

# **STUDENT CONDUCT CODE**

## **1. PURPOSE STATEMENT**

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 pertaining to personal and academic integrity, guided by the Student Honor Pledge, College policies and Greek laws. Students are expected to respect the rights and privileges of others and to exhibit both inside and outside the classroom conduct becoming of a student in both manner and attitude. To this end, the College has developed its own standards for student conduct as well as procedures for disciplinary action.

## **2. INTERPRETATION AND REVISION**

Any question of interpretation or application of the Student Code of Conduct or the Residences Rules and Regulations should be referred to the Dean of Students or the Executive Directors of International Student Services and Housing & Residential Services respectively.

The Office of Student Affairs reviews the Student Code of Conduct on an annual basis. Students have the right to be informed about amendments.

## **3. STUDENT RIGHTS**

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.

#### **4. STUDENT RESPONSIBILITIES**

All students of Deree – The American College of Greece [Deree-ACG] are responsible for reading and upholding the Student Conduct Code, the Student Honor Pledge, the Academic Policies and Procedures, the Exam Rules and Regulations, the IT Policies, the Residences Rules and Regulations, the Intramurals Sports Handbook, and other College policies.

The Student Conduct Code, the Student Honor Pledge, the Academic Policies and Procedures, the Residences Rules and Regulations, and other College policies can be found in the **UNDERGRADUATE CATALOG Deree US Accredited Degree & STUDENT HANDBOOK Open University Validated Award** which is revised annually and on the website at the following link <http://www.acg.edu/undergraduate/undergraduate-programs/>

##### ACADEMIC INTEGRITY:

Breaches of Academic Integrity

Breaches of Personal Integrity

##### STUDENT CONDUCT:

Student Rights

Student Responsibilities

-Student Honor Pledge

-General Responsibilities

-Student Conduct Code Violations

Residences Rules and Regulations

Reporting, Notification, Hearing and Appeals Process

Sanctions for Violations of the Student Conduct Code and the

Residences Rules and Regulations

##### OTHER INSTITUTIONAL POLICIES AND REGULATIONS:

Non-Discrimination Policy

Data Protection

Computer Ethics Policy

Acceptable Use of E-mail Policy

**IT Policies** can be found in the undergraduate catalog and at: <http://www.acg.edu/current-students/it-acg/it-policies/>

**Intramurals Sports Handbook** can be found at: <http://www.acg.edu/current-students/athletics/intramural-sports/>

Once admitted at Deree-ACG, students are expected to comply with and sign the Student Honor Pledge:

### **Student Honor Pledge**

*As an entering student at Deree – The American College of Greece, I recognize that this institution offers me an opportunity for a unique transformational experience. The purpose of this experience is to help students become exemplary and reflective citizens of Greece and the world, who contribute to the improvement of people’s lives.*

*I recognize and accept personal responsibility for honesty in all of my interactions while a member of this community of scholars. Such honesty is a vital part of my academic career and is the foundation of my work here as a student. I pledge that I will uphold the academic integrity and student conduct policies of the institution and will encourage my peers and others in the community to respect and observe such policies.*

*Furthermore, I pledge to only present my own work as my own and to present to Deree – The American College of Greece authorities, committees, faculty, staff and students only valid and truthful documents.*

*I realize that violations of College policies, as listed in the catalog, and other misconduct could result in various penalties and even expulsion from the College.*

## **4.1. GENERAL RESPONSIBILITIES**

### **Information**

Students must keep the Office of the Registrar informed of their current address and telephone number, both local and permanent, and inform the Registrar’s office of any changes.

### **Official Communications**

Students are expected to use English in all official communications, written and oral, with members of the College community.

Students are required to use their College e-mail account in all their correspondence with the faculty and administration.

### **Behavior**

Students must keep the College premises in neat working order by using the facilities with due respect, by discarding all refuse in the appropriate receptacles provided, and by handling College equipment and educational materials with care.

Students are expected to maintain their personal appearance and behave in a manner appropriate to an academic institution and environment.

### **Awareness and Compliance**

Students are expected to be aware and comply with the Greek Law.

Students are expected to be aware of what constitutes a violation of the Student Conduct Code and behave in a manner which is consistent with College standards.

## **4.2. STUDENT CONDUCT CODE VIOLATIONS**

### **Academic Misconduct\***

Any act of cheating, fabrication, and plagiarism as per the Academic Policies and Procedures and the Exam Rules and Regulations sections of the Undergraduate Catalog.

### **Alcohol**

Possession, consumption, distribution, sale or purchase of alcoholic beverages by students on campus and the Residence Complex, except at specific college events after permission granted by the Office of Student Affairs. In the latter occasions, reasonable use of alcohol and moderate drinking are expected.

Being intoxicated on campus and at the Residence Complex or during college activities off campus.

### **Assault\***

Any violent action or threat of such action that is disruptive of order and a violation of personal liberty of oneself, another individual or a group. This includes but is not limited to:

- Actions of physical violence; particularly violence with physical means such as blows, weapons, etc or threat of such action;
- Any verbal or written statement that amounts to psychological violence;
- Sexual violence/harassment (see paras 4.2.15, 4.2.16);
- Racial harassment;
- Stalking and hazing.

### **Consumption of Food and Beverages**

Consumption of food and beverages in classrooms, laboratories, studios, athletic facilities, the library or any other teaching and learning space in the College main building at any time.

### **Defiance of College Officials**

Defiance or belligerence toward or lying to a College faculty or staff member who asks for identification or information. Students are expected to carry their Deree-ACG student identification cards at all times and must identify themselves to College officials upon request. It is understood that College officials will identify themselves and present a valid reason before making such a request.

## **Discrimination\***

Any discrimination based on any ground such as sex, gender, race, color, ethnic or social origin, genetic features, bodily appearance, movement, language, nationality, religion or belief, political or any other opinion, membership of a national minority, property, birth, physical, mental or psychological disability, age, marital status or sexual orientation. The College strives to maximize valuable talent and potential, and eliminate unconscious bias, prejudice and stereotyping.

## **Disruptive Behavior\***

Any behavior of a student in and out of the classroom which prevents the instructors to teach, other students to learn, or interferes with the normal operation of the College, its institutions and the Residence Complex. This includes but is not limited to:

- Disruption of or interference with the lawful administration of the functions of the College and the rights of other members of the College community;
- Disruptive behavior at locations off-campus while enrolled at Deree-ACG. This includes, but is not limited to, behaviors that disturb the peace of the residential neighborhood bordering campus.

## **Gambling**

Betting or playing games of chance on College premises. This includes, but is not limited to selling pools on athletic events, playing card games or other games that involve wagering of money. Certain card games, such as bridge, are permitted as a regularly scheduled activity of a club, which is officially recognized by the Office of Student Affairs.

## **Harassment\***

Harassment, threatening behavior, humiliation, coercion, bullying or abuse of a power relationship.

Harassment includes but is not limited to verbal (including harassment by phone, mail, e-mail, social media) or physical conduct, on and off campus, that shows hostility and has the intent or effect of unreasonably creating an intimidating, hostile, or offensive educational, work, or living environment for an individual or a group.

Harassment may occur on the basis of race, color, sex, disability, religion, national origin, sexual orientation, gender identity or other stereotyped characteristic (see para 4.2.6).

Harassment may occur as the result of a single incident as well as repeated incidents.

Bullying is a repeated and unreasonable behavior directed towards an individual or group with the result of risk to physical/psychological health and safety. This includes but is not limited to:

- Verbal abuse or threats, insulting or offensive language;
- Deliberately excluding someone from activities;
- Spreading misinformation or rumors;
- Physical abuse or intimidation.

## **Illegal Substances\***

The possession, sale, purchase, use, processing, production or distribution of illegal substances and paraphernalia inside College premises or at the Residence Complex.

Being intoxicated on campus and at the Residence Complex or during college activities off campus.

## **Interruption of College Operations**

The following points are indicative of violations in this category:

- **Disrespect towards College officials**

Disrespect towards a College official acting in performance of his/her duties.

Refusing to cooperate with any College official acting in performance of his/her duties. This includes not presenting proper identification when requested.

Failure to comply with lawful directives of College officials such as College Gate Security Guards, or law enforcement officers acting in performance of their duties.

- **Obstruction of the Student Conduct Code process**

This includes, but is not limited to:

Discouraging or attempting to discourage an individual's proper participation in, or use of, the student conduct system;

Influencing or attempting to influence another person to commit an abuse of the student code of conduct system;

Assisting, conspiring or hiring another person to commit an abuse of the student code of conduct system;

Attempting to influence the impartiality of a member of a student conduct board prior to, during, and/or after a student conduct code proceeding.

- **Violation of Policies**

This includes, but is not limited to:

Entrance in College premises without authorization. This includes, but is not limited to, persons violating the Visitation Policy;

Violation of the IT Policies (Computer Ethics Policy, Email Policy, Acceptable Use of College Technology Resources);

Violation of the Residences Rules and Regulations;

Violation of Library Rules and Regulations;

Violation of Student Lounge Rules and Regulations.

- **Other Incidents**

Engagement in disorderly, lewd or indecent conduct.

Cause or attempt to cause a fire or explosion, tampering with fire safety equipment and falsely reporting a fire, an explosion or an explosive device, and setting off false fire alarms.

Involvement in bomb threats.

Failure to evacuate any College building during an emergency alarm.

Operation of 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.

Demonstrations or protests by individuals or groups involving the threat or use of physical force, which obstructs or prevents other members of the College community from carrying out their work or studies.

### **Littering**

Throwing objects and cigarette butts on the ground causing an untidy and environmentally unfriendly condition.

### **Loitering**

Loitering on PIERCE College premises or violating established College closing times is prohibited.

### **Misrepresentation/Dishonesty**

The following points are indicative of violations in this category:

- Forging, altering, misusing, misrepresenting, failing to provide accurate and required information to or about College Officials acting in performance of their duties, on College documents, records, or identification cards. This includes false reporting of emergencies or violations of the Student Conduct Code.
- Furnishing false identification or information to the College or to College authorities with the intent to deceive or falsely identify another person. This includes using another student's ID card.
- Communicating untruths to gain an unfair academic or employment advantage.
- Representing the College without specific prior written consent of the proper College officials.

## **Sexual Violence/Assault\***

Sexual violence/assault includes physical sexual activity without prior clear and voluntary consent; consent should be affirmative, unambiguous, conscious, and given in advance; consent is revocable.

Sexual violence includes but is not limited to:

- Sexual activity against a person's will through physical force, violence, threat, intimidation, manipulation, ignoring the objections of the other person etc;
- Sexual activity where a person is incapable of giving consent, due to age, use of drugs or alcohol, intellectual or other disability, which prevents the individual from having the capacity to give consent etc;
- Rape, sexual assault/battery/abuse, coercion, domestic violence, dating violence and stalking.

## **Sexual Harassment\***

Sexual harassment includes but is not limited to:

- any verbal or physical conduct or offensive remarks of a sexual nature;
- unsolicited, unwelcome, and unwanted sexual advances;
- requests for sexual favors; this includes, but is not limited to, implicit or explicit suggestions that submitting to or rejecting such conduct will be a factor in academic or employment evaluations, or participation in College activities;
- visual displays of degrading sexual images;
- sexually suggestive conduct;
- non-physical actions such as digital media stalking, cyberbullying, and non-consensual recording of sexual activity.

## **Smoking**

Smoking in instructional, athletic and recreational areas at all times on campus. Ashtray stands are located in designated outdoor smoking areas and at the entrances to all buildings.

## **Theft**

Theft or unauthorized use to the property belonging or loaned to the College, a member of the College Community or visitor, as well as possession of stolen property. This includes possessing, duplicating or using keys to any College premises or services without authorization. Deree-ACG is not responsible for any loss of an individual's personal property.

## **Use of College Name and Emblem\***

The College name and emblem, or any part thereof, shall not be used by any student or group of students in connection with any public performance or for any other purpose except as authorized by the Office of Integrated Marketing and Communications. Any request for the use of the College name and emblem must also have the approval of the Dean of Students.



**Vandalism\***

Belonging or loaned to the College, a member of the College Community or visitor committed deliberately or in disregard of the possible harm to others.

**Weapons/Explosives\***

Possession and/or use of firearms, explosives, ammunition, fireworks, weapons including, but not limited to, catapults, knives (except sharp blades required by academic class e.g.: Art and knives used only for the consumption of food), paintball guns, pellet guns (including any "toy" gun that discharges any object), or other deadly weapons or dangerous chemicals.

**Deree-ACG expects that its students comply with the Greek law. In addition to imposing disciplinary sanctions, the College may refer students for prosecution for conduct prohibited in accordance with the Greek law, such as discrimination; assault; harassment; sexual violence/assault/harassment; theft; possession and/or use of weapons or explosives; possession, sale, purchase, use or distribution of illegal substances.**

## **5. RESIDENCES RULES AND REGULATIONS**

All individuals staying in the College Residence Complex are required to adhere to the Student Conduct Code, these Residences Rules and Regulations, all policies published by the Offices of Residential Services and International Student Services, and the Greek law.

Deree - The American College of Greece reserves the right to amend or supplement the Residences Rules and Regulations at any time upon such notice to residents as it deems appropriate. The Executive Director of International Student Services and the Executive Director of Residential Services are responsible for the publication of the Residences Rules and Regulations. Suggestions for amendments may be addressed to these offices.

Each resident agrees to observe all rules and regulations affecting his/her stay with the College. Residence visitors are also required to follow the College Residences Rules and Regulations.

### **Alcohol**

Deree-ACG expects residents to refrain from possession or consumption of alcoholic beverages in all areas of the Residence Complex, including outdoor common areas.

### **Balconies**

No individual is permitted to climb on balcony railings or to attempt to pass from one apartment balcony to another. Any such action is unsafe, and, therefore, strictly prohibited. In addition, residents are not to throw anything from the balconies or windows onto the grounds below. Violating this policy could lead to dismissal from the Residence Complex and Deree-ACG. Such incidents will be reported to the home institutions of study abroad students.

### **BBQ**

Barbecues or any other incendiary device are not allowed in or around the Residence Complex. Barbecue events may be held in designated barbecue areas only, and only with prior permission from the Office of Residential Services. The presence of a College staff member is required.

### **Building Entrance**

Any person entering or leaving the Residence Complex must use the main entrance door and may not use the windows, balconies or emergency exits. Emergency exits are to be used strictly in cases of emergency as directed by Residence Complex staff.

### **Check-in**

Upon check-in, an Apartment Inventory Checklist that includes a bedroom and apartment inventory should be signed and submitted to Resident Assistants (RAs).

This inventory serves as a record of the contents and the condition of the apartment and as the basis for assessing the condition of the apartment when the resident moves out.

### **Check-out**

All residents must check out with an RA. During check-out, the RAs will inspect the apartments and record any damages. The cost of any damages to the bedroom/apartment will be charged at the time of check-out. Residents are required to return the apartment key, the RA cards and plug adapters, clean their apartments and dispose of trash properly.

### **Cleaning**

Residents are responsible for maintaining a reasonable standard of cleanliness in their apartments and keeping the common areas, such as the Fitness area, Laundry area and Lobby area, clean and tidy. Residence Complex staff reserves the right to inspect apartments and common areas. If Residence Complex staff assess that the condition of the apartment does not meet the required reasonable standard of cleanliness, the responsible resident(s) will be expected to take all necessary steps towards cleaning and tidying up within 48 hours. If the resident(s) fail to meet to do so within this time-frame, the College will carry out cleaning, and the cost of this service will be covered by the resident(s).

### **Conduct**

Study Abroad/International students are expected to comply with the Deree-ACG Student Conduct Code. The document is available online and may be obtained at the Office of Student Affairs.

### **Cooking**

Residents are permitted to cook in their apartments using the utensils and cookware provided. All kitchens are equipped with a cooking-ventilation unit, placed above the stove. The cooking-ventilator should be used every time residents cook. For any questions about the proper use of the oven or microwave, residents are asked to contact the RAs. Barbeque grills or other cooking devices not provided by Deree-ACG are prohibited.

### **Damages**

Residents shall compensate Deree-ACG for any damages caused to the Residence Complex or furniture/equipment in common areas and apartments for which they are held responsible. Residents are required to report damages or normal wear-and-tear occurring during residents' stay to the RAs immediately.

Tampering with, disabling, obstructing, vandalizing, or interfering with the normal functioning of any portion of a security monitoring system or monitored door, including, but not limited to, door alarms, cameras, or card readers, is strictly prohibited.

### **Decorations**

Nails, screws, double-stick tape, or duct tape on or in the walls, ceilings, furniture, or fixtures are prohibited. White poster putty is permitted for hanging posters and other decorations.

### **Fighting\***

Any individuals engaged in a physical fight in or near any building owned or operated by Deree-ACG may be referred to a Hearing Board.

### **Fire Alarms**

Smoke detectors are located throughout the building. In the event of an alarm, all residents should exit the building. Residents must have regard to the safety of themselves and other residents and observe the Fire Regulations applicable to Residences (see Emergency Evacuation Procedures that are posted on apartment doors).

In particular, residents must not tamper with any fire-fighting equipment or any other safety equipment, block sounders, prop open any fire-proof door or disengage any door closure mechanisms. Corridors, doorways, staircases and entrances must not be obstructed in any way. This includes placing items outside, around and beside doors (e.g. bins).

The use of candles or any other open flame devices is not permitted within the Residence Complex premises.

### **Fitness Center**

The Residence Complex is equipped with fitness areas. Equipment in the fitness areas is used at residents' own risk. Residents are encouraged to seek instruction regarding the proper use of the equipment from the Deree-ACG Gym staff.

### **Garbage**

Garbage should be placed into plastic bags and taken to the garbage bins outside the building. Blue garbage bins are for recyclables. Green garbage bins are for refuse. Garbage may not be left in common areas such as hallways. It is the responsibility of each resident to remove garbage and maintain a clean apartment.

### **Illegal Substances\***

The possession, sale, purchase, use, production, processing or distribution of illegal substances and paraphernalia is strictly prohibited. In addition to imposing the disciplinary sanction of expulsion from the Residence Complex, the Residence Complex staff may refer residents for prosecution.

### **Internet**

Peer-to-peer sharing, use of torrents, or any illegal downloading of media or any other materials is prohibited. Residents are expected to comply with College IT Policies.

### **Modifications to the Apartment**

No college-owned furniture or equipment may be removed from the apartment.

### **Noise and Music**

Residents and Residence Complex visitors may use musical instruments at the lobby area.

Excessive noise (e.g. speakers operated at excessive volume, playing a musical instrument during quiet hours) is prohibited and may result in sanctions. Residents are kindly asked you to use common sense on this matter.

### **Non-Discrimination\***

Any discrimination based on any ground such as sex, gender, race, color, ethnic or social origin, genetic features, language, nationality, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, marital status or sexual orientation is not tolerated. The College strives to maximize valuable talent and potential, and eliminate unconscious bias, prejudice and stereotyping.

All residents have the responsibility to safeguard and the right to expect a friendly and hospitable environment free of any form of harassment, discrimination and actions or behavior that interfere with the residents' privacy, study habits or sleep.

### **Personal Property and Theft**

Residents must have respect for the property and belongings of others and not use, 'borrow', take or damage any items which belong to others without the owner's permission. Deree-ACG is not responsible for any loss of an individual's personal property. Apartment doors should be kept shut at all times.

Theft, unauthorized use, destruction of, or damage to the property of others or College property is not tolerated. This includes possessing, duplicating or using keys to any College premises or services without authorization.

### **Pets**

Pets are not allowed in the Residence Complex. Deree-ACG generally allows students with disabilities to bring Service and Assistance Animals to campus to perform work or tasks related to a disability or, if shown to be necessary, to afford a student with a documented disability an equal opportunity to use and enjoy the Residence Complex.

### **Quiet Hours**

All residents must observe quiet hours regulations in the apartments, common areas, lounges, building entrances and back patio. Quiet hours are reserved for study and sleep.

Quiet hours are:

- 3:30 p.m. to 5:30 p.m. and 10:00 p.m. to 7:30 a.m. in the winter (October - March);
- 3:00 p.m. to 5:30 p.m. and 11:00 p.m. to 7:00 a.m. in the summer (April - September).

### **Room Entry**

Deree-ACG staff reserve the right to enter residents' rooms for maintenance repairs with prior notice, in case of emergency and if there is sufficient reason to believe that a violation of ACG policy is occurring in the room for any other reasonable purpose. Should entrance to apartments be deemed necessary, advance notice will be given if possible.

### **Apartment Keys**

Room keys are assigned to students upon checking into their room. Keys are not to be duplicated. Individuals are urged to exercise caution in safeguarding their keys. Residents must not hand over the keys to any person other than a member of Residential Services staff. Individuals who lose a key or return a key that is damaged are billed 50 Euros for a replacement.

Residents are reminded to:

- Not loan keys to anyone for any reason.
- Not mark keys with room number or any other identifiable markings.
- Never leave keys unattended.

If residents accidentally lock themselves out of their room, they should contact the RA or call one of the staff members.

### **Smoking\***

All apartments, common areas and balconies are smoke free. Should evidence of smoking be found in an apartment, a cleaning charge will be assessed against the resident. Violating the smoking policy will result in sanctions that may lead to removal from the building.

### **Unauthorized Entrance**

Entrance is prohibited to unauthorized or authorized individuals who gain access to the Residence Complex as a result of tailgating\* or the use of a propped\*\* or compromised doors. Tailgating and door propping are prohibited.

*\*The term "tailgating" is used to describe the situation where one or more people follow an authorized person through an access-controlled door when the authorized person opens the door legitimately. This can be done either with or without the authorized person's knowledge and/or consent. Tailgating to gain entry to any residential facility is prohibited. The prohibition of tailgating also applies to authorized persons who have forgotten or lost their access card.*

*\*\*The term "door propping" is used to describe the placement of any object in, near or around the apartment door or entrance door of the building in an effort to prevent the door from closing or block door closure. Door propping is prohibited.*

### **Visitation Policy Violation**

Visitation is defined as the time period within which residents' guests may visit the Residence Complex (8:00 a.m. to 11:00 p.m.). No visitors may enter or remain in

the Residence Complex between 11:00 p.m. and 8:00 a.m. The Visitation Policy is applicable to all Residence Complex areas (apartments, common use areas or building entrances). No overnight guests are allowed.

Visitors must always be accompanied by their hosts/residents while in the Residence Complex. Residents not complying with the Visitation Policy will be held responsible for damages and Rules and Regulations violations attributed to their guests.

**Violating the Residences Rules and Regulations or the Deree-ACG Student Conduct Code will result in sanctions that may lead to removal from the Residence Complex.**

**Deree-ACG expects that residents comply with the Greek law. In addition to imposing disciplinary sanctions, the College may refer residents for prosecution for conduct prohibited in accordance with the Greek law, such as discrimination; assault; harassment; sexual violence/assault/harassment; theft; possession and/or use of weapons or explosives; possession, sale, purchase, use or distribution of illegal substances.**

## **6. REPORTING, NOTIFICATION, HEARING AND APPEALS PROCESS**

### **6.1 REPORTING**

Any member of the College community may file charges against a student for alleged violations of the Student Conduct Code.

Charges must be submitted as follows:

- Charges must be communicated verbally or in writing to the Dean of Students, who will determine **the department with jurisdiction over the case**. If the violation occurred at the Residence Complex, charges must also be communicated to Housing & Residential Services.
  - Violations involving a study abroad/international student, regardless of whether it occurred on campus, at the Residence Complex, or off campus, charges are falling under the jurisdiction of the **Executive Director of International Student Services; however, for violations indicated with an asterisk (\*) in the SCC and RRR, the Dean of Students must be involved in all stages of the hearing process.**  
**Appeals** to decisions/sanctions falling under the jurisdiction of the Executive Director of International Student Services are directed to the **Dean of Students.**
  - All violations involving local students and violations indicated with an asterisk (\*) in the SCC and RRR are falling under the jurisdiction of the **Dean of Students.**  
**Appeals** to decisions/sanctions under the jurisdiction of the Dean of Students are directed to the **Vice President of Enrollment and Administration.**
  - If the violation constitutes **a violation of the Greek law, the Dean of Students shall be notified immediately.**
- Charges must be communicated immediately following the incident.
- Students can use the *Incident Report Form* available at the Office of Student Affairs, the Office of International Student Services and at all Residence Complex help-desks, if the violation took place at the Residence Complex, immediately following the incident. If the violation took place on campus after 5 pm, students can report the incident by using the online *Incident Report Form* and sending an email to [incident@acg.edu](mailto:incident@acg.edu).
- Administrators responsible for processing reports are expected to use specified fields on the *Incident Report Form* to facilitate investigation.

### **Charges submitted by Faculty for minor behavioral incidents taking place in the classroom setting**

- Faculty should produce a written report, submit it to their respective Dean and copy the Dean of Students at [incident@acg.edu](mailto:incident@acg.edu) for future reference.
- The Academic Dean will direct the faculty member to discuss the behavior with the student and request that it not be repeated.



- If the student continues to behave inappropriately, the matter will be escalated to the Academic Dean who will also produce a written report and submit it to the Dean of Students at [incident@acg.edu](mailto:incident@acg.edu).

## 6.2 NOTIFICATION

The student against whom a charge for an alleged violation of the Student Conduct Code or the Residence Rules and Regulations was filed will receive notification within five (5) working days since the reporting of the incident. During that time, College administration will investigate the case. The student may be asked to visit the Office of Student Affairs or the International Student Services Office to discuss the incident and will be advised regarding next steps.

## 6.3 HEARING PROCESS

Alleged violations of the Student Conduct Code that, if substantiated, warrant consideration of verbal reprimand or written warning **shall not be referred to a hearing body**. All violations not carrying an asterisk (\*), such as littering or consumption of food and beverages and alcohol in non-designated areas, are falling within this category.

The Dean of Students and the Associate Dean of Students **or** the Executive Director of International Student Services and a staff member from the Office of International Student Services (see jurisdiction above) are investigating the case, meeting with the student and deciding on the imposition of the above sanctions.

In all other cases, incidents shall be referred to a Hearing Body.

- **For first violation cases that do not warrant consideration of suspension or expulsion**, the charged student is invited, within five (5) working days from the notification about the alleged violation, in a **Hearing** with the purpose of investigating the case. The Hearing is headed by the Dean of Students and attended by the Associate Dean of Students and the Executive Director of International Student Services, if the violation involves a study abroad/international Student. If deemed necessary, College departments responsible for functions relevant to the incident are invited by the Dean of Students to attend the Hearing.
- **For second violation cases, life-threatening events, or serious allegations that warrant consideration of suspension or expulsion (e.g. issues involving safety and security, illegal substances, harassment, vandalism, assault, weapons)**, the charged student is invited to attend a **Hearing Board** within five (5) working days from the notification about the alleged violation, with the purpose of investigating the case. The Hearing Board is headed by the Dean of Students and consists of the Associate Dean of Students, the Educational Psychologist, and the Executive Director of International Student Services, if the violation involves a study abroad/international student.

In all cases, the Dean of Students may assign the Associate Dean of Students to act as his/her designee.

### **Further Procedures**

The charged student is required to attend the scheduled Hearing or Hearing Board. The student may request to reschedule the Administrative Meeting/Administrative Hearing Board once, within five (5) working days from the date of notification. If the student does not engage with this process, the process will continue *in absentia* and sanctions will be issued accordingly.

The student has the opportunity to review and comment on the documentation of the case, to present evidence on his/her own behalf, and to present witnesses.

The student will be asked whether or not he/she takes responsibility for his/her actions.

Within five (5) working days the Dean of Students or the Executive Director of International Student Services will make a final decision, based on the facts of the case and the outcome of the Hearing or Hearing Board, re whether or not to hold the student responsible for the alleged violation, and will issue sanctions respectively (*see the section Sanctions for Violations of the Student Conduct Code and the Residences Rules and Regulations*).

## **6.4 APPEALS PROCESS**

A student has the right to appeal issued sanctions (*see the section Sanctions for Violations of the Student Conduct Code and the Residences Rules and Regulations*). Appeals are not re-hearings and they are granted on the basis of disagreement with the decision resulting from the Hearing or Hearing Board based on the following grounds:

- The Hearing and the Hearing Board was not conducted according to the Student Conduct Code Reporting & Hearing process.
- There was insufficient evidence to establish responsibility.
- There is new and substantial evidence that exonerates, clears the student, or puts the conduct situation into a different context.
- The student experienced bias or discrimination during the hearing process.

In order to appeal, a student needs to write a letter to the Vice President of Enrollment & Administration within five (5) working days of the receipt of the sanction. The Vice President of Enrollment & Administration may choose to extend the deadline for the submission of appeals in unusual circumstances.

Within ten (10) working days upon receipt, the appeal will be reviewed by the Vice President of Enrollment & Administration. In some instances, students appealing a decision may be asked to an appeal's meeting to discuss their 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:

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

- The appeal is granted, and the sanctions are modified.
- The appeal is denied, and the sanctions remain in effect.
- The appeal is denied and additional sanctions are imposed.

The student will receive written notification from the Vice President of Enrollment & Administration regarding the decision on the appeal.

## **7. SANCTIONS FOR VIOLATIONS OF THE STUDENT CONDUCT CODE AND THE RESIDENCES RULES AND REGULATIONS**

Sanctions for violations of the Student Conduct Code are given by the Dean of Students following the above mentioned Reporting Process and by the Executive Director of International Student Services in response to incidents involving study abroad/international students, **with the exception of violations marked with an asterisk (\*)**. Sanctions can be proposed by the Executive Director of Housing & Residential Services, if the violation occurred at the Residence Complex.

For the imposition of a sanction, the nature and the severity of the misconduct, the students' conduct history and the harm and damage inflicted will be taken into consideration.

Repeated violations or single incidents comprising multiple violations will result in more severe sanctions.

### **Reprimand**

Verbal reprimands for inappropriate behavior amounting to a violation of the Student Conduct Code or the Residences Rules and Regulations are given by the Dean of Students. Reprimands are registered in internal records.

### **Written Warning**

Written Warnings that admonish the students involved in a violation of the Student Conduct Code or the Residences Rules and Regulations are given by the Dean of Students and may notify the student that further misconduct/violation(s) could result in additional conduct proceedings and sanctions. Warnings are registered in internal records.

### **Disciplinary Sanctions**

All Disciplinary Sanctions are communicated to the student(s) through an Admonishment Letter.

- **Reflective Work**

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.

These may include, but are not limited to:

- A campus service 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.

- **Restriction/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 and may be denied the use of facilities such as the gym, the pool and the Residence Complex.

- **Removal from the Residence Complex**

The student may lose the privilege of living at the Residence Complex and parents/guardians or the partner institution may be notified accordingly. This sanction is **proposed** by the Executive Director of Housing and Residential Services and **imposed** by the Dean of Students (local students) or the Executive Director of International Student Services (study abroad/international students).

- **Student Conduct Probation**

An Admonishment Letter for 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 the 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, work at the College through the Work Study program, or apply for a position to the International Internship and Study Abroad Program. Any student placed on conduct probation may lose scholarships (e.g. academic scholarship or other merit based institutional gift aid).

- **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.

- **Temporary Suspension**

The student is suspended from taking classes, using the College facilities 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, others, or oneself. Temporary suspension will remain pending until the completion of the conduct process.

- **Suspension**

The student is suspended from taking classes and or living in the Residence Complex 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 Complex, 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.*

- **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.*

### **Notification of Parents, Guardians, Home/Sending Institutions**

The College respects and protects the confidentiality of student records. In extraordinary circumstances such as serious injury to a student, a violent crime committed by or upon a student, serious concerns or threats to a student's physical or emotional health, and other sufficiently grave incidents, which cannot be exhaustively enumerated or described in the nature of things, the College may notify parents or guardians.

The College is committed to the student's best interest and, in special circumstances, will discuss the matter with the student to assess whether such notification is undesirable or inappropriate. The Dean of Students or the Executive Director of International Student Services in the case of incidents involving study abroad/international students may send a notification or a copy of the student's Admonishment 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.

Home/Sending institutions of study abroad/international students may be notified about student misconduct by the Executive Director of International Student Services or the Dean of North American Enrollment & Study Abroad.

**Records** of all sanctions imposed will be retained in the Student File at the Office of the Registrars and a file will be created for students involved in incidents at the Office of Student Affairs. College officials including, but not limited to, Academic Deans, Advisors, Department Heads, Coaches may be informed of the sanctions imposed.

Failure to comply with sanctions as directed may result in additional disciplinary sanctions including suspension or expulsion from the College.

