



Student Handbook

2011/2012

Student Handbook

2011/2012

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message to students

WELCOME

As the summer comes to an end, it is always a pleasure to welcome back to campus our returning students and, for our new students, to welcome you to what I hope will be your new “home away from home.” I say that knowing that everyone at Spring Hill College takes pride in the home-like atmosphere on our campus, something I believe well represents the Jesuit tradition of *cura personalis*, that is, the care for each person in their entirety, each created in the image of God. Again and again, students describe our campus as a wonderful, close-knit community that truly cares for each other. This only occurs, as you know, when everyone recognizes a mutual commitment to share our campus with each other in a respectful and thoughtful manner. I look forward to another year where we can all get to know and respect each other both as individuals and as members of the Spring Hill College community as a whole.

Recently, we have talked on campus about our promise to each other as contained within the institutional Promise Statement: “Spring Hill College: Forming leaders engaged in learning, faith, justice and service for life.” I look to this year as being a time that we can all really focus on that statement and live in its vision. I’ll ask you to consider how you individually can contribute to making this promise come alive. How will you be positively engaged on our campus? How do you intend to grow this year in each of the areas? What new experiences will you seek out, or help others to seek out, so that all can be part of this promise? In thinking about these questions, you have already begun the process to having a great year...welcome home!

If I or the staff in Student Affairs can help you in any way on your own personal journey to fulfilling our Promise Statement, or in any other way you may deem helpful, please do not hesitate to contact us. I am available in the Office of Student Affairs in the Student Center at 380-3023 or by e-mail at jdeighton@shc.edu.

Have a wonderful year and God Bless!

Sincerely,

Joseph W. Deighton
Vice President for Student Affairs/Dean of Students
Spring Hill College

introductory materials

IMPORTANT NOTE ABOUT THE STUDENT HANDBOOK

We have provided this handbook as a resource for your educational journey here at Spring Hill College. This handbook states proudly and boldly the rights and expectations of members of our community. It is every student's responsibility to read and to understand the policies and procedures contained within this handbook. These items, along with the academic policies in the Bulletin of Information, will help you to understand who we are and how we have agreed to interact with one another.

There are some occasions during the course of the year when there are modifications to the policies contained within; normally, these occur after discussion and approval through the appropriate channels, many of which involve student input. At times, this is not possible, and therefore policies stated in the Student Handbook and on the Spring Hill College website are subject to modifications at any time, as deemed appropriate by the College. Changes may be implemented without prior notice. Furthermore, unless otherwise specified, such changes will be considered effective immediately. For the most updated version of policies, visit the website at www.shc.edu/student-life/judicial-affairs.

If you have any questions concerning the student handbook, please contact the Vice President for Student Affairs/Dean of Students at the Office of Student Affairs located on the first floor of the Student Center, at phone number 380-3023.

SPRING HILL COLLEGE MISSION

Rooted in its Catholic heritage and continuing the 450-year-old Jesuit tradition of educational excellence, Spring Hill College forms students to become responsible leaders in service to others.

We offer our students a thorough preparation for professional excellence and we strive to awaken mind and spirit to the pursuit of truth and to the ever-deepening appreciation of the beauty of creation, the dignity of life, the demands of justice and the mystery of God's love.

In our community of living and learning, we are committed to the Jesuit tradition of "cura personalis," that is, a care for the spiritual, social and intellectual growth of each person. Through informed dialogue with the world's cultures, religions and peoples, we promote solidarity with the entire human family.

And true to the Catholic and Biblical tradition, we nurture both the personal

and social dimensions of faith, seeking to draw our students into a deeper and more vital relationship with God.

SPRING HILL COLLEGE PROMISE STATEMENT

Forming leaders engaged in learning, faith, justice and service for life.

SPRING HILL COLLEGE ETHOS STATEMENT

Spring Hill is a Jesuit, Catholic college dedicated to pursuing truth, discovering and transmitting knowledge, promoting a life of faith, and developing leadership expressed in service to others. Our educational mission reflects a commitment to spiritual growth, intellectual rigor, social justice, and an active engagement of contemporary issues.

The Division of Student Affairs contributes to the College's mission by providing programs, services and activities that challenge and encourage students to develop academically, spiritually, socially, physically and personally. In partnership with students, faculty and administration, the Student Affairs staff helps to create a formative climate consistent with our Jesuit, Catholic tradition.

This tradition challenges us to strive for excellence, to become men and women in service to others, to integrate classroom and out-of-classroom learning, to develop our talents through discovery and reflection, and to be concerned for each person as a child of God (*cura personalis*).

To achieve these ideals, all students are expected to contribute, through their words, actions and commitments, to the development and sustenance of a community characterized by respect, caring and honesty. These characteristics are essential to ensure the rights and privileges of all and to preserve the integrity of our educational community.

Working together with the community, students are expected to enhance the campus ethos. This expectation calls for behavior that is guided by five principles: respect for oneself, respect for others, respect for property, respect for authority, and honesty.

RESPECT FOR ONESELF

Each person is endowed by God with an inestimable dignity and worth. Therefore, it is appropriate for the College to set expectations for personal integrity with the aim of encouraging students to appreciate their own talents, to take themselves and their academic pursuits seriously, and to enhance the quality of their lives. The College, then, will routinely respond to any student engaging in self-destructive behaviors - behaviors that might impede an individual's ability to enjoy the privileges of education and to fulfill his/ her obligations as a formed leader. Students engaging in such

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behaviors will be encouraged to seek help from the College community. It is the student's responsibility, however, to accept this help.

RESPECT FOR OTHERS

We believe that knowledge should contribute to the community. It is expected, then, that students will be open to learning about and respecting persons and cultures different from their own. Members of the campus community must act out of Christian charity and mutual respect, treating each other with sensitivity, consideration, understanding, tolerance, and an active concern for each other's welfare. The College is particularly concerned that its members show respect for others regardless of race, creed, gender, disability, sexual orientation, or nationality, and avoid all forms of harassing or offensive behaviors.

Spring Hill College is an equal opportunity employer. Furthermore, the College will not discriminate against any person on the basis of race, gender, age, religion, disability, national, ethnic origin, or sexual orientation. All College policies, practices and procedures are consistent with Spring Hill College's Jesuit, Catholic identity and mission statement.

RESPECT FOR PROPERTY

The mission we share depends upon the responsible use of and respect for property. This respect extends to buildings, library materials, equipment and green space. Respect for property also involves helping to foster a well-maintained environment: a sense of security, tranquility and accomplishment. This principle requires students to respect personal and institutional property, both inside and outside the Spring Hill community.

RESPECT FOR AUTHORITY

Authority derives its legitimacy from its commitment to act on behalf of the common good. At Spring Hill that authority resides especially in the officers of the College – its faculty, administration and staff – each charged with responsibilities essential to the orderly operation of the College. These individuals provide structure to preserve the well-being and freedom of community members and an orderly environment in which all can develop. The College expects students to live by the policies of the College community and to follow local, state and federal laws.

HONESTY

A community can survive only to the extent to which there is trust among its members. Trust, in turn, depends upon truthfulness and forthrightness in both word and

deed. While at Spring Hill, students are expected to demonstrate the personal characteristics of honesty and integrity in all aspects of their campus life, both inside and outside the classroom.

Spring Hill students enroll voluntarily in a College that embodies the principles articulated above. Students who find their personal values incompatible with those of the College, and who are unable to respect these values, may wish to pursue their education at an institution which is more in line with their own personal values.

STATEMENT OF STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES

As the oldest college in Alabama, the first Catholic college in the Southeast, and the third oldest Jesuit college in the nation, Spring Hill's heritage and mission remain constant: to educate students to become responsible leaders in service to others. We pursue this ideal through a steadfast commitment to those principles stated in the College's Mission Statement: academic excellence, the development of leadership skills, the fostering of personal development, and the creation of a diverse community that calls each individual to service in Christian love.

Spring Hill exists in its rich Jesuit, Catholic heritage for the transmission of knowledge and the pursuit of truth. Free inquiry and free expression are indispensable to the attainment of these goals. Students, faculty, administration and staff represent the integral parts of the academic community; they share responsibilities appropriate to their tasks for the proper functioning of the College in pursuit of its educational goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facts of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The academic community must exercise this freedom with responsibility to both itself and the larger community. The purpose of this statement is to enumerate policies to assure students' freedom to learn and the concomitant responsibilities attendant upon this freedom. Any interpretation of the articles of this student policy that is contrary to our Jesuit, Catholic tradition as put forth in our Mission Statement is inaccurate.

HUMAN DIGNITY AND DIVERSITY

As a Catholic Jesuit college, Spring Hill, in keeping with its Mission Statement, recognizes and cherishes the dignity of every individual without any form of discrimination. Precisely because Catholicism at its best seeks to be inclusive, we are open

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to all who share our mission and seek truth about God and the world. Spring Hill College seeks to be a more diverse and inclusive academic community dedicated to a faith that promotes social justice through our admissions and employment policies and practices, our curricular and co-curricular offerings, and our welcoming and caring campus environment.

Our commitment to a diverse College community helps us to achieve excellence by promoting a culture of learning, appreciation and understanding. Each member of the Spring Hill community is charged to take the time and make the effort to teach and act with justice, to treat all with care and respect, and to treasure and value our differences. This call to action is integral to the Jesuit, Catholic tradition that we share.

PROTECTION OF STUDENT RECORDS

Spring Hill College Annual Notification to Students of Rights under FERPA

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

- The right to inspect and review the student's education records within 45 days of the day that Spring Hill College receives a request for access. A student should submit to the Registrar, Dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. A Spring Hill College 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 official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Spring Hill College to amend a record should write the official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Spring Hill College decides not to amend the record as requested, then Spring Hill College will notify the student in writing of the decision and the student's 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.
- The right to provide written consent before Spring Hill College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. For example, Spring Hill College discloses education records without a student's prior written

consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Spring Hill College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Spring Hill College has contracted as its agent to provide a service instead of using Spring Hill College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Spring Hill College.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Spring Hill 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
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

- FERPA's Directory Information (which may be released by the College without written consent of a student) and opt out process are explained in the Bulletin of Information. The Registrar's Office Page on BadgerWeb (Academics) provides a convenient link to the Bulletin.

FREEDOM OF ASSOCIATION

Spring Hill is a diverse community of individuals who have a variety of interests previously acquired and who develop new interests as students. All students have the reasonable right to organize and join associations to promote and facilitate their common interests. The College has a corresponding right to approve or refuse to approve any campus organization or to take disciplinary action against unsanctioned or underground organizations, including individual student members. Campus organizations are open to all students without respect to race, color, creed, national origin, gender, sexual orientation, disability or age as a condition for College recognition. Social fraternities and sororities may require gender qualifications as a condition of membership as authorized by law. Religious qualifications may be outlined by organizations whose aims are primarily religious. Specific policies governing campus organizations can be obtained from the Center for Student Involvement located on the second floor of the Student Center.

FREEDOM OF INQUIRY AND EXPRESSION

All members of the Spring Hill College academic community enjoy the privilege of freedom of speech and expression. This includes the ability to express points of view on the widest range of public and private concerns, and to engage in the robust expression of ideas. The College expects a balanced approach in all communications and the inclusion of contrary points of view. As is true with society at large, free speech and expression are always subject to reasonable restrictions of time, place, and manner, and do not include unlawful activity. Obviously, and in all events, the use of the College forum shall not imply acceptance or endorsement by the College of the views expressed. The College reserves sole authority to decide any reasonable restrictions of time, place, and manner.

STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNMENT

As constituents of the academic community, students are free, individually, and collectively as the Student Government Association, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of Student Government with regard to both its general and specific responsibilities, as specified in its constitution, and the actions of the Student Government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

STUDENT PUBLICATIONS

Student media – all publications – are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on a campus. At Spring Hill, any publication sanctioned by the College or receiving funding from the College in any way is subject to guidelines and regulations set forth by the President, as publisher, and by the Board of Trustees. However, in the delegation of editorial responsibility to the student editors or managers, the College provides sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression: it is the responsibility and obligation of the student media to observe the canons of responsible journalism and broadcasting as they apply.

campus directory

ACADEMIC AFFAIRS

Phone:

380-2262

Location:

Rev. Gregory F. Lucey, S.J.,
Administration Center, Second Floor

Office Hours:

Monday-Friday 8:00am-4:30pm

Academic Affairs includes the offices of the Provost, the Assistant Vice President for Academic Affairs, Institutional Research, and Faculty Development. Academic Affairs coordinates the processes and resources that support faculty and students in all academic programs of Spring Hill College. In addition, the Provost oversees the work of many offices that serve students directly and are described below: Campus Ministry, the Foley Center, Information Technology Services, the Burke Memorial Library, Graduate and Continuing Studies, the Registrar, and Student Academic Services.

Academic Affairs is a resource to students for information about:

- Honors Convocation
- Commencement
- Dean's List
- Academic Probation
- Academic Dismissals
- Procedures for Grade Appeals
- Procedures for other academic processes

ARAMARK DINING SERVICES

Phone:

380-3890

Dining Hours:

Fresh Food Company

Monday-Friday 7:00am-7:00pm

Saturday-Sunday 10:30am-7:00pm

McKinney's at the Hill

Monday-Sunday 11:00am-2:00am

Java City

Monday-Thursday 7:00am-12:00am

Friday 7:00am-2:00pm

Saturday Closed

Sunday 6:00am-6:00pm

Golf Course Snack Shop

Monday-Sunday 6:00am-6:00pm

Aramark Dining Services is here to take care of all your dining needs from your daily meals to catered functions and anything else that pertains to food on campus. Fresh Food Company, the dining hall, is the social gathering spot for all students and is where many lifetime friendships are formed. We also offer three retail units offering everything from specialty coffees to a wide variety of food offerings. McKinney's at the Hill is a snack bar located on the first floor of the new Student Center, Java City is a coffee shop located on the main floor of Burke Library, and the Golf Course Snack Shop is located at the Golf Course Club House.

Our offices are situated in the Student Center. Please stop by our offices for any information related to dining on campus or any event planning.

ATHLETICS AND RECREATION

Phone:

380-3485

Location:

Outlaw Recreation Center

Hours of Operation:

Monday-Thursday 6:30am-10:00pm

Friday 6:30am-7:00pm

Saturday 10:00am-5:00pm

Sunday 2:00pm-10:00pm

Staff Office Hours:

Monday-Friday 8:00am-4:30pm

Spring Hill College is a member of the National Association of Intercollegiate Athletics and the Southern States Athletic Conference. Spring Hill College sponsors 13 athletic teams: men and women's soccer, cross-country, golf, tennis, basketball; men's baseball; women's softball and volleyball. Athletic scholarships are available.

An extensive recreational sports and fitness program is open to all students. The recreation, intramurals and intercollegiate athletics programs are housed in the Arthur Outlaw Recreational Center.

CAMPUS MINISTRY

Phone:

380-3495

Location:

Student Center, Second Floor

Office Hours:

Monday-Friday 8:00am-4:30pm

The mission of Campus Ministry is to foster a culture of Christian faith by promoting the spiritual life of students, faculty and staff. Always seeking to "find God in all things," Campus Ministry provides for

the faith formation of the College community through liturgy, retreats, service, justice, prayer and spirituality experiences.

Eucharistic liturgies are regularly scheduled during the academic year when classes are in session. Two masses are celebrated on Sundays (11am and 9:00pm) in St. Joseph Chapel.

Retreats are available to all members of the College community throughout the year. Campus Ministry serves the community by offering programs that support the service of faith through the promotion of justice. We sponsor activities that offer students the opportunity to serve locally and globally, including several international service/immersion trips each spring. There are also many student clubs supported by the staff of Campus Ministry that foster spirituality, justice and service.

CENTER FOR ACADEMIC EXCELLENCE

Phone:

380-3008

Location:

Burke Memorial Library-
Agnes Williams Suite (room 107)

Office Hours:

As posted at www.shc.edu/cae

The Center for Academic Excellence (CAE) supports students in math, writing, and academic study strategies across the disciplines.

Whether you are struggling to understand material, or want to collaborate to enhance your academic strengths, the

CAE peer educators look forward to working with you.

Students are able to schedule appointments by e-mail (cae@shc.edu), by telephone, or by visiting the CAE. Hours are posted at the beginning of each semester on our website: www.shc.edu/cae. Walk-ins are permitted if peer tutors are not in session. This service is free of charge.

CENTER FOR STUDENT INVOLVEMENT

Phone:

380-3027

Location:

Student Center, Second Floor

Office Hours:

Monday-Friday 8:00am-4:30pm

The Center for Student Involvement supports the mission of Spring Hill College by presenting students with opportunities and experiences that encourage personal growth, leadership development and campus involvement. We strive to build community and enrich campus life through leadership and diversity programs, student organizations and campus events.

The Center for Student Involvement complements the classroom experiences by providing channels for students to become actively involved in extra-curricular activities and services. The staff encourages each student to take full advantage of numerous growth and development opportunities existing both on and off campus. Our goal is to assist students in becoming well informed,

responsible, and contributing members of the Spring Hill community. We are here to assist students by helping with any problems, questions, and concerns they may have; by providing services and programs to meet student needs; and by encouraging student growth and development in the fullest potential.

Ways in which the Center for Student Involvement is available to students:

- Houses all SHC registered student organizations and acts as a liaison, financial manager, resource and approval authority for student organizations and their activities.
- Houses Greek-lettered organizations and acts as advisor to Panhellenic Council, the Inter-Fraternity Council and Order of Omega.
- Sponsors and plans campus-wide programs and special events.
- Provides programs and opportunities for leadership and personal development.
- Serves as a resource for involvement, service and leadership development opportunities.

COMMUNICATIONS AND INSTITUTIONAL MARKETING

Phone:

380-2283, 3203

Location:

Byrne Memorial Hall, Third Floor

Office Hours:

Monday-Friday 8:00am-4:30pm

The Spring Hill College Office of Communications and Institutional Market-

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ing leads the College's efforts to articulate the College's mission and to generate goodwill and support for SHC among prospective students, parents, alumni, donors, on-campus constituents and friends, through the news and sports media, publications, special projects and electronic communications. The Office of Communications and Institutional Marketing supports the strategic institutional, academic and administrative goals of the College with particular focus on the President's vision, as well as admissions and development efforts including alumni and donor relations. Staff members also work with the Division of Student Life to promote student events and community service.

FINANCIAL AID

Phone:

380-3460

Location:

Rev. Gregory F. Lucey, S.J.,
Administration Center, First Floor

Office Hours:

Monday-Friday 8:00am-4:30pm

The Financial Aid office is located in the Rotunda area on the first floor of the Administration Center. Members of the Financial Aid staff offer financial aid counseling to parents and students who are interested in student loan programs, need-based programs, and state-and school-based grants. Satisfactory academic and scholarship progress is monitored, and aid is awarded as a result of periodic reviews of completed hours and grades.

FOLEY COMMUNITY SERVICE CENTER

Phone:

380-3499, 3057

Location:

Rev. Gregory F. Lucey, S.J.,
Administration Center, Rooms 251

Office Hours:

Monday-Friday 8:30am-4:30pm

The Foley Center places students in programs where they can serve others and learn about community needs. Service opportunities include tutoring at middle schools and elementary schools; teaching English as a Second Language; working with hospice, clinic and hospital patients; serving at community centers, women's shelters and the Boys & Girls Club. All these programs give you a concrete way to help another person, to know someone you might never meet otherwise and make a contribution to the world in which you live.

GRADUATE AND CONTINUING STUDIES

Phone:

380-3065

Location:

Rev. Gregory F. Lucey, S.J.,
Administration Center, Lower Level

Office Hours:

Monday-Thursday 8:00am-6:00pm
Friday 8:00am-2:00pm

Graduate and Continuing Studies is a full service division whose primary purpose is serving Spring Hill College part time students for both graduate and undergraduate degrees, certificate programs, and credit courses for professional and personal enrichment.

The Division carries forward the College's mission through enabling the growth of a diverse lifelong learning community. The Division is also committed to enhancing the lives of working adults by providing a diverse range of ethics-based educational opportunities taught in the Jesuit and Catholic tradition. Summer programs for all students are also administered through Graduate and Continuing Studies.

HUMAN RESOURCES

Phone:

380-3063

Location:

Rev. Gregory F. Lucey, S.J.,
Administration Center, Lower Level

Office Hours:

Monday-Friday 8:00am-4:30pm
(Closed generally 11:30am-12:30pm)

The mission of Human Resources is to provide human resource services, information, and guidance to enhance the ability of the administrative staff and faculty in their mandate to prepare students to become responsible leaders in service to others; and to provide appropriate administrative support to render customer service to students and other constituents.

Human Resources is the designated place to receive complaints of conduct violating Title IX of the Education Amendments of 1972. (Further information may be found in the Student Dispute Resolution Policy and related Procedures, which include Title IX Coordinator information, and are avail-

able by contacting the Office of the Vice President for Student Affairs/Dean of Students or viewing BadgerWeb.

INFORMATION TECHNOLOGY SERVICES

Phone:

380-2276

Location:

Burke Memorial Library

Office Hours:

Monday-Friday 8:00am-4:30pm

HelpDesk:

Monday-Friday 8:00am-11:00pm

Information Technology Services maintains the campus data network, the telephone system, all College-owned desktop computers, file and print servers, web servers, e-mail servers, computer labs, printers and scanners.

The HelpDesk serves as a first point of contact for technology-related questions and requests for both ITS and Library and Information Resource Services. Contact the HelpDesk if you have problems with your phone service or with the network connection in your room.

When classes are in session, the HelpDesk is staffed during Burke Memorial Library general hours. The HelpDesk can be reached by phone, by e-mail (helpdesk@shc.edu), or in person. During other hours and on holidays, voice-mail is available to record requests for assistance. HelpDesk e-mail is checked throughout the day, including weekends and holidays.

LIBRARY AND INFORMATION RESOURCE SERVICES

Phone:

380-3870

Location:

Burke Memorial Library

Office Hours:

As posted at shclibrary.shc.edu

Library and Information Resource Services is home to the IT Help Desk and The Center for Academic Excellence, which provides writing and quantitative reasoning assistance for students of varying ability levels.

Library and Information Resource Services supports the College's mission of information literacy through bibliographic instruction offered by librarians, both in conjunction with classes and on an individual basis. Workshops and seminars are presented for students, providing the opportunity to learn more about specific software applications, online databases, and the use of multimedia and digital resources. An extensive and growing collection of books, journals, videos, and other traditional items are supplemented by full text electronic books and journals available online. Resources placed on reserve are available in the library at the reserve counter or online as electronic reserves.

Burke Memorial Library contains four computer classroom/labs, along with general use computers throughout its three levels. Laptops are available for check-out from the Circulation Desk. Labs are available to all students when not in use for

instruction. The Wilkins Computer Lab (Burke 123) is open 24 hours a day except during the Christmas break.

General hours are Monday-Thursday 7:30am-midnight; Friday 7:30am-5:00pm; Saturday 9:00am-7:00pm; and Sunday 1:00pm-midnight. Extended hours are available at both mid-term and finals.

PAYROLL AND BENEFITS

Phone:

380-2260, 2269

Location:

Fine Arts Building

Office Hours:

Monday-Friday 8:00am-4:30pm
(Closed generally 11:30am-12:30pm).

PREVIEW

Phone:

380-3023

Location:

Student Center, First Floor

Office Hours:

Monday-Friday 8:00am-4:30pm

Preview is Spring Hill's two-day orientation program which occurs the summer before a student's freshman year. The purpose of the Preview program is to give both students and parents a taste of the Hill before arriving in August. The two days are filled with a variety of activities, including icebreakers, presentations, and course advising. Above all, students interact with their fellow classmates in a fun and comfortable setting. Both students and parents begin their Spring Hill journey at Preview.

Preview Guides are the student leaders who lead parents and students through their Preview experience. Preview Guides are selected by the Office of Student Involvement, and these student leaders represent other student groups on campus, including Greek-lettered organizations, Resident Assistants, and so on. Preview Guides are outgoing and unafraid to show their Badger pride. Interested students go through an application process, which includes an interview with the Office of Student Involvement. Preview Guides take time out of their busy schedules during the spring semester and the summer for training and three Preview sessions.

PUBLIC SAFETY AND SECURITY

Phone:

380-4444

Location:

Rev. Gregory F. Lucey, S.J.
Administration Center, Lower Level

Office Hours:

Monday-Friday 8:00am-4:30pm

Old Shell Road Gatehouse:

Seven days a week when the Administration Center office is closed

The mission of the Spring Hill College Department of Public Safety and Security is to provide a safe environment for members of the campus community, as well as for visitors to Spring Hill College. Our department provides the following services:

- Provides escorts for any person on campus who requests it; this is done

throughout the year for reasons of safety, but individuals new to the campus may wish to partake of this service due to being unfamiliar with the campus;

- Responds to all safety and security inquiries and complaints (24 hours a day, seven days a week);
- Provides information and renders aid and assistance to visitors and members of the campus community, either in person or by telephone;
- Patrols the campus on foot and by vehicle;
- Notifies Plant/Operations of any maintenance problems with facilities, lighting, roads, etc.;
- Provides assistance by opening doors to facilities or areas in order to provide authorized access;
- With the assistance of Plant Operations, jump-starts vehicles with dead batteries and air up flat tires;
- Responds to fire and security alarms in buildings; reset alarms that have been activated.

The Department of Public Safety and Security is also responsible for registering vehicles on campus, and for issuance of parking decals and hang tags. The Department is also charged with enforcement of the college's rules and regulations as they relate to motor vehicle operation and parking.

REGISTRAR

Phone:

380-2240

Location:

Rev. Gregory F. Lucey, S.J.,
Administration Center, First Floor

Office Hours:

Monday-Friday 8:00am-4:30pm

The Registrar's Office's mission to the Spring Hill College community is one of service to students, faculty, alumni and other offices through maintaining accurate historical records, facilitating the registration process, disseminating grade reports, ensuring that graduates have fulfilled all requirements, and implementing applicable academic programs and policies in a manner that embraces the Jesuit, Catholic tradition of justice and service to all members of the community.

RESIDENCE LIFE

Phone:

380-3028

Location:

New Hall, First Floor

Office Hours:

Monday-Friday 8:00am-4:30pm

Residents are part of a close-knit, active community marked by mutual respect and learning that is consistent with the mission and character of Spring Hill. Residential facilities of the College include eight residence living areas – Mobile Hall, O'Leary Hall, Toolen Hall, Skip's Place, Viragh Hall, Walsh Hall, New Hall, and the Fairway Apartments. Spring Hill College has a residency requirement. All single, traditional-aged students (over age 17) who are not residing locally with parents or guardians

are required to live in College residential facilities each semester that they are enrolled. College residency is required until a student graduates or withdraws from Spring Hill College. All students living on campus are required to maintain a meal plan.

In compliance with College policy, all eligible commuter students residing off-campus are required to maintain a current local address, phone number, and parental contact information with the Vice President for Student Affairs/Dean of Students' Office.

STUDENT ACADEMIC SERVICES

Phone:

380-3470

Location:

Rev. Gregory F. Lucey, S.J.,
Administration Center, First Floor

Office Hours:

Monday-Friday 8:00am-4:30pm

Student Academic Services coordinates services that directly relate to student academic success. These include:

- Freshman Registration
- Freshman Seminar
- Transfer Registration
- Transfer Seminar
- Probation Programs
- Change of advisor/declaration of major /minor/advisor assignments
- Disabilities Services
- Peer Seminar Leaders Program
- Career Services – decision-making course, internships
- Extended absence/voluntary withdrawal from the College
- Below full-time status interview

STUDENT ACCOUNTS

Phone:

380-2251

Location:

Rev. Gregory F. Lucey, S.J.,
Administration Center, First Floor

Office Hours:

Monday-Friday 8:00am-4:30pm

The Student Accounts office is responsible for sending out student pre-bills and monthly statements. All of your tuition, fees, other miscellaneous charges and financial aid are posted to your student account.

The cashier window is open Monday-Friday from 9:00am-4:00pm and will cash personal or work-study checks for students up to \$100. The cashier processes all student account payments.

STUDENT AFFAIRS

Phone:

380-3023

Location:

Student Center, First Floor

Office Hours:

Monday-Friday 8:00am-4:30pm

The various offices and programs within the Division of Student Affairs are responsible for promoting the growth of a student-centered community that fosters healthy choices, spiritual maturity, respect for diversity, and personal and social responsibility. This holistic approach to personal formation is realized through various opportunities and activities, all focused on a student's overall development. The areas represented by the Division

of Student Affairs include Residence Life, Student Center, the Wellness Center, Student Involvement, Greek Life, Student Government, Student Conduct, Food Service, Conference Services, and a variety of other student services. Functioning out of the Student Affairs Office is the Vice President for Students Affairs/Dean of Students, the Associate Dean of Students, and the administrative assistant to these positions. Under the supervision of the Vice President for Student Affairs and Dean of Students, professional staff act as mentors and guides who challenge and support students as they discover and develop their gifts and talents.

Student Affairs divisional offices are located on the first and second floors of the Student Center. If students have any needs or interests that are not being addressed, they are welcomed and encouraged to contact the Vice President for Student Affairs at this office, at 380-3023.

STUDENT CENTER

Phone:

380-4089

Hours:

Monday-Friday 8:30am-2:00am
Saturday-Sunday 10:00am-2:00am
(Special hours will be posted for holidays, summer and breaks)

The Spring Hill College Student Center serves as the primary facility for students to meet and gather on campus. It offers a number of spaces for students including: locations for

dining, recreation and lounge areas, and spaces for events and meetings. In addition, the following offices and facilities are currently located within the Student Center:

- Aramark Dining Services
- Barnes & Noble Bookstore
- Center for Student Involvement
- McKinney's at the Hill
- Fresh Food Company Dining Hall
- Office of Campus Ministry
- Office of the Dean of Students
- Coordinator of Facilities and Special Events/Student Center Manager

Students can take advantage of a number of services and opportunities through the Student Center:

- **Facilities Reservations and Setup:** Students can reserve spaces and equipment in the Student Center on a first-come, first-served basis. Reservations can be made through webevent.shc.edu.
- **Programs and Special Events:** Students can take advantage of Student Center programs including live music, karaoke, trivia, crafts and other special events to occur on a weekly basis.
- **Recreation:** Students can check out recreational equipment and supplies at the Student Center Information Desk. Available items include: video gaming equipment, video games and board games.
- **Student Organization Resource Center:** Student organization leaders may utilize the Student

Organization Center. Resources available include student organization storage, student organization mailboxes, computers, work spaces, and banner and poster making supplies.

STUDENT CONDUCT

Phone:

380-3023

Location:

Student Center, First Floor

Office Hours:

Monday-Friday 8:00am-4:30pm

Spring Hill College is committed to the belief that formation of character is an important part of education. Since living in community calls for mutual respect, discipline and self-control, reasonable rules govern the lives of our students.

The Code of Non-Academic Conduct, which contains the rules and regulations of the College, is found in the Student Handbook. These rules and regulations are derived from five general principles, which comprise the College Ethos Statement. These principles – respect of self, respect for others, respect for authority, respect for property, and honesty – shall guide the behavior of all students attending Spring Hill College. These rules and regulations are meant to encourage the development of personal responsibility, healthy choices, and maturity. Their enforcement is administered under the supervision of the Vice President for Student Affairs and Dean of Students (Student Center, first floor).

As a private educational institution,

Spring Hill College explicitly retains the right to refuse initial admission or readmission to any person whose attendance it deems to be either in conflict with the values espoused by the College or against the best interests of the College. Further, the College reserves the right to suspend, dismiss, or expel at any time a student whose conduct it deems to be a violation of the College's principles, rules, regulations, or decisions, or whose attendance it considers to be against the best interests of the College.

Spring Hill students enroll voluntarily in a College that embodies the Jesuit, Catholic tradition. It is, therefore, expected that they understand and abide by the moral and educational values that this tradition represents. The College respects the integrity and rights of students who hold values different from those it espouses; similarly, these students are expected to respect the values for which the College stands. If such students find their personal values incompatible with those of the College and, further, are unable to respect those values, they may wish to pursue their education at an institution that is more in line with their own personal values.

Standards of conduct, which are to be used as a guide for the student, are also found in the Code of Non-Academic Conduct found in the Student Handbook. These are to be considered general rules of conduct but are by no means all-inclusive. While the enforcement of these rules is normally administered through the cam-

pus judicial process under the supervision of the Student Affairs staff, such a judicial process is for the convenience of the College administration and may be suspended or revoked at any time by the administration without cause or prior notice to any student. The student conduct system is to be considered a process, rather than a "right" of any student or a contractual obligation on the part of Spring Hill College.

All enrolled students, including married and commuting students who reside off campus, are responsible for abiding by all rules, regulations, and the College Ethos Statement as found in the Code of Non-Academic Conduct, which can be accessed in the Student Handbook. Copies are also available at the Vice President for Student Affairs/Dean of Students' Office, which is located on the first floor of the Student Center.

STUDENT GOVERNMENT ASSOCIATION

Phone:

380-3027

Location:

Student Center, Second Floor

Meeting Time:

Wednesdays, 9pm (Location varies)

The Student Government Association (SGA) acts as the student liaison to the Spring Hill College administration. SGA interprets student opinions on a variety of issues. SGA also represents the Spring Hill College community when called to do so. Student clubs and organizations receive funding from

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SGA, and SGA also allocates funds for events such as Badger Brawl. SGA aims to bridge the communication gap between administration members and students. The role of SGA in these matters is not to fight over issues, but rather to work together for a shared resolution, for the betterment of the student body. In order to facilitate positive dialogue, SGA hosts open forums in which students' concerns are addressed. In the spirit of community, SGA pursues increased student and staff participation in the decision-making processes and weekly meetings.

SGA is extremely active in encouraging community involvement, clubs and organizational activities, and service opportunities. SGA also takes a unique role in promoting Badger pride and school spirit through support of athletics and intramurals.

THE WELLNESS CENTER

Counseling Phone:

380-2270

Nursing Phone:

380-2271

Location:

Toolen Hall, First Floor

Office Hours:

Monday-Friday 8:30am-4:30pm

Wellness is a holistic approach to life practiced by those who believe that attention to all aspects of one's life creates a wholeness that is more than the sum of its parts. Licensed professional counselors and a registered nurse

provide confidential services to care for the physical and emotional needs of the students. Routine counseling and health care services are provided free of charge. A local physician schedules a weekly on-campus clinic for the convenience of the students. Students are billed directly by the physician for clinic services.

It is a College requirement that all full-time undergraduate students have health insurance coverage. Spring Hill College offers student health care coverage through an independent provider for students in need of coverage. Each student is responsible for all medical expenses, such as prescriptions, laboratory procedures, X-rays, hospital bills and physician fees.

If you require acute medical or psychological emergency services, you should contact 1) 911; 2) Public Safety (380-4444); and 3) the Wellness Center. The Area Coordinator or Resident Assistant should also be notified for emergencies occurring in the residence hall.

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Individuals assume certain responsibilities for upholding and maintaining the standards of expectations of the community to which they belong. In addition, the College also expects students to comply with civil laws. Student conduct that violates these laws and regulations may result in disciplinary action.

The standards described below apply to behavior on College property and at all College-sponsored activities held on or off campus. Furthermore, since the College has a vital interest in the character of its students, The Vice President for Student Affairs/Dean of Students has the prerogative to sanction a student who engages in off-campus conduct that violates College policies, especially when this behavior is seen as detrimental to the institution or reflective of a student's character and fitness to remain as a member of the student body. Evidence of misconduct may be obtained through multiple sources, including but not limited to activity listed or displayed via the Internet, e-mail or social networking sites.

Beyond these articulated standards, we also recognize that certain behavior is incompatible with those principles outlined in the College Ethos Statement. As such, these behaviors are fundamentally incompatible with the College, its community, or its educational mission, and as such are subject to disciplinary action by the College. Stated policies and regulations apply to both individual students and to any student organization.

ITALY CENTER PROGRAM COMMUNITY STANDARDS

Students who participate in Spring Hill College's Italy Center program are held accountable to the Community Standards document provided to them via that program. These standards are the primary policies and procedures under which they will be governed and held accountable while enrolled and in attendance at the Italy Program. The Director of the SHC Italy Center Program will be the primary disciplinary officer during a student's attendance in that program. The Dean of Students of the home campus in Mobile, Alabama will be consulted as needed and may be involved directly during the appellate process.

While the Italy Programs Community Standards document will be the primary document governing students enrolled in that program, Spring Hill College students should realize that their behavior in Italy can also have a bearing on their status at their home campus. The Italy Program functions under the umbrella of the Spring Hill College Mission Statement and the Student Code of Conduct as found in the SHC Handbook. As is true with any off campus behavior, the Vice President for Student Affairs/Dean of Students has the prerogative to sanction a student who engages in off-campus conduct that

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violates College policies. Documentation of behavior in the Italy program may become part of a student's disciplinary record at the SHC home campus.

STANDARDS OF NONACADEMIC CONDUCT

Violations of College regulations and/or local, state and federal statutes that are subject to disciplinary action include but are not limited to:

Harassment

- **Sexual misconduct or threat to do the same:** Nonconsensual sexual conduct including, but not limited to rape, sodomy, oral copulation, sexual battery, or sexual penetration with a foreign object. Please refer to the Sexual Assault Policy in this handbook.
- **Stalking:** Repeatedly contacting another person when the contacting person knows or should know that the contact is unwanted and causes the other person reasonable apprehension of imminent physical harm or substantial impairment of the ability to perform the activities of daily life.
- **Abusive Behavior:** Intimidation or otherwise purposefully hurtful behavior or language directed to an individual or a member of a specific group within the SHC community, including but not limited to verbal abuse, threatening, intimidating, humiliating conduct or sabotage that creates or promotes an adverse living and/or learning environment.

Rights of Others or Property

- **Aiding, Abetting, or Inciting:** Assisting, hiring, or encouraging another person to engage in a violation of the Code of Conduct.
- **False Reporting of Emergencies:** Knowingly and purposefully causing, making, and/or circulating a false report or warning of a fire, explosion, crime or other catastrophe.
- **Infliction of Physical Harm:** Inflicting bodily harm on any person or self or taking action for the purpose of inflicting bodily harm to any person or self, or threatening use of force to inflict bodily harm upon any person or self or harassing and intimidating any person.
- **Infliction of Mental Harm:** Threatening or taking any action that purposefully demeans, degrades, or disgraces a member of the SHC community or any member of his or her family.
- **Destruction/Misuse of Property:** Intentionally or negligently damaging, destroying, defacing or tampering with College property or the property of any person. This includes vandalism committed on or off campus. It also includes taking down,

defacing, or otherwise destroying authorized posters, handbills, and/or notices posted on SHC property. Misuse of property would include the use of one's residence hall room or apartment or other college property in a manner inconsistent with its intended use as a College facility or property. Such use and whether it is consistent is determined per the sole discretion of the appropriate College official.

- **Disruption of the Educational Process:** Intentionally interrupting, impeding or causing the interruption or impediment of any class, lab, administrative office, SHC activity, SHC student activity or administrative process.
- **Disruptive or Disorderly Behavior:** Disruptive behavior, including but not limited to disobedience, habitual, profanity, vulgarity, abuse of SHC personnel, or the open defiance of rightful authority.
- **Disturbing the Peace:** Disturbing the peace and good order of the College community, including but not limited to fighting, quarreling, the use of amplifiers, bullhorns, musical instruments, and other mechanisms or communication beyond that of the natural voice without prior written approval from the Vice President for Student Affairs/Dean of Student's Office.
- **Gambling:** Unauthorized gambling on SHC property or at any SHC function.
- **Lewd Conduct:** Engaging in lewd, indecent, or obscene behavior.
- **Misuse of College Telephone/Communication Systems:** Misuse of College phone/audio and computer network systems, including unauthorized entry and information dissemination; prank calls or e-mail messages; charging any long-distance telephone call messages to any telephone on College premises or College-related premises without proper authorization.
- **Misuse of College Documents:** Forging, transferring, altering, or otherwise any College document or record, including identification cards.
- **Reckless Operation of a Vehicle or other Wheeled Mode of Transportation:** The use of motorized vehicles, skates and bicycles on campus without the proper regard for safety, courtesy and caution, including but not limited to the wearing of skates indoors, engaging in cycling or skating stunts, and ignoring the right of way of pedestrians. No person shall ride at a speed greater than is reasonable and prudent, having due regard to traffic, pedestrians' rights, surface of the side walk, the hazard at intersections, and any other condition then existing. Regardless of the mode of transportation, persons using any transportation device on campus are doing so voluntarily and at their own risk of injury with Spring Hill College or its employees not being held liable for any damages or injuries that may occur. No person shall use

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roller-skates, in line skates or similar devices on the College campus, except as specified in this paragraph. Persons may use or operate skateboards, roller-skates, inline skates or similar devices only on College sidewalks and while crossing streets at crosswalks. Sidewalks shall be defined as that portion of a street between the curb line, or the lateral line, of a roadway and the adjacent property lines or the walkway between buildings. The use of roller-skates, inline skates or similar devices is prohibited in all other areas of campus, including, but not limited to:

- The covered arcade walkway adjacent to the Lucey Administration Building, Nan Altmayer Place, and the Fine Arts building. This is the area where the concrete is painted with a red colored material.
 - The interior area of the Rydex Commons where the decorative paver stones are located.
 - Any parking lots
 - Roadways where vehicular traffic is permitted.
- **Smoking Policy:** Smoking is not permitted in any building on campus. Spring Hill strives to provide a healthful, comfortable, and safe learning and working environment for all students, employees, visitors, and other groups of constituents. To support this goal, the use of all tobacco products, including but not limited to, cigarettes, cigars, pipes and smokeless tobacco, is not allowed in the following areas:
 - Inside any campus building or campus vehicle;
 - Within 25 feet from any campus building or structure (exterior walls);
 - Areas designated as non-smoking (to include but not necessarily limited to): the plaza anywhere between Quinlan Hall and the Fine Arts Building or the Outdoor Learning Area
 - Within 25 feet of all areas where volatile, flammable, or explosive materials are in use and/or situated, regardless if the use is temporary or consistent; and/or
 - Within 25 feet of any posted “No Smoking” sign, wherever such signs may be located on campus.
- **Theft:** Theft of Property or services of the College or of any other person. Including, but not limited to, unauthorized removal of furniture from designated lounges or common areas unauthorized possession of College furniture or equipment including those owned and operated by Aramark Dining Services.
 - **Unauthorized Entry or Trespassing:** Forcible or unauthorized entry into any building, structure, vehicle, and/or facility.

- **Unauthorized Possession or Use of Keys and Access Cards:** Knowingly possessing, using, making or causing to be made keys/access cards for any building, laboratory, facility, or room of the College except as authorized by Plant Operations.
- **Unauthorized Possession or Use of Property:** Unauthorized possession of, entrance to, use or occupancy of College or College-related premises, including unauthorized use of roofs and violations of the copyright laws.

Drugs and Alcohol

- **Possession, Use, Sale, Manufacture or Distribution of Drugs and Narcotics:** Possession, use, sale, manufacture, or distribution of drugs or narcotics. Except when such possession or use is prescribed by a licensed physician or permitted by law.
- **Possession, Use, Sale or Distribution of Drug/Alcohol Paraphernalia:** Possession, use, manufacture, sale, or distribution of drug paraphernalia including but not limited to pipes and bongs.
- **Unauthorized Use of Alcoholic Beverages:** Unauthorized possession, distribution or consumption of alcoholic beverages; or public intoxication or being under the influence of alcoholic beverages. Please refer to the Alcohol and Drug-Free Policy for further information.

Weapons, Firearms, Explosives

- **Possession of Firearms, Fireworks, Explosives or Weapons:** Carrying or keeping of firearms, weapons, dangerous chemicals, or explosives or replicas of such devices on College property or at any College function.
- **Fire Safety Violations:** Failure to evacuate a building during the sounding of a fire alarm or upon the direction of a Staff member; or attempting to reenter the building without the permission of the proper authorities.

IMPORTANT: False alarms limit the response of the Fire Department to emergencies elsewhere or may even pull equipment and firefighters from real fires.

- **Violation of Health and Safety Regulations:** Violation of any health, safety, or related regulation, rule or ordinance, including but not limited to activity on the facades, ledges, or roofs, College structures, the launching of an object or substance from within or on a College structure or property, and/or the unauthorized use or alteration of fire-fighting equipment, safety devices, fire alarms, elevator emergency phones, smoke alarms, heat sensors, or other emergency equipment.

Disrespect To College Officials and Failure To Comply

- **Failure to Comply with Imposed Disciplinary Sanctions:** Failure to fulfill all conditions that are imposed as part of a disciplinary sanction.
- **Disrespect to College Officials:** Any disrespect for College Officials including but not limited to Public Safety, Residence Life staff and Resident Advisors or any abusive language, threat of violence or physical harm to their person will not be permitted.
- **Failure to Cooperate, Comply, or Identify:** Failure to follow the verbal and/or written directives of College personnel and officials in the discharge of their duties, including but not limited to complying with directives of Public Safety and Residence Life personnel and/or failure to properly identify oneself to these persons when requested to do so.
- **Furnishing False Information:** Furnishing to a College office or to a College official a written or oral statement known by the student to be false.
- **Repeat Violation:** Any repeated violation of the Code of Conduct.

The aforementioned behaviors are intended to be illustrative rather than exhaustive. In the event that there arises some ambiguity, inconsistency or need for clarification of these statements or definitions, interpretations or clarifications will be determined by the Vice President/Dean of Students or his/her designees.

CONDUCT PROCEDURES

The judicial process is based upon the assumption that disciplinary procedures, when required, should be an educational experience. Sanctions are imposed to help students develop a sense of personal responsibility, to encourage self-discipline, to foster healthy choices, to promote respect for the rights of others, as well as to protect the rights, freedoms, and safety of the entire campus community.

The Office of Student Affairs is responsible for the implementation of the student conduct and disciplinary system at the College. The Vice President for Student Affairs/Dean of Students is empowered by the President to administer the College's disciplinary system. He/She may designate other department(s) and/or campus official(s) in monitoring and regulating the Code of Conduct as he/she deems appropriate. There is also a Community Accountability Board (CAB) that is comprised of students, faculty and staff that, when appropriate, can be used to hear cases and make disciplinary decisions. The Board is explained further in the section below entitled Community Accountability Board.

At times, the Vice President for Student Affairs/Dean of Students may immediately intervene and administer the disciplinary process directly through his/

her office or his/her designee(s). This may include, per the discretion of the Vice President, a choice of various disciplinary processes or procedures deemed best suited to meet the educational needs of the student(s) involved and the interests of the college community.

During certain periods of the academic year, such as the summer sessions and during the beginning/ending weeks of the fall/spring semesters, a more expedited process may be applied. Also, during summer and break periods, stricter standards of behavior may be applied to those given special permission to remain on campus for extended stays. These periods are usually those that fall outside of the normal fall/spring academic semesters.

Proceedings

Proceedings conducted pursuant to this code shall be fair and expeditious. Except where expressly adopted by this code, the procedures of criminal and civil courts shall not govern disciplinary proceedings. In these proceedings, formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures invalidate a proceeding or decision unless significant prejudice to an accused student or to the College may result. In any hearing or disciplinary conference, the party bringing the complaint shall bear the burden of establishing by a consideration of the totality of evidence that, more likely than not, a violation of the code has occurred.

The student does not have a right to representation by legal counsel at any hearing. Students who have concurrent criminal charges pending against them are permitted to consult with counsel during their disciplinary hearing, although the role of counsel is limited to consultation only. Other advisors, such as parents, faculty mentors or other associates of the student, are allowed in the investigatory and discipline proceedings **ONLY** at the sole discretion of the College. This may be allowed if the College believes it will increase the educational value of the meeting. If allowed, the guest's role will be one of consultation, not of advocacy.

The procedures described below are intended to clarify the normal chain of events that follow an alleged violation of the College's Code of Conduct. At his/her discretion, the VP/Dean of Students, or his/her designee, reserves the right to suspend any student immediately until such time as a disciplinary hearing may be conducted.

Reporting Misconduct

The judicial process is initiated when a Resident Assistant, Area Coordinator, Public Safety Officer, or any other member of the College community files a report of inappropriate behavior.

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Prompt Notice

Students accused of violating the College's standards of conduct shall, in good faith, be given prompt notice of possible offense(s). This will usually occur after a fact-finding investigation has occurred. The person alleged to have violated college policy, and possibly others with needed information, may be required to attend any investigative or discipline hearing involving the matter. This will occur in a meeting with the appropriate adjudicatory body or person.

Time frames

Investigation into written complaint will occur immediately, but no later than 10 days after receiving the complaint. Resolution of the complaint will occur as quick as possible but no later than 60 days after the conclusion of the investigation. Notification of the outcome to the parties involved in the complaint if appropriate, will occur immediately after resolution of the complaint but no later than 5 days after such resolution.

Warnings

Students are expected to read and follow the policies within the Student Handbook. This serves as the student's first warning regarding school policies.

Students, then, should not expect additional warnings to be given before sanctions are levied. Nevertheless, it will sometimes be the case that for some first-time minor infractions, verbal or written warnings will be issued before any additional sanctions are levied.

College Residences

In most matters of discipline pertaining to individual or group misconduct within the College's residence halls, the Residence Life staff is immediately responsible for the communication and enforcement of regulations. The authority and responsibility of the Residence Life staff extends to all other areas of campus and College-sponsored events, and potentially some off-campus behavior. Incidents that occur in a residence hall are most likely reviewed by a member of the Residence Life Staff and/or the Associate Dean of Students who will function as the Hearing Officer. When appropriate, incidents may be referred to the VP/Dean of Students.

First-Time Violations

Judicial Flow Chart for first-time violations:

- An Area Coordinator, Resident Director or Director of Residence Life will most likely function as the Hearing Officer and adjudicate first-time and/or lower-level violations. In matters involving upper-level violations, other designated officials

within the Student Affairs Office will be immediately responsible for the communication and enforcement of regulations.

- After receiving a documentation report, the Hearing Officer will conduct a fact-finding investigation and talk to the parties deemed necessary. He/she will then meet and conduct a disciplinary hearing with the student alleged to have violated college policy.
- At the disciplinary hearing, the student will take responsibility or not take responsibility for the alleged violation of the Code of Non-Academic Conduct. If the student takes responsibility, the Hearing Officer will levy sanctions. If the student does not take responsibility, the decision may or may not be referred to another adjudicatory body or person, or a decision may be made by the original Hearing Officer, depending on the situation. If a decision is made by the original Hearing Officer with whom the student disagrees, an appeal to a designated appeal hearing officer may be made.
- If a decision is made in the original hearing, the Hearing Officer will then communicate to the student what sanctions, if any, have been levied.

Repeat And Upper-Level Violations

Normally, in matters involving repeat violations and upper-level violations, higher-level, designated officials within the Office of Student Affairs will be immediately responsible for the communication and enforcement of regulations. Assignment of hearings to specific individual hearing officers is done solely at the discretion of the Vice President for Student Affairs/Dean of Students and/or his/her designee. Cases may also, in certain situations, be heard by the Community Accountability Board, based on such items as the level of policy violation, student choice, and/or recommendation of the investigating staff member.

Judicial Flow Chart for Repeat and Upper-Level Violations

- After receiving a documentation report, a Hearing Officer will be able to review the student's files to verify any prior discipline. If the student is involved in a first-time or other lower-level violation, the Hearing Officer will adjudicate the matter. If it is a more serious or higher-level violation, then the hearing may be conducted by a higher-level Hearing Officer within the Office of Student Affairs or could possibly be referred to the Community Accountability Board (CAB) depending on the circumstances.
- Appeal Process: If the complainant or the student held responsible wishes to appeal the findings of the Hearing Officer or the CAB he/she must submit the appeal in writing to the designated appeal hearing officer within forty-eight (48) hours of the original decision. Appeals can only be made in cases

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where the decision results in a sanction that is higher than Level One. Appeals will only be considered:

- To determine whether the original hearing was conducted in a fair manner and in conformity with procedures;
- To determine the appropriateness of the sanctions with regard to the violation;
- To consider new information that was not available for the original hearing but that could be sufficient enough to alter a decision.

Community Accountability Board

The Community Accountability Board (CAB) is empowered by the Vice President for Student Affairs/Dean of Students (VP for SA) with the responsibility for the fair and impartial adjudication of disciplinary matters referred to it. The purpose of the CAB is to act as the representative community in its response to violations of community norms and expectations. Its purpose, like that of the entire discipline system of the College, is primarily educational, and while the logical consequences of poor choices will be met with appropriate sanctions and consequences, the CAB is primarily designed to impact favorably on a student's future choices. Students, faculty, staff and a Chair of the Board will comprise the membership of the CAB.

Board members will be selected on an annual basis. Normally, a Board conducting a hearing will include 1 Chair of the Board, 4 students, 1 Resident Assistant, 1 faculty member, and 1 staff member. All sanctions as listed in the current Student Handbook are available to the CAB, along with any discretionary sanctions deemed appropriate by the CAB to help the respondent understand more fully the consequences of his/her conduct. Complete details and procedures concerning the CAB are available from the Office of Student Affairs.

Student Conduct Sanctions

The purpose of the imposition of sanctions is to educate the student and to redirect the student's behavior toward a pattern more acceptable to the College community, to protect the College community from possible harm or injury by said person or persons, and/or to give financial redress for loss, harm or destruction of property resulting from the actions of the accused. Representatives of the Division for Student Affairs may impose the following sanctions on a student or group of students.

THE LEVEL SYSTEM

The disciplinary process at Spring Hill College involves the use of certain levels of responsibility and disciplinary sanctions. Since no two incidents are identical, campus officials will use their discretion in issuing appropriate sanctions that best fit the

policy violation and the circumstances involved. The list of sanctions is not all-inclusive. It is important to remember that the levels need not be sequential in order. In other words, a student may be immediately placed on a higher level of sanctions without progressing sequentially through the lower levels.

Also, the following is meant to be a guideline, not a cookbook, of possible sanction levels resulting from policy violations. It is not meant to supplant the professional judgment of the College official involved in the discipline process. If there is a cost associated with an element of a student's sanction, the cost will be the responsibility of that student.

Level 1: Warning Status

Typical Violations: Minor violations – quiet hours, visitation, first-time minor alcohol offense, etc.

Typical Consequences:

- **Warnings:** Notice to a student, either verbally or in writing that he/she has failed to meet the College's standards of conduct. The warning will include a caution that the continuation or repetition of the specification involved or other misconduct will result in a more serious penalty.
- **Reprimand:** Formal action censuring the student for failure to meet the College's standards of conduct. Reprimands are always made in writing to the student by the official taking action.
- **Restitution:** In addition to any other sanction which may be imposed, a student whose actions damage, deface or destroy any College or personal property shall be required to restore said property by replacement or by monetary reimbursement.
- **Positive Actions:** Positive actions are intended to engage the student in a positive learning experience related to the student's inappropriate behavior. These positive actions are intended to allow students to reflect upon their inappropriate behavior, to learn about the behavior in which they engaged and to understand why the behavior is inappropriate or unacceptable.

These actions may include but are not limited to engaging in a campus or community service project, attending or presenting a program related to the student's conduct, writing a paper, interviewing someone, participating in an educational program, or engaging in some type of personal assessment or counseling.

- **Fines:** In addition to any other sanction that may be imposed, a reasonable monetary fine may be assessed against a student as a future deterrent of violating any parts of this code. Fines may be imposed concurrently or independently of other sanctions. Monies collected are used to finance educational programs intended to enhance campus life and learning. Spring Hill College reserves the right to

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impose fines of various amounts depending upon:

- The violation involved;
- The disciplinary history of the responsible party;
- The degree to which the student cooperates with the investigation; and
- The degree to which the fine will be effective as a deterrent.

Given that certain violations of policy – such as fire safety infractions and exterior door propping – jeopardize the safety and security of the entire community, fines for these or similar infractions will be set at a minimum of:

- **Fines for fire safety infractions:**

\$100 for first offense

\$150 for second offense

\$250 for third offense

- **Fines for propping or vandalizing a door:** If no person is actually caught vandalizing a door, then all residents (building/ pod) will share in the cost of repairing the door along with any additional disciplinary fines. The minimum cost for first offense will be \$25/resident. If no person is actually caught propping a door:

1st Offense – The pod/hall/building will be notified with a warning that the next time a door is propped, community fines will occur

2nd Offense – residents in this pod/hall/building will be notified that they will be fined \$25 each to their student account

3rd Offense – residents in this pod/hall/building will be notified that they will be fined \$50 each to their student account

4th Offense – residents in this pod/hall/building will be notified that they will be fined \$75 each to their student account

5th Offense and thereafter – residents in this pod/hall/ building will be notified that they will be fined \$100 each to their student account

Level 2: Probationary Status

Disruptive behavior of a more serious nature

Typical Violations: Continued violations(s) after being on Level 1, more serious alcohol offense, minor harassment, disorderly behavior, and failure to complete prior disciplinary process requirements.

Typical Consequences (includes the range of sanctions available in a Level 1 violation and the possible implementation of the following additional sanctions):

Community Restitution

Non-paid work for the College or for a specified administrative area of the College may be assigned to a student for a violation of the Code.

Loss of Privileges

- Loss of special residence hall and/or other campus privileges or the addition of special conditions that need to be fulfilled.
- Loss of participation in a College sponsored activities and functions, such as athletics, student government, etc.

Level 3: Final Warning Status

This level means that your behavior severely calls into question your suitability as a Spring Hill College student. Any further violations will result in a recommendation for your suspension and/or dismissal.

Typical Violations: Repeated violations and/or serious violation(s) on College policies. Depending on the circumstances and the severity of the following infractions, the student may immediately be recommended for suspension or dismissal. Level 3 will often be the minimal sanction for the following infractions: Harassment, infliction of physical harm, destruction of property, theft, violation of drug policy, possession of firearms, explosives or weapons, physical or verbal abuse of any SHC staff member, etc.

Typical Consequences (includes the range of sanctions available in a Level 2 violation and the possible implementation of the following additional sanctions):

- **Suspension in Abeyance:** Suspension in Abeyance is a notice to the student that his or her behavior is of such a nature as to place that student in jeopardy of immediate removal from the College. The student is placed on suspension in abeyance for a specified period of time, a behavioral contract is set forth, and specific obligations are outlined. Dependent students may be required to notify their parents of this status and have them verify this information with the Associate Dean of Students. Notification is also sent to the student's academic advisor. Any violation of the behavioral contract or of other College policies may cause the student to be immediately removed from the College. While suspension in abeyance is usually reserved for repeated infractions, it may be imposed for ANY serious violation. When a student is placed on suspension in abeyance, the following restrictions may be imposed:
 - Restriction from representing the College in any public performance, athletic event, committee, organization, or from holding any Student Government Association office or office in any recognized student organization, or participating in any organized College function.
 - Any other sanction designed to help the student learn and be held accountable for his/her actions

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- **Suspension from Residence:** Serious infractions of residence regulations or patterns of misconduct may lead to the suspension of a student from the residence hall. This sanction requires the immediate removal of the student from the residence hall, cancellation of the housing contract, and forfeiture of residence fees, up to the entire value of the housing contract for the period the student would have been required to live in the residence halls notwithstanding the disciplinary matter.

Level 4: Suspension

Suspension from the College involves the exclusion of the student from participation in any academic or other activities of the College for a specified period of time. Written notification of this action will be provided to the student and possibly to his/her guardian if the student is a dependent. Suspension from the College involves the following:

- The action of suspension will be noted on the student's disciplinary record;
- The student will be withdrawn from all courses carried that semester;
- The student must immediately move out of the residence hall, the housing contract will be cancelled, and the student will forfeit all residence hall fees, up to the entire value of the housing contract;
- The student shall forfeit tuition and related fees according to the normal refund schedule of the College;
- The student must refrain from visiting the College premises or attending any College event except when engaged in official business approved in writing by the VP/Dean of Students' Office.

The suspension may include any other disciplinary action that is judged to be of value to the student.

- **Reinstatement from Suspension:** When a student has concluded the suspension period and completed the conditions accompanying the suspension, he or she must submit a letter to the Vice President/Dean of Students or his/her designee requesting reinstatement and provide evidence that he or she has satisfied the terms of the suspension. The student may return to the College only after the VP/Dean of Students or designee has made an affirmative decision.

Level 5: Dismissal

Dismissal is the permanent expulsion from the College. It may be ordered as a result of very serious violations or for repeated offenses. In addition to forfeiting all tuition and other contractual amounts, the student suffers all the other losses and restrictions imposed upon suspended students, and is not eligible to apply for re-admission at any time. The student must leave the campus immediately if the dismissal verdict is not appealed.

Other Possible Actions

- **Temporary Suspension:** If it is determined that a student's continued presence on campus constitutes an immediate threat or injury to themselves or others, or the well-being or property of the College community, or to the orderly functioning of the College, a student may be suspended for a temporary period of time. This suspension may be imposed immediately with a disciplinary hearing to follow in the near future.
- **Postponement of Participation or Reception of Honors or Degrees:** The College reserves the right to delay or postpone the involved student in any College-related activity or delay or postpone the conferring of any honor or degree while any of the student's conduct procedures or actions are pending.
- **Notice to Parents:** The College may as its option, where it considers such action to be appropriate, send notice and/or copies of disciplinary action to the parents of students involved in such action. Usually, the College, in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, will only send reports to the parents of a dependent student as defined in Internal Revenue Code, section 152, (1954). As a condition of remaining at Spring Hill College, a student may be required, however, to notify his or her parent of his or her disciplinary standing with the College.

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ACADEMIC POLICIES

For a complete listing of all academic policies at Spring Hill College, please refer to the Bulletin of Information. While the majority of information concerning the curriculum at Spring Hill College is contained in the current Bulletin of Information, the following statements serve to emphasize important policies.

Academic Advising

The academic advising program of the College is intended first to help the student select a program of study in accordance with his or her background, interest, and abilities. Secondly, its principal purpose is to assist the student to achieve specific academic goals expeditiously. Counseling begins during Preview days when students are assigned to advisors who explain the details of proposed programs of study.

Students are expected to confer with their advisor regularly during the semester. They discuss grade reports and any academic problems which may arise in their course work.

First-year students are assigned an advisor as part of the Freshman Seminar. The advisor will assist the student in making the transition from high school to college and help with the selection of a program of study that matches his/her interests and abilities. When a major has been selected, the student will be assigned an advisor from the selected major.

During the sophomore, junior, and senior years, the department chair and advisor will continue to assist the student and will make a special effort during the final year to prepare the candidate for the beginning of a career or for entrance into a graduate or professional school. The department chair and advisor will also assist the student in fulfilling all requirements for graduation; however, in the final analysis, the student is personally responsible for meeting degree requirements as set out in her/his Bulletin of record.

Academic Dishonesty and/or Impropriety

Dishonesty or impropriety of any kind in academic work (daily quizzes, examinations, written assignments, etc.), mutilation or theft of library property or materials, and so forth, renders a student subject to disciplinary action, including possible dismissal.

Specifically, plagiarism—that is, representation of thoughts or passages from another author as one's own work; collusion—that is, collaboration with another in the preparation of term papers or other written work; cheating—that is, giving or receiving or soliciting information from another student during a test or examination; or using illicit materials in an examination or quiz will not be tolerated. All members of the faculty are expected

to make every possible effort to discourage such practices. Additional information is available in the “Academic Dishonesty and/or Impropriety” section of the Bulletin.

Adding and Dropping Courses

At the opening of the semester, a short period of time is allowed for necessary course or schedule adjustments. These dates are announced in the academic calendar. Add/Drop (course adjustments) of any kind begin with consulting the academic advisor who will give clearance to the student to make changes online. Registration adjustments cannot be made after the end of the add/drop period.

Attendance

Attendance at all classes and laboratories is required of all students except as noted below. Students are excused from attendance at regular lectures and laboratories for approved, college-sponsored activities such as intercollegiate athletic competition and special events approved by the Provost. While participating students are excused from class, they are not relieved of the responsibility for the information covered during their absence. Students participating in College-sponsored activities will be allowed to make up assignments and examinations missed while representing the College; however, it is the student’s responsibility to notify his/her teachers of the anticipated absence, make arrangements to complete the work, and then complete the work as agreed.

Excuse from classes for reasons other than College-sponsored activities is a matter for the determination of individual course instructors guided by the policies of their division. It is the responsibility of students to know the attendance policy of the instructor in each course they are taking as stated in the course syllabus. Exclusion from a course(s) for excessive absence is a serious action and is imposed by the instructor after careful consideration, after appropriate warning, and in accordance with the policies of his/her division. A student may expect only one warning for excessive absence prior to being excluded from class. It is the responsibility of the student to arrange with the instructor for foreseen absences. Further, the student is responsible for appropriate make-up work and tests in each course missed. If illness or other unforeseen circumstances will result in student absence from class, the student should notify the faculty as soon as possible. Any change in status which will result in prolonged absence should be reported to Student Academic Services. The Wellness Center circulates a sick list based on information provided by the health services director. This list is for information and verification purposes only and is not an excused absence list. Absences from class immediately preceding or following a holiday period

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may be counted as a triple absence if such a policy appears in the course syllabus. Examinations or laboratory work missed by reason of absence must be made up at the convenience of the instructor. See the “Attendance” section of the Bulletin for additional information.

Extended Absence

In the case of an emergency that may result in an extended absence, the student should call the coordinator for students in transition in the Student Academic Services office (380-3470) as soon as possible to discuss the circumstances.

Grade Appeal Procedure

Faculty assign grades after thoughtful, careful consideration based upon their professional judgment of the student’s mastery of the course’s body of knowledge and within the course policies specified in the syllabus. However, on rare occasions a student might believe the grade assigned does not accurately reflect course mastery and/or the policies stated in the syllabus. In such cases, a student may appeal the assigned grade by following a set procedure that begins by discussing grade determination with the course instructor and, failing agreement at this level, leads to involvement of academic administrators. Copies of a document detailing the grade appeal procedure are available in the Academic Affairs Office, 2nd Floor, Administration Center.

Withdrawal from Courses

After the add/drop period, a student may voluntarily withdraw from a class through the 44th class day of the semester. The last date for voluntarily withdrawing from a course and receiving a “W” grade is found in the academic calendar published on the Registrar’s web site and in the Bulletin of Information. Course Change forms are obtained from the Registrar’s Office and must be signed by the course instructor and the student’s academic advisor. If withdrawal from a course results in a program of less than twelve semester hours, a student on financial aid must notify the Financial Aid Office regarding this change in enrollment status. A resident student who drops to less than twelve hours must obtain approval of the Dean of Students to continue residency on campus. Failure to attend class does not in itself constitute a formal withdrawal, either academically or financially.

Withdrawal from the College

All students desiring to officially withdraw from the College are expected to complete the withdrawal process.

A student who intends to withdraw voluntarily from the College during the

term must do so by the last day of classes. Traditional students must initiate the process in the Office of Student Academic Services where they will be informed of the procedures to follow; non-traditional and graduate students begin the process in the Office of Graduate and Continuing Studies. The procedures include an exit interview and the completion and return of a withdrawal request form with the necessary clearance signatures. The student's final grades are recorded on the academic transcript as either "W," "WP," "WF," or other, based on the determination of the instructor and the Provost. No notation of courses attempted is made on the permanent record of a student who withdraws from the College during the add/drop period published in the official calendar in the Bulletin of Information.

A student seeking a medical withdrawal should discuss this option, along with others, with a staff member in the Student Academic Services office. If appropriate, the student will be referred to the Wellness Center to pursue this option. The Wellness Center will require certain items in order to consider recommending a medical withdrawal, included, but not limited to, a request in writing, medical documentation, and access to discuss issues with the student's health care providers. The Vice President for Student Affairs/Dean of Students, in consultation with the Wellness Center, will decide if a medical withdrawal is approved.

Students planning to withdraw from the College should consult the sections in this Bulletin regarding tuition and fee refunds to which they may be entitled. A student who withdraws between semesters must send written notification of non-return to the registrar. A student who withdraws on probation remains on probation.

ALCOHOL AND DRUG-FREE POLICY

As an institution of higher learning, Spring Hill College is committed to the formation of men and women who are intellectually, spiritually, socially and morally mature. One of the College's objectives is to educate students regarding the responsible use of alcohol and the ill effects of substance misuse/abuse on human health and behavior. Therefore, it is appropriate that the College establish policies that reflect institutional values and that aid in the promotion of a healthy Spring Hill community.

In order to assure a work and learning environment that promotes the College's mission and proper function, the College prohibits unlawful possession, use, sale, manufacture, or distribution of alcohol, illicit drugs, or drug paraphernalia by faculty, staff, or students on SHC property or as any part of any SHC activity. Illicit drug use, including the abuse of legal drugs such as alcohol or the use of alcohol by underage persons, will result in disciplinary action. Federal, state and local sanctions also apply to such conduct.

Distribution of Drug-Free Policy

In compliance with the Drug-Free Schools and Communities Act of 1989, the College distributes this statement annually to all faculty, staff and students and reviews its alcohol and drugs prevention programs and policies' effectiveness biennially.

Health Risks

The use or abuse of alcohol and other drugs increase the risk for a number of health-related and other medical, behavioral and social problems. These include:

- Acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death);
- Physical and psychological dependence;
- Malnutrition;
- Long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver, mouth, throat and stomach;
- Contracting diseases such as AIDS through the sharing of hypodermic needles; pregnancy problems including miscarriages, still births, and learning disabilities; fetal alcohol syndrome;
- Psychological or psychiatric problems;
- Diminished behavior (hangovers, hallucinations, disorientation, slurred speech);
- Unusual or inappropriate risk-taking that may result in physical or emotional injury or death;
- Violent behavior toward others, such as assaults and rape;
- Accidents caused by operating machinery while impaired;
- Impaired driving resulting in alcohol and drug-related arrests, traffic accidents, injuries and fatalities;
- Negative effects on academic or work performance; conflicts with coworkers, classmates, family, friends, and others;
- Conduct problems resulting in disciplinary action, including loss of employment;
- Legal problems including imprisonment, monetary fines, suspension of driver's license etc. Additional information is available on request.

Educational Efforts

Spring Hill College reserves the right to confront students whose choices have led them to use alcohol and other drugs. In keeping with its educational mission, to inform and encourage students and others to make healthy choices with regard to drugs and alcohol, the Wellness Center coordinates programs to encourage responsible and informed choices.

Counseling and Treatment

To assist students in regaining control of their lives and making healthy, non-abusive choices, the College trains residence staff to be supportive of healthy choices and helpful to students trying to regain control from substance use through referrals to the Wellness Center. The Wellness Center can then provide evaluation and counseling services as well as support and referrals for treatment programs when necessary. Students may seek help for themselves by contacting the VP/Dean of Students, residence life staff or any College staff or faculty member. If a member of the College community has a personal problem with an addiction, he/she will be given the opportunity to seek treatment. If one is committed to dealing with the disease, it is possible that the student or employee will not be dismissed from the College. The Wellness Center is available for confidential counseling and/or referrals.

Alcohol Policy

Those students of legal drinking age may drink in the privacy of their own rooms, in the interior common spaces of the Fairway student apartments, in Skip's Place pod common lounge and in legally licensed facilities or during special events for which College permission has been sought and obtained. Alcohol is normally not allowed at any intercollegiate athletic events.

Any residential student in whose room/apartment alcohol is being consumed is responsible for, and will be held accountable for, the behavior of his or her guests, including but not limited to ensuring that minors do not consume alcohol, that open containers of alcohol are not carried out of the room/ apartment and that neither the residential student nor his or her guests becomes intoxicated or acts in a disorderly manner. The following conduct is prohibited:

- Possessing or consuming alcohol if under the legal age.
- Operating a motor vehicle while under the influence of alcohol.
- Misrepresenting one's age for the purposes of purchasing or consuming alcohol.
- Possessing, furnishing, or consuming alcohol in College buildings, other than personal residential space and Fairway apartment interior common space, or on College grounds, except during special sanctioned events.
- Possessing a common source of alcohol (e.g., kegs, beer balls, or equivalent quantities of "pooled" alcohol).
- Purchasing for or furnishing alcohol to a minor.
- Public intoxication or being dangerously intoxicated to the point of putting oneself or others in danger.

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Alcohol at College Events

Any individual or organization sponsoring a formal or informal social event is required to comply fully with the policies and procedures outlined in the Alcohol Policy for Campus Events. It is the sole responsibility of the sponsoring individual or organization to inform itself of these policies and to seek clarification where necessary. Failure to do so will result in actions being levied both on the organization and on the individual officers and/or members of that organization.

Drug Policy

Stated simply, the College expects all members of the community to comply with the local, state and federal laws pertaining to drugs. The sale, purchase, manufacture, distribution and use of controlled substances and of drug paraphernalia are prohibited. The College accepts the state statutory definitions of drugs and drug paraphernalia as well as the definition of illicit drugs found in the Safe and Drug-Free Schools and Communities Act.

College Sanctions Concerning Alcohol and Drug Policies

The College confronts students when inappropriate choices are made. Violations of the alcohol and drug policies are subject to sanctions, the severity of which shall increase as the seriousness of the violation increases. Individuals, student groups, or organizations that violate any of these regulations will be held accountable for the consequences of their poor choices and may lose the privilege of institutional recognition and/or sponsoring future events.

When confronted by a violation of the Alcohol and Drug-Free Policy, the College is obliged to respond. Responses will most commonly involve disciplinary sanctions. Sanctions may include but are not limited to the following:

- Completion of an appropriate education or rehabilitation program (e.g., E-Chug, Under the Influence education program, counseling);
- Loss of on-campus vehicle privileges;
- Fines;
- Probation;
- Suspension from the College, athletic teams and/or organizations;
- Dismissal from a residence hall;
- Dismissal from the College.

Legal Sanctions Related to Drugs and Alcohol

Conduct that violates local, state and federal laws may also lead to a referral to the appropriate authorities for prosecution, which may result in fines, imprisonment, etc.

Federal Laws

Under federal law, the manufacture, possession, sale, or distribution of illegal drugs (e.g., cocaine, methamphetamine, heroin, PCP, LSD, fentanyl) is a felony with penalties including incarceration up to life imprisonment and imposition of substantial fines. Specially enhanced prison terms and fines apply to the possession of crack cocaine. Violations may also lead to forfeiture of personal and real property and denial of federal benefits, such as grants, contracts and student loans. Distribution or possession with intent to distribute a controlled substance on College property requires a doubling of both the sentence and parole time. Extensive information on legal sanctions is available at www.law.cornell.edu/uscode/

State and Local Laws

The legal age for purchasing, consuming or possessing alcoholic beverages is 21. No person under the age of 21 may falsely represent his or her identification. Persons providing, in any way, alcoholic beverages or controlled substances to those under the age of 21 or to any obviously intoxicated person are violating the law, including at a private residence. It is illegal to sell alcohol without a valid liquor license or permit.

No person may drink alcoholic beverages or appear intoxicated in any public place or private social gathering outside of his/her proper residence. Drivers over 21 are prohibited from operating a motor vehicle if they have a blood alcohol content (BAC), normally of 0.08% or higher, while the legal limit for drivers under the age of 21 is 0.02%. The law also prohibits one who is incapable of safely driving due to alcohol, a controlled substance or any other substance. Penalties for a first drunken-driving offense include a mandated alcohol/drug program, fines of up to \$2,100, incarceration up to one year, and a 90-day driver's license suspension.

Second offenses within a 5-year period are punishable by a mandated alcohol/ drug program, fines up to \$5,100, a mandatory jail sentence of 5 days or a minimum of 30 days of community service, and a one-year driver's license suspension.

Conviction of misdemeanor drug possession is punishable by attending a court-referred alcohol/drug program, fines of up to \$2,000, three- to twelve-month jail sentence, and driver's license suspension for six months. Conviction of drug trafficking of marijuana is punishable by attending a court referred alcohol/drug program, fines up to \$500,000, up to life in prison, and a six month driver's license suspension. An additional five-year jail sentence with no provision for probation is involved if the site of sale is within a three-mile radius of the campus boundaries of any public or private educational institution.

The laws cited above are valid at the time of publication of this document and are sub-

ject to change without notice. More extensive information regarding state and federal laws can be found at www.legislature.state.al.us/codeofalabama/1975/32-5a-191.htm

COLLEGE COMMUNICATIONS POLICY

Appropriate communication with various members of the College community is critical in keeping all members of the campus community well informed and in allowing them the ability to respond as needed. In order to fulfill this goal in regards to students, the policy requires all students to regularly check their campus e-mail account, BadgerWeb account, the SHC web-site, and their personal mail. Any one of these various means of communication may be used by the College for official communication to the student. . These means of communication are further defined below:

Spring Hill College has four means of official communication with students:

1. Spring Hill College provides each student with an e-mail account. Students who use another account bear the responsibility of checking their College account on a regular basis or forwarding that account to their alternative e-mail system.
2. A student's BadgerWeb account allows them access to their own website portal for instant information about their own interaction with the College, including an "announcement" section where important notices and school information may be communicated.
3. A student's on-campus post office box or their own personal mail destination site as provided to the College. Spring Hill College provides each student with a post office box. Students residing off campus should make sure the College has their current mailing address.
4. The College maintains a website regularly with updated information.

Any one or all four methods may be used at any time to communicate official College business and time-sensitive information. Official communications might include, but are not limited to, faculty/student communication, administration/student communication, course registration information, storm related delays or closings or other emergency announcements. Students will be expected to check all four means of communication on a regular basis and will be responsible for their timely response to the information provided. In addition, the IRIS emergency alert system is utilized for emergency communications.

Permission to Use Photo/Video

While you are a student at Spring Hill College, we would like to promote your achievements to your hometown newspapers and the Mobile media. We may

also photograph you or shoot some video for College use only. All photography and video projects directed by or approved by the College will be used only for promotion of the College and not by any for-profit organizations or businesses. Students who wish to not be included in any College photography or video projects should register their names with the Communications and Institutional Marketing office.

News Media and Advertising

All communications involving outside media and/or publications must comply with SHC's News Media and Advertising Policy. The following activities must be coordinated through and approved by the Office of Communications and Institutional Marketing:

- Contacts and inquiries from news media (including press releases)
- Requests for news media to cover campus and/or organizational events
- All advertising including, but not limited to, print publications, radio and television broadcasts

Reporters and photographers are NOT permitted to enter residence halls or classroom buildings without permission from the Office of Communications and Institutional Marketing and the Office of Student Affairs, and only when accompanied by a Communications Office representative.

Social Network Policies

Faculty, staff and students are encouraged to use social media but users cannot be perceived as official spokespersons for Spring Hill College.

Individuals, departments, and/or College organizations that have established or seek to establish an official College-sanctioned social media presence, e.g. Facebook page, Twitter, YouTube, etc., must officially register their page or pages with the Office of Communications and Institutional Marketing. Please feel free to also contact that office with any questions or for advice on establishing a social media presence.

The Office of Communications and Institutional Marketing works to correct inaccuracies on SHC social media sites by responding with correct factual information and including source citations (links, video, contact information, etc.) when appropriate. Spring Hill College does not permit explicit or implied institutional endorsements of any kind through the use of its names, trademarks, logos, images or photographs. The entire SHC Social Network Policies and Procedures for faculty, staff and organizations can be found on the web at: www.shc.edu/communications-and-institutional-marketing/

HEALTH RECORDS

All full-time undergraduate students must have medical insurance that provides coverage in the State of Alabama. If students do not show proof of insurance, students will be billed for insurance through an independent provider coordinated by Spring Hill College. Spring Hill College also requires students to provide proof of immunization against measles, mumps, rubella, meningitis, hepatitis B, and tetanus. Students who are at risk for tuberculosis must provide documentation of tuberculosis screening within the past year. High-risk groups are listed on the immunization record. Prior to registration, students must complete a Personal Health History form. For more information, please contact the Wellness Center (380-2271).

INVOLUNTARY WITHDRAWAL POLICY

A student will be subject to involuntary administrative withdrawal from College housing and/or the College as a whole if there is convincing evidence that the student's behavior:

- Demonstrates a direct threat of harm to self or others, or
- Significantly disrupts the living and/or learning activities of the College community.

Referral for Evaluation

In order to make the above determination, the Vice President for Student Affairs or designee will consult with, and may refer a student to, the college wellness staff for an assessment. In making their assessment, the college wellness staff will evaluate information provided by the student and his/her outside health providers. The student must provide all appropriate releases to allow free communication between health providers and the college wellness staff.

Based on input from the wellness staff, the Vice President or designee may refer the student to an independent mental health professional chosen by the college for an evaluation. The Vice President or designee shall set the conditions for evaluation (such as time frame and reporting requirements). A student who fails to meet the conditions for evaluation may be withdrawn on an interim basis or be subject to a hearing without the requested evaluation. Conditions of the evaluation include release of the evaluation information to the wellness staff, the Vice President, or his/her designee. The student must sign a release of information allowing the college to disclose to the mental health professional the student's current behavior and reasons for referral, and allow free communication with the college's wellness staff.

The college's wellness staff will consult with the Vice President or designee on their assessment of all information concerning the student and make any recommendations deemed appropriate.

Informal Hearing

- Students subject to an involuntary withdrawal shall be accorded an informal hearing before the Vice President or designee.
- The student may be accompanied by a support person, such as a family member, or a member of the College's faculty or staff, per the discretion of the College. The College may involve its own counseling or health services professional(s), the student's mental health professional, or other College staff in the meeting as needed.
- The informal hearing shall be conversational and non-adversarial. The VP or designee will lead the meeting, and may exclude any person who disrupts the meeting. The hearing may be conducted in the absence of the student if the student has been given sufficient notice.
- The Vice President's or designee's decision shall be rendered within a reasonable amount of time, and if withdrawal is indicated, the written decision shall include any terms or conditions that must be met to gain readmission or reinstatement following a leave of absence. The decision of the Vice President or designee is final.

Reinstatement

Reinstatement after involuntary withdrawal would be processed by petition to the Vice President for Student Affairs or designee. The Vice President or designee may act individually or in conjunction with College Wellness staff to reinstate the student or deny the request. The written response shall include rationale for denial, or any specific conditions which might be included as part of reinstatement.

Deviations from Established Procedures

Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

MISSING RESIDENT STUDENT NOTIFICATION POLICY

The purpose of this policy is to provide the procedures for reporting, investigating, and making emergency notifications regarding any currently enrolled resident student of Spring Hill College who is believed to be missing. This policy is a good faith effort to comply with the Higher Education Opportunity Act (HEOA).

A student shall be deemed missing when

- he or she is absent from the college or has been reported missing by another individual without any known reason, and,
- when his/her absence is inconsistent with his/her established patterns of behavior, and,
- the deviation cannot be explained.

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Before presuming that a student is missing, reasonable measures should be taken to determine whether or not anyone familiar with the student has seen or heard from the person recently or is aware of where they may be.

- Any member of the Spring Hill College campus community, including students, faculty, and staff, who is concerned that a student is missing should contact Student Affairs (380-3023), Residence Life (380-3028), or the Spring Hill College Department of Public Safety (380-4000), as soon as it is determined that the student is missing as defined above. In emergency situations, the Office of the Dean of Students, or the Spring Hill College Department of Public Safety, will contact the Mobile Police Department immediately (911 or 251-208-7211). The Mobile Police Department must be notified if a student is missing for more than 24 hours.
- The Office of the Dean of Students is required by law to inform the individual identified by the missing student as their emergency contact within 24 hours of making the determination that the student is missing.
- If the missing student is under the age of 18, the Office of the Dean of Students is required by law to notify the student's custodial parent or guardian (as contained in the records of Spring Hill College) within 24 hours of the determination that the student is missing.
- The Dean of Students shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

Emergency Contact Information

Resident Students – A resident student is any student residing in a Spring Hill College residence hall under a housing contract. All resident students are required to designate two (2) emergency contact persons as part of their “Residence Hall Personal Record”. These forms are collected by Resident Advisors from each resident student at the beginning of the semester. Only authorized campus officials as part of their responsibilities, and law enforcement officers in furtherance of a missing person investigation, may have access to this information.

Student Notification of This Policy

The Vice President for Student Affairs shall have the responsibility to make the provisions of this policy and the procedures set forth available to resident students. This is accomplished by the following methods:

- Posted on the Spring Hill College Residence Life website
- Posted on the Spring Hill College Department of Public Safety website
- Discussed by Resident Advisors with each resident student at the beginning of

each semester in residence hall meetings

- Included in the annual Campus Security report
- Included in the annually published Spring Hill College Student Handbook

PARKING AND TRAFFIC REGULATIONS

All vehicles operated on the campus by students, faculty, and staff are subject to the complete Parking and Traffic Regulations available in the office of the Department of Public Safety. All drivers are expected to be familiar with these regulations.

Registration of Vehicles

For a student to register a motorized vehicle (this includes motorcycles, motorbikes and motor scooters) at Spring Hill College, the following information is required:

- Vehicle Identification Information/License number and State of issue
- Resident Students – \$100.00 Registration Fee
- Non-Resident Students – \$75.00 Registration Fee
- Lifelong learning/Organizational Leadership/Graduate – \$50.00 Registration Fee
- Proof of student status, i.e. Class Schedule from the Business Office

Decals

The Department of Public Safety registers student vehicles. Students will be issued a decal designating the parking zone in which the student is allowed to park. The decal is to be affixed permanently in a visible position to the lower left corner on the inside of the FRONT WINDSHIELD of cars. Decals must be removed from vehicles when sold, traded, or when a student graduates or withdraws permanently from the College. This status must be verified in the office of Public Safety before a replacement decal shall be affixed to any registered vehicle. If a student changes zones during the year, a new decal designating the new zone must be obtained in the office of Public Safety.

The old decal must be removed from the vehicle and proof of old decal must be presented to the office of Public Safety before a new decal is issued. The registration fee may be waived for replacement decals. Additional instruction on the placement of registration decals is issued upon purchase of the decals.

Residential students will be issued a Residential Parking Permit and are allowed to park in the appropriately marked areas of their Residence Hall Parking Lot.

Commuter students will be issued a Commuter parking permit and are allowed to park in the appropriately marked portions of the Quinlan Hall, Administration Building, Communication Arts Building, Viragh Hall Parking, and South Lawn parking lots. Parking in other areas will result in a parking citation.

Parking Color Code Overview

- Yellow Striping Resident Student Parking Only Yellow Decal
- Green Striping Non-Resident Student Parking Only Green Decal
- Purple Striping Faculty/Staff Parking Only White Hang Tag
- Blue Striping Handicap Parking Only Handicap Permit
- White Striping Visitor Parking Only Visitor Permit
- Red Striping Emergency Or Service Vehicles Only Or Red Curb

Parking and Traffic Citations

- **First Violation:** Monetary fine as cited on ticket.
- **Second Violation:** Monetary fine as cited on ticket
- **Third Violation:** Monetary fine as cited on ticket
- **Fourth Violation:** The vehicle in violation will be ticketed and a “wheel boot/lock” placed on the vehicle. To have the “boot” removed, the person to whom the vehicle is registered must pay a \$100.00 removal fee. This is in addition to the ticket fines. Each subsequent violation will result in the vehicle in violation being ticketed and a “wheel boot/lock” placed on the vehicle. To have the “boot” removed, the person to whom the vehicle is registered must pay a \$100.00 removal fine. This is in addition to the ticket fine. If a vehicle has to be “booted” a second time, in addition to being charged the boot removal fee and the ticket fine, the person to whom the vehicle is registered will also surrender their decal and lose their campus parking privileges.

The College reserves the right to suspend or revoke a student’s vehicle registration at any time. The College may also suspend a student’s campus driving and parking privileges. The Director of Public Safety or the Dean of Students may apply additional sanctions or modify the above sanctions.

Bicycle Racks

Bicycle racks are available for students to use outside of most campus buildings. Space on the racks is on a first-come basis. It is highly recommended that you secure your bicycle to the rack in order to prevent theft. At the end of the academic year, bikes must be removed within a week of the last day of the semester or they will be forcibly removed and discarded. Exceptions to this policy can be made if the bike owner appeals to the Public Safety Department or to the Office of Student Affairs for exemption from the policy. The Director of Public Safety and/or the Dean of Students will decide if an exemption is warranted based on their sole discretion.

Skateboarding

Reckless Operation of a Vehicle or other Wheeled Mode of Transportation: The use of motorized vehicles, skates and bicycles on campus without the proper

regard for safety, courtesy and caution, including but not limited to the wearing of skates indoors, engaging in cycling or skating stunts, and ignoring the right of way of pedestrians. No person shall ride at a speed greater than is reasonable and prudent, having due regard to traffic, pedestrians' rights, surface of the sidewalk, the hazard at intersections, and any other condition then existing. Regardless of the mode of transportation, persons using any transportation device on campus are doing so voluntarily and at their own risk of injury with Spring Hill College or its employees not being held liable for any damages or injuries that may occur. No person shall use a skateboard, roller-skates, in line skates or similar devices on the College campus, except as specified in this paragraph. Persons may use or operate skateboards, roller-skates, inline skates or similar devices only on College sidewalks and while crossing streets at crosswalks. Sidewalks shall be defined as that portion of a street between the curb line, or the lateral line, of a roadway and the adjacent property lines or the walkway between buildings. The use of skateboards, roller-skates, inline skates or similar devices is prohibited in all other areas of campus, including, but not limited to:

- The covered arcade walkway adjacent to the Lucey Administration Building, Nan Altmayer Place, and the Fine Arts building. This is the area where the concrete is painted with a red colored material.
- The interior area of the Rydex Commons where the decorative paver stones are located.
- Any parking lots.
- Roadways where vehicular traffic is permitted.

Appeals of Citations

Students wishing to appeal a citation may do so in writing to the Director of Public Safety within seven class days after the issuance of the citation.

Temporary Permits

Visitors who remain on campus more than one day should contact the office of Public Safety for special temporary permits to allow them parking privileges. Students who are disabled for medical reasons may obtain a campus handi-capped parking placard from the Campus Nurse in the Wellness Center. Temporary permits for other reasons are discussed in the comprehensive Parking and Traffic Regulations, available at the office of Public Safety. Spring Hill College's fines, penalties and/or disciplinary sanctions may be imposed in addition to any civil, criminal, or traffic penalties that state, county, or local law enforcement agencies or courts may impose.

Accumulation Penalties

The accumulation period for traffic/parking violations at Spring Hill College is for a one-year period, beginning August 1, 2011 and ending August 1, 2012. Students will pay the appropriate monetary fines for the first three citations received. Vehicles may be parked in any legal parking space on campus (with the exception of reserved spaces) between the hours of 5:00pm and 2:00am (Monday-Thursday). Beginning at 5:00pm on Friday until 2:00am on Monday, vehicles may be parked in any legal parking space on campus. This does not include handicapped spaces, designated/reserved spaces, fire lanes, or parking on grass. At all other times, motorists must park their vehicle in spaces for which they are authorized by decal. Students must obtain permission from Public Safety before utilizing a Fire Lane as a Loading/Unloading area. The owner must call Public Safety and give their name, decal number, and at which building they are located; the owner will be given 30 minutes to load/unload. Failure to move the vehicle within 30 minutes will result in a citation.

Campus Gate Closure/Opening Times

- **College Lane:**
 - Unlocked at 5:00am (Seven Days A Week)
 - Locked at 10:15pm (Seven Days A Week)
- **Dauphin Street:**
 - Unlocked at 5:00am (Seven Days A Week)
 - Locked at 10:15pm (Seven Days A Week)
- **Old Shell Road at Public Safety Gatehouse:**
 - Traffic barrier raised at 5:00am (Seven Days A Week)
 - Traffic barrier lowered at 10:15pm (Seven Days A Week)

During class breaks, holidays, and special events there may be a variance in these hours. During these times, please contact the Department of Public Safety for the correct times.

There is always an officer at the Old Shell Road Gatehouse after 4:30pm (Monday-Friday) and on weekends and holidays to allow proper admittance to campus.

Fine Payments

Fines are to be paid at, or mailed to the Spring Hill College Business Office within thirty (30) days of the violation date. A surcharge of \$10.00 will be assessed for each thirty-day period that the fine remains unpaid. All fines are to be paid within the thirty-day period even if an appeal is filed. In the event the Director of Public Safety rules in favor of the student, the citation will be canceled and fine payment credited to the student account.

OFFENSE	FINE
Driving Under The Influence	\$250
Leaving the Scene of an Accident	\$250
Leaving the Scene of an Accident with Injuries	\$250
All the above offenses come with the following: SHC Decal Revoked and Referral to Law Enforcement for Prosecution	
Reckless Endangerment	\$100
Reckless Driving	\$50
Eluding Spring Hill Public Safety	\$50
Failure to Heed Emergency Lights	\$50
Parked Within Fifteen (15) Feet of a Fire Hydrant	\$50
Parked in a Designated Fire Lane	\$50
Parked in a Designated Handicap Space	\$50
Speeding	\$40
Driving Without a License or Invalid Drivers License	\$30
Driving/Parking on or over Grassed Area, Sidewalks, or Any Other Area Not Designated for Vehicular Traffic	\$30
Failure to Stop at Posted Stop Sign	\$30
Failure to Yield Right of Way	\$30
Driving Wrong Way on One Way Street	\$30
Parked in Reserved or Restricted	\$30
Parked Obstructing Vehicular Traffic	\$30
False/Fictitious Registration	\$30
Improper Display of Decal	\$30
Unnecessary Noise from Horn, Muffler or Other Vehicular Devices	\$30
U-turns	\$30
Parked Out of Lane Where Applicable	\$30
No Parking Zone	\$30
Blocking Drive or Walkway	\$30

POLICY FOR POSITIVE COLLEGE ENVIRONMENT

It is the policy of Spring Hill College to promote a positive environment for living, learning, and working at the College. That is, an environment free from verbal or physical conduct by anyone that (1) harasses, discriminates, disrupts, or interferes with another's work, learning, or living or (2) creates an intimidating, offensive, or hostile environment. Spring Hill College complies with Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, Higher Education Act of 1965, as amended, Section 504 of the Rehabilitation Act, Age Discrimination in Employment Act, and the Americans with Disabilities Act. These and any other applicable statutes require Spring Hill College to maintain a work, study, and residential environment free from unlawful discrimination, harassment, intimidation, ridicule and insult.

This policy prohibits not only unlawful conduct, but also any conduct that is inappropriate in a positive work, residential, and learning environment. Members of the College community should be mindful that what determines how their words and conduct are judged is how their words and conduct are perceived by other individuals.

Expectations

- Employees and students are expected to maintain a positive working, learning, and living environment that is free from harassing, discriminatory or disruptive activity. For example, no form of harassment will be tolerated, regardless of whether the conduct is lawful or unlawful, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, gender or sexual orientation.
- Administrative/staff employees – in particular, supervisors – and faculty members have a responsibility to keep the College community free of any form of discrimination or harassment. All members of the College community are expected to treat each other with respect as presented in the Statement of Human Dignity and Diversity. As a Catholic, Jesuit College, Spring Hill, in keeping with its mission statement, recognizes and cherishes the dignity of every individual without any form of discrimination. Precisely because Catholicism at its best seeks to be inclusive, we are open to all who share our mission and seek truth about God and the world. Spring Hill College seeks to be a more diverse and inclusive academic community dedicated to a faith that promotes social justice through our admissions and employment policies and practices, our curricular and co-curricular offerings, and our welcoming and caring campus environment. Our commitment to a diverse College community helps us to achieve excellence

by promoting a culture of learning, appreciation and understanding. Each member of the Spring Hill community is charged to take the time and make the effort to teach and act with justice, to treat all with care and respect, and to treasure and value our differences. This call to action is integral to the Jesuit Catholic tradition that we share. By way of example, no supervisor or faculty member is to threaten or insinuate, either explicitly or implicitly, that an employee's or student's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment or the student's terms or conditions of learning or residential living.

- Sexually harassing or offensive conduct in the College community, whether committed by supervisors, managers, non-supervisory employees, students or non-employees, is also prohibited.

This conduct includes:

- Unwanted or unwelcome physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions. "Unwanted, unwelcome" words or actions mean the person(s) affected regards it as undesirable and did not solicit or incite it. Whether conduct is unwanted or unwelcome depends upon whether a reasonable person under the same circumstances would consider the conduct unwanted;
 - Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
 - Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
 - The display in the College community of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
 - Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages (such as e-mail, instant messaging, or Internet materials).
- Harassing or other offensive words or conduct directed at individuals because of their race, sex, national origin, gender, sexual orientation, religion, disability, pregnancy, age, or military status is also prohibited.

This conduct includes:

- Verbal harassment, such as comments, jokes or references, and offensive personal or protected class references;
- Demeaning, insulting, or intimidating comments about an individual or a protected class;
- The display in the College community of demeaning, insulting, intimidating objects, pictures, or photographs;

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- Demeaning, insulting, or intimidating written, recorded, or electronically transmitted messages (such as e-mail, instant messaging, or Internet materials);
- Harassing or other disruptive misconduct in the classroom or during the course of academic or physical instruction is prohibited. The faculty member has the ultimate control over such behavior and is authorized to eject from the classroom or field of instruction any student engaged in disruptive, harassing or violent conduct. This conduct includes, but is not limited to, conduct that:
 - interferes with normal classroom or athletic procedure or instruction, or
 - interferes with the presentation by the faculty member and/or other students, or
 - interferes with the rights of other students to have a learning environment free of disruption, harassment and violence, or
 - interferes with academic evaluation of students or their work, or
 - constitutes physical or mental abuse, threat of physical or mental abuse, or poses a danger to the health, safety, or well-being of the faculty member or other students, regardless of whether such conduct is on or off campus.
- Any person who believes that a supervisor's, manager's, other employee's, student's or non-employee's actions or words constitute unwelcome harassment or discrimination has a responsibility to report or complain about the situation as soon as possible. The report or complaint should be made in accordance with the applicable complaint procedure, discussed more fully in Spring Hill's Dispute Resolution Policies.
- Complaints of harassment or discrimination will be handled and investigated under Spring Hill College's Dispute Resolution Policies, unless special procedures are considered appropriate by the President of the College. All complaints of harassment or discrimination will be investigated promptly and in as impartial and confidential a manner as possible, but Spring Hill College cannot guarantee confidentiality to any employee, student or witness. Employees and students are required to cooperate in an investigation.
- Any employee, supervisor, manager, or student who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including dismissal, in accordance with the applicable disciplinary policies and procedures of Spring Hill College, and/or referral to the appropriate law enforcement agency or office. Spring Hill College prohibits any form of retaliation against employees or students for bringing bona fide complaints or providing information about alleged discriminatory conduct or harassment.

POLICY ON PERSONAL ELECTRONIC COMMUNICATION DEVICES

The use of all personal electronic communication devices during class meetings and laboratories is prohibited, except when expressly permitted by the course instructor. All class members are required to turn off or silence their personal electronic communication devices during class meetings. Personal electronic communication devices include, but are not limited to, cellular and digital telephones, personal digital assistants (PDAs), and text messaging devices. Course instructors are authorized to confiscate personal electronic communication devices and/or impose appropriate academic penalties to implement this policy.

Unauthorized Use of Electronic Devices

It is always recommended and advisable, if reasonably possible, to obtain a person's consent before photographing or video/audio recording them. It is prohibited, though, to use electronic or other devices to make an audio or video record of any person without his/her prior knowledge and consent in areas deemed private (or where a person would have a reasonable expectation of privacy), including but not limited to, one's sleeping quarters, a locker room, restroom, or medical treatment area. It is always prohibited, regardless of venue, to photograph or video/record someone when the obvious intent to a reasonable person would be to embarrass or harass a person, or otherwise invade someone's right to privacy.

RESNET POLICY

ResNet provides students living in the residence halls the ability to further their educational experience by connecting to the College network and to the Internet. The College network is a shared resource and is to be used primarily for academic purposes.

ResNet users must comply with all College, local, state, and federal laws and regulations. By connecting to ResNet, the user agrees to the terms and conditions of the ResNet Network Usage policies and all other College policies.

Connecting to ResNet

Spring Hill College provides a 100 Mbps Ethernet network connection in your residence hall room. You must provide a network-ready computer equipped with all necessary network cards, cables, and drivers.

Information Technology Services staff are available to advise and assist in the connection and configuration process. However, College staff are not responsible for any damage or loss of data that may occur.

You must adhere to the following when connecting and configuring your computer:

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- Campus network equipment and wiring may not be modified, tampered with or extended. Wireless access points are not allowed.
- Every computer connected to the campus network must run anti-virus protection software with up-to-date virus definitions, as well as the latest operating system patches.

POLICY FOR THE ACCEPTABLE USE OF ELECTRONIC RESOURCES

Spring Hill College students, faculty and staff are encouraged to use the electronic resources provided by the College for purposes related to their studies and research, their teaching, and the execution of their duties as College employees. This policy outlines the standards for acceptable use.

For the purposes of this policy, electronic resources are defined as all computer-related equipment, networks, facsimile machines, printers, e-mail, voicemail and other telecommunications facilities, as well as all information contained therein, owned or managed by the College.

Privileges and Responsibilities

Your access to Spring Hill College's electronic resources is contingent upon adherence to this policy. Misuse may result in the loss of access and/or disciplinary action, as noted in the "Enforcement" section, below.

The lists of inappropriate activities included below should not be considered complete or exhaustive.

Maintain the Security and Confidentiality of your Account

Users are responsible for all use made of their computer accounts. To protect their accounts, users should select a secure password, maintain its confidentiality and change the password regularly.

The following activities are expressly prohibited:

- Sharing your password or account.

Respect for Property Rights

Users are to respect copyright agreements and intellectual property ownership.

The following activities are expressly prohibited:

- Downloading, installing, storing or distributing software, music, images or other files obtained in violation of copyright or trademark laws on any computer owned by the College.
- Cheating and plagiarism.

Respect for Privacy Rights

Users are to access only their own information, information that is publicly available, or information to which they have been given authorized access.

The following activities are expressly prohibited:

- Using another person's computer account.
- Using another person's files, or data without appropriate permission.
- Reading, deleting or tampering with another user's files.
- Attempting to "crack" or guess other users' passwords.
- Obtaining passwords by other means, such as password capturing programs.
- Attempting to circumvent system security.
- Examining or collecting data from the network.

Improper/Illegal Communications

Any communication that would be improper or illegal in any other medium is equally so when done electronically: libelous material, obscene messages, harassment, forgery, threats, etc.

Responsible Sharing of Resources

Server disk space and network bandwidth are examples of shared resources. Users should not make such excessive use of shared resources that performance is significantly degraded or other users cannot obtain access. Users are not always aware that their use is excessive and, on occasion, activities not specifically prohibited by this policy might interfere with the proper operation of a computer system or network. In such cases, an Information Technology Services staff person might contact you and ask you to stop the problematic activity. You are expected to comply with such requests.

The following activities are expressly prohibited:

- Releasing programs such as viruses, Trojan horses, worms, etc., that disrupt other users, damage software or hardware, or disrupt network performance.
- Tampering with or willful destruction of any computer equipment not your own.
- Sending large quantities of unsolicited e-mail ("spamming").

Personal Use

The College makes electronic resources available primarily to achieve its goals of education and research, and for administrative activities. Incidental personal use is allowed, but the College reserves the right to restrict personal use of College systems if the use of resources for such activities becomes excessive.

The following activities are expressly prohibited:

- Using electronic resources to operate a personal business or commercial enterprise.

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- Advertising commercial businesses.
- Using College resources to represent the interests of any non-College group or organization.
- Reselling services based on the College network, such as web hosting and mailing services.
- Running a proxy server that results in access to College materials by persons not affiliated with the College.

Privacy of Your Files

Individuals should not have an expectation of privacy when using the College's electronic resources. The content of materials transported over the College network or stored on its computers is not routinely monitored by any College official. However, the President, Executive Vice President, and Provost and Vice President for Academic Affairs reserve the right to authorize such monitoring and to restrict a user's access when, in their judgment: it is necessary to protect the security, integrity, and effectiveness of the systems; it is necessary to protect the College from civil or criminal liability; or, there is reasonable cause to believe that violations of state, local or federal law or College policy have occurred. Furthermore, the College will comply with the lawful orders of courts, such as subpoenas and search warrants.

In the course of assuring the viability of the College's computer systems and network, system administrators may become aware of activity or material that indicates possible violation of this policy. Such information may be referred to the appropriate person, on- or off-campus, for further investigation.

Spring Hill College provides reasonable security against intrusion and damage to files stored on the central computing facilities, but does not guarantee that its computer systems are secure. The College cannot be held accountable for unauthorized access, nor can the College guarantee protection against media failure, fire, floods, etc.

Enforcement

Violations of this policy may result in loss of access privileges as well as appropriate disciplinary (up to expulsion or termination of employment) or corrective action. If there is a reasonable belief such activity also violates local/state/federal laws, the College may refer these matters to appropriate law enforcement officials.

COLLEGE POLICY ON RELATIONSHIPS

At Spring Hill College, members of the faculty and staff have responsibilities for students that are multifaceted, including service as intellectual guide, teacher, counselor, mentor, and advisor. The faculty or staff member's influence and authority extend

substantially beyond the classroom and campus. The College believes that a sexual or romantic relationship between a faculty or staff member and a student—even if consensual—is inconsistent with the faculty or staff member’s professional responsibilities and is inconsistent with the College’s Positive College Environment Policy.

Therefore, Spring Hill College prohibits any faculty or staff employee from engaging in a romantic or sexual relationship with an undergraduate student enrolled at the College. The College also prohibits any faculty or staff employee from engaging in a romantic or sexual relationship with any graduate student whom he or she educates, counsels, coaches, supervises, or evaluates in any way.

In the event that a member of the faculty or staff has a romantic or sexual relationship with a student that precedes that student’s initial enrollment at Spring Hill College, the faculty or staff member is required to notify his or her supervisor of the relationship at the time of the student’s initial enrollment and is required to recuse himself or herself from any role in which he or she would educate, counsel, coach, supervise, or evaluate the student in any way.

In keeping with this policy, if charges of sexual harassment are made, the existence of a consensual relationship with an undergraduate or graduate student shall not be an adequate defense.

A violation of this policy shall be deemed to be personal conduct that substantially impairs the fulfillment of the faculty or staff employee’s institutional responsibilities. As such, it shall be sufficient reason for dismissal for cause according to the policies of Spring Hill College.

RESIDENCY REQUIREMENT

Spring Hill College believes in the value of a residential campus experience. Therefore, all traditional, full-time undergraduate students (having a minimum of 12 hours per semester), new or transfer, are expected to reside on campus and to participate in a Campus Meal Plan. Housing for part-time students may be available pending availability and permission from the Director of Residence Life. Exemptions to this Residency Requirement Policy are limited and are made only for very specific reasons. Contact the Residence Life Office at (251) 380 – 3028 with any questions. The “Residency Requirement Exemption” form is available in the forms section of BadgerWeb.

As stated, exemptions to this Residency Requirement Policy are limited and are made only for very specific reasons. All requests must be made the semester prior to the semester for which it is being requested (for returning students), or, if a new student, at least one month prior to the beginning of your first semester at Spring Hill College, if possible. Requests for exemption must be made using the “Residency Requirement

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Exemption.” Appropriate documentation and verification will be required in order to approve a request. Once granted, the reason for the exemption must be in existence for the duration of the time the student is permitted to live off campus, with possible verification being required at any time.

The most frequent exemption is for a student who petitions to live at home, in the local Mobile area (as defined by the Residence Life office), with a parent or legal guardian, if appropriate documentation is provided. Other exemptions may be made for age (over 23 years old), marital status, health reasons, financial hardship, or other individual circumstances. Most exemptions will only be made for specific situations or for severe situations where living on campus is deemed impossible. Each request will be considered individually, considering the special circumstances of each particular student. At times, adjustments to the living conditions on campus may be made in lieu of granting an exemption. Any other additional requirement or verification procedure required in the “Residency Requirement Exemption” form will be considered part of this policy statement and enforced as such.

Falsification or dishonesty in the exemption process will result in immediate termination of the exemption, current and retroactive room/board charges for the entire exemption period, and entrance into the college disciplinary system per the student code of conduct. Students attending Spring Hill College should consider living on campus an essential element of attendance at this institution and should plan accordingly.

Contact the Residence Life Office at 380-3028 with any questions concerning the above policy.

SEXUAL ASSAULT POLICY

Spring Hill College is committed to promoting an environment that protects its Jesuit heritage, supports its educational mission, and preserves the safety and dignity of its members. All members of the College share responsibility for fostering this environment by adhering to standards of conduct. Sexual assault is a serious violation of these standards. Sexual assault is also a form of sexual harassment as prohibited by Title IX. The College will, as with any form of sexual harassment, take appropriate steps to prevent recurrence of any harassment or violence, and to correct its discriminatory effects on the complainant and others.

Jurisdiction

A member of the College community (staff, faculty or student) accused of sexual assault may be charged both within the College community and in the local criminal and civil court system. Even if criminal justice authorities or the victim choose not to prosecute, the College may pursue disciplinary action. This disciplinary action

could result in temporary or permanent dismissal or suspension of a student, or the discharge of an employee, from the College.

This policy on sexual assault applies to student on student incidents of alleged sexual assault as defined below. The procedure followed in addressing such complaints are handled through the Code of Conduct disciplinary procedures as listed in the current Student Handbook.

If the alleged assailant is not a student or member of the Spring Hill College community, individuals are advised to file a report with the Mobile Police Department.

Any incident of sexual assault or harassment by a College employee should be promptly reported to the Title IX Coordinator for the College, who is the Director of Human Resources, located at Office 20, Lower Level of Greg Lucey Administration Center, and available at phone number (251) 380-3063. The procedures for resolution of these cases are set forth in the Policy for Positive College Environment, located within the policy section of the Student Handbook.

Definition of Sexual Assault

For purposes of this policy, sexual assault is defined as sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent. To constitute lack of consent, the act(s) must be committed either by force, intimidation, or through the use of the victim's mental incapacity or physical helplessness, including intoxication.

Verbal misconduct, without accompanying physical contact as described above, is not defined as sexual assault. Verbal misconduct may however constitute sexual harassment, which also is prohibited under a separate College policy, as well as by the Code of Conduct. The College policy on sexual harassment falls under the "Policy for Positive College Environment" and is available via the current Student Handbook.

Consent

In all instances of sexual activity, consent is required. Consent is conveyed only by:

- Explicit verbal agreement to participate in sexually explicit activities; OR,
- Verbal or non-verbal communications that are unmistakable in their meaning or mutually established and understood to signify agreement to participate in specified sexually explicit activity. A person is considered unable to give consent if he/she is: asleep, physically helpless, unconscious and/or losing and regaining

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consciousness, or clearly incapacitated, for example, by alcohol and/or other drugs (signs of being incapacitated include, but are not limited to, difficulty walking, inability to speak in a coherent manner, vomiting or the presence of vomit, etc.). It is incumbent upon each individual involved in the activity to either obtain or give consent prior to engaging in sexually explicit activity. Please note:

- A verbal “no,” even if it may sound indecisive or insincere, constitutes lack of consent.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent.
- It is expected that, after consent has been established, a person who changes his/her mind during the sexual activity will communicate, verbally, his/her decision to no longer proceed. If, at anytime during the sexual interaction any confusion or ambiguity should arise on the issue of consent, it is incumbent upon each individual involved to stop and clarify verbally the other’s willingness to continue. Use of alcohol and/or other drugs shall not diminish one’s responsibility to obtain consent. Being in an ongoing relationship does not preclude the possibility of sexual misconduct occurring within that relationship.

Confidentiality of Information

Spring Hill College will preserve student confidentiality to the extent possible and allowed by law. The professional being consulted should make these limits clear before any disclosure of facts. An individual can speak confidentially with certain persons in legally protected roles at Spring Hill College, including counselors in the Wellness Center, medical clinicians, and clergy members. Spring Hill College reserves the right to investigate and pursue resolution of an incident when it is deemed necessary to protect the interests of members of the campus community. In addition, College administrators must issue timely warning for incidents reported to them that continue to pose a substantial threat of bodily harm or danger to members of the College community.

As required by law, all disclosures to any College employee of an on-campus sexual assault are tabulated for statistical purposes by the Public Safety Department, without personal identifying information. In compliance with federal law, these statistics and other mandated crime statistics are reported annually. The institution will also notify the College’s Title IX officer that a sexual assault complaint has been filed.

Options Following a Sexual Assault

Students who have been sexually assaulted are encouraged to seek all available assistance, to report the assault promptly, and to pursue College discipline proceedings and criminal prosecution of the offender.

- **Obtain Medical and Counseling Attention:** In the event of assault, a victim should follow the following actions:
 - Go to a safe place.
 - Seek professional guidance at either the Mobile Rape Crisis Center Hotline (251-473-7273) or from outside of Mobile (800-718-7273) or the Spring Hill College Wellness Center (251-380-2270).
 - Preserve any evidence, even if you are not sure that you want to pursue the matter legally. Do not wash face or hands, bathe, brush your teeth, drink, eat, douche, or change clothes, if you can avoid it. If you must change your clothes, place each garment in a separate paper bag (not plastic). **IT IS BEST FOR PHYSICAL EVIDENCE TO BE COLLECTED IMMEDIATELY**, but no more than 72 hours following the assault.
 - Get medical attention. A specialized Sexual Assault Nurse Examiner is available at USA Children's and Women's Hospital emergency room. Upon arrival, ask for Dr. SART – this will give you immediate access to specially trained professionals. If you wish, a friend or victim advocate may accompany you through this process.
 - If you suspect that you were drugged, ask to be tested. It is important to let the police and medical staffs know so that you can be tested for the drug's presence in your body. Rohypnol is detectable in blood 4 to 8 hours after ingestion and in the urine up to 48 hours after ingestion. Try not to urinate prior to providing urine samples. Also, if possible, find the cup you drank from and submit it to the police for laboratory tests.
- **Discuss the incident with on campus and/or off campus authorities**
 - A student may wish to discuss an incident of sexual assault with Department of Public Safety (380-4444) and/or the local Police Department, while considering the option to file a formal police report. If requested, College staff will assist you in calling either SHC Public Safety or the Mobile Police Department. Students living on campus are encouraged to immediately call the residence hall staff for assistance. The Residence Life staff will keep all personally identifiable information confidential if requested. They may be obligated, however, to report the time, date, nature and location of the incident.
 - You may also discuss the incident with a College staff member while considering the option of filing formal disciplinary charges. The offices of Campus Ministry, Student Affairs, Housing and Residence Life and the Wellness Center (Counseling and Health Services) can offer support and information.
 - You are encouraged to call the Office of Student Affairs to learn about your rights as a victim of sexual assault. This office can be reached at (251)

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380-3023. After normal business hours, you are encouraged to contact a member of the Residence Life staff (if a resident) or the Public Safety Department (available to any student).

- You can discuss the situation with the Spring Hill College Title IX Coordinator who monitors the College's non-discrimination and harassment policies. As sexual violence is a form of sexual harassment prohibited by Title IX, the Coordinator can assist and verify that an appropriate response is being made to your complaint.
- **Remedial Measures:** The College will take steps to protect the complainant as necessary, including taking interim steps before the final outcome of the investigation. These steps can include but are not limited to measures to eliminate contact between the complainant and the alleged perpetrator, including a change in academic or living situations as appropriate.
- **File a Sexual Assault Report**
 - File a Police Report with the Mobile Police Department. A staff member can help you contact the Police if needed. You are encouraged, but are not required, to file a report with the police.
 - File a Spring Hill College Incident Report to initiate on campus disciplinary investigation and possible disciplinary action. If you decide to file charges with Spring Hill College, you must file a complaint in writing with the Director of Student Conduct, or another designee within the student conduct process, or with the Department of Public Safety. Contact the Office of Student Affairs, the Residence Life Office or the Department of Public Safety to initiate this process.

Procedural Items within the College Discipline System:

There is a fundamental difference between student conduct and criminal law. While some terminology and procedures may resemble those used in the courts, the behavior of all student conduct cases within the College community must be consistent with the educational mission of Spring Hill College, rather than simply emulating legal proceedings. The standard utilized to determine if a violation has occurred is a "preponderance of the evidence," that being one based on a finding that it is more likely than not that a violation of the Code occurred, rather than alternative standards of "clear and convincing" or "beyond a reasonable doubt." In cases involving alleged sexual assault, both the accuser and the accused are:

- Entitled to the same opportunities to have an adviser present during a campus disciplinary proceeding.
- Shall be informed of the outcome of the proceeding.
- Will have an equal opportunity to present relevant witnesses and other evidence.

- Will be afforded similar and timely access to any information to be used during the disciplinary hearing.
- **Possible Outcomes:** Possible outcomes include the range of disciplinary sanctions and outcomes listed within the Code of Conduct in the Student Handbook. Mediation is not an appropriate outcome for cases involving sexual assault and will not be an option for such cases.
- **Time frame:** As with any disciplinary case under the Code of Conduct, the College will provide for prompt and equitable resolution of the complaints, utilizing the time frames as listed in the Code of Conduct procedures in the Student Handbook.
- **Appeal Process:** An appeal process, as explained in the Code of Conduct, is available to both parties.

Prevention and Education

In addition to regular workshops for faculty and staff, the College sponsors a variety of educational programs that seek to raise awareness of sexual assault issues and maximize the possibility of prevention. The Wellness Center counselors provide information and referrals to anyone seeking such services, and the Wellness Center, in collaboration with the Office for Student Affairs, sponsor events which focus on sexual assault, such as speakers, and awareness campaigns.

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It is the policy of Spring Hill College that all student organizations be recognized and registered through the Center for Student Involvement. College recognition of student organizations is a privilege, not a right. Accordingly, student organizations are expected to meet and maintain certain standards that are in keeping with the mission of the College. The College reserves the right to monitor all organizational activities and to conduct both regular and periodic reviews of approved student organizations to ensure that ongoing activities remain consistent with the original goals and purpose of the organization. The College may, at any time, suspend or revoke recognition of a student organization. Furthermore, student organizations that violate College policy or standards of conduct, or conflict with the mission, policies, parties, or goals of the College, or its Catholic, Jesuit traditions and beliefs, may be subject to disciplinary action, including the suspension or loss of College approval. Recognition of a student organization by the College in no way implies consent or endorsement of the positions or viewpoints espoused publicly or privately by members of the organization. Consequently, student organizations will, at all times, represent themselves in a manner which reflects this policy, using disclaimers or other statements, as may be necessary, which clearly state that the views held by the student organizations are its own and not necessarily the views, opinions, or beliefs of the College, its faculty, administration, staff, or student body.

RECOGNITION AND REGISTRATION

It is the policy of Spring Hill College that all student organizations be recognized and registered through the Center for Student Involvement. College recognition of student organizations is a privilege, not a right. Operating as a SHC student organization requires the approval and oversight of Spring Hill College via the Center for Student Involvement. As such, the following policies regarding recognition apply:

- **Recognition:** To be recognized by Spring Hill College, all student organizations must complete the approval process as outlined in the Student Organization Handbook.
- **Recognition Renewal:** All student organizations are required to renew their recognition yearly, by September 1, by registering with the Center for Student Involvement. Student organizations can renew their recognition by submitting a Registration Update Form.
- **Definition:** A student organization will be deemed to exist when students form an alliance amongst themselves and operate in a manner consistent

with the characteristics of a student organization. A non-exclusive list of typical characteristics of a student organization is listed below and will be considered when making this determination. Any group deemed a student organization by the college is expected to follow the policies, guidelines and procedures set forth in the Student Organization Handbook. The below list is not exclusive and the totality of circumstances will be considered when making the determination.

- A majority of members or participants in the group are SHC students.
 - All leaders and/or officers are SHC students.
 - The group formally or informally holds activities, events or meetings in a manner consistent with student organizations, on or off campus.
 - The Group actively recruits SHC students for organizational membership.
 - The group represents itself, directly or indirectly, as a Spring Hill college student organization or has the appearance of being a SHC organization.
 - Students, in general, consider the group to be an SHC organization.
- **Unrecognized & Unregistered Student Organizations:** Student organizations which lack the recognition of the College and/or have failed to register with the Center for Student Involvement may not operate on the Spring Hill College campus or act in a manner to indicate they are a SHC organization, on or off campus. Individuals found to be operating a student organization without recognition or registration may be subject to disciplinary action.
 - **Student Organization Review:** Student organizations are expected to meet and maintain certain standards that are in keeping with the mission of the College. The College reserves the right to monitor all organizational activities and to conduct both regular and periodic reviews of approved student organizations to ensure that ongoing activities remain consistent with the original goals and purpose of the organization.
 - **Loss of Recognition:** The College may, at any time, suspend or revoke recognition of any student organization found in violation of College policy or in conflict with the mission, policies, parties, or goals of the College, or its Catholic, Jesuit traditions and beliefs.
 - **College Endorsement:** Recognition of a student organization by the College in no way implies consent or endorsement of the positions or viewpoints espoused publicly or privately by members of the organization. Consequently, student organizations will, at all times, represent themselves in a manner which reflects this policy, using disclaimers or other statements, as may be necessary, which clearly state that the views held by the student organizations are its own and not necessarily the views, opinions, or beliefs of the College, its faculty, administration, staff, or student body.

New Student Organization Recognition Process

A student organization is officially recognized by Spring Hill College only when approval is given by the Vice President for Student Affairs/Dean of Students. Approval may only be considered if the following steps are completed:

1. An individual or group must initiate the recognition process by submitting a completed Emerging Organization Interest Form to the Center for Student Involvement. Upon the approval of the Director of Student Involvement, the emerging organization will be allowed to hold up to three (3) informational/organization meetings.
2. The group must submit a completed Recognition Request Form and supporting materials to the Center for Student Involvement.

A complete submission should include the following:

- A written proposal to include:
 - A statement of purpose and goals which are consistent and compatible with the mission and goals of the College and its Catholic, Jesuit beliefs.
 - A statement demonstrating how the organization would benefit Spring Hill College and how its purpose and goals contribute to the overall educational mission of the institution.
 - A schedule of proposed activities for the first academic year of its existence along with a statement demonstrating how those activities will contribute to the advancement of the social, moral, cultural, intellectual, and/or spiritual development of its membership and the College community.
 - A draft constitution and bylaws; if applicable, a copy of the constitution & bylaws of national and/or local affiliates.
 - A list of at least five (5) currently enrolled Spring Hill College student members to include their student identification numbers and signatures; maximum of three (3) seniors.
 - A completed Advisor Agreement Form designating a Spring Hill College faculty/staff member as the student organization advisor.
3. The organization's officers and/or members must meet with the Director of Student Involvement; the meeting will include a review of the organizations recognition request and a brief overview of policies and procedures.
 4. The organization's request for recognition must be approved by the Director of Student Involvement. At that time, the director will forward the request to the Vice President for Student Affairs & Dean of Students for his/her approval.
 5. The Vice President for Student Affairs/Dean of Students will review the request for recognition, consulting as needed, and determine if the organization should be officially recognized by the college.

6. Notification of the official recognition or denial of recognition will be sent to the organizational president and advisor. Upon approval, organizations are granted the rights and privileges of official recognition as set forth by the College. Spring Hill College reserves the right to deny recognition and approval to any student group that fails to properly complete campus processes/procedures, is deemed in conflict with the mission/goals of the college, or can be considered detrimental to the campus and/or its students.

Rights and Responsibilities of Registered Student Organizations

Student Organizations who are recognized by Spring Hill College and registered with Center for Student Involvement are afforded the following rights and privileges:

- Use of the College's name in association with the club or organization in a manner designated by the College.
- Ability to host meetings, events and/or programs on the Spring Hill College campus.
- Use of College facilities, at no charge or at a reduced rate, provided appropriate scheduling and requesting procedures are observed.
- Ability to post events and meetings on campus event calendars.
- Use of campus bulletin boards and other designated posting areas according to the College's posting policy.
- The right to request funding through the Student Activity Fee Allocation Board and/or Student Government Association.
- Inclusion in the Center for Student Involvement publications including website and clubs and organizations brochure.
- Ability to receive communications from the Center for Student Involvement regarding campus policies, events and opportunities.
- Use of the Student Organization Resource Center including equipment and supplies.
- The ability to request usage of student organization storage spaces.
- A mailbox assignment in the Student Organization Resource Center.
- Ability to create and maintain a student organization web group on BadgerWeb.

In exchange for the rights and privileges, Recognized Student Organizations assume the following responsibilities:

- To remain in compliance with all applicable laws and policies; includes local, state and federal laws as well as college policies and procedures set forth in the Student Handbook and the Student Organization Handbook.
- To maintain an appropriate level of communication with the Center for Student Involvement; this includes reading and responding to e-mails from the Center for Student Involvement and/or its designees in a timely manner and checking student organization mailbox on a weekly basis.

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- To utilize college resources in an appropriate manner; this includes the ethical and efficient management of student organization funds as well as a respect for and proper care of college equipment, supplies and facilities

CLUB SPORTS

Spring Hill College deems any student organization where physical activity and/or sports competition are the primary purpose a “Club Sport.” Student organizations deemed a club sport must comply with all policies and procedures outlined in the Club Sport Manual. Any student wishing to establish a club sport must complete the recognition process as outlined in the SHC Club Sport Manual.

FRATERNITY/SORORITY RECOGNITION

Spring Hill College deems any student organization which can be identified as a social fraternity or sorority a “Greek-Lettered Organization.” Greek-lettered organizations must comply with all policies and procedures outlined in the Fraternity/Sorority Life Policy Manual.

Expansion

Organizations that are deemed social fraternities or sororities by the College may only be recognized through the Expansion Policy set forth in the Fraternity/Sorority Life Policy Manual.

ADVISORS

All registered student organizations are required to have an advisor who is a full-time faculty or administrative staff member at the College. An advisor should do the following:

- Attend executive board and general meetings.
- Be aware of and follow policies that govern student organizations.
- Encourage and assist the group in setting organization goals.
- Be available to the officers of the organization for consultation.
- Encourage the officers to maintain accurate records.
- Stay up-to-date on what is occurring within the organization.
- Assist the officers in understanding their duties and organizing programs.
- Advise and consult organization officers on budgets and other financial affairs.
- Attend a Student Organization Orientation on an annual basis.
- Provide continuity to the organization’s policies, programs, and traditions.
- Promote personal growth and leadership development among group members.

Each faculty/staff advisor is required to sign the Advisor Agreement Form. By signing this agreement, the Spring Hill College faculty/staff member certifies that he/she will fulfill the duties of a registered student organization advisor to the best of his/her ability.

OFFICERS

In order for an individual to be eligible for, elected to, appointed to, or hold office in any registered student organization, he/she must meet the following requirements:

- Must be enrolled as a full-time student at Spring Hill College.
- Must have a minimum of a 2.2 cumulative grade point average.
- Must be in good standing with the College and be under no academic or disciplinary probation.
- Must meet all other reasonable academic standards established by the student organization and included in the organization's constitution and/or bylaws.

Only the officers of an organization (as listed with the Center for Student Involvement) may represent the organization in official relations with the College. Only those individuals listed as officers are permitted to reserve space, schedule events, make purchases from campus accounts, and conduct other business on behalf of the organization.

CONDUCT AND RESPONSIBILITIES

Whether on or off campus, student organizations and their members are representatives of Spring Hill College and are expected to act in accordance with the policies outlined in the SHC Code of Conduct as well as the Student Organization Handbook. In addition, student organizations and their members are responsible for complying with applicable local, state and federal laws as well as any national regulations that their organization may have. As such, any student organizations found in violation of these policies may be subject to disciplinary action through the Center for Student Involvement and/or the Division of Student Affairs.

Student Organizations and the SHC Code of Conduct

Spring Hill College's established procedure for considering alleged violations of College regulations by individual students is outlined in the Code of Student Conduct. The fact that alleged individual student misconduct grows out of participation in an activity sponsored or engaged in by a registered student organization does not eliminate the individual student's accountability under the provisions of the Code of Student Conduct. In addition, the fact that individual students are held accountable for actions taken while participating in an organization's activity does not eliminate the accountability of the organization for its actions. If, through the disciplinary process, the college determines that the actions of an organization and/or participating individuals were in violation of the Code of Student Conduct, both the individuals and the student organization may be sanctioned.

Formal Complaints

Any member of the faculty, staff or student body may formally submit allegations of student organization misconduct to the Center for Student Involvement. A report may be filed by submitting a written statement to the Director of Student Involvement that includes specific allegations and supporting details (names, dates, etc.).

Student Organization Discipline

The Center for Student Involvement and its professional and support staff are responsible for addressing violations of Spring Hill College policy among student organizations. Complaints and concerns may be resolved through the advisement process or through an informal proceeding with the Director of Student Involvement or his/her designee. If deemed necessary, student organization violations may be reviewed through the College's formal judicial procedures as outlined in the SHC Student Handbook.

Student Organization Inquiry Process

In the event that the College is presented with information calling into question an organization's compliance with Spring Hill College policies, the College may respond to this information by conducting an inquiry. An inquiry enables the College to determine the veracity of the information received and whether the situation warrants further action and/or investigation. During the inquiry process, a representative of the Center for Student Involvement and/or the Division of Student Affairs may ask to speak with current or prospective organization members and/or other members of the College community.

The following protocol shall be observed when a current or prospective student organization member is asked to speak with a departmental or divisional representative:

- The meeting shall be scheduled at a time designated by the College Official at a mutually agreed upon time, if possible.
- At the start of the meeting, the student shall be advised of the purpose of the meeting and why his or her presence was requested. The purpose of the meeting shall be to seek information relevant to the subject matter of the inquiry.
- The meeting shall be conducted in an informal and civil manner. At no time shall either party engage in threatening or belligerent behavior.
- The student may bring a student organization advisor to the meeting. In the event that a student is not yet affiliated with the organization or the advisor is unavailable, a mutually agreed upon student organization advisor or campus faculty/staff member may be utilized. The observer may not be an attorney. The primary role of the third-party observer is to serve as a neutral witness. However,

either the student or the departmental/divisional representative may confer privately with the third party to ensure the fairness of the inquiry. The third party, however, shall not serve as either party's representative.

- Students, as well as student organizations as a whole, are obligated to cooperate with the inquiry. A representative of the Center for Student Involvement and/or the Division of Student Affairs may draw appropriate inference from a student's or student organization's failure to respond to an inquiry, and students are reminded that they remain subject to the policies and sanctions set forth in the SHC Student Handbook. To the extent possible, all participants in the process shall keep the inquiry confidential.
- At all times, Spring Hill College reserves the right to proceed with a formal judicial investigation of the matter.

Student Organization Sanctions

Student organizations found in violation of Spring Hill College policy may be sanctioned through the Center for Student Involvement and/or the Division of Student Affairs. Possible sanctions may include, but are not limited to, the following:

- **Censure:** Written reprimand to the organization for its violation of specified regulation(s). Further violations of College and/or Student Organization policies may result in additional disciplinary sanctions.
- **Disciplinary Probation:** Organization's exclusion from participation in privileges or extra-curricular activities as set forth in the notice of disciplinary probation for a specified period of time.
- **Restitution:** Reimbursement for damages or for a misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for the damage per the discretion of the College.
- **Suspension:** Revocation of the group's status as a recognized student organization and the privileges associated therewith for a designated period of time and/or until specified performance objectives have been achieved.
- **Restrictions:** Limitations or parameters placed on the group to utilize College facilities/resources or regarding the manner in which the group may conduct its activities for a designated period of time and/or until specified performance objectives have been achieved.
- **Revocation of Recognition:** Termination of a student organization's official status as a recognized student organization at SHC, and its funding, for an indefinite period.

HAZING

Hazing is defined in Section 16-1-23, Code of Alabama (1975), as follows:

“...for the purpose of the code, hazing shall include any mental or physical requirement or obligation placed upon a person by a member of an organization, individual or a group of individuals which could cause discomfort, pain, or injury, including but not limited to striking, laying open hand upon, treating with violence or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of tyrannical, abusive, shameful, insulting or humiliating nature.”

Spring Hill prohibits any action taken or situation created regardless of location, intent, or consent of the participants, which endangers the mental or physical health or safety of an individual; or creates a risk of injury; or causes discomfort, embarrassment, harassment, or ridicule; or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in an organization.

Spring Hill furthermore prohibits any action or situation which is mentally, physically or morally degrading; or which interferes with scholastic activities; or which requires a personal or menial task of any kind; or which is inconsistent with Greek-letter organization ritual or founding principles.

Spring Hill prohibits any other activities which are in violation of the policies and rules or recognized student organizations, Spring Hill College, city, county, state or national law, and/or national Greek-letter governing bodies and conferences.

Hazing will not be tolerated and severe action will be taken by the College against any student or organization found in violation of this policy, up to and including indefinite revocation of charter for the organization and suspension or dismissal for the students involved.

Procedures Regarding Hazing

All complaints and/or requests for the definition of hazing are to be filed with one of the following: For Greek-letter organizations, call the Director of Student Involvement at 380-3027. For other groups, call the Associate Dean for Student Affairs at 380-3025.

Endorsement

Each member and pledge/new member/associate/aspirant must read this policy and agree to support a zero tolerance for hazing at Spring Hill College, both on and off campus. Furthermore, each member **MUST** agree to work to eliminate all forms of hazing in our Fraternity/Sorority Life community. This endorsement is acknowledged by signing the Anti-hazing Contract Confirmation Form during the New Member Education session.

EVENT REGISTRATION

All events to be held or sponsored by student organizations, with the exclusion of regular meetings, must be registered with and approved by the Center for Student Involvement. This includes, but is not limited to, educational and social programs, entertainment events, fundraisers and parties.

Student organizations may register events by turning in a completed Event Registration Form, including a Request for Approval of Off-Campus Speaker Form (if applicable), to the Center for Student Involvement. Events where alcohol will be present should use the Alcohol Event Registration Form. Events should be registered with the Center for Student Involvement prior to any reservations for space occurring and prior to any contracts/commitments with speakers being formalized.

Events at which alcohol will be present must follow the Alcohol Policy for Campus Events and be registered two (2) weeks prior to the event date. Events where an off campus speaker will be present must request approval at least 15 days prior to the event. All other events must be registered a minimum of five (5) class days before the event. Staff of the Center for Student Involvement may request that an event be rescheduled if not registered by the deadlines above.

SPEAKERS ON CAMPUS

As members of a Catholic-centered, academic community, it is essential that all of our activities and programs be aligned with our common mission. As part of the educational process, student organizations are encouraged to invite guest speakers to campus who have demonstrated expertise in an area of interest to the College community. Registered student organizations, in consultation with the organization advisor, may invite a speaker to campus once the speaker and the event has been approved by the Director of Student Involvement. Expression that is indecent or grossly obscene or offensive on matters such as race, ethnicity, religion, gender, or sexual preference is inconsistent with accepted norms of conduct at the College.

To ensure a positive and enriching academic and social environment on campus, potentially controversial programming must be planned in consultation with the advisor of the organization, the Director of Student Involvement, and the Vice President for Student Affairs/Dean of Students. When considering a speaker, it is essential for students to allow sufficient time to thoroughly and thoughtfully consider their choice. It is the responsibility of the program planners and sponsoring organization to take into consideration the potential impact a speaker might have on the community, and to weigh the positive and negative consequences of extending an invitation.

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Guidelines for inviting a speaker to campus include:

- Completion of the Request for Approval of Off-Campus Speaker form and Event Registration Form fifteen (15) class days prior to the event (as much advance planning as possible is encouraged).
- Approval to bring the speaker by the organization advisor, Director of Student Involvement, and Vice President for Student Affairs/Dean of Students.
- All speaker agreements/contracts will contain a clause that, in the case of a clear and present physical danger or disruption to the college or local community, the college may bar the use of college properties and facilities. Such a decision would be made by the Vice President for Student Affairs/Dean of Students in the exercise of his/her general responsibility for the safety of the college community.
- The sponsoring organization claims responsibility for any effects following the program or conduct of the speaker, and arranging support for such effects (such as additional security or counselors).
- There is no clear or present danger of physical harm to the speaker(s) or those in attendance.
- Advertising for the speaker(s) must explicitly state the name of the sponsoring organization, the audience for which it is intended, and any pertinent disclaimers to help one decide whether or not to attend.
- Any required contracts must be signed by appropriate College personnel, students are not permitted to sign contracts on behalf of the College.

It is essential for student leaders to recognize that with the privilege to make decisions about programs, comes the responsibility to defend their choice. The greater the cost or impact of the program, the greater the accountability on the part of the decision maker.

The following questionnaire has been designed to guide students in their selection of speakers for student-sponsored programs and assist in the preparation process. Program planners are expected to review the answers to this questionnaire with their club, organization advisor, and the Director of Student Involvement, and develop a rationale for choosing the individual in question prior to extending an invitation to the speaker.

- What are the goals of bringing this speaker to campus?
- What is the basic message that this speaker conveys? Will the speaker foster the intellectual, spiritual, or moral development of members of the community? Does the program's message maintain and/or uplift the worth and dignity of individuals?
- Upon whose recommendation are we considering this speaker? Is that person a reliable and representative person?
- Will the timing of this program conflict with other campus programs?
- What is the cost of the speaker? What percentage of the budget is that amount of money? How does his/her cost compare with other speakers? Are there other

speakers who will deliver this message for a lower fee? Will an admission fee be charged? Is this program a good use of student money?

- Does the program's message respect all cultures? How might the language, lifestyle, and politics of this speaker be evaluated by members of the Jesuit, faculty, administrative, student, and Mobile communities? Does the program's content encourage the attendance of all individuals?
- If this speaker has the potential to offend people and/or create campus controversy, what steps will be taken to address this potential problem? (Examples include: soliciting support from individuals or groups whom you anticipate will object, inviting a second speaker to represent the alternative view, educating the community about the value of the speaker through a well written and persuasive article in student publications).

ALCOHOL AND CO-CURRICULAR EVENTS

As an institution of higher learning, Spring Hill College is committed to the formation of men and women who are intellectually, spiritually, socially, and morally mature. One of the College's objectives is to educate students regarding the responsible use of alcohol and the effects of its misuse/abuse on human behavior. Therefore, it is appropriate that the College establish policies that enforce state law and reflect institutional values and aid in the promotion of a healthy Spring Hill community. Social activities are sponsored and encouraged by the Center for Student Involvement as an integral part of the Spring Hill College experience. In an effort to maintain a healthy and responsible environment for such activities, in line with the Mission of Spring Hill College, we have developed guidelines for alcohol use at these events. Just as the individuals who drink are responsible for their personal actions, the organizations sponsoring social events at which alcohol is served are also responsible for preparing, monitoring, and managing the activities of those who attend their functions. The Center for Student Involvement does not discourage these events, trusting that students of the legal drinking age are acting responsibly.

The following regulations are in effect for all events at which alcohol is served:

- **Event Registration:** All events must be registered with the Center for Student Involvement at least two weeks prior to the event. Alcohol Event Registration Forms are available on the Center for Student Involvement page of Badger Web.
- **Party Participants:** All party participants must be given an invitation and/or ticket. The sponsoring organization must generate a list of party participants to include each individual's name and complete birth date (01-01-83). Final lists must be turned into the Center for Student Involvement by 2:00pm on the last working day prior to the event.

- **Sober Monitors:** Sponsoring organizations will designate a team of students who will remain sober for the duration of the event and assist with enforcing all College policies. These students must have successfully completed a training program provided by the Center for Student Involvement and have a Sober Monitor Contract on file with the Office. The number of sober monitors present should be in keeping with the following ratio: All events must have a minimum of four (4) sober monitors; Those events with over 75 participants must provide one (1) additional sober monitor for each additional 25 participants (for example: 5 sober monitors for 100 participants, 6 sober monitors for 125 participants, etc.).
- **Chaperone:** One advisor of the sponsoring organization and/or SHC faculty/staff member must be present and designated as the official chaperone. The advisor must be present for the duration of the event and should not consume any alcoholic beverages while serving in the capacity of advisor. Alumni members who wish to serve as advisors must be approved by the Director of Student Leadership. All chaperones must have an official chaperone contract on file with the Center for Student Involvement.
- **Alcohol Distribution:** All alcohol must be provided by a licensed third-party vendor. Alcohol may not be purchased with group funds or included in entrance fees. In addition, no individuals will be allowed to bring alcohol into events. Drinks must be purchased by individuals and no more than one drink may be purchased at any one time. Sponsoring organizations will ensure that third-party vendors do not provide alcoholic beverage drink specials or alcoholic beverages at prices below the following prices per individual drink: draft beer, \$1.00; can beer, \$1.25; bottle beer, \$1.75; mixed drink, \$2.50. Sponsoring organizations will ensure that third-party vendors will not provide alcoholic beverages to participants at no cost.
- **Food and Non-Alcoholic Beverages:** Free, non-alcoholic beverages will be provided by the sponsoring organization, and they will be displayed in a prominent place for the duration of the event. Substantial food will also be made available throughout the duration of the event.
- **Off-Campus Events:** For off-campus events, students and their guests will be required to travel to and from the event by means of buses that will be provided by the sponsoring organization. No student shall be admitted to an off-campus event that did not travel on a designated bus.
- **Bus Transportation and Loading:** For off-campus events requiring bus transportation, the sponsoring organization is responsible for ensuring that a law enforcement officer is present while students board buses. This staff person will not permit any student who is intoxicated to board. No alcoholic beverages are permitted in the bus loading area or on buses. Organizations are required to have at least two sober students (as previously defined) monitoring the area

where buses are departing. The role of the student monitors is to help manage the boarding of the bus and to verify that all policy standards are being followed.

- **Event Management:** Student organizations are responsible for checking participants' identification and must issue wristbands for those who are of legal drinking age. Students not of legal age who are found drinking alcohol and/or using a fake identification card at any College event will be asked to dispose of the alcohol, will have the ID confiscated, will be referred to the disciplinary system, and may be required to leave the event.
- **SHC Policy:** All other policies contained with the Student Handbook must be followed and all behavior at such events must be in line with those policies and the overall mission and ethos statement of the institution. All students must abide by all policies regarding alcohol use set forth by the Division of Student Affairs. Student leaders within the College are expected to uphold these policies and to promote the ideals behind responsible alcohol use.

In the event that the aforementioned standards are not respected, individuals can expect to be subject to the Code of Conduct and the disciplinary process. Organizations can expect to be held collectively to the standards of behavior required of such organizations and the sanctions that would apply to such organizations that violate these standards.

SECURITY AND CO-CURRICULAR EVENTS

Student organizations sponsoring events at which attendance will be over 300 persons and/or where alcohol will be served must provide security under the following guidelines:

- All security must be contracted through the Mobile Police Department.
- The number of officers present must be consistent with the following ratios:
 - 75 people = 1 officer
 - 76-150 people = 2 officers
 - 151-225 people = 3 officers
 - 226-300 people = 4 officers
 - 301-375 people = 5 officers
 - 376-450 people = 6 officers
 - 451-525 people = 7 officers
 - 526-600 people = 8 officers
- Security officers must arrive 15 minutes before the beginning of an event and remain 15 minutes after the event end time.

CONFLICT WITH THE OUTSIDE ESTABLISHMENTS

If such an incident occurs, student organizations representatives must immediately contact the Director of Student Involvement or his/her designee. If the

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incident requires that a student be returned to campus, the representative must also contact the Residence Life professional staff member on duty. Student organizations hold the responsibility of ensuring that they have the contact information for all appropriate College personnel.

TRAVEL

Student Organizations who wish to travel more than 25 miles from the College for events and activities must follow the policies and procedures as outlined below:

- Student Organizations must turn in a completed Travel Request Form to the Center for Student Involvement no less than three (3) weeks prior to travel date. The form must be accompanied by a completed Travel Waiver with the signatures for each student traveler.
- Students utilizing privately owned vehicles must complete and sign a Personal Vehicle Use Waiver prior to travel.
- Members of student organizations who are traveling to conferences and activities are considered representatives of Spring Hill College and are expected to behave accordingly. Student must follow all policies outlined in Spring Hill College Code of Conduct and act in accordance with all local, state, and national laws. Any failure to do so may result in disciplinary action.
- Any accidents, injuries, or incidents occurring while traveling must be reported immediately to the Director of Student Involvement.

NOTIFICATION POLICY

To ensure the safety of Spring Hill College students, it is mandated that student organization representatives notify appropriate College personnel if any serious incident occurs at any student organization event. A “serious incident” is defined as any occurrence in which it is reasonable to believe that a person(s) safety or well-being is at risk or that an individual or group’s behavior may put the safety or well-being of others at risk. Such incidents include, but are not limited to, the following:

- An incident that requires action from emergency response agencies (police, fire department, ambulance, etc.).
- An incident or potential incident of violence occurs, such as a fight, threatening words of serious violence to self or others, use/possession of weapons, or disorderly conduct.
- Alcohol intoxication to the point that a person’s basic functions are impaired (e.g., memory deficits or incoherent, slurred speech, is vomiting or showing signs of motor impairment). The person may need constant monitoring that night due to alcohol poisoning. They cannot just be left alone or left with someone who is not

trained to monitor the signs of alcohol poisoning unless an evaluation is made.

- A serious injury or illness occurs – anything more than a minor bruise or cut (e.g., someone breaks their leg, a person convulses, a person faints). Such instances may be signs of something more serious and we may need to consult with our campus nurse or other medical personnel.

FUNDRAISING

Student Organizations are permitted to engage in activities or programs to support their student organization and/or community organizations. As a nonprofit institution, all fundraising should be for implementing club programs or to raise money for philanthropic causes. It should be noted that all fundraising activities are deemed an “event” and must be registered with the Center for Student Involvement. In the event that fundraising activities include the solicitation of businesses and/or external constituents, approval is required by the Spring Hill College Development Office. Student organizations must provide a written list (e-mail or hard copy) of potential donors or sponsors to the Director of Major Gifts or his/her designee. Before approaching any outside source for donations and/or sponsorship, a signed copy or e-mail of approval from the Director must be forwarded to the Center for Student Involvement in conjunction with the Event Registration Form.

ADVERTISING AND PROMOTIONAL PRODUCTS

Student organizations must promote and publicize their organization and events in a manner that is in accordance with the mission and values of Spring Hill College. Publicity and promotional items that utilize the name or trademarks of Spring Hill College and/or its registered student organizations (either directly or indirectly) are subject to limitations set forth by the College. Student organizations are responsible for ensuring that any materials produced are in line with College policies.

Advertising and promotional items (including, but not limited to, printed advertisements or publications, T-shirts or other attire, giveaways or favors) may not include the following:

- Implicit or explicit mention of alcohol products or alcohol consumption.
- Words or images that may be deemed offensive, demeaning or in poor taste.
- Illicit images, language, inappropriate references or sexual innuendo.
- Inappropriate use of Spring Hill College trademarks, logos or symbols as defined by the Office of Communications and Institutional Marketing.

The above list is not meant to be exclusive in nature and other examples of inappropriate actions may be deemed a violation of this policy. The Center for Student Involvement reserves the right to interpret the above policy and may hold organizations responsible for the above actions and any others where the spirit of this policy may have been violated.

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Student organizations found in violation may be subject to sanctions or disciplinary action. If there is any doubt about the appropriateness of a promotion or advertisement of an event or organization, please speak with the staff in the Center for Student Involvement.

Posting

The promotion of campus events and activities is supported through a College posting policy. The first priority for postings on campus will be activities and events of the College, its departments and recognized student organizations. In the spirit of Spring Hill College's mission as a private institution, the use of posting space for off-campus organizations and commercial groups is limited.

Approval

All posting must bear a stamped approval of the Center for Student Involvement. To be approved, posted materials must follow the guidelines placed forth in this policy. Posted materials not conforming to these guidelines will be removed by the Center for Student Involvement, and organizations violating these guidelines may be assessed for damages and/or risk the loss of posting privileges.

Content

All materials posted in these areas are subject to the following content guidelines:

- Posting is restricted to the advertisement of events, meetings or involvement/employment opportunities.
- All posted materials must contain the following: (1) The full name of the sponsoring group (no acronyms); (2) The time, date and place of the event, if applicable; (3) a contact number or e-mail for more information.
- Posted materials should make every effort to be inclusive and indicative of the College population. Materials that include demeaning sexual and/or racial connotations, offensive language, or distasteful references will not be approved.
- No materials advertising or implying the sale or use of alcoholic beverages and tobacco will be approved.

General Posting Guidelines

The following guidelines apply to general campus posting:

- Posted materials may not be affixed to surfaces using packing, 3M, electrical or duct tape. Suggested materials include masking tape or poster tacking.
- Unless prior permission is received, materials posted on bulletin boards should be no larger than 11"x 17". Posted materials may not be in excess of 23"x 35".
- Posters and flyers may not be placed or hung from painted surfaces, metal surfaces, windows, ceilings, or doors.

- Posted materials may not be placed in outdoor spaces. This includes, but is not limited to: trees, lamp posts, benches, trash cans, or buildings.
- Materials may not be placed on vehicles.
- Reasonable efforts must be made to not post excessive materials. Multiple and identical signs should not be posted next to one another, as space is needed for all campus events. Judgments as to what will be considered reasonable will be made by the Center for Student Involvement.
- Organizations and campus departments are responsible for prompt removal of posted materials. All materials advertising events should be removed within 24 hours of the event.
- Complete removal of all posted materials on bulletin boards will occur at the conclusion of each semester.

Facility Specific Posting Guidelines: The following guidelines apply to posting in the following areas:

- **Burke Library:** General posting in the Burke Library is limited to boards marked for general posting. These boards are located in copier areas and the Wilkins Lab.
- **Student Center:** General posting in the Student Center is limited to bulletin boards (other special posting opportunities are available on a reservable basis; see below). Those wishing to post material in the Student Center must submit five (5) copies to the Student Center Information Desk to be placed on bulletin boards.

Any exceptions to these guidelines must be approved by the Director of Student Involvement. Exceptions will be limited to large-scale, campus-wide events.

FACILITY RESERVATIONS

Once an event is registered and approved with the Center for Student Involvement, Registered Student Organizations may reserve campus spaces online. The procedure for reserving a room or campus space is as follows:

1. Go online to webevent.shc.edu
2. Click on the room you want to reserve
3. Click “Add Event”
4. Enter the date and start/end time for the event
5. If it is a repeated event, use “Repeat Until”
6. Enter the event title
7. Provide a description of the event in the description box
8. If there are any special needs for the room, note it in the description box
9. Enter your name and e-mail address (confirmation will be sent by e-mail)
10. Click “Submit”

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Note that the reservation is not officially on the calendar until it has been approved by the administrator. If corrections are needed for an existing reservation, the student who made the reservation should contact the HelpDesk. Facilities are reserved on a first-come, first-served basis. For special events and programs, failure of the student organization to register the event with the Center for Student Involvement may result in reservations being cancelled. Failure of the reserving party to return the facility to its original state of cleanliness (including disposal of garbage in appropriate containers) will result in clean-up fees. It is expected that organizations will respect all College policies and guidelines when using facilities. Failure to follow facility guidelines may result in sanctions or disciplinary action.

Facilities and Equipment Requests

Registered student organizations may use a number of resources for events and programs. Those organizations reserving and using Spring Hill College's resources and equipment are responsible for its proper use and for ensuring that all items used remain in good condition. Requests for setup and equipment usage should be made well in advance to ensure that they are reserved. However, all requests must meet certain deadlines.

- **Facilities Setup Request:** Students may request event setup for reserved spaces by submitting an Organization Setup Request Form to the Center for Student Involvement. Organizations are encouraged to submit requests as early as possible to ensure proper setup, but forms must be submitted a minimum of seven (7) business days prior to an event. Items available for student organization use and setup are: Tables, Chairs, Tents, Lectern, Dance Floor, Trash Receptacles, Audio/Visual Equipment, and/or Stage. *Please note that not all equipment is able to be set-up in all venues. Please contact the Center for Student Involvement with questions.
- **Audio Visual Requests:** For spaces outside of the Student Center, requests for audio visual equipment and/or usage of sound equipment already installed in rooms (such as Byrne Hall, Gautrelet, etc.) may be submitted to the HelpDesk located in the Burke Library by e-mailing helpdesk@shc.edu or calling 380-2276. Requests for equipment must be made a minimum of seven (7) days prior to the event.

Individuals checking out equipment are deemed responsible for equipment and any damages that may occur to it.

- **Sound and Stage Requests:** Requests for the usage of staging and sound equipment outside of Student Center or in spaces without existing equipment may be made through the Campus Programming Board by submitting a Sound & Stage Request Form to the CPB Mailbox located in the Student Organization Resource Center. All requests must be submitted no less than two (2) full weeks prior to event.

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All students are expected to abide by the Policies and Procedures listed in the Student Handbook. The following policies, however, apply in a particular way to students who reside on campus and their guests. These policies are supplemental to the Student Handbook policies and will be enforced and implemented under the same discipline system as contained in the Student Handbook.

ALCOHOL

Please refer to the Student Handbook for the entire Alcohol and Drug-Free Policy. Below is listed the applicable portions from that statement and any supplemental policy statements regarding alcohol usage that will be applied in the residence halls.

From the Alcohol and Drug-Free Policy

In order to assure a work and learning environment that promotes the College's mission and proper function, the College prohibits unlawful possession, use, sale, manufacture, or distribution of alcohol, illicit drugs, or drug paraphernalia by faculty, staff, or students on SHC property or as any part of any SHC activity. Illicit drug use, including the use of legal drugs such as alcohol or the use of alcohol by underage persons, will result in disciplinary action. Federal, state and local sanctions also apply to such conduct. Those students of legal drinking age may drink in the privacy of their own rooms, in the interior common spaces of the Fairway student apartments, in the common rooms of Skip's Place pods, in legally licensed facilities or during special events for which College permission has been sought and obtained.

Any residential student, in whose room/apartment alcohol is being consumed, is responsible for, and will be held accountable for, the behavior of his or her guests, including but not limited to ensuring that minors do not consume alcohol, that open containers of alcohol are not carried out of the room/apartment and that neither the residential student, nor his or her guests, become(s) intoxicated or act(s) in a disorderly manner. The following conduct is prohibited:

- Possessing or consuming alcohol if under the legal age.
- Operating a motor vehicle while under the influence of alcohol.
- Misrepresenting one's age for the purposes of purchasing or consuming alcohol.
- Possessing, furnishing, or consuming alcohol in College interior buildings, other than personal residential space, Fairway apartment interior common space, Skip's Place pod common rooms, or on College grounds, except during special sanctioned events.
- Possessing a common source of alcohol (e.g., kegs, beer balls, or equivalent quantities of "pooled" alcohol).

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- Purchasing for or furnishing alcohol to a minor.
- Public intoxication or being dangerously intoxicated to the point of putting oneself or others in danger.

As with any policy violation, those that violate the alcohol policy will be documented by staff and will enter the College Judicial Process. For those who violate the alcohol policy for the first time, without any prior alcohol or other incidents, the sanction will be, at a minimum, an online alcohol education session, a meeting with a counselor, a \$75 fee, and possible behavioral requirements/restrictions depending on the severity of the incident.

As always, sanctions can increase or decrease depending on the severity of the incident and one's prior history of violations. However, the minimum sanction for first-time alcohol violations is consistently given and rarely lessened.

Supplemental Policy Statements

- Due to the age of the inhabitants of Toolen, Viragh and Walsh (no one being of the legal age to drink), these buildings will be considered alcohol-free environments – no one in the non-staff areas of the building will be allowed to have alcohol or alcohol containers in these areas.
- Alcohol paraphernalia, empty containers, and alcohol “trophy” are prohibited in all living spaces.
- Situations involving inappropriate or illegal possession, consumption or serving of alcohol may lead to the confiscation and/or disposal of the alcoholic beverages present. Those in possession of such items may be asked to appropriately dispose of the alcohol themselves in the presence of a staff member. (e.g., pouring out the alcohol).
- Whether of legal age or not, anyone who consumes alcohol must drink responsibly. Any behavior that indicates the misuse or over-consumption of alcohol is in violation of this policy. Engaging in activities that encourage irresponsible drinking is also a violation (e.g., competitive drinking, chugging drinks, beer pong, drinking games, etc.).
- Students legally consuming alcohol in their residence hall room must do so with the door shut and must not create a disturbance for other residents.
- Students legally consuming alcohol in Skip's Place pod common rooms must do so under the following criteria:
 - The number of people in a pod common room must not exceed 15 persons.
 - Alcohol is not to be stored in the Skip's Place common room. Individuals who are over 21 years old may be in possession of one alcoholic beverage at a time in the common room.
 - All of the alcohol rules and procedures listed within the entire policy stated above must also be followed in the Skip's Place pod common rooms.

BALCONIES

Students who live in Fairway Apartments or Viragh Hall are responsible for the balcony area adjacent to their apartment. Any furniture or other items placed in balcony areas in Fairways or Viragh should be lightweight, easily removable, and designed for balcony use (per the discretion of the Residence Life staff). No other items, including trash, should be stored on balconies or on the walkway-terrace. The throwing of any object from the balconies is strictly prohibited, including cigarette butts. No furniture or other objects may obstruct walkways or stairwells. Though you are responsible for your balcony and its condition, all balconies are considered public space and should be treated as such. The consumption of alcohol and smoking are strictly prohibited and will be strictly enforced.

CINDER BLOCKS AND LOFTS

Cinder blocks cannot be used and lofts cannot be built in student rooms unless prior approval has been obtained from the Director of Residence Life. Conditions for using cinder blocks are that they must be padded and wrapped and the residents name must be written on each block. Residents who do not remove cinder blocks will be charged a fee of \$25.00 per block, and they will be held responsible for any damage that occurs from the use of cinder blocks.

COLLEGE FURNITURE

Lounges and common areas are provided across the campus. In order to maintain these areas for use by all students, it is important that no furniture be removed. Should furniture be removed or damaged, or other damage occur in any common area, responsible individuals will be subject to disciplinary action and group assessments may be made.

COMMON AREAS

Each student shares responsibility for the care and protection of public areas and equipment of his or her Residence Hall. Group damage assessments will be made whenever damage or vandalism to common areas occurs and the responsible party cannot be identified. Vandalism should be reported to the Residence Life staff immediately.

CONCESSIONS

Vending machines are located in most residence halls. If a machine is not working properly, please report it to the Residence Life staff. Vending machines are considered a service provided by the College. In the event a vending machine is vandalized or items are stolen, the vending machine will be moved for the duration of the year.

DECORATION OF ROOMS

Students are encouraged to decorate their rooms to reflect personal tastes. However, the following guidelines must be followed for all room decorations:

- Decals, bumper stickers, nails, screws, or other objects that may mar the surface of the wall, ceilings, room door, or other items in the room are NOT PERMITTED. Only Blue Painter's Tape should be used to hang and posters and other items on walls. Nails, push pins, and sticky tack are NOT PERMITTED. The hanging of banners, flags, posters, signs or neon lights in windows is not permitted.
- Decoration with paint, wallpaper, paneling or corkboard, or the installation/ construction of any attached structure is STRICTLY PROHIBITED and will result in cleaning and/or repair charges. The painting of student rooms is not permitted.
- All decorations should be in good taste and within the spirit of the Mission of Spring Hill College. Residence Life has the right to ask a student to remove any items from walls, windows, doors, or from any College owned space.

DELIVERIES TO THE RESIDENCE HALLS

To help ensure the safety of the residential community, delivery persons must be met at the entrance of the residence hall.

DRUGS

Students may not possess, consume, furnish, manufacture, sell, exchange, or otherwise distribute any drug prohibited by federal or state law. Please see the Alcohol and Drug-Free Policy in the Student Handbook for further information.

ELECTRICAL APPLIANCES IN THE RESIDENCE HALLS

Reasonable use of electrical appliances is allowed in the Residence Halls. Any use that inhibits the proper electrical functioning of the halls or is deemed unsafe may be prohibited, per the discretion of the Residence Life staff. Small office-style refrigerators are allowed if shorter than 36 inches in height. Microwave ovens of 1000 watts or less are also allowed. Unauthorized appliances are subject to immediate removal by the owner and/or immediate confiscation by the Residence Life staff.

ENTRANCE DOORS TO RESIDENTIAL AREAS

To assist in maintaining a safe and secure residential community, the doors to all residential living areas shall remain locked 24 hours a day. Students are expected to meet guests and visitors at the outside doors and escort them in. Propping outside doors or allowing unauthorized access to the residence halls

breaches the security of the buildings and will not be tolerated. This action will result in severe disciplinary action.

If a person(s) are caught vandalizing the door (yanking it open, breaking glass, damaging the lock) AND/OR propping a door - they will be fined \$150 and may face other sanctions. If no person is actually caught vandalizing a door, then all residents (building/ pod) will share in the cost of repairing the door along with any additional disciplinary fines. The minimum cost for first offense will be \$25/resident.

If no person is actually caught propping a door:

1st Offense – the pod/hall/building will be notified with a warning that the next time a door is propped, community fines will occur.

2nd Offense – residents in this pod/hall/building will be notified that they will be fined \$25 each to their student account.

3rd Offense – residents in this pod/hall/building will be notified that they will be fined \$50 each to their student account.

4th Offense – residents in this pod/hall/building will be notified that they will be fined \$75 each to their student account.

5th Offense and thereafter – residents in this pod/hall/building will be notified that they will be fined \$100 each to their student account.

Relying on your own instincts is an important rule for your personal safety and that of your fellow residents. Remember, your personal safety is our primary concern, but we need your help, too.

FIRE DRILLS

To help provide for the safety of residents, periodic fire alarms are scheduled, as needed each semester. Students are required to vacate the building whenever the alarm sounds. Failure to evacuate in a timely manner during a fire alarm will be viewed as a serious disciplinary matter.

FIRE SAFETY

The fire safety equipment, the fire alarm system, smoke detectors and appropriate procedures are provided for the protection of life and property of residents. Tampering in any way with this equipment or failure to comply with the fire safety procedures is considered a very serious infraction of College regulations and Alabama state law, and may lead to serious disciplinary sanction.

HALL SPORTS

In the interest of personal safety and the safety for the interior structure of our buildings, playing of hall sports or any similar type of behavior is NOT permitted.

INSPECTION OF ROOMS

Each student is expected to keep his/her room clean and free from health, safety, and fire hazards. The Residence Life Office conducts Health and Safety Inspections periodically during each semester. The College will conduct at least 2 official safety checks a year. Prior to the general inspections, all residents will usually be notified via e-mail and fliers. Residents are encouraged to set up an appointment with their Resident Assistant if they want to be present during their inspection. The College reserves the right to inspect rooms at any time for any reason deemed necessary, including the suspicion of illegal or inappropriate behavior or suspicion of policy violations.

INTERNET ACCESS

Each student is provided with access to the College's Internet server. The Information Technology Services (ITS) Office establishes the policies regarding the proper use of Internet service.

KEYS

A room key and front door key (or card) are issued when a student assumes occupancy of his/her room. A non-refundable fee of \$50 will be assessed for a lost front door key and \$30 for a lost room key. A non-refundable fee of \$20 will be assessed for a lost mailbox key, and a \$30 non-refundable fee will be assessed for a lost ID card. Students should remember that the safety, security and privacy of their rooms and residence halls are a shared responsibility and should never loan nor attempt to duplicate their keys. Students should report lost or damaged keys (or cards) to the Residence Life staff immediately. Failure to return a room key and/or door key at move-out will result in a minimum \$100 improper check-out fine.

LOCKOUTS

If a student is locked out of his or her room during College Business Hours (Monday-Friday 8am-4:30pm) should report to the Residence Life Office for assistance. During all other times, residents should contact their Resident Advisor or the RA on Duty for assistance. A \$50 lock-out fee will be assessed for lock-out services. During the first 2 weeks of the fall semester, this fee will be waived.

MAINTENANCE REQUESTS

All repair needs within the residence hall should be reported online via BadgerWeb.

MEAL PLAN

All students living on campus are required to purchase a meal plan. For a more detailed description of meal plans, please visit BadgerWeb.

OVERNIGHT GUESTS

Students may have overnight guests of the same sex in their rooms without charge if the below criteria are met. The College reserves the right to limit overnight guests based on campus needs.

- The resident fills out the Overnight Guest form located on BadgerWeb
- The guest is registered at least 24 hours in advance
- The consent of the roommate is given
- The guest's stay does not exceed six nights per semester and cannot be more than two consecutive nights
- The student accepts responsibility for the actions of the guests
- The guest is at least 18 years of age. Approval from the Director of Residence Life is needed if the guest is under the age of 18.

PERSONAL BELONGINGS

Spring Hill College is not responsible for the security of personal belongings in the residence halls. The College strongly advises students planning to bring valuables into the residence halls to arrange for coverage under their parents' or their own personal property insurance policy.

PEST CONTROL

All residential areas are sprayed for pests (insects) on a periodic basis. If the need arises, a student may request a supplemental pest control visit be made using a maintenance request on BadgerWeb.

PETS

Small fish in bowls or aquariums (maximum capacity of 10 gallons) are allowed in student rooms. No other pets are permitted within the interior of any campus buildings including residence halls for any period of time. Failure to adhere to this policy will result in immediate removal of the pet by the owner or the Residence Life staff, an automatic \$100 conduct fine, and referral to the discipline system.

PROHIBITED ITEMS

The following list of prohibited items is a sample of things not to bring with you to the Residence Halls. It is not an all-inclusive list. Any item that is in violation of any College policy or that is illegal is also considered a prohibited item.

- air conditioners/ceiling fans not installed by Plant Operations
- alcohol "trophies," e.g., empty containers or paraphernalia
- any item that has an exposed heating coil, such as toasters

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- barricades
- candles or incense
- weapons or replicas
- fireworks
- grills/hibachis (e.g., George Foreman grills) or any other incendiary device
- halogen lamps or sunlamps
- pets (except for fish in an aquarium of up to 10 gallons)
- smoke bombs
- lawn decorations, parking meters, realty, street or road signs
- waterbeds
- sub-woofers

Items that have been illegally obtained on or off campus, and are used in violation of college policy, or are illegal themselves are subject to confiscation. The student(s) involved will also be referred to the disciplinary system.

QUIET HOURS & COURTESY HOURS

To help maintain an atmosphere conducive to study, students are required to maintain a noise level that does not disturb others. Quiet Hours are from 10 p.m. to 9 a.m. Sunday – Thursday and midnight to 9 a.m. on Friday and Saturday. Additional quiet hours may be determined by individual Hall Councils or during specified periods. The College observes 24-hour courtesy hours, wherein noise should be kept to a considerate level and students are expected to respond cooperatively to requests for quiet. During final exam weeks, the Residence Halls will observe 24-hour quiet hours.

ROOFS AND WINDOWS

Students are not permitted on the roofs of campus buildings. Students are also prohibited from throwing anything out of or into windows.

ROOM ASSIGNMENTS

According to the contract entered into by the student and Spring Hill College, the College, through the Residence Life Office, reserves the right to assign and/or consolidate each residence hall student, and/or room and roommate, as it deems appropriate. The College makes room assignments without regard to race, color, religion, handicap or national origin.

ROOM FURNISHINGS

Students are provided with a single bed, dresser, desk, chair, and bookshelf. Other furnishings can be provided by the students. Furnishings assigned to a given room may not be removed/stored.

SINGLE ROOMS

There are a limited number of single rooms available in the Residence Halls. Students who did not receive a single room during Room Selection may request to be on a waiting list to receive a single room. Freshmen are not typically assigned to single rooms. Students who are assigned to a double room and who do not have a roommate for whatever reason, may be consolidated into other rooms with a roommate. Students without a roommate cannot automatically “declare” their room a single, and they will need to be ready to accept a new roommate at any time. The Residence Life Office reserves the right to change the occupancy status of a room in order to meet departmental needs. Please see the Housing Contract for more information.

TELEPHONES

Telephones exist in the interior entrance area of all buildings and in the exterior breezeways of Fairway’s Apartments. Students are responsible for the appropriate use of any telephone equipment of the college that they are using.

TELEVISION

All student rooms are wired for basic cable television service. Satellite dishes are not permitted.

TOBACCO POLICY

Tobacco use is not permitted in any building on campus. Spring Hill strives to provide a healthful, comfortable, and safe learning and working environment for all students, employees, visitors, and other groups of constituents. To support this goal, the use of all tobacco products, including but not limited to cigarettes, cigars, pipes and smokeless tobacco is not allowed in the following areas:

- Inside any campus building or campus vehicle;
- Within 25 feet from any campus building or structure (exterior walls);
- Areas designated as non-smoking (to include but not necessarily limited to):
 - the plaza anywhere between Quinlan Hall and the Fine Arts Building
 - the Outdoor Learning Area
 - within 25 feet of all areas where volatile, flammable, or explosive materials are in use and/or situated, regardless if the use is temporary or consistent;
 - within 25 feet of any posted “No Smoking” sign, wherever such signs may be located on campus.

UNAUTHORIZED ENTRY

Entry into a residence hall or apartment when the building is officially closed, or when an individual has been banned from a particular building or area on campus,

is considered trespassing; students who violate this policy will be referred for disciplinary action and possible criminal prosecution.

VISITATION

The primary purpose of Spring Hill's residential visiting regulations is to assist in the development of positive interpersonal relationships in a setting which provides for some privacy and the need to place strong emphasis on mature, responsible social behavior within the mission of the institution. In addition to the possible consequences listed within the student handbook, the privilege of visitation may be revoked for individuals or for residential areas where the visitation policy is being violated.

Visitation Hours

Sunday-Thursday 10:00am-midnight

Friday-Saturday 10:00am-2:00am

Any modification of the hours during which visitation is allowed by a particular residential area will be posted clearly in that area. It is a violation of the visitation policy to have non-registered guests in the residence hall after visitation hours. Violations of this policy will result in disciplinary action.

Guests who are not students at Spring Hill College may enter residence halls only at the expressed invitation of a resident of that hall. All others will be treated as trespassers. All guests must be met at the front door and escorted into the building by their hosts. Otherwise, they may not enter. Resident students shall remain in the company of their guests and be responsible for their conduct throughout the visit. Students and their guests are expected to be aware of the rights of other members of the residential community. Any violation of policies renders both guests and hosts responsible for the violation.

The residence hall staff has the overall responsibility for upholding all College policies. The residence hall staff is authorized to check that all guests have left the building when visitation has ended. During final exam week, residential visitation hours are to be determined by the Residence Life Office and the Department of Public Safety. If you have any questions regarding residence hall policies or procedures, please contact an Area Coordinator or the Residence Life Office.

additional information

OFF-CAMPUS PLACES OF WORSHIP

BAPTIST

Hillcrest Baptist

1204 Hillcrest Road (639-0990)
10:45am

New Shiloh Missionary Baptist

2756 Old Shell Rd. (478-6792)
7:30am and 10:45am

Spring Hill Baptist

2 South McGregor (342-5320)
10:45am

EPISCOPAL

St. Luke's Episcopal

1050 Azalea Road (666-2990)
7:30am and 10:00am

St. Paul's Episcopal

4051 Old Shell Rd. (342-8521)
7:30am, 10:00am and 11:15am

GREEK ORTHODOX

Annunciation Greek Orthodox

50 South Ann St. (438-9888)
9:00am and 10:00am

JEWISH

Spring Hill Temple Reform

1769 Spring Hill Ave (478-0415)
Shabbat Service: 6:00pm Friday

LUTHERAN

Holy Cross Lutheran (MS)

3900 Airport Blvd. (342-8755)
8:15am and 10:30am

METHODIST

Christ United Methodist

6101 Grelot Rd. (342-0462)
8:00am, 9:15am and 10:40am

Dauphin Way United Methodist

1507 Dauphin St. (471-1511)
9:15am and 10:30am

PRESBYTERIAN

Spring Hill Presbyterian

10 Westminster Way (342-1550)
8:30am and 11:00am

UNITED CHURCH OF CHRIST

Open Table: A Community of Faith

269 Mohawk Street (545-1011)
(at West Side UMC)
5:00pm Sunday

NEED TO KNOW NUMBERS	From non-campus phones, dial 380- then extension number.
Campus Security	4444
Academic Affairs	2262
Admissions	3030
Bookstore	3020
Business Office	3885
Campus Ministry	3495
Campus Services	3026
Communications/Marketing	3203
Campus Programming Board	2298
Daily Menu	3897
Dean of Students	3023
Development	2280
Dining Services	3890
Financial Aid	3460
Foley Center	3499
Golf Course	4655
Graduate & Continuing Studies	3065
Fraternity/Sorority Life	3027
Help Desk	2276
Judicial Affairs	3023
Library	3870
Mail Room	2244
McKinney's at the Hill	3895
Recreation Center	3485
Residence Life	3028
Registrar	2240
Student Government Association	2298
Springhillian Newspaper	3850
Student Academic Services	3470
Student Center Information Desk	4089
Student Involvement & Leadership	3027
Telephone Broadcast Line	4390
Voicemail Help	3026
Wellness Center	2270

ACADEMIC CALENDAR 2011/2012

FALL SEMESTER	AUG.	19 Friday	Late Registration begins -schedule adjustment (see advisor)
		22 Monday	Classes begin at 8:15am Add/drop begins (see advisor)
		26 Friday	Add/drop and Late Registration ends
	SEPT.	5 Monday	Labor Day (NO CLASS) Classes resume, Tuesday at 7:45am
		9 Friday	Last day to remove 'I' grades from spring and summer 2011
	OCT.	10 Monday- 11 Tuesday	Fall Break (NO CLASS day or night) Classes resume, Wednesday at 8:15am
		18 Tuesday	Midterm grades due to Registrar by 2:00pm
		20 Thursday- 28 Friday	Course Advisement period
		25 Tuesday	Last day to withdraw with non-penalty 'W' grade
	NOV.	1 Tuesday	Last day for degree application for May 2012 graduation
		2 Wednesday	Last day to request pass/fail option
		23 Wednesday- 25 Friday	Thanksgiving Holiday (NO CLASS) Classes resume, Monday at 8:15am
	DEC.	2 Friday	Last day of classes
		5 Monday	Final Exams begin
		9 Friday	Final Exams end
13 Tuesday		Final grades due to Registrar by noon	
20 Tuesday		All degree requirements must be completed for December 20, 2011 conferral of degree Conferral of December degrees, no Commencement	
SPRING SEMESTER	JAN.	6 Friday	Late Registration begins -schedule adjustment (see advisor)
		9 Monday	Classes begin at 8:15am Add/drop begins (see advisor)
		13 Friday	Add/drop and Late Registration ends
		16 Monday	MLK Jr. Holiday (NO CLASS)
		27 Friday	Last day for removing 'I' grades from fall 2011
	FEB.	20 Monday- 22 Wednesday	Mardi Gras Break/Ash Wednesday (NO CLASS) Classes resume, Thursday at 7:45am
	MAR.	6 Tuesday	Mid-term grades due to Registrar by 2:00pm
		13 Tuesday	Last day to withdraw with non-penalty 'W' grade
		15 Thursday- 23 Friday	Course advisement period
		20 Tuesday	Last day to request pass/fail option
	APR.	2 Monday- 9 Monday	Spring Break/Good Friday/Easter Sunday (NO CLASS) Classes resume, Monday at 6:00pm
		20 Friday	Honors Convocation (NO CLASS after 1:00pm)
		25 Wednesday	Last day of classes
		26 Thursday	Final Exams begin
	MAY	2 Wednesday	Final Exams end
3 Thursday		Grades for degree candidates due to Registrar by 2:00pm	
4 Friday		Baccalaureate Mass	
5 Saturday		Commencement	
		8 Tuesday	Final grades due to Registrar by noon



Spring Hill College

Forming leaders engaged in learning, faith, justice and service for life.