DEREE STUDENT CODE OF CONDUCT

PURPOSE

The purpose of the Student Code of Conduct is to help DEREE – The American College of Greece students develop a mutually respectful, responsible and civil behavior both within the campus and in the surrounding community. In keeping with the College mission statement, the Office of Student Affairs strives to maintain a living and learning environment that will enable students:

• To define and pursue their educational and professional goals;
• To develop as critical and creative thinkers and socially aware individuals; and
• To prepare for lives of reflection as well as responsible civic engagement in a complex, global world.

RIGHTS & RESPONSIBILITIES

The choice to become a member of the DEREE community implies the commitment to accept the rights and responsibilities of that membership. These stem from the understanding that the individual is responsible to the community and the community is equally responsible to the individual. As such, all student members of the DEREE community have certain rights:

• The right to learn, including the right of access to ideas, the right of access to facts and opinions, the right to express ideas, and the right to discuss those ideas with others;
• The right to be treated as an individual member of the community, including the right to be free of discrimination based on age, sex, religion, ethnic or national origin, handicap, sexual orientation, and the right to be free from harassment of any type;
• The right of peaceful coexistence, including the right to be free from violence, force, threats, and abuse, and the right to move about freely;
• The right to be free of any action that unduly interferes with student rights and/or the learning environment;
• The right to express an opinion, which includes the right to state an agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of that opinion;
• The right of privacy;
• In student conduct procedures, students have the right to be informed of charges of misconduct, the right to adequate time to prepare a response to the charges, the right to hear evidence in support of the charges, the right to present evidence against the charges, and the right to freedom against compulsory self-incrimination.

COMMUNITY STANDARDS

In order to create an environment whereby students can live safely, succeed academically, and develop skills for life, leadership, and service, the College relies upon students to know and adhere to standards of behavior guided by College policies and Greek laws. While the Student Code of Conduct attempts to include information on most of these regulations and policies, students need to review other College publications and documents, such as the Student Handbook and the Student Guide.

All student members of the DEREE community have the responsibility to adhere to the integrity and social community standards listed below.
No person shall:

- Furnish false information to or about any College official acting in performance of his/her duties. This includes false reporting of emergencies.
- Refuse to cooperate with any College official acting in performance of his/her duties. This includes not presenting proper identification when requested.
- Forge, alter, misuse, create false, or fail to provide accurate and required information on College documents, records, or identification cards.
- Take, use, possess, or destruct public or private property without authorization (either on or off-campus). This includes, but is not limited, to theft and/or unauthorized entry and use occurring of the College classrooms, athletic facilities, student success center (SSC), and library.
- Possess, duplicate or use without authorization, keys to any College premises or services.
- Have unauthorized entry or use of College premises. This includes, but is not limited to persons violating the visitor policy.
- Fail to comply with lawful directives of College officials (including gate security guards) or law enforcement officers acting in performance of their duties.
- Disrupt the normal operations of the College and/or infringe on the rights of other members of the College community.
- Violate the College Residence Rules and Regulations (see Student Guide).
- Engage in actions which interfere with or obstruct the student conduct process (appearing at a hearing, testifying at a hearing and completing sanctions). This includes:
  i. Falsifying, distorting, or misrepresenting information to the student conduct board or hearing officer;
  ii. Attempting to discourage an individual's proper participation in, or use of, the student conduct system;
  iii. Attempting to influence the impartiality of a member of a student conduct board prior to, during, and/or after a student conduct code proceeding;
  iv. Influencing or attempting to influence another person to commit an abuse of the student code of conduct system.
- Possess and/or use illegal or unauthorized firearms, explosives, ammunition, fireworks, weapons including, but not limited to, catapults, knives (except sharp blades required by academic class eg: Art), paintball guns, pellet guns (including any 'toy' gun that discharges any object), or other deadly weapons or dangerous chemicals on College premises.
- Cause or attempt to cause a fire or explosion, tamper with fire safety equipment and falsely report a fire, an explosion or an explosive device.
- Fail to evacuate College buildings during an emergency alarm.
- Engage in hazing or any act that recklessly or intentionally endangers the mental or physical health or safety of a person, for the purpose of initiation or admission into, affiliation with, or as a condition of the continued membership in a group or organization.
- Engage in disorderly, lewd, or indecent conduct.
- Disrupt or interfere with the lawful administration of the functions of the College.
- Act or threaten to act with disregard thus causing possible harm to self, another individual, or group. This includes actions that inflict mental or physical harm and/or injury to self, another individual or group, including physical or sexual violence and relationship/domestic violence.
- Engage in acts of verbal or written abuse, threats, intimidation, harassment, coercion, and/or other conduct which creates an intimidating, hostile, or offensive working, living or educational environment, including, but not limited to, racial and sexual harassment and/or stalking.
• Violate the Information Technology Policy (see Student guide and College website). This includes, but is not limited to misuse of College computer networks and e-mail accounts.

• Behave in a disruptive manner while visiting locations off-campus while enrolled at DEREE. This includes, but is not limited to, behaviors that disturb the peace of the residential neighborhood bordering campus.

• No person shall disrespect a College official acting in performance of his/her duties.

• Operate a vehicle or wheeled transportation on College grounds in a reckless manner. This includes, but is not limited to, motorized vehicles, skates, and bicycles without the proper regard for safety, courtesy, and caution.

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**STUDENT CONDUCT PROCESS**

Any member of the College community may file charges against a student for violations of the Student Code of Conduct. All charges must be prepared in writing by completing the [Student Code of Conduct Violation Form](#) (available online and at the OSA) and submitting it to the Dean of Students as soon as possible following the incident.

Students will receive notification of the charges of an alleged violation of the Student Code of Conduct within five business days of submission of the [Student Code of Conduct Violation Form](#). The student is required to either attend the prearranged appointment or to reschedule the appointment with the Dean of Students within three business days of the date of notification.

There are three hearings available to resolve charges:

**Administrative Hearing**: For first time offenders and repeated violation(s) of minor or moderate violation(s).

Administrative hearings are headed by the Dean of Students and one Hearing Officer, and may include witnesses of the incident. The charged student has the opportunity to review and comment on the documentation of the case and to question all witnesses and present witnesses and evidence on his/her own behalf. Before the end of this hearing, the student will be asked whether or not they choose to take responsibility for his/her actions. The Dean of Students will make a final decision based on the facts of the case and the outcome of the Administrative Hearing whether or not to hold a student responsible for the alleged policy violation and will determine resulting sanctions.

**Student Conduct Board Hearing**: A formal, minuted process that occurs in front of the Student Conduct Board.

At the hearing, the charged student has the opportunity to review and comment on the documentation of the case and to question all witnesses and present witnesses and evidence on his/her own behalf. The board is headed by the Dean of Students and composed of one student representative, one faculty member, the Director of the Counseling and Learning Centre and at least one administrator. After reviewing the case with the student charged, the members of the Student Conduct Board will deliberate in private to make a final decision. Based on the facts of the case and the outcome of the board hearing the board will recommend resulting sanctions (if any). The Dean of Students shall decide upon the sanctions (if any).

**Summary Hearing**: This is an abbreviated version of an Administrative Hearing that is called by the Dean of Students to immediately address and resolve the case if:

- A student's continued presence constitutes an immediate threat of harm to himself, other individuals, or college property.
- The violation occurs two weeks prior to any official college recess.

Students are not eligible to graduate or to receive transcripts until they complete any outstanding student conduct proceedings and/or any sanctions.

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**Authority and Responsibilities**

- **Hearing Officer**: Has the authority to verbally reprimand a student who has behaved inappropriately. The Hearing Officer may participate in an Administrative Hearing by reviewing the evidence, interviewing the accused student and/or witnesses and recommending resulting sanctions to the Dean of Students.

- **Dean of Students**: Heads all hearings and determines the final sanctions to be imposed to the student. The Dean of Students prepares a letter to the charged student with the final decision concerning the violation of the community standards, its rationale and resulting sanctions (if any) for the . The Dean of Students also directs the revision of the Student Code of Conduct.
• Student Conduct Board: The Student Conduct Board is convened by the Dean of Students and has the authority to issue any and all sanctions as described in the Student Code of Conduct.

• Vice President for Student Life: Has full authority to review decisions of the Dean of Students and oversees all appeals.

In all cases if the Dean of Students is unable to perform his functions, the Associate Dean of Students will act as his designee.

Appeals Process

A student has the right to appeal issued sanctions. Appeals are not re-hearings and they are not granted on the basis of disagreement with the decision of the original hearing. Upon receipt of the sanction, a student will have up to five business days to file a written appeal to the Vice President for Student Life. The Vice President for Student Life may choose to extend the amount of time to submit appeals in unusual circumstances. A student may appeal only on the following grounds:

1. The hearing was not conducted in the manner provided under the Student Code of Conduct.

2. There was insufficient evidence to establish responsibility.

3. There is new and substantial evidence that exonerates, clears the student, or puts the conduct situation into a different context.

4. The student witnessed or experienced bias or discrimination during the conduct process.

5. The imposed sanction is too severe.

If the appeal does not meet one of the five criteria noted above, the student will be notified in writing that the request for appeal is denied and the initial decision and sanction(s) will remain in effect. If the appeal meets at least one of the criteria above, the appeal will be read and decided within 10 business days (2 weeks) of the receipt of the appeal. The student will receive written notification of the appeal hearing from the Vice President for Student Life. In some instances, students appealing a decision may be asked to an appeals meeting to discuss his/her situation; however, such meetings are not necessary for an appeal to be considered and decided upon. The appeal may result in one of the following actions:

1. The appeal is granted, and the sanctions are overturned.

2. The appeal is granted, and the sanctions are modified.

3. The appeal is denied, and the sanctions remain in effect.

4. The appeal is denied and additional sanctions are imposed.

SANCTIONS

The College conduct process is based on the assumption that conduct procedures should be an educational experience. Within this context, sanctions are intended to be both commensurate with the misconduct and to include an educational component. They aim to help students develop a sense of personal responsibility, encourage self-discipline, foster healthy choices, promote respect for the rights of others, and protect freedoms and safety of the entire College community. Sanctions may include one or more of the following, depending upon the severity of the offense, the student’s prior conduct record, and the student’s current conduct status:

1. **Verbal Reprimand**: Following the inappropriate behavior of a student related to a minor violation of the Student Code of Conduct, a Hearing Officer may verbally reprimand the student(s) involved in the violation.

2. **Written Warning**: Following the violation(s) of one or more of the Student Code of Conduct Standards, a Hearing Officer may submit an official warning in writing. This serves as notification that further misconduct/violation(s) could result in additional conduct proceedings and sanctioning.

3. **Reflective Sanctions**: Along with a written warning, students may be asked to complete educational activities intended to involve the student in a positive learning experience related to the student’s unacceptable behavior. Educational activities allow students to reflect upon their inappropriate behavior, to understand why their behavior was inappropriate, and to educate other students, so they do not find themselves in similar circumstances. This may include, but are not limited to:
• A campus or community service project: Non-paid work for a not-for-profit charity/organization or campus project. Hours for restitution will range from 5 to 15 hours, depending on the severity of the offense and the students’ conduct history.

• A personal assessment, mediation, or counseling: A student may be required to complete a specified assessment relative to the violation committed; all assessment reports shall be submitted to the Dean of Students and will become part of the students’ conduct record.

• A reflection paper: A student may be asked to write a paper related to the implications of the student’s conduct.

• Completion of an educational program

4. **Fines:** Fines may be assessed as a punitive measure. Fines may include restitution for loss of or damages to College or personal property or cost of medical expenses for bodily injury resulting from a student's actions.

5. **Loss of College Privileges:** The student may lose the privilege of participating in activities that include, but are not limited to, participation in athletic, musical and theatrical productions, clubs, societies and organizations and other College sponsored events for a specified or indefinite period of time.

6. **Parental Notification:** The Dean of Students may send a copy of the student’s conduct letter to the address on file for parents/guardians of students. Whenever possible, a conversation in person will be held with both the student and the student's parent or legal guardian.

7. **No-Contact Order:** A student may be prohibited from communicating in any way and medium (i.e. through third parties, telephone, visitation, email, social networking sites, letters, etc.) with a named individual or group.

8. **Student Conduct Probation:** A formal notice of student conduct probation should be understood to mean that any further violation(s), even of a minor nature, could warrant immediate suspension or expulsion from the College. The duration of student conduct probation, typically not less than one semester, affects the non-academic status of the student. During this time, the student cannot hold an elected or appointed office in any student organization, club or society registered with the College, represent the College in any extra/co-curricular activity or official function, or hold College paraprofessional employment. Any student placed on conduct probation may lose scholarship money (e.g. Academic scholarship or other merit based institutional gift aid).

9. **Temporary Suspension:** The student is suspended from taking classes and taking part in any College event, pending conduct proceedings, for a specified period of time at the discretion of the Dean of Students where it is believed the student would constitute serious disruption or danger to the health, safety or welfare of the College, property, others, or self. Temporary suspension will remain pending per completion of the conduct process.

10. **Suspension:** The student is suspended from taking classes and or living in the residence halls for a specified or indefinite period of time. The student must comply with all sanctions prior to readmission. Note: Students suspended from the College and/or residence halls, regardless of the amount of time remaining in the semester, are not eligible for refunds or rebates for charges associated with housing, tuition or fees.

11. **Expulsion:** The student is permanently expelled and cannot be readmitted to the College. Note: Students expelled from the College, regardless of the amount of time remaining in the semester, are not eligible for refunds or rebates for charges associated with housing, tuition, or fees.

Records of all sanctions imposed will be retained in the Office of Student Affairs (OSA), as part of the student(s) conduct file. Failure to comply with sanctions as directed may result in additional conduct sanctions including dismissal from the College.

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**INTERPRETATION / REVISION**

Any question of interpretation or application of the Student Code of Conduct should be referred to the Dean of Students. The Office of Student Affairs will review the Student Code of Conduct on an annual basis.
**College (sponsored) activity:** Any activity, on or off campus, which is initiated, aided, funded, authorized, or supervised by the College.

**College Officials:** College officials include all College employees.

**College premises/facilities:** All buildings or grounds owned, leased, operated, controlled, or supervised by the College or any other recognized College affiliates.

**College:** College refers to the DEREE – The American College of Greece, which includes the physical plant, all education programs, students, faculty, employees, officers, and trustees.

**Dean of Students:** The individual holding this position or their designees.

**Hearing Officers:** Hearing Officers include all staff members of the Office of Student Affairs and the Study Abroad Office.

**Organization:** A group of persons who have complied with College requirements for registration or recognition.

**OSA:** Office of Student Affairs

**Student:** Anyone who has currently enrolled, who is in the process of registration, or who will be registered for an academic term, course, program, or activity at the College.