



## **STUDENT HANDBOOK**

### **Statement of Student Rights and Responsibilities**

815 West Market Street  
Greensboro, NC 27401

#### **Vision Statement**

The Strategic Vision Statement of Greensboro College, which frames the aspirations of the college for the long-term future:

*Greensboro College, grounded in the traditions of the United Methodist Church, aspires to provide all students with a transformative, universally designed educational experience that positively affects their lives so they may realize their full potential.*

#### **Mission Statement**

The Mission Statement of Greensboro College, which is the definition of what GC is today and why the institution exists:

*Greensboro College provides a liberal arts education grounded in the traditions of the United Methodist Church and fosters the intellectual, social, and, spiritual development of all students while supporting their individual needs.*

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## **PREAMBLE**

The official Student Handbook of Greensboro College contains the Student Bill of Rights, Student Conduct Code, and the Judicial Philosophy and Procedures. The purpose of the Student Handbook is to provide students with a clear and concise Statement of Student Rights and Responsibilities. Greensboro College student rights are outlined in the Student Bill of Rights and student responsibilities are outlined in the Student Conduct Code. While the Academic Honor Code, departmental specific policies, and other general information are referenced, none are fully contained herein.

The Rights and Responsibilities of Greensboro College students can be summarized by the following statement:

*Greensboro College students are expected to conduct themselves with respect, honor, and integrity, while pursuing personal growth, both on campus and in the greater community.*

The Student Handbook shall serve as the authority concerning student conduct, the interpretation of which is the ultimate responsibility of the Dean of Students. Every attempt has been made to ensure that the Student Conduct Code is broad enough to cover all eventualities without being so specific that it is cumbersome to read or comprehend.

Every Greensboro College student, therefore, pledges to uphold and protect these rights and responsibilities in the following manner:

### **Academic Honor Code Pledge**

As a member of the Greensboro College community, I do hereby pledge to uphold the Academic Honor Code of the College and to endeavor to create a spirit of integrity and honor for its own sake. I pledge truthfulness at all times, respect for the property of others and absolute honesty in the performance of all academic work. I understand the provisions of the academic honor system and realize that a plea of ignorance will not be accepted.

### **Student Conduct Code Pledge**

As a member of the Greensboro College community, I do hereby acknowledge that I have been advised of my responsibilities within the Greensboro College Student Conduct Code and I voluntarily, by virtue of my enrollment, accept responsibility for upholding the Student Conduct Code and all College policies. I understand that it is my responsibility to read and understand the provisions of the Student Conduct Code and realize that a plea of ignorance will not be accepted.

# **GREENSBORO COLLEGE HONOR CREED**

*The Greensboro College Honor Creed is a statement of institutional beliefs and standards. Therefore, the creed necessitates a response by all member of the institutional community. The response is captured in the aforementioned student pledges*

Greensboro College is an institution dedicated to the liberal arts, career preparation and the development of the whole person. Greensboro College values an environment in which students are free to examine issues, think creatively and advocate differing viewpoints. An invitation to attend Greensboro College includes the opportunity to be a part of a unique campus community. Choosing to join the Greensboro College community entails an obligation to uphold the standards set forth in the Honor Creed. All students are protected and bound by four ethical pillars, representing the four Doric columns that support Main Building. These pillars embody the mission of the faculty, staff, students and alumni of Greensboro College, the community of scholars at this institution.

## **Respect**

We respect the dignity and integrity of all persons and property within the community and abroad. We act as a positive influence in representing Greensboro College and are ambassadors in creating a general concern for the welfare of others. We accept all persons, regardless of age, ethnicity, gender, race, religion, physical or mental disability, and sexual orientation. We conduct our actions with civility. All who enter this community are welcomed and treated with compassion and consideration. We understand our responsibility to ourselves and to the world at large to treat the earth and its inhabitants with respect.

## **Honor**

We maintain honor and respect in all aspects of our lives. In doing so, the scholars of Greensboro College respect the Academic Honor Code and the Student Code of Conduct in pursuit of the highest level of excellence with the utmost honesty and integrity. Whether in the classroom, on the playing field, on stage or elsewhere, Greensboro College is consistently a beacon of honor in the community at large.

## **Integrity**

We have a social responsibility to uphold all rules and regulations set forth by the College and its departments. We are obligated to respect the beliefs of our affiliation with the United Methodist Church. We strive to learn from all experiences, positive or negative, made by our peers and ourselves. Each member of this community understands that it is the experiences of our past and the pasts of others that form each person's spirit and character.

## **Growth**

We aspire to learn and grow from the differences of others. Members understand and respect that no two humans are alike and that the differences among us create the positive environment in which we live. We maintain our own self-respect and dignity, for without respect for the self a person cannot respect anyone. We engage ourselves in our own personal growth in all realms of life and foster a need for the same growth in others. We constantly strive to better ourselves through our actions, thoughts and personal development. By upholding the values of these four pillars, we ensure that the Greensboro College community will always benefit from our relationship.

# **STUDENT BILL of RIGHTS**

## **Greensboro College Statement of Student Rights**

### **Greensboro College Students have the right to reasonable access**

Greensboro College is committed to providing academic access for all students. Using the Universal Design for Learning (UDL) framework, Greensboro College creates diverse learning environments that benefit all learners, by removing barriers and allowing for reasonable academic accommodations for otherwise qualified students.

### **Greensboro College Students have the right to the free pursuit of education**

The classroom environment shall be a place of free discussion, inquiry, and expression in which students have the right to clearly defined course objectives, evaluation methods, academic standing, and graduation requirements.

### **Greensboro College Students have the right to live in civility**

As a member of the Greensboro College community students shall be free from discrimination and harassment. Greensboro College affirms the [United Methodist Social Principles and Creed](#) insomuch as “We commit ourselves to the rights of men, women, children, youth, young adults, the aging, and people with disabilities; to improvement of the quality of life; and to the rights and dignity of all persons.”

### **Greensboro College Students have the right of association and representation**

Students have the right to establish organizations and governmental bodies and to participate in Student Affairs programs including the freedom of association, freedom of speech, freedom of press, freedom of religion, and freedom of the exercise of the rights of citizenship.

### **Greensboro College Students have the right to due process**

Due process is defined as appropriate Administrative Procedures as outlined in the Student Code of Conduct. All disciplinary actions shall have as the core function the opportunity to educate while maintaining safety and security.

### **Greensboro College Students have the right to access records.**

Students shall have the right to access and control access to their personal College records as provided by the federal Family Educational Rights and Privacy Act. To minimize the risk of improper disclosure, academic, disciplinary, and health records are kept separate, and the conditions of access to each are set forth by the supervising departments: Health services, Counseling services, Accessibility services, the Dean of Students, and the Registrar.

# STUDENT CONDUCT CODE

## Greensboro College Statement of Student Responsibilities

Greensboro College views its role in the administration of student conduct as one of protecting the campus community, ensuring due process, and providing appropriate educational opportunities for the student(s) found in violation. While it is necessary that this approach provide a system of sanctions for those individuals who choose to violate the student conduct code, the system also encourages growth and development of students by promoting the practice of responsible behavior. Students are expected to manage their conduct with mutual respect for the rights and privileges of others. The purpose of the student conduct code is therefore, to educate students about personal responsibility and encourage his/her development toward independence.

## Judicial Philosophy of the Student Conduct Code

Whereas, a judicial process is necessary and effective when it is applied within the learning experience of a student and/or for protection of the community in which the student lives and learns;

And whereas, when judicial action becomes necessary, the matter should be handled as expeditiously as possible;

It is therefore, the philosophy of Greensboro College to educate students concerning the rules and regulations of the College, emphasizing the need to live by those rules in a community;

The outcome of which, is the proper student conduct as promoted in residence hall meetings, administrative conferences, Student Conduct Council hearings and student contact with one-another, staff, and faculty.

## JUDICIAL POLICIES

Greensboro College supports the theological and ethical traditions of the United Methodist Church. Accordingly, the College encourages responsible social interaction among all its students.

### I. Public Awareness of Violations

- A. It is the obligation of every Greensboro College student to report violations of the Student Conduct Code to a member of the Student Development, Residence Life, Campus Security staff, or any other College Administrator. *Any Greensboro College student who chooses to remain in an area where a violation of the Student Conduct Code is occurring or who withholds information regarding a violation of the Student Conduct Code may be referred for disciplinary action along with those involved in the violation.* That student may also be charged with the same violation(s) as those who committed the violation(s).
- B. A student can report a violation by completing an "Incident Report" which can be obtained from Campus Security, a member of the Residence Life staff or on-line.

### II. Off-Campus Conduct

Conduct occurring off-campus, which is a violation of the Student Conduct Code, may be subject to the

same judicial process and sanctions as if the conduct occurred on campus.

### III. Removal from Campus

If the College has reason to believe that a student poses a danger to him/herself or other members of the Greensboro College community, the student may be:

- A. required to complete a no contact order;
  1. A signed document that the student may have no contact in any manner with another student or group of students.
- B. banned from the Residence Halls;
  1. Immediate removal from the dorms, with no privilege to return, for a specified period of time.
- C. banned from campus;
  1. Immediate removal from the campus grounds, with no privilege to return, for a specified period of time.

### IV. Violations

The following are considered violations of the Student Conduct Code. These violations are applicable to any and all Greensboro College student, student led organizations, and guests of students. The possible sanctions listed are a guideline only. In any situation, the sanctions may be more or less severe based on the particular incident and circumstances.

#### A. Alcohol

1. Greensboro College, through education and supervision, affirms, supports, and encourages the position of the United Methodist Church outlined in *The Book of Discipline* with regard to consumption of alcohol and, therefore, recommends abstinence. Recognizing, however, that some responsible individuals consume alcohol and realizing that there are members of the Greensboro College community of legal drinking age, the following policy has been established.
2. Level 1 Violations
  - Empty alcohol containers: are prohibited in a room where either resident is under the legal drinking age. **The displaying or possession of such containers in the residents' room is a violation of the Student Conduct Code.** Failure to comply after a request to discard containers will result in an alcohol violation.
  - Age limitations: The laws of the State of North Carolina pertaining to the possession and use of alcoholic beverages shall be followed specifically. It is illegal for persons under the age of 21 to consume or possess alcohol or for persons of legal drinking age to supply alcoholic beverages to those who have not reached the age of 21. **Alcohol may not be consumed or possessed in a room where either student is under the legal drinking age.**
  - Closed containers: Students may not loiter in public areas while in possession of alcoholic beverages. (A closed container is one on which the seal has not been broken).

- Public display of alcoholic beverages on campus or College-owned property: Alcoholic beverages may not be possessed or consumed by persons of any age outside of individual residence hall rooms, unless at an approved, College-sponsored event.
- Purchase of alcohol with College funds: Neither the College nor any group, which owes its existence to Greensboro College, whether officially or unofficially, formally or informally, will be permitted to use any organizational funds derived from or held by the institution for the purchase of any kind of alcoholic beverage.
- Social functions. Greensboro College does not permit alcoholic beverages at student-sponsored or athletic events on or off campus. All members of the Greensboro College community are responsible for abiding by this policy and the enforcement thereof.

### 3. Level 2 Violations

- Alcohol Abuse. Unbecoming behavior or any conduct violation committed by a student under the influence of alcohol is not acceptable in the Greensboro College community. Alcohol abuse is considered any use of alcohol by a student which leads to medical consequences or inappropriate behavior. Examples of such include but are not limited to: alcohol poisoning, blackouts, gastritis (vomiting), alcohol-related physical injuries, verbal abuse, physical abuse, property damage, failure to comply with College officials, reoccurring episodes of intoxication or a single episode of intoxication in which the Dean of Students or his/her designee believes that the level of intoxication posed a risk to the student's or other students' health or well-being.
- Binge Drinking: Any drinking game or common container found on campus or at a College sponsored off campus event shall be considered to be used for binge drinking. Pong tables/set ups, Beer kegs, bongs/funnels and other common containers are considered a violation.
- Off-Campus violations. Although Greensboro College cannot and does not accept responsibility for the conduct of students while they are off College property and cannot regulate the sale of alcoholic beverages to members of the Greensboro College community by the management of off-campus businesses, the College reserves the right to make off-campus conduct by its students a matter of the judicial policy under the Student Conduct Code - *See Judicial Policies, Section II.*

VIOLATION	Possible Sanctions:
<b>Alcohol</b>	Disciplinary Reprimand Alcohol Education Sanction* Community Restitution Parent or Guardian Notification Loss of Housing Privileges** Required Substance Abuse Assessment and/or Counseling***



	Disciplinary/Social Probation Suspension or Dismissal
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**B. Conduct Unbecoming of a Greensboro College Student/Disorderly Conduct**

1. Any behavior including, but not limited to, the use of profanity, obscene and/or indecent behavior or gestures, harassment, hazing, communicating threats, or violating the rights of others is prohibited.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Conduct Unbecoming of a Greensboro College Student/Disorderly Conduct</b>	Verbal or Written Apology Educational Sanction Loss of Housing Privileges Community Restitution Disciplinary/Social Probation Suspension or Dismissal

**C. Contempt**

1. Disruption of Student Conduct Council proceedings; Failure to perform obligations imposed pursuant to the Student Conduct Code; Failure to appear at an administrative conference; Failure to appear or communicate to a College official who requests such.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Contempt</b>	Written or Verbal apology Educational Sanction Loss of Housing Privileges Incomplete Community Restitution will be increased Disciplinary/Social Probation Suspension or Dismissal

**D. Drugs, Paraphernalia, and Substance Abuse**

- Greensboro College has a zero tolerance policy for the use of illegal drugs, drug paraphernalia, and substance abuse of any type. Therefore, any substance, legal or otherwise, that is used for the intention of intoxication/impairment, or misused regardless of intent, and is deemed harmful or potentially harmful to self or others, will be considered substance abuse.
- This policy is intended to maintain a drug-free living and learning environment and workplace. The College recognizes the potentially harmful effect that substance abuse can have on the lives of individual members within the Greensboro College community.
- Self-referral is strongly encouraged for students who want to seek recovery from alcohol or other substance abuse. Students who seek early assistance in the recovery from

substance abuse impairment may be required to participate in an education and treatment program.

- Disregard of this policy will subject offenders to disciplinary action up to and including dismissal from the College.
- The College strictly prohibits the possession, use and/or distribution of illegal drugs and drug paraphernalia by any member of the Greensboro College community.
- Examples of prohibited and illegal items include, but are not limited to: any amount of an illicit drug (including seeds), bongs, pot pipes (bowls), rolling papers, scales (electronic or hand-held), blow tubes, etc.
- The College reserves the right to notify appropriate authorities involving any violation of local, state or federal law.

<b>VIOLATION</b>		<b>Possible Sanctions:</b>
<b>Drugs, Paraphernalia, and Substance Abuse</b>	First Offense	Educational Sanction Parent or Guardian Notification Loss of Housing Privileges Community Restitution Required Substance Abuse Assessment and/or Counseling* Disciplinary/Social Probation Suspension or Dismissal
<b>Drugs, Paraphernalia, and Substance Abuse</b>	Second Offense	Disciplinary/Social Probation Suspension or Dismissal

#### **E. Embezzlement**

1. To convert, with/without proper authority, any College monies or property, by a student or organization, including the SGA, Finance Committee, and all other campus clubs and organizations, into personal accounts or possession.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Embezzlement</b>	Educational Sanction Financial Restitution Restriction of Fiscal Responsibility Community Restitution Disciplinary/Social Probation Suspension or Dismissal

**F. Falsification**

1. To falsify any records or identification cards. To deliberately lie or provide false information to any campus authority, including faculty, staff, security, residence life staff or student government officers acting in their official capacities. Such conduct includes, but is not limited to, claims for reimbursement, timesheets, government ID cards, admissions forms, and financial aid forms. It may also include intentional misuse or misrepresentation of the Internet, instant messengers, and phone or email accounts.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Falsification</b>	Written or Verbal Apology Educational Sanction Community Restitution Financial Restitution Disciplinary/Social Probation Suspension or Dismissal

**G. Fighting/Battery**

1. Fighting is defined as an encounter with blows or other personal violence between two or more persons. The only exception to a charge of fighting and battery is if a case of self-defense has been proven. If it is determined that a student initiated an altercation with another person, the student who initiates the fight may receive a more severe consequence than the student who responds to the altercation.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Fighting/Battery</b>	Disciplinary Reprimand Written or Verbal Apology Loss of Housing Privileges Educational Sanction Community Restitution Payment for damages/injuries Disciplinary/Social Probation Suspension or Dismissal

**H. Fireworks, combustible materials, open flame**

1. The College strictly prohibits the possession or use of fireworks or combustible materials of any kind which includes, but is not limited to, halogen lamps, gasoline, and paint thinner, kerosene, incense, oil lamps, candles and other articles that may be a source of flames. All such articles will be confiscated.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Fireworks, Combustible Materials, Open Flame</b>	Confiscation of Materials Disciplinary Reprimand Loss Of Housing Privileges Educational Sanction Community Restitution Disciplinary/Social Probation, Suspension or Dismissal

**I. Fire Safety**

1. The campus fire alarm system is critical to the protection of the lives and property of students. North Carolina General Statute Section 14-286 states as follows:

*“Giving false fire alarms; molesting fire-alarm, fire-detection or fire-extinguishing system. It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving a false alarm of fire, or to break the glass key protector, or to pull the slide, arm, or lever of any station or signal box of any fire-alarm system, except in case of fire, or willfully misuse or damage a portable fire extinguisher, or in any way to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire-alarm, fire-detection, smoke-detection or fire-extinguishing system. Any person violating any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00), imprisonment for not more than six months, or both.”*

2. Therefore, tampering with fire alarms and fire-fighting equipment, failing to render reasonable cooperation in any fire-related emergency, deliberately setting a fire, failing to leave a building during a fire drill or fire-related emergency, setting off a fire alarm other than in case of emergency and failing to report a fire are violations of this policy. Greensboro College is required by law to report fire safety violations to the proper authorities.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Fire Safety</b>	Financial Restitution of any expenses or fees incurred by the College, including replacement costs and fines Loss of Housing Privileges Community Restitution Disciplinary/Social Probation Suspension or Dismissal

**J. Gambling**

1. Gambling is defined as the playing of games of chance or betting for money. Gambling is illegal in the state of North Carolina.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Gambling</b>	Disciplinary Reprimand Educational Sanction Disciplinary/Social Probation Suspension or Dismissal

**K. Harassment**

1. Greensboro College will not tolerate acts or instances of hatred or intolerance directed toward any individuals or groups. Harassment includes any physical or non-physical act, whether verbal, written, by phone or electronic communication, which is not desired by the party to whom it is directed.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Harassment</b>	Verbal or Written Apology Educational Sanction Loss of Housing Privileges Community Restitution Disciplinary/Social Probation Suspension or Dismissal

**L. Hazing**

1. Hazing is a fundamental violation of human dignity. According to North Carolina State Law:
 

*“It shall be unlawful for any student in any college or school in this state to engage in what is known as hazing, or to aid or abet any other student in the commission of this offense.”*
2. Hazing is any intentional, knowing or reckless act directed against a student occurring on or off campus that endangers the mental or physical health or safety of that student for the purpose of pledging, associating or affiliating with, being initiated into, holding office in or seeking membership in any student organization. Consent or acquiescence by a student(s) being subjected to hazing is not a reasonable defense in a judicial hearing.

<b>VIOLATION</b>	<b>Possible sanctions:</b>
<b>Hazing</b>	Verbal or Written Apology Educational Sanction Loss of Housing Privileges Disciplinary/Social Probation Suspension or Dismissal

**M. Host Responsibility**

1. Any violation of the Student Conduct Code by a guest of a student will be adjudicated to the same extent as if the student committed the violation.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Host Responsibility</b>	Disciplinary Reprimand Verbal or Written Apology Educational Sanction Loss of Housing Privileges Community Restitution Disciplinary/Social Probation Suspension or Dismissal

**N. Littering**

1. The public disposal of any substance or item in an area other than a trash receptacle is a violation of this policy.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Littering</b>	Disciplinary Reprimand Verbal or Written Apology Financial Restitution (\$25, \$50, \$100) Community Restitution Loss of Housing Privileges Disciplinary/Social Probation

**O. Noise**

1. To cause noise on campus grounds or in any College building which disrupts an atmosphere conducive to study and rest would be a violation of Courtesy Hours and Campus Quiet Hours. Courtesy hours are in effect 24 hours a day, seven days a week. Campus Quiet Hours are Sunday-Thursday, 10 p.m. to 10 a.m. and Friday-Saturday, midnight - 10 a.m.

<b>VIOLATION</b>	<b>Possible sanctions:</b>
<b>Noise</b>	Disciplinary Reprimand Verbal or Written Apology Educational Sanction Loss of Housing Privileges Community Restitution Disciplinary/Social Probation

**P. Non-Compliance**

1. To fail or refuse to comply with the directions of any campus authority including, but not limited to, campus security and residence life staff acting in the performance of their duties. Such requests include, without limitation, requests to identify one self, to produce a valid identification card or to alter one’s behavior.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Non-Compliance</b>	Disciplinary Reprimand Verbal or Written Apology Educational Sanction Loss of Housing Privileges Community Restitution Disciplinary/Social Probation Suspension or Dismissal

**Q. Campus Policies and Procedures**

1. Failure to abide by the Campus Policies and Procedures and Residence Life Policies and Procedures, which are outlined in the Pride Guide, as well as other Student Organization, Greek Life and Academic Policies and Procedures.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Campus Policies &amp; Procedures</b>	Disciplinary Reprimand Verbal or Written Apology Loss of Housing Privileges Educational Sanction Financial Restitution Disciplinary/Social Probation Suspension or Dismissal

**R. Sexual Misconduct**

1. Greensboro College will not tolerate sexual misconduct of any kind.
2. The official Sexual Misconduct policy can be found on the Greensboro College web site: <https://www.greensboro.edu/sexual-misconduct.php>
3. Alleged violations of Sexual Misconduct are investigated and adjudicated as outlined in that policy.

**S. Theft**

1. The taking or concealing of property without the express permission of the owner is a violation of this policy.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Theft</b>	Confiscation of Stolen Goods Educational Sanction Financial Restitution Community Restitution Disciplinary/Social Probation Suspension or Dismissal

**T. Tobacco and Smoke Use**

1. To fail to abide by the procedures set forth in the policy for a tobacco free campus, which prohibits the use of any tobacco products including, but not limited to cigarettes, cigars, pipe tobacco, smokeless tobacco products, and e-cigarettes.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Tobacco Use</b>	Disciplinary Reprimand Community Restitution Verbal or Written Apology Educational Sanction Financial Restitution Loss of Housing Privileges

**U. Trespassing**

1. To gain unauthorized entrance to any College building, office, residence hall or residential room; or make unauthorized use of any College equipment.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Trespassing</b>	Disciplinary Reprimand Verbal or Written Apology Educational Sanction Community Restitution Disciplinary/Social Probation Suspension or Dismissal

**V. Vandalism**

1. To abuse, damage or deface, in any way, College or private property is a violation.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Vandalism</b>	Verbal or Written Apology Educational Sanction



	Loss of Housing Privileges Community Restitution Financial Restitution Disciplinary/Social Probation Suspension or Dismissal
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**W. Violation of Local, State or Federal Law**

1. With the exception of parking infractions, any violation of local, state or federal law is a violation of the Student Conduct Code. The College reserves the right to report any such violation to the appropriate authorities.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Violation of Local, State or Federal Law</b>	Verbal or Written Apology Educational Sanction Financial Restitution of any expenses incurred by the College Community Restitution Disciplinary/Social Probation Suspension or Dismissal

**X. Visitation /Escort**

1. Visitation & Escort Policy
  - There is a uniform Visitation Policy for all residence halls at Greensboro College.  
Visitation hours are as follows:
    - (a) Sunday-Thursday Guests permitted 10 a.m. to Midnight
    - (b) Friday-Saturday Guests permitted 24 hours
  - All **non-residential students and guests/visitors of the College** must be escorted at all times while in a residence hall.
  - All residents are responsible for the behavior of their guests.
2. To fail to abide by the procedures set forth in the policy for residence hall visitation including exiting or entering through limited access doors.

<b>VIOLATION</b>	<b>Possible Sanctions:</b>
<b>Visitation/Escort</b>	Disciplinary Reprimand Educational Sanction Community Restitution Verbal or Written Apology Loss of visitation privileges

## Y. Weapons

1. The College strictly prohibits the possession or use of any weapons including, but not limited to, guns, rifles, pistols, BB guns, pellet guns, stun guns, air rifles/pistols, paintball guns, BB's, bullets, bomb-making devices, knives (of any length), brass knuckles, slingshots, leaded canes and martial arts devices. In addition, any object that resembles a firearm or weapon is prohibited. The only exception would be for "a weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority" (North Carolina General Statute Section 14-269.2).
2. Those persons exempted from this policy include any firefighters, police, emergency service personnel, North Carolina Forest Service personnel, and any private police employed by the College, when acting in the discharge of their official duties (North Carolina General Statute Section 14-269.2).
3. Any weapon or ammunition discovered on College property will be confiscated immediately.

VIOLATION	Possible Sanctions:
<b>Weapons</b>	Confiscation of weapon Educational Sanction Loss of Housing Privileges Up to 30 hours of Community Restitution Disciplinary Probation Suspension or Dismissal

\*Students are responsible for all costs associated with required assessments and classes.

\*\* A student who has his/her housing privileges revoked as a result of a judicial matter will remain financial responsibility for his/her room charges until such time as s/he is qualified to live off campus.

\*\*\* Assessment appointment must be scheduled 48 hours after an administrative conference.

## Judicial Process

### I. Administrative Roles

- A. The Dean of Students and/or his/her designee is responsible for the overall administration and interpretation of the Student Conduct Code.
- B. The Dean of Students serves as the College's Chief Judicial Officer
- C. Residence Hall Directors serve as official College Judicial Officers.
  1. He/she shall assign adjudication of alleged violations in conjunction with the Dean of Students.
  2. All alleged student conduct code violations shall be adjudicated by the assigned staff member by means of an administrative conference.

## II. Administrative Procedures

- A. When an incident has been documented and a student or student-led organization has allegedly violated the Student Conduct Code, the following will occur:
1. The student/student-led organization will receive written notification of the alleged violation and the time and date of the administrative conference. It is the student's responsibility to notify the College official with whom they are scheduled to meet if there is a conflict with the scheduled meeting time. This must be done prior to the scheduled meeting time, and an alternate meeting scheduled.
  2. An administrative conference will be held with a College hearing officer where the allegation(s) will be discussed.
  3. During this time the College hearing officer will:
    - a. Review the purpose of the administrative conference and judicial process
    - b. Review the allegations with the student
    - c. Share possible sanctions with the student
    - d. Invite the student to ask questions regarding the process
    - e. Invite the student to recount his/her version of the incident
    - f. Make a decision regarding the alleged violations
    - g. Assign charges and sanctions or dismiss the alleged violations
    - h. Clarify the next steps in the judicial process
- B. Failure to attend an administrative conference may be treated as contempt and charges will be assigned for the alleged violation(s) in absentia. In such instances, the College hearing officer will determine the appropriate sanction(s) for the violation(s).
- C. When a student is charged with one or more violations, s/he will be notified in writing of the sanction(s) imposed. The sanction(s) may include, but are not limited to, those listed under *Judicial Policies, Section IV. Violations*
1. All sanctions must be completed by the specified date.
  2. Failure to complete sanctions may result in further charges including a non-compliance or contempt.
- D. A student that is charged with one or more violations of the Student Conduct Code has the right to file an appeal. Appeals must be:
1. Submitted in writing to the Chair of the Student Conduct Council within 48 business hours of the Administrative Conference AND
  2. Must specify the precise grounds for the appeal. Criteria for appropriately filed appeals are as follows:
    - a. Procedural errors within the original Administrative Conference process
    - b. Additional information is available to be presented

- c. New or additional witnesses are available
- E. If the Council decides there is just cause for an appeal, the student will be notified in writing of the time, date and procedures for a Student Conduct Council Appeal hearing. *See Judicial Process, Section IV. Student Conduct Council*
- F. A student's or student-led organization's judicial record will be cumulative, and past violations may be taken into account when charging students or groups and assigning sanctions.

### **III. Probation, Suspension, and Dismissal**

The judicial officer hearing a case may recommend a sanction including Disciplinary Probation, Suspension, or Dismissal from the College. If this recommendation is made the student must then attend a follow-up hearing with the Dean of Students/Executive Vice President, thereby, ensuring the right of due process for that student such that no College hearing officer may sanction a student with Disciplinary Probation, Suspension, or Dismissal except the Chief Judicial Officer.

- A. Probation - A student placed on disciplinary probation may be:
  - 1. Placed on probation for up to one academic-year;
  - 2. Placed on probation and removed from on-campus housing;
  - 3. Placed on probation and prohibited from certain areas of campus.
- B. Suspension - A student who is suspended may be:
  - 1. Suspended for up to one academic year;
  - 2. At the end of that suspension, the student may apply for readmission to Greensboro College;
  - 3. Prohibited from being present on campus and from participating in College functions or student activities.
- C. Dismissal - A student permanently dismissed from the College will not have the option to apply for readmission, may not be present on campus and may not participate in College functions or student activities.
- D. Greensboro College may report any violations of local, state or federal law to the proper legal authorities.

### **IV. Student Conduct Council**

Any student who is granted an appeal hearing shall meet with the Student Conduct Council.

- A. Composition of the Student Conduct Council
  - 1. The Student Conduct Council is composed of five (5) members including:
    - a. Two (2) student members and two (2) student alternates nominated by the Student Government Association (SGA) President and approved by the Dean of Students.
      - i. Students who serve on the Council may not be on academic or disciplinary probation nor can they be currently employed as a Resident Advisor (RA).
      - ii. Student members serve a one year term.
    - 2. Three (3) faculty/staff members and one (1) alternate faculty/staff member, each approved by the Vice-President for Student Affairs and the Vice-President for Academic Affairs.
      - a. Faculty/staff members serve a four year term,

- b. The initial year served as the alternate,
  - c. Each consecutive year serving as a full member,
  - d. Rotating off after four consecutive years.
- 3. The Dean of Students will serve as an ex-officio member of the council.
- B. Chair - The members shall select a faculty or staff member serving on the Council as Chair.
  - 1. The Chair may not be the alternate faculty/staff member,
  - 2. The role of the Chair is to:
    - a. coordinate the Student Conduct Council proceedings,
    - b. ensure that policies and procedures are followed and,
    - c. assist in guiding student(s) involved through the proceedings.
  - 3. The Chair may serve, as many consecutive years as Chair, to which s/he is appointed, within his/her active term (up to 3 years).
  - 4. The Dean of Students or his/her designee works with the Chair to ensure that all Student Conduct Council sessions follow due process.
- C. Student Conduct Council Procedures
  - 1. A student who appeals a judicial charge to the Council shall:
    - a. receive notice of the date, time and place of his/her appeal meeting with the Council;
    - b. have the option of a self-selected Greensboro College student counsel present at his/her meeting with the Council;
      - i. RAs may not serve as student counsel
    - c. offer witnesses (on his/her behalf) of the charged violation(s) before the Council;
      - i. character witnesses are not permitted
      - ii. appellate students shall NOT have the right to cross examination of any witnesses or victims
    - d. have the option to speak on his/her behalf; and
    - e. receive an explanation of the reasons for the decision reached.
  - 2. Council hearings are closed proceedings
    - a. In addition to members of the Student Conduct Council, only the following are allowed to attend:
      - i. the appellate student;
      - ii. his/her Greensboro College student counsel;
      - iii. witnesses or persons who have been asked to speak to the Council.
    - b. Each student shall be brought before the Council individually
      - i. to give testimony;
      - ii. to answer the Council's questions; and
      - iii. shall not be required to be in the presence of one another
  - 3. In any matter involving allegations of personal violence or alleged threats of personal

- violence, the Dean of Students or his/her designee may allow other necessary witnesses or security personnel to attend.
4. All proceedings of the Student Conduct Council are strictly confidential.
  5. The Dean of Students or his/her designee will forward all materials pertaining to the incident(s) to the chair of the Council.
  6. The Council may continue or postpone a hearing for the convenience of the Council ONLY.
    - a. The class schedule of the appellate student will be taken into consideration when the Council schedules the hearing.
    - b. If an outside conflict arises for the student, the Council shall hear the case in absentia. In such an instance the appellate student may:
      - i. offer a written statement to the Council,
      - ii. present a list of witnesses to be questioned by the Council,
      - iii. send student council in his/her stead.
  7. After hearing from the appellate student, student council, and witnesses, the Council shall make a recommendation on the hearing, in a closed session, (voting members only) to:
    - a. Uphold the charges, sanctions shall remain the same;
    - b. Modify the charges and make suggestions to modify the sanctions accordingly;
    - c. Remove the charges, sanctions shall be removed.
    - d. The council may, at its discretion, review the student's conduct record before making a final decision.
  8. A follow up meeting with the Dean of Student or his/her designee shall be scheduled with the student where:
    - a. The Dean of Students shall make a final decision on the case;
    - b. Written notification of final charges and sanctions shall be provided; and
    - c. Student rights shall be reviewed
- D. Cases in which a charge is appealed and Disciplinary Suspension or Dismissal was a recommended sanction by the judicial officer, the Council must make a recommendation regarding those sanctions to the Dean of Students.
- E. A student may appeal a Student Conduct Council decision ONLY on the basis that the Council's proceedings were not conducted in accordance with the above process. Appeals shall:
1. not review the merits of arguments presented before the Student Conduct Council or the merits of the Council's decision;
  2. be submitted in writing to the Dean of Students within 24 hours of the Student Conduct Council's decision; and
  3. must specify the precise grounds for the appeal.
    - a. If the appeal is granted a new Student Conduct Council hearing will be scheduled.
    - b. If the appeal is denied the follow-up meeting with the Dean of Students will take place.

## **V. Suspension of due process**

- A. Although the College makes every effort to adjudicate Student Conduct violations in the previously outlined educational manner, following due process, it reserves the right to Suspend Due Process and/or report any violation to the appropriate authorities.
- B. Due Process is considered suspended when:
  1. a student concern arises that is not be specifically covered by College policy;
  2. imminent harm to self or others is suspected; or
  3. local, State, or Federal authorities assert jurisdiction
    - a. The Standards Review Committee is an ad-hoc committee consisting of the Chief Academic Officer, Chief Operations Officer, Associate Vice President for Academic Administration, and Dean of Students.
    - b. The Committee may be convened by any member to address situations in which due process is suspended.
    - c. The Standards Review Committee will review all cases of dismissals and administrative withdrawals.
- C. The College reserves the right, at the discretion of the President, and/or the Standards Review Committee, to immediately dismiss or suspend from the College any student deemed to be a threat to self or others.
- D. In the event that such discretion is exercised, the College shall have no obligation to follow the outlined judicial procedures and the affected student shall not be vested with those rights otherwise afforded under the Student Bill of Rights.

## **EXPLANATION OF THE STUDENT CONDUCT CODE TERMS**

**Administrative Conference** - A specific meeting which has been scheduled by the Associate Dean of Students or his/her designee to discuss the alleged charges that have been brought against a student for violating the Student Conduct Code. In this meeting, the student has the opportunity to explain what happened, ask questions about the Student Conduct Code, take the opportunity to accept responsibility for his/her actions and receive sanctions.

**Apology** - A student may be required to provide a verbal or written apology to an individual who was inconvenienced, insulted or embarrassed by the accused student's behavior.

**Appeal** - A written request submitted to the Dean of Students by a student who has allegedly violated the Student Conduct Code and believes that the procedures provided in the Student Conduct Code were not followed.

**Community Restitution** - A student is given the opportunity to serve the community he/she has inconvenienced, insulted or embarrassed. This restitution may be through assisting a faculty member, Housekeeping, Physical Plant or other campus departments.

**Confiscation** - The appropriation of certain items from a person or area that could be used later as evidence (drugs, drug paraphernalia, weapons, etc.). Confiscated items are not subject to be returned.

**Counseling** - If a student appears to be struggling with an issue, which causes him/her to make inappropriate decisions, the student could be referred for counseling on or off campus as part of his/her sanctions at his/her expense.

**Disciplinary Dismissal** - A student is removed from Greensboro College permanently as a result of one serious violation or a series of violations. Any student dismissed for disciplinary reasons does not have the option to apply for readmission.

**Disciplinary Probation** - A student is allowed to continue at Greensboro College with the understanding that, for the period of time during which the student is on probationary status, if other violations of the Student Conduct Code occur, the student could face removal from residence halls, Disciplinary Suspension or Disciplinary Dismissal.

**Disciplinary Reprimand** - A formal warning that, should the behavior in question continue, additional disciplinary action will be taken.

**Disciplinary Suspension** - A student is removed from Greensboro College for a specified length of time. At the end of the suspension period, the student has the option to apply for readmission (admission is not assumed or guaranteed).

**Financial Restitution** - A student may be required to pay for items damaged, stolen and/or destroyed as a result of Student Conduct Code violations.

**Interim Suspension** - In certain circumstances, the Dean of Students, or his/her designee, may impose a College or on-campus housing suspension prior to the meeting before the Student Conduct Council.

1. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the College; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a definite threat of disruption of or interference with the normal operations of



the College.

2. During interim suspension, the student shall be denied access to on-campus housing and/or the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate.

**Loss of Housing Privileges** – A student may be denied housing on campus as the result of certain violations of the conduct code. In this situation, a student that does not meet the requirements for living off campus would still be required to pay the fees associated with room and board.

**Sanctions** - Actions assigned by the College as a result of a student's choice to violate the Student Conduct Code.

**Social Probation** - A student placed on social probation may be prohibited from participating and attending any co-curricular activities and/or events sponsored by the college during the length of probation or until all community restitution hours are completed.

**Student Conduct Council** - A council of five persons (two students and three faculty and/or staff) who serve as the Judicial Hearing Board for students who have been charged for allegedly violating the Student Conduct Code and do not wish to accept responsibility for their actions.

**Student Counsel** - A currently enrolled Greensboro College student who may be called upon to support another student appearing before the Student Conduct Council.

**Witness** - A current Greensboro College student or staff member who has witnessed an incident or has knowledge of an incident in which the Student Conduct Code was violated.