalb Medical emergency room. A residence life or administrative staff member should be notified of all emergencies.

## **Investigation of Complaints**

- 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.

## **Public Safety-Motorist Assistance**

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 page 142).

## **Parking Regulations**

- 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 department 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 subject to being towed. If a student parks in a reserved space on campus, he/she will receive either a parking citation or a wheel-lock.

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

or

Hunt's Wrecker Service  
154 Olive Street

Tucker, Georgia 30084

Avondale Estates, GA 30002

Phone: 770 493-9083

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 \$50. Payment will only be accepted IN CASH. The student must come by the department of public safety office to get a copy of the impound slip before the car will be released.

i. 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. 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. 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.

ii. 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.

### **Personal Safety**

#### **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).

### **Suspicious Persons**

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**

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 department of public safety 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).

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## **Work Study- Student Employment**

### **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 Christa Watson in the Office of Financial Aid office or Amanda Garlin in the Office of Human Resources.

### **2. Policies regarding Student Employment**

Per the Georgia Illegal Immigration Reform and Enforcement Act of 2011 (IIREA), Agnes Scott College participates in the E-Verify program, which is an electronic Internet based system that verifies employment eligibility through a partnership between the U.S. Department of Homeland Security and the Social Security Administration.

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. Per the Georgia Illegal Immigration Reform and Enforcement Act of 2011 (IIREA), Agnes Scott College participates in the E-Verify program; an electronic Internet based system that verifies employment eligibility through a partnership between the U.S. Department of Homeland Security and the Social Security Administration.

Agnes Scott 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. 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 nine 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 or the Office of 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 email 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.

Students are also responsible for completing and submitting bi-weekly electronic timesheets on AscAgnes by the deadline as indicated on the Student Payroll Schedule. All supervisors should ensure that students assigned to their department complete the appropriate new-hire paperwork and submit their timesheets in a punctual manner. All timesheets are due on AscAgnes by 9:00 P.M on the due date, unless otherwise notified. **Students who do not complete the appropriate new-hire paperwork or turn in timesheets in time for payroll to process will not be paid. Students who have missed the deadline will need to complete a paper timesheet, obtain her supervisor's approval, and submit it to the Office of Human Resources as soon as possible. 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 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.

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 work-place 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.

# **College Policies and Procedures**

## **Agnes Scott College Rings**

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Since as early as 1919 Agnes Scott College students and alumnae have proudly worn an Agnes Scott College ring as a visual symbol of the rigor of an Agnes Scott education and their academic accomplishments. The ring also symbolizes the sisterhood of Agnes Scott alumnae and connects alumnae of all ages. The distinctive ring is beautifully set with a genuine black onyx stone incised with the letters ASC. The sides of the ring bear the degree and date of graduation.

Students in the college's traditional B.A. and B.S. programs typically purchase their rings during their sophomore year and officially receive their ring during the Sophomore Ring Ceremony. However, any undergraduate degree-seeking student who has earned 12 or more institutional credits (semester or quarter hours) at Agnes Scott is considered an alumna of the college and, therefore, eligible to wear an Agnes Scott College ring.

A transfer student who wishes to receive her ring in the Sophomore Ring Ceremony during her first year at Agnes Scott must place her ring order with the ring vendor on campus during the fall semester. In the event she does not successfully complete 12 credit hours at the end of the semester, her ring will be held by the college until she has earned 12 hours. If her enrollment at Agnes Scott ends prior to completion of 12 hours, she will forfeit both the cost

of purchasing the ring and the ring, which will be donated in a future year to a sophomore who needs financial assistance to obtain a ring. All students must meet the eligibility criteria to place a ring order online.

In exceptional circumstances, non-alumnae may receive approval to wear a ring. All exceptions must be approved by the Agnes Scott Alumnae Association's Alumnae Board.

Requests for an exception must be submitted in writing to the senior director of alumnae relations and must outline the reasons that the non-alumna should be granted the privilege of wearing an Agnes Scott College ring. Following the next meeting of the Alumnae Board, the senior director of alumnae relations will notify the requestor and the college's ring vendor of the board's decision in writing. If the request is approved, instructions for placing an order for the ring will be included.

When placing a ring order online through the vendor's website, students, alumnae and their family members will be required to provide the class year and degree of the student or alumna for whom a ring is being ordered and to certify that the student or alumna meets the criteria for eligibility.

Any questions about this policy should be addressed to the senior director of alumnae relations.

*Adopted by the Alumnae Board  
Spring 2016*

## **Anti-Hazing Policy**

Agnes Scott College strives to maintain a safe and inclusive community where students may participate in activities and organizations without compromising their safety and welfare. Hazing opposes the values of the campus community and damages an individual's physical, mental, and emotional wellbeing. In addition, hazing is a violation of Georgia law (Georgia Code 16-5-61). Therefore, hazing is not tolerated from current students, alumnae, faculty, or staff as a requirement for admission or acceptance into any organization or athletic team. It is the college's expectation that new members will be welcomed into student organizations and athletic teams with advisors and coaches, and that the welcoming activities will be positive and affirming.

Agnes Scott College interprets hazing as any willful act done by one or more individuals, whether physical, mental, emotional, or psychological, which subjects another person voluntarily or involuntarily to anything that may abuse, mistreat, degrade, humiliate, harass, ridicule, intimidate, or endanger that person, or which may in any fashion compromise their dignity as a person.

Examples of behavior or activities that meet the definition of hazing follow. These examples are merely illustrative of specific forbidden practices and are not intended to be all-inclusive.

- Physical contact or punishment, exercise, or sleep deprivation that causes excessive fatigue and/or physical and psychological shock
- Coerced or forced consumption of food, drink, alcohol, tobacco, illegal drugs
- Coerced or forced transportation of individuals
- Public test, humiliation, ridicule, indecent exposure, nudity
- Coercing or forcing illegal acts
- Forcing, requiring, or pressuring the participation in any activity that is unlawful, perverse, publicly indecent, or contrary to the individual's moral beliefs

- Interfering in an individual's academic, athletic, health, or personal success
- Personal servitude to others
- Mental harassment
- Sexual harassment
- Collective behavior such as marching, dressing alike, line-ups, etc.
- Tattooing or branding
- Deception or threat contrived to convince a new member that they will not be permitted to join or that their continued participation is doubtful
- Threat of social exclusion
- Any activity that involves the use of alcohol or any controlled substance in violation of the college's Alcohol and Other Drug Policy or the laws of the State of Georgia
- Any activity that is not in accordance with the college's established policies

### **Reporting of Hazing**

Reports of violations to this policy must be reported in a prompt manner. Students and members of the campus community are required to report hazing activity, knowledge of or suspicions of hazing. An individual subjected to hazing may not be aware that what is occurring constitutes as hazing or may not feel empowered to refuse participation. Perceived, implied or expressed consent to hazing does not make it acceptable under this policy.

To make a report of hazing or to determine if an activity constitutes hazing, contact any of the following offices:

- Athletics
- Gué Pardue Hudson Center for Leadership and Service
- Center for Student Involvement
- Public Safety
- Residence Life
- Vice President of Student Life/Dean of Students

Making a false accusation of hazing is prohibited. Individuals who are victims of hazing and truthfully report activities will not be charged with violating this policy. Individuals who have knowledge of a hazing incident, but do not participate, and report the activity will not be charged with violating this policy. In addition to this policy, all student athletes shall follow the policies and guidelines set forth by the NCAA.

All reported hazing allegations will be thoroughly investigated. The primary purpose of the investigation is to ensure that the hazing activities end and that those who participate in hazing are held accountable to the campus community. If the allegations of hazing are true based on the investigation, appropriate action will be taken against the individuals and/or organizations responsible for hazing.

Sanctions will be imposed based on the severity of the violation and will be determined by Agnes Scott College's Honor Court. Sanctions may include, but are not limited to:

- Fines for damages, educational assignment or community service.
- Student organization/athletic team probation, which includes loss of privileges as a recognized student organization/athletic team of Agnes Scott College.
- Suspension, dismissal, or expulsion from Agnes Scott College.

### **A Note for Student Leaders**

The opportunity to be a leader at Agnes Scott College can be one of the defining aspects of your experience in college. Athletes or student organizational leaders develop skills that serve them throughout their lives, and set the

stage for lifelong friendships. The challenge that accompanies this role is that leaders are held to a higher standard by peers, coaches, advisors, and the college. When hazing occurs in an organization, leaders often become the focus of the issue, and they are held to account for the actions of those they lead. Leaders may be held individually responsible as well.

The following are resources that will help student leaders understand the challenges and responsibilities of the role, and will provide ways to lead and build a cohesive unit without hazing. For more information regarding hazing, available resources include:

- [www.hazingprevention.org](http://www.hazingprevention.org)
- [www.stophazing.org](http://www.stophazing.org)
- [www.insidehazing.com](http://www.insidehazing.com)

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## College Communication

Students are required to regularly check their mail boxes in the post office in Alston Campus Center and their Agnes Scott e-mail accounts. Any communication from the president, vice president for academic affairs and dean of the college, vice president for student life and dean of students, academic advising, registrar or student judicial bodies is considered “Official College Communication” and 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 communication.

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## Discrimination and Harassment Statement

Agnes Scott values diversity and seeks to foster an environment that welcomes and supports contributions from all members of the Agnes Scott 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, gender identity, gender expression, age, disability or veteran status 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*  
*Amended October 30, 2015*

## Disruptive Behavior

Disruptive behavior includes any behavior that infringes on the rights, privileges, or property of others, or which

impedes the safety of community members or disrupts the educational process or essential operations of the college. Disruptive behavior offenses could involve disturbance of the public peace, lewd and indecent behaviors and/or belligerent behavior toward students, faculty, and/or staff in the performance of their duties. Depending on the nature of the disruption, cases involving disruptive behavior may be adjudicated by Honor Court or the Dean of Students. For disruptive classroom behavior, please refer to the DISRUPTIVE CLASSROOM BEHAVIOR POLICY section within this handbook.

## **Title IX**

Agnes Scott College is committed to providing a healthy learning and work environment that is safe and characterized by mutual trust and respect for all members of our community. This commitment, as well as the College's obligations under federal law, means that the College will not tolerate discrimination against or harassment of any individual or group based upon race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability or veteran status or any other prohibited factor under law.

Pursuant to this Sexual Misconduct Policy, Agnes Scott College prohibits and will act to prevent, address, and eliminate all forms of gender-based and sexual discrimination, harassment, violence and bullying. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College will provide resources to promote awareness, literacy and prevention of sexual violence and harassment; as well as support to members of our community who experience, encounter, and/or witness behavior that violates this Sexual Misconduct policy and the ethics of our institution. To foster this discrimination-free environment, the institution has appointed a Title IX Coordinator and Deputy Title IX Coordinator who will work with a trained team to ensure that all students, faculty, staff, and guests are not subjected to sexual misconduct. The Title IX Coordinator oversees compliance with all aspects of this policy.

Sexual misconduct by any faculty member, staff member, student, and student organization or a third party who is a participant in a College-sponsored program, event, or activity, is a violation of both state and federal law as well as College policy and will not be tolerated by Agnes Scott College. Sexual misconduct is broadly defined by the College on page 6 of this policy. Sexual misconduct can occur between strangers and acquaintances, including people who have been involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women and it can occur between people of the same or different sex. It is not possible for a person to give consent if incapacitated by drugs, alcohol or other physical or mental impairment; or if they have been threatened or coerced into giving consent; or if the person is under the age of 16. Contact of any sexual nature without affirmative consent is a violation of this policy.

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex, including sexual harassment and sexual violence, in education programs or activities which receive Federal financial assistance. Agnes Scott College has jurisdiction over complaints pursuant to Title IX or this policy. Sexual misconduct that might not be held to violate this statute (or Title VII of the Civil Rights Act of 1964) may nonetheless be considered sexual misconduct under Agnes Scott Policies and the College condemns and prohibits such conduct even if such conduct would not be adjudged illegal under Federal law.

Members of the community who believe they have been subjected to sexual misconduct are strongly encouraged to report these incidents. Third party and anonymous reports are also welcome. The report of sexual misconduct may be verbal or in writing. Once a report is received, the Title IX Coordinator or Deputy Title IX Coordinator for

Faculty/Staff will act promptly and equitably to ensure the safety and wellness of the potential victim as well as the Agnes Scott community.

Academic freedom respected: The College is committed to academic freedom as stated in Section III of the Faculty Handbook, Statement on Academic Freedom and Responsibility; and any complaints of sexual misconduct will be evaluated consistently with this policy. The College's sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. 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. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern. 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.

Retaliation: The College strictly prohibits retaliation of any kind against any member of the Agnes Scott College community. The College will take action to protect anyone who submits a report ("Reporting Party"), complaint ("Complainant" and can also be referred to as the Reporting Party) or any investigation participant from retaliation in any form. Harassment, intimidation, shunning, threats, or coercion or in the form of any materially adverse harm that would dissuade a reasonable student, faculty or employee from filing a sexual misconduct complaint or participating in a sexual misconduct investigation is strictly prohibited. Any person who feels they have been subjected to retaliation should make a report to the Title IX Coordinator or the Deputy Title IX Coordinator for Faculty/Staff.

Applicability: This policy applies to sexual harassment, discrimination and violence (defined pursuant to this policy as sexual misconduct) committed or experienced by students, faculty, staff or employees that occurs in connection with all academic, educational, extracurricular, athletic, and other programs of Agnes Scott College, whether the programs take place in College facilities, at a program sponsored by the College at another location, or elsewhere.

If the College determines following an investigation that proceedings or sanctions are required for faculty or employees, the *Agnes Scott Sexual Misconduct and Other Unlawful Discrimination and Harassment Protocol* will govern. All investigations, proceedings and/or sanctions for students are governed herein. **This policy is intended to contain all prehearing common procedures for all student, faculty and employees.**

Reports, comments, questions, or concerns should be communicated to:

**Title IX Coordinator**

Marti Fessenden

mfessenden@agnesscott.edu

(404)471-6547

Hopkins Hall 207

Office of the President

**Deputy Title IX Coordinator for Faculty/Staff**

Karen Gilbert

kgilbert@agnesscott.edu

(404)471-6435

Office of Human Resources

<p><b>Deputy Title IX Coordinator for Students</b>  Karen Goff  VP for Student Life and Dean of Students  <a href="mailto:kgoff@agnesscott.edu">kgoff@agnesscott.edu</a>  (404)471-6449  Main 100</p>	<p>You may also contact (within 180 days):  <b>Department of Education</b>  Office of Civil Rights  400 Maryland Avenue, S.W.,  Washington, D.C. 20202-1100  www.ed.gov or email to <a href="mailto:OCR@ed.gov">OCR@ed.gov</a></p>
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For the Title IX Sexual Misconduct Policy in its entirety, please visit:  
<https://www.agnesscott.edu/wellnessandsafety/index.html>

## Statement on Gender Expression and Gender Identity

Agnes Scott is a diverse and inclusive community that strives to provide a safe learning environment for all students, including those who challenge gender norms within our society. We are proud of our many trailblazing alumnae whose lives challenged the gender conventions of their day, including the first woman to be ordained in the Presbyterian Church in the United States and one of the first women to argue a case before the Supreme Court. We believe in the distinctive value and advantages of women’s colleges and celebrate our rich legacy as an institution focused on providing a liberal arts education for women that is “fully abreast of the best institutions of this country.”<sup>3</sup> We are also proud of the ways women’s colleges have provided students the opportunity to explore freely and pursue ideas, aspirations and identities, including those considered radical or unconventional in their time. Our statement of support on gender expression and gender identity is consistent with the multitude of ways that we seek to live our mission.

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<sup>3</sup> Agnes Scott Ideal, Frank H. Gaines, 1889

- At Agnes Scott College, we “educate women to think deeply, live honorably and engage the intellectual and social challenges of their times.”<sup>4</sup>
- In our strategic plan for 2014, [agnesscott.edu/about/strategicplan](http://agnesscott.edu/about/strategicplan), we have committed to becoming “a living laboratory of campus-wide commitment to justice, courage, integrity, respect and responsibility.” Our goal is to “develop a more inclusive campus community that provides all members with avenues for participation and voice” and to “cultivate knowledge of and respect for diversity as key ingredients for educational excellence.”<sup>5</sup>
- In light of these commitments, we support students, including students who identify as lesbian, gay, bisexual, transgender, queer, intersex or questioning (LGBTQIQ). This support takes the form of a variety of campus services designed to create a safe learning and living environment for all. We admit undergraduate students who identify as female. Our goal is to embrace both our identity as a woman’s college and our identity as an inclusive community.
- We will continue to support efforts to cultivate understanding and acceptance of gender diversity so that all persons regardless of their gender identity and gender expression are fully recognized as citizens and feel safe leading authentic lives.
- We encourage all members of our community to educate themselves about how they can support individuals



whose gender identity or gender expression may challenge gender norms. The [Gay Johnson McDougall Center for Global Diversity and Inclusion](#) serves as a resource in providing education and support and in addressing questions or concerns for all students, faculty and staff. The center sponsors workshops, dialogues and trainings, which include [agnesscott.edu/studentlife/interculturalaffairs/safe-zone.aspx](#) , a program specifically designed to promote knowledge and sensitivity toward members of the LGBTQIQ community. These programs strengthen our ongoing efforts to be a welcoming and inclusive community.

*Adopted by the President's Committee on Diversity, October 2011*

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## **Accessible Education: Students with Disabilities**

Agnes Scott 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 and Accessible Education is the designated office on campus for students with disabilities. Kelly Deasy, 404.471.6174, [kdeasy@agnesscott.edu](mailto:kdeasy@agnesscott.edu) serves as the Accessible Education Coordinator. The Accessible Education 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 Accessible Education 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 emails 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 Accessible Education 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/academicadvising/disability-services.html>

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4 Mission of Agnes Scott College, 2002

5 Engaging a Wider World, The Agnes Scott Strategic Plan for 2014, 2007

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# Consensual Sexual Relationships

## 1. Among employees:

Sexual, intimate and/or romantic relationships (even consensual ones) between college employees and those they supervise are potentially exploitive because of the imbalance of power inherent in them. Employees must avoid relationships that pose threats to the fulfillment of their professional duties or call into question the consensual nature of their relations.

The college prohibits employees from supervising, evaluating, or determining the terms or conditions of employment of anyone with whom they have a sexual relationship. When a sexual relationship exists between any employees in a supervisory relationship, immediate steps must be taken to terminate the supervisory arrangement, and alternative means of supervision must be implemented.

If employees in a supervisory relationship have had a sexual relationship in the past or have a continuing or past intimate relationship, either party may request that alternative means of supervision be implemented.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.

## 2. 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 nonsexual nature, can be fraught with difficulties and the appearance of impropriety.

## 3. 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.

## 4. 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.

## 5. 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.

*Approved by Executive Council, July 2006*

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## Process for Investigating Violations of the Consensual Sexual Relations Policy

### A. Initiation of a report or complaint

- 1. Timeliness:** Reports and complaints of a violation of the consensual relationships policy should be initiated as soon as possible after the violation(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 a complaint is made (“respondents”), and of witnesses in a manner consistent with the college’s duty to investigate and take appropriate action.
- 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 a violation of the consensual relationships policy about which they have credible evidence to a college officer or to the associate vice president of human resources. No one should assume that an official of the college already is aware of any given instance of alleged violation of the consensual relationships policy. Any member of the college community who knows of or receives a complaint of a violation of this policy should report the information or complaint to a college officer (“officer”) or the associate vice president of human resources (“AVP”).
- 6. Informational meeting:** Anyone having credible evidence of a violation of the consensual relationships policy should meet with a college officer or the associate vice president 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 regarding consensual sexual relationships. 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 a violation of the consensual relationships policy with the reporter, if the officer or director believes that the situation might be best resolved informally, or that the conduct does not violate the college’s policy on consensual relationships, or that the complaint rests on misperceptions or miscommunication, the officer or director may attempt an informal resolution of the report or complaint. This attempt at informal resolution may include further

fact-finding, consultation with involved parties 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 one month of the informational meeting, unless extended by consent of the reporter and the respondent(s). 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 a violation of the consensual relationships policy, 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.

**8. Written complaint:** At any point during the process of informal resolution any person having knowledge of a violation of the consensual relationships policy 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 associate vice president of human resources may initiate formal procedures to investigate and resolve conduct suspected of constituting a violation of the consensual relationships policy on the basis of substantial credible evidence. Past reports of a violation of the consensual relationships policy alone do not constitute substantial credible evidence; the officer or director 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.

## **B. Investigation of the written 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 composed of the officer(s) who supervises the person(s) named as in violation of the policy (“respondent”), the associate vice president of human resources, the chair of the Faculty Executive Committee, 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 staff respondent, a second staff member to be named by Staff Council). An 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(s) 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 regarding consensual relationships. The director shall also inform the respondent(s) of the identity of the complainant. The director will also furnish, in writing, to both complainant and respondent(s), 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(s). The complainant and respondent(s) 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.

### C. Resolution

**1. Finding of fact:** Within two months of the filing of the complaint, unless the time period is extended by the consent of the complainant and the respondent(s), 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(s) within one month of the submission of the investigation board's findings and recommendations. A copy will be filed in the appropriate college records (for employees, their personnel 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 vice president for academic affairs and 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).

**D. Appeals:** Either party may appeal the decision, in writing, within 5 days of receipt of the written decision by the investigative board, through standing procedures, which include the faculty grievance process 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.

**E. Documentation:** The associate vice president 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 RPT committees for use as appropriate in making personnel decisions.

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# Sexual Harassment Policy and Process

## 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:** 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, constitutes sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic treatment or status in a course or other college activity. This includes when:

1. Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting that individual's employment, academic status, or participation in any college activity; or
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 associate vice president 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 time- lines 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 complantants 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 associate vice president 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 associate vice president of human resources (“AVP”).
- 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 associate vice president of human resource. At this meeting, the reporter should explain the basis for the report. The officer or AVP should explain the college’s policies and procedures against sexual harassment. The officer or AVP should clarify for the reporter the types of information that will automatically initiate further procedures.

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

**7. Informal resolution:** After discussing the report of sexual harassment with the reporter, if the officer or AVP 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 AVP may attempt an informal resolution of the complaint. This attempt at in- formal 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 associate vice president 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 associate vice president 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 AVP-HR must have evidence about current conduct to file a complaint. If the officer or AVP initiates the process of investigation and resolution, the officer or AVP 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 associate vice president 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 part 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 associate vice president of human resources 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 AVP shall also inform the respondent of the identity of the complainant. The AVP 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 ten 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 VPAA's decision to suspend or terminate a fulltime 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 5 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 associate vice president 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 RPT 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 associate vice president of human resources.

*July 1999, July 2000, July 2006. Approved by the board of trustees October 2006.*

## Alcohol & 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 inquires will be kept strictly confidential.

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 center for student engagement office upon completion of activity approval forms. Requisition forms must be submitted no later than two weeks 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 Center for Student Involvement.

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/bartender.

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 a center for student engagement staff member or club advisor may purchase alcohol on behalf of the organization.

6. All events at which alcohol will be served must work with the center for student engagement to hire a 3rdparty bartender to serve. Neither students nor staff/faculty members are allowed to serve alcoholic beverages at

events.

7. Alcoholic beverages which may be served at student events are beer and wine.

### **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.

For specific information on the College's Alcohol & Drug Policy, please visit the following link:

[Agnes Scott College Alcohol & Drug Policy](#)

## **Tobacco-Free Policy**

### **Overview**

Agnes Scott College recognizes the serious health implications of both direct use of tobacco products and indirect exposure to the use of tobacco products, along with hazards associated with environmental tobacco smoke. In order to create an atmosphere consistent with Agnes Scott's mission and commitments to improve the health and wellness of members of the Agnes Scott community and the environment, Agnes Scott College prohibits the use or sale of tobacco products on its main campus, effective January 1, 2015.

## Policy Details

Effective January 1, 2015, the use or sale of tobacco products is prohibited in or on Agnes Scott College's main campus.

- i. This policy covers all tobacco products, as defined below, and it applies to students, employees, and visitors;
- ii. Use of tobacco products in any facility on Agnes Scott College's main campus is always prohibited, including any interior space rented or leased by outside entities;
- iii. Use of tobacco products is prohibited in any college office located in a college-owned building;
- iv. Outdoor use of tobacco products is prohibited on all grounds or property owned or wholly leased by Agnes Scott that are included in the 'main campus, as defined below;'
- v. Tobacco use shall also not be permitted in amphitheatres; or in and within bleachers and grandstands used for spectators at sporting and other public events;
- vi. College-owned properties used as private residences are exempt from this policy;

## Vehicles

- vii. Use of tobacco products is prohibited in all vehicles, private and commercial, while on Agnes Scott College property;
- viii. Use of tobacco products in college-owned vehicles is prohibited at all times, both on and off college property.

## Compliance

Compliance with this policy is the responsibility of all members of the Agnes Scott community. Members of the Agnes Scott community (faculty, administrators, staff, and students) are invited to assist in the implementation of this policy by respectfully informing tobacco users of this policy.

Repeated violations of this policy may result in disciplinary action under the *Agnes Scott Student Handbook*, Agnes Scott Human Resources Policies and Procedures, or other applicable Agnes Scott regulations or policies. Agnes Scott visitors are expected to comply with Agnes Scott's tobacco-free environment.

## Agnes Scott's Commitment to the Community

Agnes Scott College is committed to assisting members of the Agnes Scott community in tobacco cessation. Agnes Scott recognizes that quitting tobacco use can be a significant personal challenge and tobacco-cessation programs are an integral component in implementing this policy. A complete listing of these resources is on [the tobacco-free initiative website, under How to Quit at http://www.agnesscott.edu/wellnesscenter/caps/](http://www.agnesscott.edu/wellnesscenter/caps/).

## Agnes Scott's Commitment to the Environment

Agnes Scott College is committed to protecting the environment and recognizes that as part of our mission to live honorably, we accept the challenge of environmental stewardship and leadership in sustainability. As part of this challenge, Agnes Scott recognizes the damaging affects of tobacco products on the environment. For more information on the impact of tobacco on the environment, visit [http://no-smoke.org/pdf/Environmental\\_Impact\\_of\\_Tobacco.pdf](http://no-smoke.org/pdf/Environmental_Impact_of_Tobacco.pdf).

## Definitions

For the purpose of the policy, the following words and phrases shall mean:

- A. Tobacco products: All tobacco products or products that resemble the use of tobacco are prohibited. Tobacco products are defined to include but are not limited to cigarettes, e-cigarettes, candy cigarettes, chewing tobacco, blunts, blunt wraps, pre-wrapped blunt cones & tubes, cigars, cigarillos, bidis, cigarette packages or smokeless tobacco containers, lighters, ash trays, key chains, tshirts, coffee mugs and any other item containing or reasonably resembling tobacco or tobacco products. .
- B. Agnes Scott's main campus:
  - a. The boundaries of South Candler Street to the east, South McDonough Street to the west, East College Avenue to the north and West Davis Street to the south. The residential village (three theme houses), Department of Public Safety, West Parking facility, Candler Street Parking lot and Office of Facilities at 401 E. College Avenue are **included** in the 'main campus' scope. All exterior and common areas at Avery Glen Apartments and those apartments occupied by Agnes Scott College students are also included in the 'main campus' scope.

## Related Links

Wellness Center 'How to Quit' <http://www.agnesscott.edu/wellnesscenter/caps/>  
American Lung Association, 'How to Quit' <http://www.lung.org/stop-smoking/how-to-quit/>  
Environmental Impacts of Tobacco, [http://no-smoke.org/pdf/Environmental\\_Impact\\_of\\_Tobacco.pdf](http://no-smoke.org/pdf/Environmental_Impact_of_Tobacco.pdf)

## Contact Information

<b>Wellness Center</b>	<b>Phone: 404.471.7100</b>
<b>Human Resources</b>	<b>Phone: 404.471.6384</b>
<b>Sustainability</b>	<b>Phone: 404.471.6499</b>
<b>Public Safety</b>	<b>Phone: 404.471.6355</b>
<b>Dean of Students</b>	<b>Phone: 404.471-6391</b>

## Inclement Weather Emergencies

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 or the Office of the Academic Affairs.

## 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 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. 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 email and voicemail.
2. If DeKalb County is placed on a “warning” status, the Emergency Tornado Siren will be activated and through the College’s mass notification system, a SMS text message, email and phone alerts will be sent to all registered 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.

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## **Intellectual Property Policy**

### **I. Purpose**

Agnes Scott is committed to providing an environment that supports the creation and development of works of authorship and inventions by its faculty, employees and students. Agnes Scott has developed this Intellectual Property Policy in order to identify and protect the intellectual property rights of the college, its faculty, employees and students in such copyrightable works of authorship and patentable inventions. This Policy specifies when the creator retains ownership of such works and inventions and instances when the College obtains ownership thereof.



## II. Definitions

The following definitions shall apply to the terms used in this Policy.

A. “**college**” Agnes Scott College.

B. “**College Intellectual Property**” means Intellectual Property owned by the college pursuant to this Policy as set forth below in Section III.

C. “**College Resources**” means college funds from any source; facilities; classrooms; class time; personnel; offices; labs; studios; equipment, whether owned or leased; production facilities; computer hardware, software, support or resources; funding, grants, contracts and awards; or other college-owned resources.

D. “**Copyrightable Works**” means original works of authorship fixed in a Tangible Medium of Expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.

E. “**Course of Employment**” means where a Creator creates or develops Intellectual Property as part of his/her employment obligations or responsibilities or at the specific direction and/or under the control of the college.

F. “**Creator**” means any faculty, employee, student, or other person(s) who creates, or substantially assists in the creation of, intellectual property subject to this policy.

G. “**Vice President for Academic Affairs and Dean of the College**” means the person that directs the overall planning, operation and administration of the general academic program at the college.

H. “**Dispute Panel**” means a panel that shall resolve disputes arising under this policy in accordance with Section VI hereof. The Dispute Panel, chaired by the vice president for academic affairs and dean of the college, shall be composed of two members designated by the creator(s) and two members designated by the vice president for academic affairs and dean of the college. In the event that the dispute is between two members of the Agnes Scott community, one panel member will be designated by each disputant and two members will be designated by the vice president for academic affairs and dean of the college. The dispute panel members must be current faculty or employees of the college.

I “**Employee**” means any person, other than faculty, hired by the college, on either a full- or part-time basis, to perform college duties. Employees include administrative and professional staff, and students who receive salaries or assistantships, work-study funds, stipends, or hourly wages while performing duties at the specific direction of, or assigned by, the college.

“Employee” does not include a student providing research assistance to faculty or engaging in collaborative research or creative endeavors with faculty.

J. “**Faculty**” means any person hired by the college to conduct instructional and/or teaching activities, whether on a full- or part-time basis. Faculty includes persons hired as adjunct or visiting professors and instructors.

K “**Intellectual Property**” means, except to the extent comprising Traditional Works of Scholarship, (i) Copyrightable Works, and (ii) Inventions.

L. **“Inventions”** means any new and useful process, product, discovery, software, machine or composition of matter, or improvement thereon, whether patentable or otherwise.

M. **“Policy”** means this intellectual property policy.

N. **“Sponsor”** means a third-party business or person that finances the creation of intellectual property pursuant to a contract or arrangement between the college and that business or person. The federal, state and municipal governments, or any agency of those governments, can be a sponsor under this policy.

O. **“Student”** means any person taking one or more courses at the college, either full-time or part-time.

P. **“Substantial Use”** means the significant use of college resources, whether during or after customary college business hours. The following are examples of substantial use, but in no way limit or restrict the meaning of thereof: (i) extended use of time and energy by the creator(s) in the work that results in a reduction in the expected levels of teaching, scholarship, or other academic activities, so that anticipated performance in these areas is at a level significantly less than normal; (ii) the use of college funds to support the work’s creation; (iii) the use of faculty or other employees in the creation of the intellectual property; (iv) the use of funding from gifts to the college to support creation of intellectual property; (v) the production of intellectual property under specific terms of a sponsored research grant or contract; and (vi) the use of specifically designated college funds to support the creation of the intellectual property involved. Normal and ordinary use of college provided office space, library resources and computers shall not constitute “substantial use.”

Q. **“Tangible Means of Expression”** includes, but is not limited to, books, periodicals, manuscripts, phonographs, films, tapes and other electronic media.

R. **“Traditional Works of Scholarship”** means copyrightable works or inventions that are created independently and at the creator’s own initiative for traditional academic purposes, such as the development of courses, the teaching of classes, or scholarly research or creative endeavors considered within academia or the college to be evidence of professional accomplishment or advancement. Traditional works of scholarship include, but are not limited to, the following: scholarly books and articles, including books in any tangible form; course materials, including course notes, syllabi, examinations and course assignments; literary works, musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic and sculptural works; photographs, prints, diagrams, models and technical drawings; software; motion pictures and other audiovisual works, including any screenplays, teleplays or other original scripts or texts; sound recordings; and architectural works.

### III. Ownership of Intellectual Property

Ownership of all intellectual property created in whole or in part by faculty, employees and students shall be subject to the following guidelines:

A. Faculty:

- (i) Traditional works of scholarship created by a faculty member shall be owned by such faculty member; provided, however, that subject to other requirements imposed by a publisher, the college shall retain a royalty-free right to use such traditional works of scholarship for non-commercial, educational purposes only;
- (ii) If the college expressly directs a faculty member(s) to create or develop the intellectual property, or the intellectual property is created as a specific requirement of employment or as an assigned institutional duty, then the college shall own the intellectual property;
- (iii) If the faculty creator has voluntarily transferred the intellectual property, in whole or in part, to the college, with such transfer in the form of a written document signed by the faculty member, then the college shall own the intellectual property;
- (iv) If the faculty creator has created or developed intellectual property in connection with a project funded, in whole or in part, by a sponsor, then the intellectual property shall be owned in accordance with the terms of any applicable contract or agreement between the faculty creator, the college and the sponsor. Such arrangement is to be agreed to in writing, in advance, and in full conformance with other provisions of this policy; and
- (v) Unless otherwise delineated within subsections (i) – (iv) above and if the faculty creator made substantial use of college resources in creating or developing the intellectual property, then the college shall own the intellectual property.

B. Employees: All intellectual property created or developed by an employee in the course of employment shall be deemed a “work made for hire” and owned by the college.

C. Students:

- (i) Intellectual property created or developed by a student while acting in the capacity of an employee shall be owned by the college;
- (ii) Intellectual property created or developed by a student (a) working with or for an employee of the college, or (b) at the specific request or direction of the college, shall be owned by the college;
- (iii) Intellectual property created or developed by a student in collaboration with a faculty member shall be owned in accordance with the provisions set forth in Section III. A. unless the student and faculty member agree otherwise in writing;
- (iv) Intellectual property created or developed by a student in connection with a project funded by a sponsor shall be owned in accordance with the terms of any applicable contract or agreement between the college and the sponsor, regardless of whether the student was acting as a student or an employee. In the absence of such an agreement, any intellectual property arising from such project shall be owned by the college; and
- (v) Unless otherwise delineated within subsections (i) – (iv) above, intellectual property created or developed by a student with substantial use of college resources shall be owned by the college.

Ownership of intellectual property created by a faculty, employee or student that does not fall within

the guidelines set forth above, shall vest in the creator.

#### **IV. Commercialization**

The college, in its sole discretion, may commercialize any intellectual property that is owned by the college in accordance with Section III and shall have the authority to decide the revenue, if any, that the college will receive as a result of such commercialization. In the absence of a written agreement to the contrary, any revenue received from the commercialization of college intellectual property, other than college intellectual property resulting from the course of employment, will be distributed as follows:

- A. The college may, at its discretion, first deduct from revenue all or any portion of any actual expenses incurred by the college in protecting, developing or marketing the college intellectual property, including but not limited to legal fees and other fees paid to third parties. If the creator objects to the amount of such expenses deducted, then he or she shall submit a written audit request to the vice president for academic affairs and dean of the college, and the college will engage an independent auditor to determine the amount of actual expenses incurred, provided, however, that the auditor's fees will be added to such expenses and deducted from the revenue as well.
- B. After any deductions of expenses, the remaining revenue shall be distributed as follows:
  - (i) The first \$5000.00 shall be distributed to the creator(s), pro rata if more than one creator is involved; and
  - (ii) After the first \$5000.00 has been distributed, 50 percent of the remaining revenue shall go to the creator(s), pro rata, and 50 percent shall go to the college.

#### **V. Assignment of Creator**

With respect to college intellectual property, the college may, upon request and in its discretion, assign ownership to the creator subject to a perpetual royalty-free license to the college to use the intellectual property for its own purposes. Such requests should be submitted to the vice president for academic affairs and dean of the college who shall decide whether to assign such ownership. The college may also accept property that is voluntarily assigned, and/or required by contract provision to be assigned to the college. The college shall determine whether to accept or reject any and all assignments of any intellectual property.

#### **VI. Resolution of Disputes**

- A. Disputes arising over the application of this policy, including the ownership of intellectual property or distribution of revenue to creator(s), shall be brought in writing to the vice president for academic affairs and dean of the college. The dean will convene a meeting of the dispute panel within a reasonable time thereafter to resolve such dispute. The dispute panel shall issue their decision in writing, providing reasons for their decision, as a recommendation to the president.
- B. Either party to a dispute may appeal the decision of the president to the board of trustees who may, in its discretion, refer the matter to binding arbitration. The cost of the arbitration shall be borne equally by the college and the creator(s).

#### **VII. Responsibility of Parties**

It is the responsibility of the college and all members of the college community to ensure adherence to this

policy.

Faculty, employees, and students and other creators governed by this policy shall have the obligation to:

1. Make themselves aware of and adhere to restrictions on rights in intellectual property deriving from agreements between the college and sponsors;
2. Inform the college in a timely manner of any and all material that should be protected pursuant to the provisions of this policy, and to cooperate with the college to obtain such protection;
3. Obtain written permission from the vice president for academic affairs and dean of the college to publish, in journals or other media, use, or distribute any College intellectual property; and
4. Ensure that Students or contractors working collaboratively with or under the faculty or staff's direction on projects (whether or not for pay) that may result in intellectual property have executed the appropriate agreements concerning the assignment of rights as contemplated by this policy.

Any and all requests by any person for a clarification, explanation or determination of any of the rights and/or obligations under this policy shall be made in writing to the vice president for academic affairs and dean of the college. The vice president for academic affairs and dean of the college shall respond within a reasonable time upon the receipt of such request.

#### **VIII. Severance/Choice of Law**

Any provision of this policy which is prohibited by law, or unlawful or unenforceable under applicable law, shall be ineffective only to the extent of such prohibition, without invalidating the remaining provisions of this policy. Where the terms of this policy are inconsistent with applicable law, and where applicable law controls, this policy shall be deemed to be amended to comply with applicable law. This policy shall be construed and interpreted according to the laws of the State of Georgia.

#### **IX. Reservation of Rights**

The college in consultation with the executive committee of the faculty reserves the right to modify and/or make changes, as it deems advisable at any time to this policy. Changes shall become effective after approval by the board of trustees and upon publication of the revised 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, counseling and psychological services, 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.

### **III. 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 composed of the vice president for academic affairs, 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.

### **Withdrawal:**

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

Withdrawals from the college with an effective date after the deadline to drop a course with a "W" grade will result in grades of "WF." Grades of "WF" factor into the GPA the same as grades of "F." In cases in which a student withdraws from the college after the deadline to withdraw with "W" grades and the student has documentation of a serious hardship or medical problem, she may appeal to a committee composed of staff from the academic affairs division. Appeals would need to be submitted before the last day of classes for that semester. If approved by this committee for an exception, the student would receive grades of "W" instead of "WF." If requested, and documentation supports a medical cause for withdrawal, the committee may approve grades of "MED" for all courses instead of "W" or "WF."

For the financial aspects of withdrawal from the college, see the Tuition and Fees section. Refer to the Agnes Scott College Catalog for additional information and restrictions regarding leaves of absence and withdrawals.

## **Missing Student Policy**

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Agnes Scott College will notify appropriate law enforcement agencies not later than 24-hours after the time a student is determined to be missing. A student is determined to be missing when a report comes to the attention of the College and the College determines the report to be credible. College officials receiving a missing persons report relating to a student are required to notify Public Safety immediately to investigate and make a determination that a student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus. Public Safety will notify the Dean of Students Office of the circumstances presented with the report of a missing student as soon as it is established that avenues to contact the student have been exhausted (even when less than twenty-four hours of time has elapsed), or immediately if circumstances of criminality or safety are determined to be involved. The Dean of Students office, through the Emergency On-Call System, or Public Safety, will initiate the notification to the parent/guardian and emergency contact, provided to the College.

Anyone who believes an Agnes Scott student is missing should contact Public Safety at [404-471-6400](tel:404-471-6400).



# Parent/Guardian (Emergency Contact) Notification Policy

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In general, parent/guardian notification is not necessary for the majority of situations faced by the on-call response team. When the On-Call Dean determines that an emergency contact should be notified, the on-call staff member (where possible) *gives the student an opportunity to call the parent/guardian or emergency contact first*. When possible, on-call staff member will receive permission to call family/emergency contact. Typically, parents/guardians or emergency contacts are to be notified in the following circumstances:

- When the student is an **imminent threat to self** (i.e.- suicide attempt, the parents/guardians will typically be called *within a few hours of the incident*.
- When the student is hospitalized for a psychiatric purpose and the hospitalization is **involuntary**, a parent/emergency contact should be called as soon as possible, *certainly within a few hours of the incident*. When the hospitalization is **voluntary**, an Associate Dean of Students will be consulted before making a decision to call the parents/emergency contact.
- When the student is involved in a circumstance involving **life-threatening medical issues**, parents/emergency contact *should be contacted as soon as possible*. Parents may also be notified when the health or safety of the student is involved; the On-Call Dean will typically consult with the Vice President/Dean of Students (VP/DOS).
- When the student is hospitalized for an incident involving alcohol or drug overdose, the parents/emergency contact will typically be notified immediately.
- When the student is involved in a situation that has legal implications, involves some sort of law enforcement or includes an arrest, the On-Call Dean will typically contact the VP/DOS and together, the determination will be made as to whether the parents/emergency contact should be contacted.
- When the student is an **imminent threat to others**, the On-Call Dean would typically involve Public Safety as appropriate, and they will warn potential victims if at all possible. In this circumstance, the VP/DOS will be consulted before making a decision to call the parents/emergency contact..

Exception: When a student **under 18 years of age** is involved in an emergency incident or hospitalized, the parents/guardians will typically be called *immediately*.

In addition, if there is a heightened concern about the health and welfare of a student, the Dean of Students Office may notify parents/emergency contact even if no imminent threat to self or others exist. This decision is made on a case-by-case basis.

## Posting Policy

### Purpose of Posting Policy

Agnes Scott College should be free from excessive and abusive postings, communications, chalking, and litter, which defaces and depreciates the value of the grounds and facilities of the campus. The following policies are designed to regulate the use of posting space. Commercial advertising of any kind is not permitted. The College reserves the right to deny posting of any materials on campus.

### Registered Student Organizations and Off-Campus Organizations

Registered student organizations and off-campus communications must go through the Center for Student Involvement for approval of materials intended for posting. They must also abide by the following guidelines and requirements for posting.

### Guidelines for Postings

All communication intended for on- and off-campus audiences by registered student organizations represents Agnes Scott College and is subject to proofreading, editing, and review by the Center for Student Involvement. Postings are defined as flyers, letters, banners, chalking, emails, posters, programs, public folders, postcards, easels, table tents, announcements, newsletters, and any other medium of communication that is used to announce an event or message.

### **Posting Process**

A final copy of all printed materials is to be dropped off at the Center for Student Involvement (Alston Campus Center, Room 216) for posting approval. Once approved, the poster will be stamped with an approval stamp and/or signed with and the name and date of a staff member of the Center for Student Involvement. Copies of the posting should be made from the stamped copy. Any postings without an approved stamp, in any posting area, will be taken down by the Center for Student Involvement.

### **Sanctions and Enforcement**

- All student organization presidents are required to sign an agreement to abide by the posting policy. Failure to do so will result in suspension of posting privileges.
- If, after three notifications, a student organization fails to comply with agreed upon posting policies, the organization's posting privileges will be revoked for one month.
- Individuals of organizations found damaging or tampering with another group's publications, for any reason, unless otherwise instructed to remove the publicity by the Center for Student Involvement, could lose posting privileges for one month.
- Organizations that post items improperly may be subject to disciplinary sanctions and/or charged for the removal of any damage to ASC property.
- Posting of organizations that damage common areas will incur a minimum fine of \$25.

### **Campus Departments**

Campus Departments regulate their own posting content, which does not have to be approved by the Student Activities. However, Campus Departments have to abide by the following guidelines and requirements for posting to include necessary information etc.

### **Flyer/Poster Requirements:**

- All poster, flyers, banners, etc. must have the name of the sponsoring organization or department, and clearly promote the activity or event on each item. The date, time and location of the event should also be included on the materials.
- The signs must be in reasonably good taste and abide by the Honor Code within the Student Handbook and cannot contain material or language that is obscene or defamatory.
- If a sign, poster, flyer, etc. is in another language other than English, subtitles must be used to identify the name of the organization, subject of the flyer, and the time and place of the event.
- **Posting can only be posted with blue painters tape.** If on a bulletin board, tacks may be used. Note that if a different type of adhesive material is used, the posting will be taken down.
- All printed materials must be no larger than 8.5"x11"; standard copier/printer size. Requests to post larger flyers by student organizations may be made through the Center for Student Involvement and will be evaluated on a case by case basis.
- No materials should be placed over existing, approved materials.

### **Campus Buildings Posting Restrictions**

- Alston Campus Center: **Post only on magnetic strips and bulletin boards.**
- Avery Glen Apartments: No posting.

- Buttrick Hall: Post only on magnetic strips and bulletin boards.
- Dana Fine Arts Building: Post only with the permission of the Art and/or Theatre Departments.
- Letitia Pate Evans Hall: Post only on bulletin boards or with table tents.
- Mary Brown Bullock Science Center: Post only on bulletin boards.
- McCain Library: Post only small table tents.
- Presser Hall: Post only on magnetic strips.
- Residence Halls (Agnes Scott Hall “Main,” Rebekah Scott Hall, Theme Houses, Winship Hall, Walters Hall, Inman Hall, Hopkins Hall): Students may submit 35 flyers to the Office of Residence Life by the Friday 2 weeks before the event. Flyers will be distributed to the residence life staff who will post flyers in designated areas.
- Woodruff Physical Activities Building: Post only with permission on the bulletin boards.

### **Signs cannot be posted on:**

- Any living thing, involuntary.
- Elevators.
- Interior and exterior doors of any building.
- Trees, railings, staircases, bus shelters, newspaper boxes, benches, ceilings, car windshields, trash cans, recycling bins, light poles, windows (including postings done by window paint, etc.), walls, floors, painted surfaces or any other exterior surfaces unless given express permission by the Center for Student Involvement.

### **Posting Removal**

If a posting has not been approved, staff will remove the posting. Out of date flyers will be removed. Postings must be removed no later than one week after the event. If at any time an individual finds a posting problematic (i.e. posting violations, etc.), they are to notify the Center for Student Involvement immediately. Individual may not remove or deface a posting for any reason, other than to remove an out of date posting.

### **Chalking**

Chalking on campus is permitted only on sidewalks. Chalking must be done with a water-soluble powder substance, in open, horizontal areas that can be directly washed by rain.

### **Banners**

- Only Registered Student Organizations and Campus Departments may post banners in the Alston Campus Center.
- All banners must have the name of the sponsoring organization, and clearly promote the activity or event. The date, time and location should be provided on all banners.
- The signs must be in reasonably good taste and abide by the Honor Code within the Student Handbook and cannot contain material or language that is obscene or defamatory.
- If a sign, poster, flyer, etc. is in another language other than English, subtitles must be used to identify the name of the organization, subject of the flyer, and the time and place of the event.
- The Center for Student Involvement reserves the right to remove any banner just as it would any other marketing material posted on campus.

### **Sustainability**

Chalking, banners, and online materials are encouraged to reduce the amount of paper used.

### **Marketing via email (Office of Marketing and Public Relations campus-wide policy)**

- Students and student organizations (with the exception of Student Government) are not permitted to send

emails to #students and are strongly encouraged to market events using either The Irvine or Facebook.

- The Irvine condenses info traditionally emailed from units all over campus into one email.
- Certain types of campus-wide news and announcements (please see list below) will now be included in The Irvine rather than being emailed directly by campus units, departments or individuals. Content can be submitted for inclusion in The Irvine either via the campus calendar (if the announcement is an event) or via an email to Communications (if the announcement is NOT an event) at [theirvine@agnesscott.edu](mailto:theirvine@agnesscott.edu).
- Announcements that are not events should be 50 words or less to keep The Irvine a manageable length. Any announcements with more than 50 words should be summarized in 50 words or less and can then link to a flyer or other source for more information. Please notify Communications if your message will require a link.
- The Irvine is for campus-wide emailed announcements only. Announcements being sent to specific groups (class of 2017, international students, clubs, staff in DoS, etc.) would not need to be sent for inclusion. Events not open to the public or campus will not be included in The Irvine. Users may indicate via the campus calendar if they wish to have their event included in The Irvine.
- The following is a list of announcements that should be sent for inclusion in The Irvine rather than emailed to campus directly:
  - Any event open to all of campus (lectures, exhibitions, performances, bake sale, car wash, retirement party, open house, etc.)
  - Faculty/staff changes (new employee, employee leaving, retirements)
  - General information to be shared with all of campus (new items to be recycled, visitors on campus, etc.)
  - General news from Agnes Scott administration (new major, new initiative, etc.)
  - Requests for donations (charity drive, etc.)
  - Campus-wide requests for participation or volunteers
  - Campus newsletters (email will include link to your publication or page)
  - Media coverage about Agnes Scott or its students/faculty/staff
  - Hours updates (Evans, McCain, bookstore, etc.)
  - Non-emergency status update/project update (Main loop will be closed, construction starting soon, server will be down for scheduled maintenance, etc.)

If you have any questions about The Irvine, please contact Julia Lutgendorf at [jlutgendorf@agnesscott.edu](mailto:jlutgendorf@agnesscott.edu) or extension 5430.