

# STUDENT RIGHTS & RESPONSIBILITIES

*Johnson State College is an academic community in which all people--students, faculty, administrators, and staff--share responsibility for the community's growth and continued welfare. As members of this community, one can reasonably expect that the following rights will be respected by all members of the College community.*

*Students, faculty, administrators, and staff are expected to be familiar with the rights and responsibilities, as well as the Code of Conduct.*

## SPEECH/EXPRESSION/PRESS

Includes email and computer use. Students have the right to express themselves freely on any subject provided they do so in a way that does not violate the policies in this handbook and the policies and procedures of JSC. Students, in turn, have the responsibility to respect the rights of all other members of the College.

## NONDISCRIMINATION

Students have the right to not be discriminated against by any agent or organization of JSC by reason of age, creed, ethic or national origin, gender, disability, marital status, political or social affiliation, race, religion, or sexual orientation. In their individual roles, and as members of student organizations, students have the responsibility not to discriminate against others.

## ASSEMBLY AND PROTEST

Students have the right to assemble in an orderly manner and engage in peaceful protest or demonstration that does not disrupt the functions of the College, threaten the health or safety of any person, or violate the policies in this handbook and the policies and procedures of JSC.

## RELIGION AND ASSOCIATION

Students have the right to exercise their religious convictions and to associate with religious, political, or other organizations of their choice provided they do so

in a way that respects the rights of other members of the community and complies with this handbook and the policies and procedures of JSC. Students have the responsibility to respect the rights of other members of the College community to free exercise of their religious convictions and to the free association with organizations of their choice.

## PRIVACY, SEARCH, AND SEIZURE

Students have the right of privacy, and to be free from unreasonable searches or unlawful arrest on college property and within their college residences. However, College property is not a safe haven for unlawful activity. Students have the responsibility to adhere to the JSC Code of Conduct and to respect the privacy of other members of the college community in their persons and in their places of residence. More information on conditions under which college employees may enter student rooms can be found in Section II.

## ACADEMIC PURSUITS

Students have the right to accurate, clearly stated, information relating to their academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate academic requirements.

## QUALITY ENVIRONMENT

Students have the right to expect a reasonably safe environment supportive of the College mission and their own educational goals. Students have the responsibility to protect and maintain the environment and protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

## GOVERNANCE AND PARTICIPATION

Students have the right to establish governmental bodies and to participate in college governance in accordance with the rules and regulations of the College and the Vermont State College system. Students who accept representative roles in the governance of the College have the obligation to participate responsibly.

## DUE PROCESS

Students have the right to due process before formal disciplinary sanctions are imposed by the College for violation of the policies in this handbook or the policies and procedures of JSC. Students have the right to written notice and the

opportunity for a hearing before any change in status is incurred for disciplinary reasons, unless a significant risk to health or safety exists. More information on due process is in this handbook, in Section III.

## CONFIDENTIALITY

Students have a right to access and control access to their educational records as provided in the federal Family Educational Rights and Privacy Act of 1974, as amended, also known as the Buckley Amendment. These include the right to review and challenge the content of educational records, to limit the disclosure of personal and academic information to third parties, and to limit the disclosure of all or some information defined as directory information. This confidentiality statement also holds true for international students, except where specified by legislation, rules, and regulations governing the particular visa status.

## WITHHOLDING DIRECTORY INFORMATION

The following information is considered by the Vermont State Colleges to be “Directory Information”:

Name	Dates of attendance
Home and college address	Degrees and awards received
Telephone listing	Weight and height of members of athletic teams
E-mail address	Photographs
Date of birth	Most recent and previous educational institutions attended
Major	Participation in officially recognized activities and sports
Enrollment Status (full or part time)	
Enrollment level (undergraduate or graduate)	

You may sign a form in the registrar’s office to withhold release of this information. If you choose to sign this form directory information will be withheld from a variety of sources including, but not limited to: friends, relatives, prospective employers, honor societies, the news media, insurance companies, etc. It should be noted that if directory information is withheld it can have serious personal and financial repercussions. Please contact the Registrar for further information. This restriction will not be removed without further written request to the Office of the Registrar.

## COMMUNICATION/NOTIFICATION

Students have the right to receive pertinent information from the College in a timely manner. Students have the responsibility to check their assigned JSC email on a regular basis, as this is the primary means used for sending official College communications. Residential students are also expected to check their campus mailbox on a regular basis.

## NOTIFICATION OF RIGHTS UNDER FERPA

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

- 1) The right to inspect and review the student's education records within 45 days from the day the College 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 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. An official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official disciplinary or grievance board, or assisting another school official in performing his or

her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## PARENTAL/GUARDIAN NOTIFICATION

The Family Education Rights and Privacy Act allows notification of parents and/or legal guardians in the case of violations of the College's drug/alcohol policy without student permission or consent. It will be standard practice in such cases to inform a parent or guardian of violations. Students will be notified when parental notification is made (see Consequences for Violation of Alcohol/Drug Policy, in section III of this handbook).

## STUDENT GRIEVANCES

All students have the right to grievance or appeal in matters related to their attendance at Johnson State College. Additional information is provided in Section IV of this handbook.

Student life matters are the responsibility of the office of the Dean of Students. Appeals or grievances of decisions related to personal conduct, campus residency requirements, or other student life matters may be directed to the attention of the Dean of Students. The Dean, or someone designated by the Dean, will hear appeals or grievances and respond promptly in writing. Additional information is provided in Section IV of this handbook.

Academic matters are the responsibility of the office of the Academic Dean. Appeals or grievances of decisions related to academic performance, probation, and the like are ultimately heard by the Academic Dean or his/her designee. Specific procedures apply, however, for appeal of most academic matters. See the College Catalogue (found on the JSC website) for more information.

Financial matters are the responsibility of the office of the Dean of Administration. Appeals or grievances related to student financial matters, such as billing, refunds, and the like should be directed to that office.

Students should note carefully the guidelines and deadlines for appeal or grievance published in the Student Handbook or in any notices that you receive. Appeals or grievances not filed in accordance with these guidelines and deadlines may not be heard.

All decisions rendered in response to appeals or grievances are final and may not be appealed again internally at the College.

## SECTION II

# STUDENT LIFE POLICIES AND GUIDELINES

## A) RESIDENTIAL STUDENT POLICIES

### JSC HOUSING POLICY

In general, it is a condition of enrollment at JSC, to the extent that campus housing is available, that students are required to live on campus for their first two academic years. Students whose permanent living residence is within a 30 mile commuting distance are exempt from the policy if they choose to commute daily from the home of their parent or legal guardian (parental/guardian confirmation is required and forms are available on-line via the JSC website).

### RESIDENTIAL STUDENTS/CREDITS PER SEMESTER

Students residing on campus are required to be registered for nine (9) or more academic credits per semester. Should any residential student drop below nine credits, and/or fail to attend classes at a level necessary for satisfactory academic progress, housing status will be reviewed and may be revoked.

#### Students exempt from the housing policy:

- Are turning 21 years of age on or before the start date of the spring semester
- Have been approved to commute from the home of a parent or legal guardian
- Are married or a single parent with custody of your child(ren) or are partners in a civil union
- Are completing an internship, teaching practicum, or assistantship out of the Johnson area
- Have lived on a college campus for four (4) semesters
- Have 60 or more completed credits
- Are a returning student who has met the on-campus housing policy requirement (if you did submit a housing contract prior to leaving for the summer, you may break that contract with no penalty if done so before June 1st)
- Are registered for less than nine (9) Vermont State College credits per semester

## EXEMPTION FROM THE JSC HOUSING POLICY

Specific procedures must be followed to obtain exemption from the housing policy. Request for Exemption forms, Medical and Parental Statement forms must be used and are available on-line. All requests must be received in the Residence Life Office by April 1 for students requesting exemption for the Fall semester and December 1 for the Spring semester. New students entering JSC are required to complete and submit the exemption forms by July 1 for the Fall semester and December 1 for the Spring semester. Grounds for exemption are as follows:

- Physical reasons: with medical certification reviewed and supported by the Johnson State College Health Center
- Psychological reasons: with certification from a mental health professional-to be reviewed and supported by a JSC Counselor
- Academic disability: with appropriate certification reviewed and supported by a Johnson State College Learning Specialist
- Economic reasons: reviewed and supported by the Financial Aid and Business Offices
- Extraordinary circumstances: specific information will be required

A Housing Review Committee will review requests. The student will receive a prompt reply via JSC email. Decisions of the Housing Review Committee are final and are in accordance with this policy.

## HOUSING CONTRACTS

Students who have submitted a Housing Contract are responsible for fulfilling their obligation under the contract for the full academic year.

## ROOM DEPOSITS

All students living on campus are required to pay a \$100 room deposit. For new students, this deposit is part of the required Admissions Deposit. For returning students, this deposit must be paid prior to participating in Room Selection for the upcoming academic year (month of April). Students will not be assigned their room of choice in the residence halls until the room deposit is received by the Business Office.

## EXEMPTION FROM THE COLLEGE MEAL PLAN

Students who live on campus are expected to board on campus. To request a meal plan exemption, the student must submit a meal plan exemption form with documentation from a physician diagnosing a medical condition and a specific diet. The College physician and the Food Service Director will review the meal plan exemption and medical information. If it is determined that the College Food Service cannot furnish meals that will conform to the medical needs, an exemption will be approved.



Exemptions are made for the current academic year only. Meal plan exemption forms are available on-line. Meal plan refunds are based on the last day the meal plan is used. Students must annually reapply for a meal plan exemption.

## SAFETY GUIDELINES FOR THE RESIDENCE HALLS

### *Fire Safety Guidelines –*

Actions or items, including but not limited to the following, violate the fire safety code:

- Smoking in the residence halls
- Open flame or fire (i.e. candles or incense)
- Decorative lights
- Live trees or wreaths
- Additional furniture
- Anything near, covering or attached to the smoke detector or heat sensor
- Hanging items from the ceiling
- Toaster ovens, hot plates, electric frying pans, toasters
- Indoor or outdoor grills
- Space heater
- Blocking doorways or exits
- Anything blocking, covering or using the room heater as a shelf
- Storage of bikes or any other items in residence hall corridors, stairwells, entryways or bathrooms

In addition, an unobstructed 3-foot pathway into your room must be maintained at all times. Residence hallways should be free of any clutter (i.e. shoes, boxes, recreation equipment).

### *Maintenance Guidelines –*

Actions or items, including but not limited to the following, violate the JSC Maintenance code:

- Fans installed in or affixed to windows
- Lofts
- Steel tip darts
- Painting the room
- Nailing or drilling holes into the walls
- Excessive use of duct tape
- Hazardous chemicals

### *General Community Safety Guidelines –*

Actions that are a risk to the safety of the residence hall community, including but not limited to:

- Sports of any kind cannot be played in the residence halls
- Skateboards, rollerblades, scooters and bicycles cannot be used in the residence halls
- Throwing or dropping items from windows, balconies or down the stairwells
- Walking on roofs or window ledges.

The following is a list of acceptable appliances in the Residence Halls:

- |                                |                                                                        |
|--------------------------------|------------------------------------------------------------------------|
| • TV/VCR/DVD machines          | • electric irons                                                       |
| • electric blankets            | • floor lamps/lights (non-halogen)                                     |
| • coffee pots (non-immersible) | • hair dryers or electric curlers                                      |
| • stereos                      | • Microwave ovens (600 watts)                                          |
| • Micro fridge units           | • computers                                                            |
| • electric shavers             | • small refrigerators (18 5/8W X 19D X 43 1/2H) (no more than 90 lbs.) |
| • clocks                       |                                                                        |

Note: All electrical items need U.L. labels.

If you have a question about a specific item that is not listed above, please ask your Resident Assistant (RA) or Hall Advisor (HA).

## QUIET / COURTESY HOURS

Campus wide quiet hours are established and observed in all of the residence halls and college apartments. During quiet hours, noise from your room should not be at a level that disturbs others. In the College Apartments, noise should not be heard by a neighboring apartment. Courtesy hours are expected 24 hours per day, meaning respect for other residents' schedules should be considered at all times.

Quiet hours are as follows:

Sunday through Thursday - 11 p.m. - 8:30 a.m.

Friday and Saturday - 1 a.m. - 8:30 a.m.

Campus wide quiet hours are extended during the week of final exams.

## GUESTS

Guests are defined as anyone visiting a residential student past midnight. It is a privilege for students to have overnight guests in their rooms. All guests must sign in with a Residence Life staff member and abide by Johnson State College policies and Code of Conduct.

Guests who do not will be required to leave immediately. Alcohol consumption by guests of the legal drinking age is not allowed in underage student rooms.

Resident guests may not occupy any room other than the room assigned to the student hosting the guest.

Each resident must abide by the following:

- All overnight guests should first be approved by a student's roommate.
- Overnight guests must be signed in by a Resident Assistant or Hall Advisor by midnight.
- Approved guests may stay in a student's room for a maximum of two nights in a seven-day period.
- Residents are limited to two guests per evening.

Student hosts are responsible for the conduct of guests and will be held accountable for guest conduct, to include liability for any damages or other forms of misconduct.

## ENTERING STUDENTS ROOMS

Johnson State College recognizes that students are entitled to privacy in their individual residence hall rooms. Students should be aware that there are rare occasions when college representatives may, without specific consent or prior notice, enter rooms to check for conditions or articles causing concern, even in closed spaces. (i.e. wardrobes, closets, desks or drawers). When entry into a student's living area is required, reasonable attempts will be made to advise the student in advance.

Room entry may occur for the purposes of responding to housekeeping or maintenance requests; a concern for health, welfare, or safety of any room occupant or the room itself; or when there is reasonable basis to believe that there may be a violation of college policies, the Code of Conduct, or State or Federal laws. The College reserves the right to remove any prohibited or illegal items if found upon entering a student's room. The College reserves the right to request residents to open closed spaces.

## ROOM INSPECTIONS

Room safety inspections will be done on a regular basis in the residence halls. Notification will be given when such inspections are to take place. Most often, these inspections take place during scheduled college breaks.

## SAFETY INSPECTIONS

The Safety Committee may conduct periodic safety inspections of all residential rooms and college apartments. Advance notice will be given. The purpose of these inspections is to maintain a safe living environment for all on-campus students. Questions regarding what is acceptable from a safety standpoint should be directed to the Residence Life Office. Violations and any applicable sanctions will be levied on a case-by-case basis.

## PETS

For health and safety reasons, pets are not permitted in the residence halls. Pets include, but are not limited to cats, dogs, and other fur bearing animals, birds and reptiles. Fish in self-supporting container of five gallons or less are allowed. Pets are not allowed in any campus buildings unless they are for personal assistance.

## ROOM CHANGES

Sometimes a student's rooming situation doesn't work out. If attempts to mediate the room situation are not successful, the Residence Life Department will assist you in identifying an alternate room assignment. Room changes are generally not made until after the second week of each semester. This allows the Residence Life Department to determine who has arrived and which rooms might be available. Students must make final room change requests and arrangements with the Residence Life Department two weeks prior to the end of the fall semester. Unauthorized room changes will result in educational service hours. There will be no room rate adjustments after the mid-way point in the semester.

## HOUSING DURING SCHEDULED COLLEGE BREAKS

The residence halls are closed during scheduled college breaks of one full week or longer. Students may not remain on campus during these scheduled breaks. Please refer to the academic calendar for dates and times of these closings. Students may not have access to their room during the scheduled college breaks. Exemptions to the break housing policy during breaks will be considered. All requests must be received, in writing, in the Residence Life Office on or before the stated deadlines. Exemptions are generally made for the following circumstances:

- Student Internship - supported/approved by the Academic Deans Office and the company in which the student is interning.
- NSE/International Students - students who are participating in the NSE program or students who live overseas.
- College Sponsored Events - students who are participating in a scheduled college event during break week. This needs to be confirmed, in writing, by the program director, advisor, class professor, etc., one full week prior to the beginning of the College break.
- Extenuating Circumstances – decisions in this category will be made on a case-by case basis.

Students who have a current disciplinary file in the Dean of Students Office may not be offered housing during the scheduled college breaks. The residence halls will remain open for scheduled breaks of less than one week duration.

## GUIDELINES FOR STUDENTS WHO REMAIN ON CAMPUS DURING BREAKS:

All Johnson State College policies apply to all residents remaining on campus during college breaks. In addition:

- Guests are not allowed.
- Door propping of the outside residence hall doors is not allowed.
- The College's food service is not available during scheduled College breaks.

Non-compliance with the above and/or other campus policies may result in immediate removal from campus housing for the remainder of the break.

## COLLEGE BREAK EXPECTATIONS

The Residence Life Office expects residents to follow certain procedures prior to scheduled college breaks. To avoid administrative sanctions, please complete all procedures and any other requests communicated to you by your residence hall staff at your floor meeting.

## END OF THE YEAR PROCEDURES

Students must vacate your room 24-hours after your last exam. If your last exam falls on the last day, you are required to vacate by 5:00 P.M. Exceptions are made only for seniors and students participating in graduation ceremonies. If an exception is needed it is the students responsibility to request this in writing to the Residence Life Office within stated deadlines.

Once checked out, students are not allowed back into buildings and may not be a guest of another student. Residence Hall and room access may be terminated if a student fails to vacate the residence halls as required.

Failure to properly check out of your room will result in an administrative sanction.

**Please Note:** College apartments are open the entire academic year. College apartment residents must make an appointment to checkout with the Business Office.

## RESIDENCE HALLS REPLACEMENT COSTS

Should damage occur during a student's length of stay in the residence halls or apartments, student(s) will be held accountable for replacement or repair of such equipment or furnishings.

Individual room damage will be split between roommates if no responsibility is taken for the damage. Damage or vandalism to floors, suites, or common living areas will be shared among students living in those areas. All damage must be reported promptly to the Residence Life or Public Safety Office.

A list of replacement costs may be found in the Residence Life Office or in the Physical Plant Office.

## FIRE SAFETY POLICY

Johnson State College is committed to providing a safe and secure working and educational environment through planning, employee and student education, and training in order to:

- Provide for a timely and informed emergency response in the event of a fire emergency,
- Reduce or eliminate all controllable risks associated with fire.

Johnson State College maintains a campus wide fire alarm system, and fire alarms are located in each building in strategic locations. Smoke and heat detectors are located in each dormitory room and in common areas in all buildings; smoke detectors are also installed in the College Apartments in conformance with building codes. Emergency evacuation routes and locations of fire extinguishers are posted on all residential room doors. Anyone who discovers a fire on campus should activate an alarm immediately before making any attempt to extinguish it. Under no circumstances should employees or students enter a hazardous area.

## FIRE ALARM EVACUATION PROCEDURES

Standardized evacuation procedures and designated refuge areas are in place to allow for a quick, orderly evacuation away from an emergency. The occupants of a building will evacuate the building promptly and in an orderly fashion upon the activation of a fire alarm or notification that an emergency situation exists. Whenever possible, individuals evacuating a building should help those individuals who may require special assistance. Building evacuees must gather in the designated areas of refuge noted on the posted evacuation plan, as outlined below.

## DESIGNATED PLACES OF REFUGE

In the event of a fire or other emergency which requires vacating your building, you should take refuge as directed by the College official in charge. The SHAPE facility or Dibden Center for the Arts if the SHAPE is unavailable is the designate place of refuge.

## BUILDING ENTRY AND REENTRY

Public Safety personnel are responsible for ensuring that only fire fighters and other emergency personnel are allowed to enter a building during an emergency. No one is allowed to enter a building until either the Public Safety Department or an emergency services official determines that there is no emergency situation, and announces that a building is safe to reenter.

Following an emergency, Public Safety personnel will remain on site until the emergency services personnel have departed and everyone has safely reentered the building.

## FIRE DRILLS

Announced fire drills in residence halls will be conducted by the Residence Life and Public Safety Department once per semester during the first week of school. Unannounced fire drills may be conducted on occasion in residence halls to ensure that evacuation and other safety measures are correctly observed. The College mandates the student to vacate the building immediately once a fire alarm sounds. Entrances to buildings and fire lanes must be free of obstacles. All students are required to be 25 feet from the building entrance during an alarm. Assume that all alarms are emergencies. Your residence hall staff will review proper evacuation routes and procedures with you during the first week of each semester. The fire/safety policy, in its entirety can be found on the JSC Blackboard Portal, under the Public Safety section.

## B) GENERAL STUDENT POLICIES

### SMOKING

At JSC, our desire is to ensure a safe and healthy environment for all students as well as staff and visitors who work in and use our facilities; therefore, all buildings, including residence halls are smoke free. Smoking is permitted outside on campus grounds at least 25 feet from buildings.

### PARKING

Each student who parks a motor vehicle, including motorcycles, on college grounds must register that vehicle with the Public Safety Department, and pay an annual vehicle registration fee, to receive a parking permit. Recipients of parking permits acknowledge that they will abide by the parking and traffic regulations set forth by Johnson State College. Designated parking lot information will accompany the permit. Vehicles that do not display a valid JSC permit are subject to ticketing and/or towing.

Winter months:

At times, it may be necessary for students to move their vehicles to an alternate location so that snow removal can take place. Students will receive notice of this need and will be required to move their vehicles as indicated.

Parking regulations are enforced 24 hrs a day throughout the calendar year. Lot restrictions are in force at all times unless otherwise stated by the Director of Public Safety. The owner and/or operator who receives multiple violations within the same semester may lose on campus driving privileges for one semester. Subsequent violations may result in judicial action. In cases where the violation is deemed severe, vehicle privileges may be revoked.

Information on appealing parking violations can be found in Section IV of this handbook.

## STUDENT IDS AND KEYS

All students will be issued one student ID at no expense. This ID is valid for the entire time students are enrolled at the College. Residential students will use their IDs for access into their Residence Hall as well as into their individual rooms. IDs also serve as one's meal card and library card, and is necessary for entry into the SHAPE facility. Your ID should be on your person at all times and should never be loaned to anyone else. Students should report lost or stolen IDs immediately to Public Safety. Replacement cost is \$25. Students that are issued metal keys for campus jobs or for living assignments are required to abide by the key terms and conditions as follows: Keys shall not be loaned to others, and must be returned immediately upon termination of campus employment or loss of residential status. Keys not returned to Public Safety by the due date indicated on student paper work will be billed to the student's account.

## SKATEBOARDING, ROLLERBLADING, BICYCLING

Riding is prohibited on campus roadways and in college buildings. Additionally, the use of benches, stairs, planters, railings, bridges or any other fixtures on College property for skating or snowboard tricks is strictly prohibited. Careless, negligent, or reckless riding may result in disciplinary action. Offenders may be billed for damages associated with these activities. There is a skateboard park in the town of Johnson which students are welcome to use free of charge. Pedestrians have the right of way on campus walkways.



# GUIDELINES FOR PARTICIPATION IN ATHLETICS AND CO-CURRICULAR ACTIVITIES

STUDENTS HAVE THE FOLLOWING RESPONSIBILITIES:

## *1. Making commitments that can be honored.*

Both in terms of which courses they choose and in making commitments to teams and other extracurricular groups, students must make sure that they do not extend themselves beyond their ability to deliver on their commitments. When an irresolvable conflict exists between the needs of a student's academic program and the opportunity to participate in an extracurricular activity, the student's academic needs must be considered first. Students signing up for sports teams and other extracurricular activities should take the time to learn about what is expected of those who participate in these activities. Certainly, no student should sign up for a team, for example, which practices at a time that regularly conflicts with the student's course schedule.

## *2. Communication.*

When a student has undertaken commitments that do not impose unreasonable conflicts, the student must ensure that all parties are kept informed of conflicts that exist and how these will be resolved. While coaches and the Athletics Director, for example, have a specific role in communication directly with faculty, the student holds the ultimate responsibility for ensuring that his/her instructor receives adequate, timely notification of athletic contest schedules, etc. Similarly, when students must miss scheduled extracurricular events such as athletic practices and competitions because of class responsibilities, it is only fair that they give ample notice to the coaches or other individuals who have responsibility for organizing the event.

## *3. Getting the work done.*

While the policy guidelines that follow detail circumstances under which students may be excused from class attendance or be given the opportunity to make up class responsibilities, it must be stated that none of these guidelines are intended to relieve students of the responsibility for completing the academic work of their courses. Whether through attending make up

laboratory sections, audio taping lectures, borrowing class notes from students, interviewing those who attended, or any other appropriate procedure, the student must do whatever it takes to ensure that participating in extracurricular activities does not interfere with the attainment of course learning objectives. Finally, students should not assume that faculty will grant them incomplete grades because of their involvement in extracurricular activities.

## EXCUSED CLASS ABSENCES

Three levels of athletic and co-curricular participation are addressed by this policy:

### ***1) Varsity contests, concerts and plays, and certain governance roles.***

The College officially recognizes three categories of student participation as deserving of special accommodation: varsity athletic competitions, performances officially sponsored by the Music and Theatre Arts Departments, and representation of the College at meetings of the Board of Trustees, Board Committee meetings and meeting of the Vermont State Colleges' Student Association. For these three types of events faculty are required to permit students to miss class and are required to waive, postpone, or agree to schedule makeup opportunities for students who would otherwise have been obliged to take a test or present an in-class project or assignment. This obligation for excuses, however, extends to no more than 10% of the scheduled class meetings. The only exception made to this policy pertains to district, regional, and national varsity athletic competitions. Even students who have already taken excused absences equivalent to 10% of their class shall not be penalized for missing assignment and test due dates for participating in postseason competition.

### ***2) Co-curricular and Faculty - sponsored field trips.***

Often in the course of the year, either related to specific courses that are being taught or growing out of departmental or club activities, field trips are organized that can be very educationally beneficial to students. Faculty are not obliged to grant students excused absences from class to participate in these field trips but are strongly encouraged to do so as long as students can reasonably be expected to keep up with the academic requirements of the course. Similarly, while faculty are not required to reschedule evaluations and other class assignments, they are encouraged to do so in these cases.

### ***3) Rehearsals, athletic practices, club activities.***

No students are guaranteed excused absences for attending athletic practices, play or concert rehearsals or for participating in club activities, including club sports. In such cases, the students may request to be absent from class without penalty. The instructor may use his or her own judgment as to whether to grant such permission. Instructors are expressly discouraged from rescheduling course evaluation procedures and/or deferring class-related presentations, etc, in these cases. Finally, faculty must inform students when the use of excused absences is, in the judgment of the faculty, beginning to jeopardize learning.

## COMPUTING AND TELECOMMUNICATIONS TECHNOLOGY CONDITIONS OF USE POLICY

The computing and telecommunications technologies of the College may not be used for threatening, obscene, harassing or libelous conduct. It also may not be used for illegal purposes, to send unsolicited advertising, for the propagation of computer worms or viruses or breaking into other machines. Your password is issued for your use only. Sharing your password with others or allowing others to use your password or user identity or address is prohibited. Tampering with any college computer hardware or software is prohibited. Please note, the above is not an inclusive list of violations of this policy. Please refer to the Computing and Telecommunications Technology Conditions of Use Policy in its entirety on the JSC website in the Information Technology section.

### TIPS TO STAY SAFE ON-LINE

When using on-line communication sites (Facebook, MySpace, Twitter, etc.) please keep in mind the following “rules of thumb” to protect yourself and your identity:

- If you would not post it on your front door, don't post it on-line (i.e. home address, phone number, social security number)
- Use privacy settings to restrict the availability of your profile to the entire on-line community.
- Never say something on-line that you would not say in person.
- Verbally harassing, sexually harassing or stalking someone on-line (cyberstalking) is a violation of the College Code of Conduct. Students will be held responsible accordingly.

If you feel you are being stalked or harassed on-line, contact the Public Safety Office immediately. In addition, you should:

- Be clear in your communication to the person to stop communicating with you.
- Discontinue communicating with the alleged stalker or harasser even if the
- person continues to communicate on line with you.
- Save or print all on-line communication exchanges from the alleged stalker
- or harasser.

**Please note: The posting of incriminating photos or statements depicting illegal activity or code of conduct violations may be subject to disciplinary action.**

## STUDENT NOTICE ON PEER-TO-PEER FILE SHARING

The purpose of this notice is to remind students that online file sharing of copyrighted material is against the law and can result in an individual's loss of access to the campus internet connection.

JSC Information Technology responds to reports of abuse and can block access to the internet when a computer is reported as sharing files illegally. In order to prevent being blocked from the College network, be careful not to install or use any file sharing software like LimeWire or BitTorrent, which execute commands that can place your computer at risk.

If you obtain your music online, please do so legally by using software like iTunes, which enable you to purchase copyrighted content and download it to your computer legally.

In the event a computer has been blocked from the network, the owner must take the following steps to be reconnected:

Bring the computer to Information Technology Services, in Senators North, which is open Monday through Friday 9:00 am–4:00 pm. Technicians will verify that the computer has indeed been blocked.

Technicians will uninstall any file sharing software on your computer.

Once the computer has been cleaned, it will be permitted back on the College network. Repeat violations will be turned over to the office of the Dean of Students and can result in disciplinary sanctions.

Additionally, if you allow your computer to illegally download or distribute copyrighted material, you can face civil law suits from the Recording Industry of America and/or The Motion Picture Association of America for downloading copyrighted content. In extreme cases, you can be charged with a crime and face fines and/or jail time.

Policies governing the use of copyrighted materials and the use of University's technology resources can be found at the following locations:

Computing and Telecommunications Conditions of Use:

[https://callisto.ccv.vsc.edu/bbcswebdav/xid-856913\\_4](https://callisto.ccv.vsc.edu/bbcswebdav/xid-856913_4)

Federal Laws Governing Copyright Protection:

<http://www.copyright.gov/title17/>

## HAZING POLICY

It is the policy of the Vermont State Colleges (VSC) that no member of the VSC community may participate or be involved in hazing. A student or employee will be subject to disciplinary action for: (1) engaging in hazing; (2) soliciting, directing, aiding or abetting, or attempting to aid or abet another person engaged in hazing; and (3) knowingly failing to take reasonable measures within the scope of the person's authority to prevent hazing. It is not a valid defense against charges of hazing that the student against whom the hazing was directed consented to or acquiesced in the hazing activity.

"Hazing" means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the Vermont State Colleges or any member College thereof; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of a student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

Students and other members of the VSC community are strongly encouraged to report possible hazing incidents. All reports of hazing should first be directed to the public safety or security office.

The VSC Hazing Policy, in its entirety, can be found on the JSC blackboard portal.

## NON DISCRIMINATION AND PREVENTION OF HARASSMENT AND RELATED UNPROFESSIONAL CONDUCT

The purpose of this policy is to inform all students and employees that sexual harassment is illegal and that the college will not tolerate sexual harassment of its students and employees, nor will the college tolerate unprofessional conduct which leads to and is associated with sexual harassment.

In the academic context, sexual harassment may be used to describe a wide range of behavior between students, between employees, or between students and employees. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.

Non Discrimination and Prevention of Harassment and Related Unprofessional Conduct in its entirety can be found on the JSC Blackboard Portal, under the Public Safety section.

To initiate a sexual harassment complaint, formally or informally, or for further information, contact:

Jo Ann Lamore  
Assistant Academic Dean  
Johnson State College  
337 College Hill  
Johnson VT 05656  
802-635-1242  
lamoreja@jsc.edu

## SEXUAL ASSAULT

Sexual assault, rape, and sexual misconduct are violations of the Johnson State College Code of Conduct and state law. The College is committed to taking action against those who violate these policies and to assisting victims.

Through educational programs, the College seeks to promote awareness and to inform students of the steps to take in the event of an assault or misconduct.

Intentional sexual contact without consent of the other person is sexual assault, rape, or sexual misconduct (unwanted sexual contact). These violations may involve threats, coercion, or fear of imminent harm. Sometimes these situations occur when alcohol or other drugs impair the ability of a person to give consent, or have personal control. Impaired people cannot give consent and impairment is not an excuse for committing sexual misconduct, sexual assault, or rape. On a college campus, these situations can occur between students who may know each other or even have a close relationship. Regardless of prior relationship, sexual contact should not occur without consent of the individual.

Rape, sexual assault or sexual misconduct often create difficult emotional issues for the victim. The following are important steps for the victim to take:

- Get to a safe place as soon as possible. Contact a trusted person for support. This could include parents, a trusted friend, the Clarina Howard Nichols Center hotline (802.888.5256) or campus resources such as the counseling center (x1265), the health center (x1265), public safety (x1205), or the dean of students' office (x1200).
- The victim should not wash, go to the bathroom, or change clothing, if it can be avoided. This will help to preserve physical evidence, should the individual decide to take legal action. If one must change clothing, all of the clothing worn at the time of the assault should be put in a paper bag (not plastic).
- Seek medical attention as soon as possible.
- Decide what actions you would like to take (see next section)

Everyone is strongly encouraged to report violations. If the situation is reported to any official at the College the general information will become part of the College's crime statistics (names are not included). You may still decide what, if any, further action you would like to take. However, if you choose to pursue official action:

- You may report it to the state or local police, who will investigate the situation and/or;
- You may report it to the Director of Public Safety, the Assistant Dean of Students, or the Dean of Students, who will investigate it and follow through with appropriate disciplinary procedures as outlined in the Student Handbook.
- You may report it to the administrator for the College's sexual harassment policy (see section above on sexual harassment) for adjudication under this policy.
- You can choose not to request official action at the time. This does not preclude requesting action at a future date, though the process of adjudication becomes more difficult over time.

Please note, that where circumstances warrant, the College may report and/or investigate an alleged sexual assault even if you choose not to pursue official action. You are not obligated to cooperate in this process.

## JSC ALCOHOL/DRUG POLICY

JSC's first concern is a student's health and safety. Should a student find him or herself or a fellow student in an unsafe situation involving alcohol or drugs, he or she is strongly encouraged to contact the residence life or public safety staff. The focus of the College's response will be on ensuring the safety of the students involved, rather than on disciplinary action.

Consumption or possession of alcohol by students under the age of 21 is illegal and prohibited. The possession, distribution, or use of illegal controlled substances on college property is not tolerated. The College prohibits the possession and use of prescription drugs by persons for purposes other than those prescribed by a licensed physician. Drugs other than those prescribed by a licensed physician for legitimate health purposes may not be used or stored on College property. Use and/or abuse of other substances, including but not limited to marijuana, salvia, inhalants, and prescription medications or using over the counter medicines for means other than prescribed on the bottle is a violation of the JSC drug policy. Possession of drug related paraphernalia is prohibited on College grounds.

Violators are subject to internal disciplinary action as well as criminal penalties provided for by State and local laws. Students are separately accountable to civil law and to policies of the college. When these areas of jurisdiction overlap, the College reserves the right to follow its normal disciplinary process whenever a student is accused of a criminal act that also violates college policy, regardless of legal disposition.

All residential students and visitors to campus housing facilities must abide by Federal and Vermont State laws and the College's Code of Conduct. Students are responsible for enforcing the alcohol/drug policy with their guests.

Any behavior that disrupts the academic or campus community may result in disciplinary action.

The College reserves the right to limit alcohol quantities in individual students' possession on campus.

Alcohol may be consumed only by persons of legal drinking age within the individual's assigned residential room or within the room of another person of the legal drinking age. No alcohol is permitted in Arthur Hall regardless of the age of the resident or guests.

The consumption of alcohol in public areas is strictly prohibited. All alcohol transported through public areas must be unopened. Public areas include, but are not limited to stairwells, balconies, laundry rooms, lounges, public restrooms, outside ground areas, elevators, hallways, lobbies, office areas, and vending areas.

No alcohol is permitted on the campus grounds including Recreation Fields and Disc Golf Course.

Students of the legal drinking age are limited to having no more than the following per of age resident in their own room at one time:

- one 12 pack of 12 oz. malt beverages (beer, wine coolers, alco-pops) or equivalent
- or one bottle of liquor
- or one bottle of wine



Kegs, mini-kegs and wine boxes are prohibited within the College housing facilities, including the College Apartments.

Johnson State College does not allow empty alcohol containers in the rooms of anyone under the age of 21.

## PUBLIC INTOXICATION

College officials are authorized to contact emergency and/or law enforcement services to safeguard community members well being when life-threatening behaviors are exhibited. These include the following:

- Impaired fine and gross motor skills as evidenced by significantly slurred speech, staggering gait, or inability to stand without support,
- Impaired level of consciousness as evidenced by significant degree of confusion or inability to clearly express awareness of information relating to time and place,
- Display of a barely conscious or semi-stuporous state despite verbal and tactile attempts to waken student.

Students who are removed from campus due to high alcohol or drug levels and/or unsafe behavior are subject to a campus removal fee. The fee reflects the serious nature of this violation and allows the College to offer the student transportation back to campus from law enforcement or detoxification facilities.

## CONSEQUENCES FOR VIOLATIONS OF THE ALCOHOL/DRUG POLICY

The following are minimal consequences that students can expect if they choose to violate the JSC alcohol/drug policy. Additional consequences may apply as determined by the College or as mandated within state and federal law.

### I. First Violation

- a. Educational service hours or other administrative sanctions
- b. Meeting with the JSC Coordinator of Alcohol and Drug Education, or designee
- c. Parental Notification- see section I.

### II. Any subsequent violation of the JSC alcohol or drug policy will result in additional administrative sanctions. Depending on the severity of the violation, the following sanctions may be imposed:

- a. Educational service hours or administrative sanctions as deemed appropriate
- b. Substance Abuse Evaluation with a licensed alcohol or drug counselor
- c. Administrative hearing which may result in removal from campus housing for the remainder of the academic year
- d. Suspension or expulsion from the College

The College reserves the right to impose additional sanctions as deemed appropriate. The College will place a hold on student academic records (i.e. transcripts, registration, grades, etc.) in cases of failure to comply with administrative sanctions or educational service hours.

Note the following: The Family Education Rights and Privacy Act allows notification of parents and/or legal guardians in the case of violations of the college's drug/alcohol policy without student permission or consent. It will be standard practice in such cases to inform a parent or guardian of violations.

Students convicted of a drug law violation are subject to the loss of eligibility for Federal Student Financial Aid. For detailed information on these regulations, contact the Financial Aid Office.

# SECTION III

## CODE OF CONDUCT

### CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

All students are expected to conduct themselves as responsible members of the College community and to respect the rights of their fellow citizens. Any departure from these standards which can be shown to be injurious to the College's pursuit of its normal activities will be defined as a violation of the rules or regulations specified in the JSC Code of Conduct.

All Code of Conduct violations will be dealt with as promptly as possible. All students are guaranteed the right of a fair hearing and/or appeal in all matters of judgment of academic performance and personal conduct. The College reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. All JSC students are also obligated, as citizens and community members, to obey local, state, and federal laws.

The Code of Conduct applies to all persons enrolled in courses at JSC, including full-time and part-time undergraduate, graduate, and continuing education students. A student shall also be responsible for the actions of guests who violate provision of this code.

### OFF-CAMPUS DISTURBANCES

As members of Johnson State College and members of our neighborhood community, students who reside off-campus have a responsibility to demonstrate respect and concern for all members of the local community. As a result, JSC imposes an obligation upon all its students to demonstrate responsible citizenship in the local neighborhood. Students who violate these expectations and/or whose behavior jeopardizes the College's positive relationship with the local community may be subject to college discipline.

### PROHIBITED CONDUCT

Any of the following types of misconduct, whether occurring on or off campus, may result in dismissal or in a lesser sanction deemed appropriate by the College. Attempts to commit acts prohibited by the Code of Conduct may be considered as serious as an actual violation.

- A. Assaulting, battering or intentionally or recklessly causing physical harm to any person including but not limited to the following:
- Fighting, whether the fight is between two individuals or within a group
  - Sexual assault
  - Physical assault of another person
- B. Use, possession or storage of any hazardous or dangerous weapon or explosive device(s) included but not limited to the following:
- Knives with longer than a 3-inch blade
  - Firearms, including air, pellet, paintball, and BB type guns
  - Fireworks or explosive devices which are defined as any substance prepared
  - For the purpose of explosion or detonation
- C. Creating a fire, safety, or health hazard including but not limited to:
- Intentionally or unintentionally starting a fire
  - Intentionally or recklessly misusing or damaging safety equipment or
  - Unauthorized removal and/or use of such equipment
  - Improper use of electrical appliances, power tools or flammable substance
  - Pulling or causing a fire alarm
  - Initiating any false report, warning or threat of fire, explosion or other
  - Emergency on college premises or at college-sponsored events.
  - Use of college vehicles, facilities or properties in a dangerous or unsafe manner.
- D. Intentionally or recklessly interfering with normal college-sponsored activities.
- E. Unauthorized distribution, use or possession of any controlled substance or illegal drug.
- F. Knowingly violating the terms of any disciplinary sanction imposed in accordance with the code including deadlines by which time services must be performed or fines paid.
- G. Theft from the College, or any other JSC community member, of money, property or services.
- H. Unauthorized use, possession or duplication of any keys, access cards or other devices, including computer access codes, designed to afford access to restricted areas or activities.
- I. Intentionally furnishing false information or data to the College including but not limited to the following:
- Lying to a JSC official with the intent to deceive or misrepresent oneself.
  - Knowingly conveying or causing to be conveyed false information for the
  - Purpose of cheating or defrauding any person,
- J. All forms of academic dishonesty, including but not limited to the following:
- Cheating
  - Fabricating
  - Facilitating academic dishonesty
  - Plagiarism
- K. Intentionally or recklessly destroying, damaging or defacing the property of others.
- L. Failing to comply with the direction of college officials including but not limited to refusing to identify oneself or show proper identification to any member of the JSC staff and/or faculty who have properly identified themselves.
- M. Intimidating or harassing another JSC community member, including but not limited to the following:
- Verbal abuse which is threatening
  - Sexual harassment
  - Abusing someone either verbally or in writing which may cause stress and/or humiliation
  - Abusing members of the college staff/faculty verbally or in writing which interferes with the exercise of their responsibilities
  - Intentionally interfering with the free expression of other's ideas or opinions
- N. Trespassing or forcefully entering any college-owned or college-related property at a time when access is prohibited, or when access is denied to students in general or to the individual student(s) in question.

- O. Violating published college regulations or policies not specifically covered by the Code of Conduct (e.g. Housing Contract, College Vehicle Use, Parking Policy).
- P. Disturbing the peace of the college or the local community through disorderly or other misconduct. Note: Town Ordinance--The Town of Johnson has a noise ordinance. For more information, please visit the Johnson Town Hall.
- Q. Violating federal, state, or local law.

## DISCIPLINARY PROCEDURES

Alleged violations of the Code of Conduct or other published campus regulations will result in one or more of the following processes:

### *Administrative Sanctions*

Certain violations of the Code of Conduct or other published campus regulations subject students to educational service hours or an administrative monetary fine which will be indicated on an Administrative Sanction report. These sanctions can be administered by any administrative or faculty member at JSC including staff members of the Public Safety or Residence Life Departments. Notification of these sanctions is delivered to the student's campus email &/or mailbox. Students who fail to complete educational service hours or pay the administrative fine within seven (7) calendar days of issuance, will be billed accordingly. Student Appeal of Administrative Sanctions is described in Section IV.

### *Administrative Hearing*

A student charged with a violation of the Code of Conduct or other published campus regulation may receive an administrative hearing with a designee of the Dean of Students. The designee will determine if and what sanctions are appropriate.

### *Board Hearing*

The student may in some cases be afforded a hearing before a Hearing Board appointed by the College. A designated member of the College staff will be available to answer any questions regarding hearing procedures. The Hearing Board shall report specific findings and make recommendations to the Dean of Students. The Dean of Students shall thereafter impose any sanctions thus determined.

Note: The College reserves the right to determine the appropriate type of hearing in each case based on the facts and findings of investigations of the case.

Note: Students are separately accountable both to civil law and to the standards of conduct maintained by the College. The College reserves the right to follow its normal disciplinary process whenever a student is accused of a criminal act that also violates College policy. Violations of local, state, and federal laws will also be referred to proper law enforcement agencies.

### *Interim Suspension or Mandated Leave*

Where it is believed that a student presents a threat to him or herself or to any member of the College community, he/she may be removed from the residence hall or otherwise restricted from free movement on the campus or at College sponsored events. This interim suspension or mandated leave does not indicate a presumption of guilt of a violation of the Code of Conduct, nor does it preclude subsequent disciplinary action.

Under normal circumstances disciplinary proceedings shall be expedited so that the period of suspension may be as brief as possible. However, in cases in which felony charges are possible or pending, the College may, on advice of Counsel, postpone disciplinary proceedings until after the resolution of the criminal charges.

## RANGE OF SANCTIONS

If it is determined that a student has violated the Code of Conduct, the student is subject to sanctions that range from a verbal reminder of the policy to expulsion from the College. In general, disciplinary action against an individual progresses in severity with the seriousness of violations and repeated violations. In certain instances, a combination of sanctions may be imposed.

### A. Sanctions, in order of severity, include the following:

- Verbal warning.
- Written warning, which becomes a part of the student's disciplinary file.
- Educational Service hours, or a monetary fine.
- Disciplinary probation, with specific conditions imposed (e.g., probation specific to behavior in residence halls or college apartments, probation pending completion of other sanctions, etc.)
- Full conduct probation - subsequent violation(s) of the student Code of Conduct will result in further administrative sanctions likely to include removal from &/or enrollment at the College.
- Removal from campus residency.
- Suspension for a definitive period of time.
- Expulsion from the College.

### B. Failure to abide by the terms of a disciplinary sanction including deadlines by which time served must be performed or fines paid is considered an additional violation of the Code of Conduct, which may result in further administrative sanctions.

### C. Students who are administratively suspended or dismissed from the College for being in violation of the Code of Conduct will cease attending

all classes immediately. The student will receive no academic credit for the work done during that semester. A notation of Administratively Suspended will be entered on the Official Transcript. Students who are suspended or dismissed are liable for all tuition.

- D. Students suspended or expelled from the residence halls are not eligible for refunds from their housing contract.

## SECTION IV

# STUDENT APPEALS

All students have the right to appeal in matters related to their enrollment at Johnson State College. In general, procedures for grievance or appeal follow the guidelines below. Submission of an appeal does not mean there is a stay, or pause of the sanction(s) the student received.

### HOUSING POLICY AND MEAL PLAN EXEMPTIONS

Information on exemption process and procedures may be found in Section II of this handbook.

### PARKING OR TRAFFIC APPEALS

Information on parking or traffic appeals may be found on the parking ticket itself.

### ADMINISTRATIVE SANCTION APPEALS

Students have the right to appeal any sanction should they feel unjustly accused. All appeals must be in writing and specify the sanction and reason(s) for the appeal. All appeals must be received in the Residence Life Office within seven (7) calendar days of the incident. A prompt decision will be made and the student will be notified via campus mail &/or JSC email.

### ADMINISTRATIVE HEARING APPEALS

A student may appeal the hearing decision in writing to the designated appeals officer or body within seven (7) calendar days and must cite specific procedural and/or substantive grounds. There shall be no stay of the decision pending appeal unless granted by the Dean of Students Office.

### BOARD HEARING APPEALS

A student may appeal the results of the Board Hearing. Any such appeal must be submitted in writing to the designated appeals officer or body within seven (7) calendar days and must cite specific procedural and/or substantive grounds. There shall be no stay of the decision pending appeal unless granted by the Dean of Students Office.