

2023-24

code of  
**COMMUNITY  
STANDARDS**

ROLLINS COLLEGE

**Rollins**  
EST. 1885

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# the ROLLINS HONOR code

Rollins College is an educational environment dedicated to fostering intellectual achievement, personal development, and social responsibility. We believe that students are nurturing these opportunities through their academics, yet the College recognizes that students will be learning just as much from their experiences outside of the classroom. Given this understanding, the College has developed The Rollins Honor Code which aligns the Academic Honor Code and the Code of Community Standards. The Rollins Honor Code states:

***As a Rollins College Student I commit to upholding the values of honesty, trust, and respect academically and in all of my social relations. I will act with integrity and strive to embody the highest ideals of global citizenship and responsible leadership.***

The Rollins Honor Code was created to act as an overarching statement of honor, which speaks to the philosophy that “honor” is holistic in nature embodying both academic and social responsibility. It is the hope that The Rollins Honor Code will assist students in upholding and valuing honesty, trust and respect in all aspects of their lives at Rollins College.

# code of COMMUNITY STANDARDS philosophy

Throughout their college education, students will be developing values that translate into responsible behavior. In an effort to guide students through this period of development, as well as to maintain standards that ensure the welfare and safety of the College community, Rollins College establishes this Code of Community Standards.

The basic principles of the Code of Community Standards are rooted in the beliefs of the Rollins Honor Code. You will continue to see themes of trust, respect, and honesty, as well as fairness and responsibility, throughout this document.



# some IMPORTANT DEFINITIONS

Throughout this document, you will see some language that will be used to clarify and explain College policies and procedures. Before you read, please take a look at some important terms that help define the scope of the policies within this document.

1. The term “College” means Rollins College.
2. The term “student” is defined as any person who is admitted, enrolled or registered for study at Rollins College for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in Rollins College, are considered students. A person shall also be considered a student during any period while the student is under suspension from the College or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to, orientation and residence hall check-in.
3. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
4. The term “member of the College community” includes any person who is a student, faculty member, staff member, or College official.
5. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College.
6. The term “organization” means any athletic team or any group/association of persons who have complied with the formal registration requirements for the College.
7. The term “Conduct Educator” means a College official designated on a case-by-case basis by the Vice President for Student Affairs to adjudicate alleged infractions in an Educational Conference or an Administrative Hearing. Nothing will prevent the Vice President for Student Affairs from authorizing the same conduct educator to impose sanctions in all cases.
8. The term “Appellate Officer” means any person or persons authorized by the Vice President for Student Affairs to consider an appeal.
9. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Code of Community Standards, Guide to Residence Hall Living, and the Catalogues and Student Handbooks of each program.
10. The term “residence hall” is defined as any College owned/operated student housing facility.

# the authority of the VICE PRESIDENT for STUDENT AFFAIRS

The Vice President for Student Affairs, in consultation with College governance, shall develop policies for the administration of the Community Standards & Responsibility program and procedural rules for the conduct of hearings that are consistent with provisions of College policy. The Vice President for Student Affairs may designate a College official to act as their designee.





# expectations for BEHAVIOR

The College is not responsible or liable for student off-campus events or behavior. However, in the interest of protecting students from harm, the College does reserve the right to take action in response to behavior off campus that violates College expectations and policies.

As responsible members of the Rollins College community, students and student organizations are expected to know College policies and procedures and exemplify behavior that embodies the mission and vision of the College. Whether a student is participating in Fox Day activities on Mills Lawn, studying in another country, or competing in an athletic event at a neighboring university, they are a representative of the College and are expected to behave in ways that make us all proud to be Tars.

There will be times when students behave in a way that does not align with the values of the Rollins Honor Code. Community Standards reserves the right to meet with any student, or will refer the appropriate faculty or staff member to meet with a student, in order to address such behaviors.

# a community of TRUST & RESPECT

Rollins College strives to be a community built on trust and respect. When that trust and respect is broken, we are all affected by its impact. There are some specific behaviors that infringe on our community of trust and respect that the College has an obligation to address. These include, but are not limited to:

## **Abuse (Physical, Mental, or Verbal)**

Rollins College does not tolerate the physical, mental, or verbal abuse of any person. When a student bullies, intimidates, degrades, demeans, threatens, or otherwise interferes with another person's rights or comfort, the college considers that abuse and action will be taken to end the abusive behavior. When a student causes harm to himself/herself or another, or when a student helps someone else cause harm, the college may need to intervene to protect individual and community safety.

Cruelty to domestic or wild animals is also prohibited, including, but not limited to, abandonment, torturing, causing bodily harm, or causing death.

## **Damage to Property & Vandalism**

Students are expected to treat College property and the property of others with respect. Damage and vandalism to personal property of others or College property will not be tolerated.

## **Discrimination & Hate-Motivated Offenses**

Rollins College seeks to foster a safe environment conducive to learning and the free exchange of ideas. Rollins College does not discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category protected by federal, state, or local law, in its educational programs, admissions policies, financial aid, employment, or other school-administered programs.

There are two elements to a hate-motivated offense. First, the conduct is directed at an individual(s) on the basis of that individual(s) being in, or being believed to be in a protected class. Second, the conduct is intended to intimidate or injure the individual(s). This injury could result in physical, mental, or emotional harm. Hate motivated offenses compromise the integrity of the Rollins College community and will not be tolerated.

Rollins College seeks to foster a safe environment conducive to learning and the free exchange of ideas. Rollins College does not limit constitutionally protected speech. Rollins College, however, is steadfast in its intolerance for hateful behavior that is directed at an individual or group with the motivation of causing harm. Hate speech can be images and words that reinforce bias and bigotry of all forms. College administrators have the right to speak out against and condemn hate speech. This position is a constitutionally permitted exercise of the College's authority to educate and discipline its students.

## **Disruptive Behavior**

Behavior that impedes the safety of community members, interferes with the educational process, or hinders the administrative function of the College will not be tolerated. In a classroom setting, disruptive behavior is defined as behaviors that hamper the ability of the professors to teach and the students to learn. In an effort to build a community of trust and respect, students should express themselves in a manner that is responsible, situationally appropriate, and respectful of the rights and privacy of others.

Outside of a classroom setting, disruptive behaviors can apply to acts of vandalism, public urination, or other deliberate acts that cause harm. These are just some examples and the scope of this policy is not limited to these behaviors.

## **Hazing**

Hazing is a dangerous, mean-spirited, and hurtful way to condition a person or people for initiation, membership, or affiliation into a group or organization. Hazing can be physical or mental in nature. All forms of hazing activities are prohibited at Rollins College.

The Chad Meredith Act makes dangerous hazing a crime in Florida. Hazing rises to the level of a first degree misdemeanor when the individual doing the hazing intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization. Hazing that results in serious injury or death is considered a third degree felony, punishable by up to five years in prison, even if the victim consents.

The College abides by Florida state laws regarding hazing, as well as setting our own high standards for student behavior. The following practices will not be permitted:

- Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under sanction of a postsecondary institution
- Pressuring or coercing a student into violating state or federal law
- Brutality of a physical nature, such as whipping, beating, branding, paddling, physical shocks, exposure to the elements, food deprivation, and forced or coerced consumption of food, liquor, drug, or any other substance
- Any other forced physical activity which could adversely affect the physical health or safety of the student
- Any activity which could subject the student to extreme mental stress, such as sleep deprivation, line-ups or berating, forced or coerced exclusion from social contact, forced or coerced wearing of apparel which is conspicuous and/or inappropriate, forced conduct which could result in extreme embarrassment,



or any other forced activity that could adversely affect the mental health or dignity of the student

- Any activity that causes unreasonable interference with a student's academic performance
- Personal servitude
- Kidnapping or abandonment
- Any activity that would be viewed by a reasonable person as subjecting someone to embarrassment, degradation, or humiliation

The above activities are considered hazing, whether the student who is the subject of hazing agrees to participate or not. The hazing policy applies to students and other persons associated with any student group, team, or organization.

The College strongly encourages and supports students who wish to report hazing activities. The law encourages reporting as well; in Florida, Andrew's Law was written to empower students who are present during hazing activities to seek law enforcement support or medical assistance without fear of prosecution.

At the College, students can report hazing activities by using our anonymous incident report form. It is important to remember that submitting an anonymous report means that Community Standards has no way to connect with the reporting party to ask follow-up questions. Therefore, it is essential that an anonymous report contain as much information as possible in order to address the alleged hazing behavior(s). Anonymous reports should include:

- The time, date, and specific location of the alleged hazing event(s)/activities
- The name of the individual(s) involved in the alleged hazing event(s)/activities
- The names and contact information of any individuals who can corroborate the reporting student's story
- As much detail as possible about the alleged hazing event(s)/activities, including photos, videos, or other supporting documentation

Students do not have to report hazing anonymously – at any time, students can reach out to the Office of Community Standards & Responsibility, Campus Safety, the Center for Campus Involvement, Fraternity & Sorority Life, Athletics, Student & Family Care, the Wellness Center, or any other trusted staff member to share what they know. When a student chooses to come forward to report, the College is better able to offer resources and support for that individual's physical, mental, and emotional wellbeing. Community Standards will work with students who report hazing to keep their identifying information private.

Additional guidelines and resources about hazing can be found at [www.stophazing.org](http://www.stophazing.org), The Gordie Center [website](#), and [www.hazingprevention.org](http://www.hazingprevention.org).

## **Sexual Misconduct and Interpersonal Violence**

Rollins College is committed to creating and maintaining a safe, healthy, and respectful community in which students, faculty, and staff can work together in an atmosphere free from discrimination on the basis of sex, gender, gender identity, gender expression, sexual orientation, and pregnancy/pregnancy-related conditions. Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in any federally funded education program or activity. The Office of Title IX leads Rollins' efforts to prevent and respond to discrimination on the basis of

sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, and other related misconduct.

The full scope of sexual misconduct and interpersonal violence, which falls under the purview of the Office of Title IX, is described in the [\*Title IX Grievance Policy for Addressing Discrimination on the Basis of Sex, Including Sexual Harassment\*](#) and the [\*Sexual and Gender-Based Harassment and Related Misconduct Policy\*](#). Violations of these policies will follow the procedures outlined therein, rather than the procedures outlined in this document.

Any member of the community who is affected by sexual misconduct or interpersonal violence is encouraged to connect with resources and seek support, including but not limited to, receiving medical attention, reporting to law enforcement, connecting with confidential campus or community resources, or contacting the Office of Title IX. Students may reach the Office of Title IX by calling 407.691.1773, emailing Title IX Coordinator Sarah Laake at [slaake@rollins.edu](mailto:slaake@rollins.edu) or [titleix@rollins.edu](#), or completing the [online reporting form](#). The Office of Title IX can provide supportive measures and accommodations, connect individuals to resources, and discuss options available for formal and informal resolution. Students who wish to speak to a confidential resource can make an appointment with the Wellness Center by calling 407.628.6340.

The Office of Community Standards & Responsibility works in partnership with the Office of Title IX when a student is found responsible for violating the [\*Title IX Grievance Policy\*](#) or the [\*Sexual and Gender-Based Harassment and Related Misconduct Policy\*](#). Responsible students may be assigned one or more sanctions listed in this document starting on page 29.

## **Stalking**

Students have the right to live and learn in a community where they can move about freely and without fear. Stalking is a pattern of behavior directed at a specific person that would cause a reasonable individual to feel fear. Rollins College defines stalking as a pattern of behavior (two or more acts) that includes, but is not limited to, acts in which the stalker directly, indirectly, or through third parties follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. These acts can be taken by any method, device, or means.

The College considers a "reasonable individual" to mean that a fair and sensible person under similar circumstances and with similar identities to the victim would consider the behavior to be harmful.

Acts of stalking may cause substantial emotional distress, meaning that the individual is experiencing significant mental suffering or anguish. This distress may not necessarily require medical or other professional treatment or counseling. Students who wish to speak to a confidential source can make an appointment with Counseling & Psychological Services (CAPS) at the Wellness Center by calling 407.628.6340.

The Office of Community Standards & Responsibility works in partnership with the Office of Title IX to determine the appropriate process through which stalking behavior should be addressed. Stalking on the basis of sex or within the context of an intimate relationship will be addressed by The Office of Title IX through the [\*Title IX Grievance Policy for Addressing Discrimination on the Basis of Sex, Including Sexual Harassment\*](#) or the [\*Sexual and Gender-Based Harassment and Related Misconduct Policy\*](#).

# a COMMITMENT to HONESTY

An integral part of a college education is developing a strong moral compass that guides students' decision-making. The goal of Rollins College is to graduate students who are responsible global citizens and who actively hold themselves and others to a higher standard. The common theme of the following policies is the College's expectation that students are making a conscious choice to behave honestly and represent Rollins in a positive way.

## **Falsification**

The College expects students to be truthful and honest in all interactions. Providing false information hinders the College's ability to operate effectively and keep members of our community safe. This expectation of honesty applies not only to face-to-face conversations, but also to written documentation provided to the College. Students are frequently asked to fill out paperwork, such as applications, drop/add forms, and parking decals. Misrepresenting information on any document will not be tolerated.

## **Identification Cards**

At Rollins, an identification card (R-Card) is given to each student and should be carried at all times while on campus. This allows faculty and staff to easily identify students, and it will be requested when students are interacting with different offices on campus.

An R-Card is used for more than just identification. It gives students access to their residence hall, allows students to purchase food using their meal plan, and is used to check out books from the library, among other things. When students allow someone else to use their R-Card, it can have major repercussions when it comes to safety and security, and it will not be tolerated.

A student should accurately represent himself/herself with government-issued identification. Rollins College abides by the laws of the State of Florida, which state that the possession, use, manufacture, or sale of a falsified government-issued ID is illegal. The State of Florida considers fake identification cards as felony offenses.

## Motor Vehicles

Rollins College is a part of the larger Winter Park community, and many people travel through our campus daily. In order to protect our campus and to be aware of who is here, Rollins requires students to register their motor vehicles with Campus Safety. Students are expected to comply with Rollins Parking and Traffic Regulations as well as city and state laws. More information about Rollins Parking and Traffic Regulations can be found on the [Campus Safety website](#).

## Posting & Solicitation

Rollins College supports allowing students and registered student organizations to post flyers, banners, and other forms of publicity to communicate their activities, services, and ideas. This support must be balanced with the need to provide a visually pleasing and organized setting for the campus community to receive such communication. The college has created a posting and solicitation policy that outlines the guidelines for posting on campus. This policy can be found on the [Human Resources website](#), under “Non-Solicitation Policy”.

## Theft or Unauthorized Possession

Just as students expect others to not take their belongings, Rollins College expects that students will be respectful of other’s personal property and the property of the College. As a community, Rollins does not tolerate theft, attempted theft, or possession of stolen items.

## Use of Rollins College Name or Symbols

In order for Rollins College to protect itself and its brand from misrepresentation, no student or student organization may use the Rollins College name, seal, symbols, logos, slogans, or songs without written authorization from the Vice President of Student Affairs or their designee.



# an EXPECTATION of RESPONSIBILITY

Learning to behave responsibly is a critical component of students' college education. While in college, students will be faced with many situations that challenge their values, beliefs, and character. These situations offer great opportunities for learning and personal growth. Part of becoming a responsible adult is being able to weigh risk and reward and make the choice that has the most positive outcome. Rollins College expects students to own the choices that they make and the consequences that come with those choices.

Another part of being a responsible adult is empowering others to make good decisions. As a member of the Rollins community, students are expected to be a positive influence on their peers and should encourage them to behave responsibly. The College recognizes there are times that students or their peers may make a poor choice. One poor choice does not have to lead to more poor choices – students always have the option of asking for help to prevent further poor choices or a negative event from occurring.

## Alcohol

A large factor in decision-making for college students involves the use of alcohol. Often, alcohol use leads to further poor choices, specifically in regards to illegal substances, abuse, hazing, and sexual misconduct and harassment. It is the College's expectation that students who choose to drink are making those decisions with thoughtful consideration and are guided by the law, common sense, and information about how alcohol use can impact both students and those around them. Regardless of age, excessive drinking and intoxication will not be tolerated.

The College abides by Florida state laws regarding alcohol. These include:

- Individuals under the age of 21 may not possess and/or consume alcohol
- Individuals may not sell, give, or serve alcoholic beverages or permit alcohol to be served to persons under 21
- Individuals may not drive with a blood alcohol level of 0.08% or more
- Individuals may not possess open containers of alcohol, including secondary containers (i.e. cups or water bottles) on a street, sidewalk, or in a park. This applies both on and off campus.

Student-athletes must comply with additional alcohol policies. The College abides by NCAA recommendations and best practices regarding alcohol. These include:

- No athlete shall report for physical activity or remain in practice, play, or competition while having an alcohol concentration of .04 or greater. Furthermore, no athlete shall compete within forty-eight (48) hours after alcohol usage.
- No athlete shall use alcohol while in practice, play, or competition.

There are certain locations and instances in which possession and consumption of alcohol is not permitted on campus. These include:

- Buildings that are designated for first-year students
- A room/apartment where all assigned residents are under the age of 21
- Public spaces in a residence hall (lounge or lobby spaces, restrooms, hallways, etc.)
- Times when the residence hall is not officially open – before the official residence hall opening and after the official residence hall closing
- During orientation, winter break, and intersession

Students often ask how possession of alcohol is determined. These are some questions a conduct educator may ask to determine whether a student is in possession of alcohol:

- What is the location and the quantity of the alcohol?
- Is the student able to exercise control over the situation?
- How many students voluntarily take responsibility, and can they attest which students are not in violation?

The College is concerned about students who binge drink or rapidly consume alcohol due to the serious risks associated with this behavior. For student safety, drinking games, common sources of alcohol, or non-traditional sources of alcohol, such as kegs or powdered alcohol (“palcohol”) are not permitted. Displays of empty alcohol containers often promote or glamorize excessive drinking. Empty alcohol containers may also be viewed as evidence of consumption and are not permitted. Students should also note that manufacturing their own alcohol on campus is not permitted.

When students meet with a conduct educator to discuss their alcohol use, part of the discussion will be about involving parents or guardians in the conversation. The College encourages students to be proactive rather than reactive and share information with their parent or guardian up front. In certain circumstances, parental notification will occur if a student is found responsible for violating the alcohol policy. The College will help students navigate how to have a conversation with their parents about their alcohol use.

Students who drink are susceptible to risks, such as addiction, accidents or injury due to impairment, overdose, and unpredictable or violent behavior. Therefore, regardless of age or legal standing, students who are at academic/personal risk due to alcohol or other drugs, become over-intoxicated, or suffer medical consequences such as blacking out should expect to discuss their alcohol use with a conduct educator and evaluate how their decisions may be impacting their academic and personal success.

## **Computer & Other Electronic Device Misuse**

Technology is a critical component of the student experience. The College expects that students use technology in a way that is effective, purposeful, and responsible.

Using technology responsibly can mean many things – how a student represents oneself online, how a student cites sources and respects intellectual property, and the way a student protects his or her identity from being stolen. The College believes students should be conscious of, and guardians of, their own online reputation and the digital dignity of the Rollins community. This means that students should not use digital resources for hateful rhetoric that is insensitive to the beliefs, cultures, or differences of others. Students should comply with all laws, license agreements, and contracts governing network, software, and misconduct in order to protect other’s rights and safety. It also means that students should not give out too much personal information online.

The College expects that students be cognizant of their actions when it comes to technology, and that they are mindful of how their actions can be detrimental or harmful to others. Bullying through misuse of social media or other forms of cyber-bullying will not be tolerated.

A link to the Rollins College full computer use policy can be found [here](#).

## **Event Guidelines**

All student or student organization events, on or off campus, must be registered with the Center for Campus Involvement or the Office of Fraternity & Sorority Life and must be conducted according to the event and risk management guidelines. More information about these guidelines can be found [here](#), and will be explained in further detail on page 19 of this document.

## **Fire Safety**

Creating and maintaining a safe community is everyone’s responsibility. Fires pose a serious safety concern on college campuses. Students are encouraged to familiarize themselves with the fire evacuation plans of buildings they live in or frequent. It is the College’s expectation that students treat all fire alarms as if they are real (and not a drill), evacuate the building quickly, and cooperate with authorities at all times.

Students who deliberately or negligently activate a false alarm, tamper with fire safety equipment, hang objects/items on a fire sprinkler, create a safety hazard, start a fire, or cause an explosion will be held accountable. This accountability can be financially, through a sanction, or both.

## **Fireworks, Explosives, Weapons, & Other Dangerous Items**

Rollins College takes weapons and other dangerous items very seriously, as they pose a safety threat to our community. Students who threaten or harm others with a weapon, whether on or off campus, will be held accountable. On campus, the possession, use, and/or sale of any weapons, ammunition, combustibles, fireworks, explosive devices, or any other substance or device designed or used to harm or threaten will not be tolerated.

The College recognizes that weapons can be a broad term. Examples of weapons are rifles, pistols, BB guns, paintball guns, pellet guns, stun guns, chemical weapons, knives with blades more than four inches in length, slingshots, bows and arrows, and martial arts weapons. Toy and squirt guns often look very realistic and may be perceived by others as a weapon, leading to concerns for safety and potential police involvement. For this reason, simulated weapons in the form of toy or squirt guns are not permitted on campus.

It is important for students to protect themselves when it is appropriate and necessary. Personal defense spray is permitted in these circumstances. The College also encourages students to be proactive about their safety. The Campus Safety Office is available to escort students when they are concerned about walking somewhere alone. Please call them at (407) 646-2999 if you need assistance.

## **Illegal Substances**

Rollins College is committed to student safety and care. When students are using or abusing drugs, whether illegal or prescriptions that are being misused, they jeopardize their safety and are not practicing good self-care. The misuse of a mind or body-altering substance can negatively affect cognitive processes and may limit one's ability to exercise good judgment and to learn effectively.

When a student chooses to engage in substance use or abuse it has the potential to negatively affect the entire community. The College expects all members of the community to comply with state and federal laws pertaining to illegal drugs. This means that the sale, manufacture, possession, distribution, and/or illegal use of controlled substances, drugs (including prescription drugs without a valid medical prescription), and/or drug paraphernalia is not permitted.

Even though a substance is not designed to be inhaled or ingested, the College recognizes that there are some substances that can be abused in this manner. Intentionally or recklessly inhaling, ingesting, or making use of substances (e.g., nitrous oxide, glue, paint, etc.) in a way that will alter a student's mental state will not be tolerated.

Student-athletes must comply with additional policies pertaining to illegal substances. The College abides by NCAA regulations regarding banned drugs. This includes, but is not limited to, all substances on the [NCAA Banned Drugs List](#).

There can be significant consequences that accompany substance use. These consequences may include community probation, removal from campus housing or relocation, suspension, or even dismissal.

The College's primary concern is for student safety and well-being. Students are encouraged to seek help before Community Standards & Responsibility has to get involved. Rollins has resources available to assist students with their substance use. Students who wish to speak to a confidential source can make an appointment with Counseling & Psychological Services (CAPS) at the Wellness Center by calling 407.628.6340.

Rollins College abides by the Drug-Free Schools and Communities Act, which supports programs that prevent the illegal use of alcohol, tobacco, and drugs. More information on this policy can be found on the [Human Resources website](#).

## **Laws (Federal, State, and Local) & Other Regulations**

As responsible citizens, students are expected to comply with all local, state, and federal policies, statutes, laws, and ordinances. Criminal conduct involving the violation of local, state, or federal statutes could also constitute a violation of policy and may result in College action even if this behavior is not prosecuted by public officials.

Student-athletes are expected to comply with all NCAA regulations. This includes the ban on gambling and sports wagering. More information about these regulations can be found on the [Rollins Sports website](#).



A determination will be made between Community Standards & Responsibility and the Associate Vice President of Athletics or designee as to whether an NCAA regulation violation will be handled through the Community Standards process or by the appropriate coach or designee.

## **Recording Device Use**

In order to protect the integrity of the classroom experience, the use of recording devices is limited to either the expressed permission of the faculty member or with proper documentation from the Office of Accessibility Services. Information about accommodations through Accessibility Services can be found [on their website](#).

## **Requests or Orders**

Students are expected to immediately and fully cooperate with college officials, Residential Life & Explorations student staff, law enforcement, and emergency personnel in the completion of their duties. Some examples of reasonable requests include providing an R-Card to a Campus Safety Officer or RA when asked, attending meetings requested by faculty or staff members, and complying with sanctions or conditions.

## **Smoking & Tobacco Use**

Rollins College recognizes that smoking and vaping poses significant health risks to members of the campus community, and these health concerns are further heightened during the COVID-19, coronavirus, pandemic.

Smoking and vaping are prohibited inside of College-owned buildings, facilities, and vehicles, including cars, trucks, buses, golf carts, and vans. In addition, for the duration of the coronavirus pandemic, smoking and vaping will not be permitted anywhere outside on campus grounds. Following the pandemic, the College may revisit this policy and reinstitute limited designated outside smoking areas on campus. [For additional information refer to Rollins College Policy KI 1025 Non Smoking and Vaping Policy.](#)

## **Unauthorized Access and Campus Facility Use**

Students have a responsibility to respect their fellow community members and their personal space. When a person asks a student to leave their home, workplace, or property, it is expected that the student comply with the person's request.

Students are not permitted to be in a residence hall room or off-campus residence that is not assigned to them without the expressed permission of the student who lives there.

Access to Rollins facilities is limited to Rollins students, faculty, staff, registered student organizations, and authorized visitors. Unauthorized use of the facilities is not permitted.

## **Visitors**

Students are welcome to bring visitors to campus. Students must assume responsibility for the conduct of their visitors. If a student's visitor violates college policy, that student will be held accountable for their guests' actions. If a student is having difficulty communicating expectations to their visitor, they should ask for assistance from staff or choose to limit who they invite into the community environment.

# COMMUNITY standards, other offices, and POLICIES regarding EXPRESSION and ASSOCIATION

Community Standards & Responsibility strives to maintain open communication and foster good relationships with all offices on campus. There are several offices that Community Standards works closely with, and other office's policies are in accordance with the policies that exist in the Code of Community Standards.

## Athletics

Community Standards partners with Athletics to ensure that all student-athletes are in compliance with both College policy and NCAA regulations.

The *Student-Athlete Handbook* includes policies that are specific to student-athletes and NCAA participation. These policies include information about banned drug and substance testing, safe harbor, and dietary supplement disclosure. The *Student-Athlete Handbook* can be found on the [Rollins Sports website](#).

## Residential Living

The Guide to Residence Hall Living includes policies that are specific to the residence halls and residential organization houses on campus. These policies include information about room decorations, fire safety, quiet hours, guests, and more.

Please review the [Guide to Residence Hall Living](#) if you are planning to live on campus or visit someone who does.

## Student Organizations

Many students choose to get involved on campus by joining a club or an organization. Most student organizations are housed within the Center for Campus Involvement. There are specific guidelines that students must abide by when they are a member of an organization, especially as it relates to starting an organization, maintaining College recognition, registering and hosting events, and funding an organization. Please read more about these policies on the [Center for Campus Involvement's website](#).

## Unrecognized Student Organizations

Student organizations are intended to promote responsible leadership and contribute positively to the campus and greater community. The College holds these organizations to a higher standard because we believe in their benefit and are

committed to their success. Sometimes, students choose to enter into a group that does not reflect these values or standards set by the College. These kinds of groups are known as unrecognized student organizations.

Recognized student organizations have the support and resources the College can provide in order to ensure a safe and healthy experience for students. An unrecognized student organization does not receive the same resources, and therefore the College cannot guarantee a student's safety when participating in these group's activities.

A student who is a member of or who associates with any organization that does not adhere to the policies and regulations of Rollins College is considered to be in an unrecognized student organization. A student who participates in such a group is in violation of College policy.

The organizations known as Alpha Tau Omega (ATO), Kappa Kappa Gamma (KKG), and Phi Delta Theta (PDT) are not recognized by the College.

## **Fraternity and Sorority Life**

Community Standards & Responsibility works closely with the Office of Fraternity & Sorority Life to ensure organizational compliance with all College policies. Despite ongoing education and training, there may be times when a fraternity or sorority is allegedly in violation of one or more of these policies. Community Standards must then determine if the organization is eligible to participate in the partnership process, or if the case must go to a hearing.

Information about the partnership process can be found on the Student Organizations section of [our website](#).

## **Assembly, Inquiry, and Expression**

Students are free to express their opinions both publicly and privately. Students are free to support causes in any orderly manner, including organized protests which do not disturb the normal and essential functions of the College.

Students have the right to peacefully protest within the institution, so long as the health and safety of others is not compromised.

Students who interfere with the entering or exiting of institutional facilities, who interrupt classes or institutional operations, or who damage property are in violation of College policy and will be held accountable for their actions.

Even though the College retains the right to contact local law enforcement bodies, the institution may choose to instead impose its own disciplinary sanctions in cases of disorderly picketing and unpeaceful protests.

Every student has the right to be interviewed on campus by any organization that is recruiting at the institution and is permitted to be here. Reasonable conditions may be put in place to regulate the timeliness of these requests and to locate an appropriate space. Any student, group, or registered organization may protest against these organizations, provided that the protest does not interfere with any other student's rights to have such an interview.

Students can read more about the procedures for demonstrations and rallies on the Rollins College [Emergency Management website](#), which is housed in Campus Safety.

## **Student Media**

Student media are free to express ideas and viewpoints. The editors and managers shall not be prohibited from establishing and expressing editorial views because of student, faculty, administration, alumni, or community disapproval of content. All student media communication shall explicitly state in the publication or broadcast that the opinions expressed are not necessarily those of the institution or its student body.

All student media policies must be in compliance with FCC laws, Associated Press journalistic practices, and College policies and procedures.

All student media are required to be registered with the Center for Campus Involvement on an annual basis. There are some specific components that student media groups must include in their registration process, such as an organization constitution/statement of purpose, stylebook policies (including safe harbor and FCC guidelines for radio), and editorial, advertising/underwriting, and business policies.

The College believes that the student media contribute to the educational mission of the institution, although the views and ideas presented may not represent the institutional perspective. Advisors provide input and feedback to aid the decision-making process while allowing for free press. Decisions with regards to the internal policies and practices of each organization are based on the mission of the College.

## **Campus Safety**

Community Standards & Responsibility receives reports from the Campus Safety Office and determines whether or not the individuals in the report will be charged with violating College policy. Community Standards & Responsibility also works with Campus Safety to ensure compliance with federal legislation, including the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. More information about Clery compliance can be found within the [Annual Safety and Fire Safety Report](#).

## Conduct Checks

During the course of the year, many offices on campus will contact Community Standards & Responsibility to inquire about a student's conduct status. Some of these offices may include:

- Athletics
- Center for Career & Life Planning
- Campus Involvement
- Center for Leadership & Community Engagement
- Office of Fraternity & Sorority Life
- Office of International Programs
- Office of the Vice President for Academic Affairs & Provost
- Residential Life & Explorations

A student's conduct standing has the potential to affect many privileges, including, but not limited to, the ability to participate in immersion experiences, study abroad, obtain an internship, live in certain residence halls, become a Resident Assistant or Peer Mentor, and hold a leadership position within a student organization. Community Standards & Responsibility recognizes the impossibility of anticipating every circumstance under which a student's privileges may be revoked due to conduct standing. The final decision regarding these privileges lies with the office granting the privilege.



# a commitment to FAIRNESS

Rollins College is committed to providing a fair process for students who become involved with Community Standards & Responsibility. A fair process ensures that students have an opportunity to understand how they may have violated college policy, as well as the opportunity to explain their involvement, if any, in that event.

It is important to note that the student conduct process purposefully differs from the legal process. The student conduct process is educational in nature and embraces the language and spirit of student development. The student conduct process is not bound by court timelines, external rules of evidence, confrontational discourse, or a burden of proof “beyond a reasonable doubt” used in the court system.

## **What is an educational conference?**

An educational conference is a less formal, in-person conversation between a student and a trained conduct educator. There are several reasons to conduct an educational conference:

- Cases where the misconduct is minor
- When Community Standards & Responsibility has received information about an event that has not yet taken place and where a policy violation is likely to occur
- When the Community Standards & Responsibility team wishes to acknowledge students who have gone above and beyond in promoting a commitment to student safety and responsibility

In order to determine if misconduct is minor, Community Standards & Responsibility weighs the severity of an incident or event based on the following criteria:

1. The impact that the incident or event has or may have on the student and the community,
2. The likelihood that the incident or event will have a lasting negative effect on the student’s ability to succeed at Rollins, and
3. College precedent for the violation(s) and/or potential violation(s).

When it pertains to minor misconduct, it is the expectation of Rollins College that an educational conference will only be used once during a student’s tenure at Rollins. It will be at the discretion of Community Standards & Responsibility to determine if an educational conference may be used more than once. Future policy violations will go through the formal hearing process unless referred to another appropriate office by Community Standards & Responsibility. An educational conference will not be

a part of a student's official conduct record, however, the incident or event will be documented within Community Standards & Responsibility.

An educational conference can be used to prevent potential misconduct and/or to address misconduct that may have already occurred. The educational conference is an opportunity for students to take accountability for their actions, correct course if they are engaging in any high-risk behaviors, and discuss ways in which they can improve their decision-making. It is the College's expectation that students are being honest with the conduct educator so they can benefit from the conversation.

Students are not required to answer any or all of the conduct educator's questions. That being said, an educational conference is intended to serve as a critical time for dialogue and reflection. The goal is to help students be proactive in their decision-making. The more a student shares with the conduct educator, the more they are able to help.

A finding of "responsible" in the educational conference process will result in a recommended action letter, sent to a student's Rollins email account. This recommended action letter may include resources for the student in order to prevent future incidents from occurring. In some circumstances, a conduct educator may determine that a student has action items to complete following an incident. More information regarding recommendations can be found starting on page 29.

Although an educational conference will not always end in a student having requirements to complete, the goal is that students will walk away with resources and knowledge that will allow them to be successful members of the Rollins community.

### **Developmental opportunities**

Community Standards & Responsibility plays an important part in helping students develop their values and ideals around what it means to be a responsible leader and global citizen. While some educational conference conversations have to focus on negative behavior, the College believes in the value of recognizing and encouraging good critical thinking and reflection. What does it mean for a student to make healthy choices when others around them are not? What can students do to stand up for what they believe in? How can students use their influence to help others recognize the impact of their behavior? Students are grappling with these questions on a daily basis, and it is important to commend those who are making a positive impact. Students should know that Community Standards and Responsibility provides a space for these kinds of engaging, developmental conversations to occur.

## What is a hearing?

A hearing differs from an educational conference in some specific and significant ways. A hearing is considered to be a more formal conduct process with the conduct educator. It is reserved for cases where misconduct is more severe, the impact on the campus community may be more significant, a student has a prior conduct record, and/or Community Standards & Responsibility deems it necessary to address a violation through this process.

A hearing is also meant to educate. However, it may result in more severe sanctions than that of an educational conference. A finding of “responsible” from a hearing will result in the student having a conduct record. This can affect a student’s ability to study abroad, obtain an internship, or hold a student leadership position, depending on the severity of the sanction(s). More specific information about conduct checks can be found starting on page 22.

A finding of “responsible” in the hearing process can result in a sanction(s) that may escalate up to suspension or dismissal from the College. More information regarding sanctions can be found starting on page 29.

## The educational conference and hearing processes

Community Standards & Responsibility may receive information informally when a faculty, staff member, student, or community member expresses concern about an incident or an event. Community Standards & Responsibility also receives information formally through an incident report.

Any member of the College community may file an incident report against any student for misconduct. Incident report forms can be found on the Rollins College Community Standards & Responsibility [website](#) and shall be directed to Community Standards & Responsibility. All reports should be submitted as soon as possible after the event takes place, preferably within twenty-four hours of the incident. Community Standards & Responsibility may review the information presented, as well as conduct or initiate an investigation to determine if the charges have merit and/or if they can be disposed of administratively. If the charges are not determined to have merit, there will be no subsequent proceedings.

Any Rollins College student can be called into Community Standards & Responsibility for an educational conference, regardless of whether an incident report has been filed or not. A student may also request an educational conference if there is a concern they would like to discuss. However, an incident report must be filed in order for a student to be charged and participate in the hearing process.

Community Standards & Responsibility may notify an individual or organization by letter and/or email to request their attendance at an educational conference or a hearing. Students typically have three days to respond to this notification. However, Community Standards & Responsibility may deem it necessary to extend or lessen the deadline depending on the severity of the incident. It is the College’s expectation that students regularly check their Rollins email account, and if they experience any difficulties, contact [Information Technology](#) in the Olin Library to address their issue.



Students are expected to respond to Community Standards & Responsibility and to attend their educational conference or hearing. If a student does not respond to the request for an educational conference or a hearing, the College may choose to proceed in one of the following ways:

- A student who does not respond to a request for an educational conference may have their case moved up to the hearing process.
- A student who does not respond to a request for a hearing will have their case held in absentia. This means that Community Standards & Responsibility will conduct a hearing using only the information they have already received about the incident.
- In extenuating circumstances, a student may be charged with violating the Requests or Orders policy in the event that they do not respond. This is a rare occurrence and will be at the discretion of the conduct educator.

If the College chooses to hold a hearing in absentia, the student will lose the ability to provide new information or other relevant facts not brought out in the original hearing.

When a student attends an educational conference or a hearing, they will meet with a conduct educator. Conduct educators are college personnel who are trained to critically examine a student's decision-making process, recognize examples of good judgment, and hold students accountable for incidents of poor judgment.

The conduct educator will discuss several important points with the student prior to holding an educational conference or a hearing. The conduct educator may:

- Explain the charge(s) or the event that is causing concern
- Explain the students' rights
- Obtain the student's response to the charge(s)
- Discuss all aspects of the educational conference or hearing process
- Offer support and assistance in preparing for the educational conference or hearing

## **What rights do students have in the hearing process?**

Students are afforded specific rights in the hearing process. Those rights are explained in detail below:

### **1. Proceedings will be conducted in private.**

During a hearing, the student and the conduct educator will discuss the specific details of the incident or the cause for concern. This conversation is meant to be private, so the student can feel comfortable sharing any personal information that they wish to divulge.

### **2. Students may be accompanied by an advisor.**

The student has the right to bring an advisor for moral support. This advisor must be a Rollins College student, staff member, or faculty member. Community Standards & Responsibility will also allow a parent to serve in the advisor role. The student may request that special permission be given by the Director of Community Standards & Responsibility, in the Director's sole discretion, for an advisor who does not meet the listed criteria.

The advisor does not speak on behalf of the student, but rather allows the student to be more comfortable and provide guidance when sharing information with the conduct educator. It is the College's expectation that the advisor be respectful of the conversation that is occurring between the student and the conduct educator. The conduct educator may ask the advisor to leave if that person hinders the student's ability to explain themselves in the conversation.

**3. Students may have witnesses appear on their behalf. Witnesses will be present only to give their statement and answer questions for the conduct educator.**

If the student or the conduct educator deem it necessary, a witness/witnesses may be asked to attend the hearing to provide context or clarification. During a hearing, the conduct educator asks the student questions about their choices and decision-making in a given incident or situation. The conduct educator will also be asking questions of any witnesses who appear. If the student wishes to ask questions of any witnesses, those questions must first be approved by the conduct educator.

A witness will only be present during his or her own statement and for additional questioning. If appropriate, the witness may be asked to wait outside the room for the entirety of the hearing in case additional information is needed. Additionally, if necessary, relevant witnesses may be questioned by the conduct educator outside of the hearing.

**4. Students have the opportunity to present evidence or submit documents for consideration by the conduct educator.**

The student and/or the conduct educator may bring additional documentation or information for review. Documentation or information should be relevant to the incident or conversation at hand, and should be readily available at the time of the hearing. It will be at the discretion of the conduct educator to consider information that is brought forward after the hearing.

**5. Students may choose not to answer any or all of the questions posed by the conduct educator.**

The student has the right to not answer any or all of the questions posed by the conduct educator. However, Community Standards & Responsibility always encourages students to participate in the conversation. The less a student shares with the conduct educator, the more likely it is that the conduct educator will have to rely on other information to come to a finding.

**6. It is a violation of College policy to provide falsified information during a hearing.**

If a student is to be found falsifying information, the student will be charged with a violation of the Falsification policy. It is the College's expectation that students are always being truthful with the conduct educator.

Once the conduct educator has discussed the above items with the charged student, the student may decide to proceed with the hearing at that time. If the student needs more time to prepare for their conduct process, the student and the conduct educator will choose another time to hold the hearing.

The conduct educator reserves the right to set the timeline as to when a hearing is held. This is to ensure that the process is taking place in a timely manner.

## Other guidelines

There are additional guidelines that a conduct educator and students must abide by in order to ensure a fair, unbiased, and timely process. These guidelines are:

- Admission of any person to the educational conference or hearing shall be at the discretion of the conduct educator.
- In a process involving more than one student, the conduct educator may hold separate educational conferences or hearings.
- All procedural questions are subject to the final decision of the conduct educator.
- Any educational conference or hearing may be postponed, recessed, or continued at the discretion of the conduct educator.
- The use of a tape recorder will be reserved for more serious offenses that could result in a student's dismissal from the institution. Other educational conferences or hearings may be recorded at the conduct educator's discretion. The recording will not include deliberations. The recording will be the property of the College and may be maintained in the student's conduct record.
- Students will not be permitted to use their own tape recorder or any other device to record their educational conference, hearing, or Responsible Action Protocol meeting.
- The conduct educator's determination is made on the preponderance of presented evidence of whether it is more likely than not that the student violated College policy.
- After the educational conference or hearing, the conduct educator will determine whether the student has violated College policy.
- The conduct educator or a designee will notify the student/organization in writing of their findings, recommendations, sanctions, or conditions and the appeal process in a timely fashion.
- The College recognizes the impossibility of anticipating every circumstance under which disciplinary authority of the College must be exercised. The College also recognizes the possibility that compelling circumstances may require that certain procedures normally afforded to students be suspended. To facilitate the prompt adjudication for a campus disciplinary matter under such circumstances, the Vice President for Student Affairs, or a designee, shall hold an educational conference or administrative hearing. The student's procedural rights shall remain in effect.
- The College will, upon written request, disclose to the alleged victim of any crime of violence as defined by federal law, or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such a crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of the victim will be treated as the alleged victim.

If a student has any questions about the additional guidelines listed above, they should always ask the conduct educator for guidance and clarification.

## Outcome Letter

Once an educational conference or a hearing is complete, the conduct educator must consider all of the information they have received about the incident at hand and must hold students accountable for their actions. If the College is responding to an incident report, the educational conference or hearing will result in a student being found responsible or not responsible for violating College policy.

This information will be communicated to the student in a written outcome letter. Outcome letters are emailed to students at their Rollins email address. In some cases, the conduct educator may also deem it necessary to discuss the decision via phone or in person. The conduct educator will make that determination and will contact the student appropriately.

## Recommendations, Sanctions, and Conditions

If a student is found responsible for violating College policy in an educational conference, they will receive an outcome letter with information about resources that are available to them. Some of the resources and recommendations will draw from the sanctions and conditions list below, but they will not be mandated. Community Standards & Responsibility reserves the right to mandate an action item(s) if deemed necessary.

If a student is found responsible for violating College policy in a hearing or through the Responsible Action Protocol process, the outcome letter will also include an assigned sanction(s) or condition(s).

Recommendations, sanctions, and conditions are designed to be educational in nature so that students can learn from their experiences. They are tailored to the individual student and are determined after consideration of several factors, including, but not limited to: a student's prior conduct history, the nature and severity of the incident, the student's willingness to accept responsibility for their actions, the need to bring an end to the violation, and College precedent for the violation.

When a case involves a student-athlete, the conduct educator will collaborate with the Athletic Director or designee to determine the appropriate recommendation(s), sanction(s), or condition(s) pertaining to athletics.

A student will not have a conduct record if they accept responsibility within the Responsible Action Protocol, but this is only upon successful completion of their assigned condition(s). The conduct educator or their designee will have the sole discretion to determine if a condition has been successfully completed. Due to the formal nature of a hearing, sanctions will be recorded within a student's educational record.

Potential recommendations, sanctions, or conditions are listed below. All sanctions are applicable to individuals, student organizations, academic groups, and athletic teams. It is important to note that more than one sanction or condition may be assigned for any single violation.

1. **Alcohol Education Group** This education may consist of an online course or educational session(s) with the Wellness Center. This education is designed to assist students in making healthy lifestyle choices. There is a fee associated with this sanction.

2. **Anger Management Training** This training consists of educational sessions with the Wellness Center to address appropriate ways to express feelings of anger or frustration. There is a fee associated with this sanction. This may also consist of a written Anger Management Training Workbook that must be completed and submitted to the Office of Community Standards & Responsibility by the due date. Upon submission, a follow-up meeting with a member of the Office of Community Standards & Responsibility may be scheduled to individually discuss this training.
3. **ASSIST** Completion of ASSIST (Alcohol, Smoking, and Substance Involvement Screening Test). ASSIST is a two session, non-punitive, individual program offered through the Wellness Center. The counselor administering the program may determine that an additional session is necessary to address any further information or concerns. There is a fee associated with this sanction.
4. **Athletic Sanctions** These sanctions apply only to student-athletes in their practice, play, and competition.
  - a. **Athletic Warning** A notice in writing to the student that he or she is violating or has violated College policy and that continuation or repetition of similar misconduct may be cause for further disciplinary action and more severe sanctions as it pertains to athletic participation.
  - b. **Athletic Probation** A notice to the student that he or she has restricted use of athletic services or facilities for a prescribed period of time.
  - c. **Athletic Suspension** Suspension from competition and/or practice for a prescribed period of time, relative to the violation and/or number of violations.
  - d. **Athletic Dismissal** Dismissal from the team. The Athletic Department may recommend to the Office of Financial Aid that the grant-in-aid not be renewed for any succeeding academic years.
5. **BASICS** Completion of BASICS (Brief Alcohol Screening and Intervention for College Students). BASICS is a two session, non-punitive, individual program offered through the Wellness Center. The counselor administering the program may determine that an additional session is necessary to address any further information or concerns. There is a fee associated with this sanction.
6. **Bystander Intervention Training** A training conducted by College facilitators that is designed to educate and empower students to speak up or assert influence in a difficult or dangerous situation.
7. **CASICS** Completion of CASICS (Cannabis Screening and Intervention for College Students). CASICS is a two session, non-punitive, individual program offered through the Wellness Center. The counselor administering the program may determine that an additional session is necessary to address any further information or concerns. There is a fee associated with this sanction.
8. **Computer Privileges Restriction** Loss or restriction from College computer mainframe access or privileges for a stated period of time.
9. **Course Transfer or Removal** Removal or withdrawal from academic courses without academic credit or tuition refund. This may include being transferred to another class(es) or section(s), or being placed in an independent study if available. Otherwise, the student forfeits the class without academic credit or tuition refund.
10. **Deferred Sanction** When significant mitigating factors are present, one or more sanctions may be deferred (delayed) for implementation. Additional sanctions may be imposed for any new violations, which occur during the deferred period.

11. **Disciplinary Warning** Disciplinary Warning is for a designated period and includes the probability of more severe disciplinary sanctions, which may include community probation or suspension from the institution if the student is found violating the specified policy during the warning period.
12. **Diversity and Inclusion Training** This training, presented by the Student Center for Inclusion & Belonging, includes information about values congruence, identity development, and addressing issues of perception within the greater community.
13. **Educational Bulletin Board/Flyer** Design, research, and create a bulletin board or educational flyer on a specific topic assigned by Community Standards & Responsibility.
14. **Educational Research/Reflection** The assignment of one or more relevant texts or books with an associated writing component. This may include a research paper, a reflection paper, and/or an essay. The topic, length, and source determinations will be made at the discretion of the conduct educator. Specific guidelines will be outlined in the sanction letter.
15. **Educational Service** Completion of a determined number of hours of educational community service. The conduct educator reserves the right to assign this service to the appropriate office or community partner. Specific guidelines and hours will be outlined in the sanction letter.
16. **Empathy and Compassion Building Group** This group is conducted by the Wellness Center, and is intended to give students the tools to identify and understand another person's situation, feelings, and motives. The frequency and duration of this group is at the discretion of the counselor(s) involved. There is a fee associated with this sanction.
17. **Ethics Training** A written Ethics Training assignment must be completed and submitted to the Office of Community Standards & Responsibility by the sanction due date. If necessary, a meeting with a member of the Office of Community Standards & Responsibility may be scheduled to individually discuss this training.
18. **Group Participation** Required attendance at a weekly group offered by the Wellness Center that is designed to help students reduce/moderate their drinking and/or drug use. There is a pre-group, individual session that is used as an intake and overview of group expectations. There is a fee associated with this sanction.
19. **Know the Code Worksheet** This worksheet is intended to teach students more about the Code of Community Standards and to reflect on any policy violation(s) they be responsible for. Students are required to complete this worksheet on their own – those who are found to plagiarizing another student's Know the Code will be charged with Falsification and are subject to additional sanctions.
20. **Letter of Apology** A written apology reflecting an understanding of the inappropriateness of the student's actions and the impact it had on the letter's recipient.
21. **No Contact Order** The Dean of Students' Office or the Office of Title IX may determine that a No Contact Order is necessary to ensure that students' contact and communication is restricted to prevent further potentially harmful interaction. Information about the No Contact Order will be issued by the Dean of Students, the Director of Title IX, or a designee.

22. **Online Sexual Misconduct and Harassment Courses** The student is required to complete a series of online courses pertaining to sexual misconduct and harassment education. Login information and instructions will be emailed to the student.
23. **Parental Notification** Written notification to parent/guardian concerning a specific incident, outcome, and appropriate sanction. Notification will be in accordance with FERPA regulations.
24. **Party Plan** The student is required to develop a written plan identifying how they will manage any future parties at their residence to ensure compliance with all state and local laws and College policies. This plan should include such topics as (but not limited to): advertisement, handling unwanted guests, confirming identification, ensuring that underage students are not consuming alcohol, and a safety plan if assistance is necessary. Additional guidelines will be outlined in the sanction letter.
25. **Privilege Restrictions** Loss of specific privileges at the discretion and determination of the conduct educator. Such restrictions may include, but are not limited to:
  - a. Prohibited attendance at athletic, social, or organizational events, including social functions, group meetings, and student organization or club events. This includes fraternities and sororities.
  - b. The ability to be a member of an organization.
  - c. Housing for a designated period.
  - d. Prohibited from hosting visitors.
  - e. Prohibited from participating in a College ceremony or event, including, but not limited to, commencement/graduation, fraternity or sorority recruitment, Greek Week, fraternity or sorority formals, or other College-sponsored events or activities.
26. **Review Meetings** This sanction is a typically a component of being on Community Probation, but the conduct educator may deem it appropriate in other circumstances. The Office of Community Standards & Responsibility will connect the student with the appropriate college staff or faculty who can provide insight or education around the impact of the student's violation(s) and appropriate ways to respond to similar situations in the future. The frequency and duration of these meetings is at the discretion of the conduct educator. Specific guidelines will be outlined in the sanction letter.
27. **Program Presentation** Plan, implement, and present an educational program on a specific topic.
28. **Recommended Mediation** A recommended sanction to assist a student with interpersonal skills. Mediation is a process in which a neutral third party works with disputants to attempt to achieve a lasting and mutually satisfying outcome to the dispute. Since successful mediation requires participation by consenting parties, this sanction can only be recommended, although this recommendation will remain a part of the student's disciplinary record. The Office of Community Standards & Responsibility will recommend an appropriate party to lead this mediation.
29. **Reflection Paper** Reflective paper on a specific incident and its impact on the community. Specific guidelines will be outlined in the sanction letter.
30. **Research Paper** Research paper on a specific topic citing at least three sources. Specific guidelines will be outlined in the sanction letter.
31. **Residence Hall Dismissal** Immediate and permanent removal from the residence halls without refund.

32. **Residence Hall Probation** Residence Hall Probation is for a designated period and includes the probability of dismissal from campus housing and/or removal of privileges to live in campus housing if the student is found violating any policy during the probationary period.
33. **Residence Hall Suspension** Immediate and permanent removal from the residence halls without refund for a determined number of semesters.
34. **Residence Hall Suspension (Deferred)** A period of observation and review for a defined period of time. If the student fails to complete any previously imposed sanctions or is found violating any College policy during the deferred suspension period, restriction from College-operated housing and housing grounds may be immediately imposed. Any student on deferred residence hall suspension may not be allowed to participate in the housing room selection process and therefore not be eligible for future college housing.
35. **Restitution** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
36. **Room Reassignment** Removal from the student's current room and relocation to another available space. This sanction applies regardless of a student's fraternity, sorority, or club affiliation.
37. **Sexual Harassment and Misconduct Education** This sanction has three components: online education courses, an interview with the Title IX Coordinator or a designee, and a reflection paper. Specific guidelines will be outlined in the sanction letter.
38. **Sexual Misconduct Risk Assessment and Treatment** This is an evaluation to assess a student's level of risk for sexual and non-sexual recidivism. This is done at the student's expense. The student is required to make an appointment with a certified treatment professional, which is someone with specialized training and experience in conducting psychosexual evaluations. Students are required to meet the recommendations of the certified treatment professional as indicated in this evaluation. Results must be released to appropriate College officials, as per the sanction letter.
39. **Substance Abuse Assessment and Treatment** This is an evaluation to assess a student's drug and/or alcohol use and is typically sanctioned in conjunction with additional treatment by an off-campus approved provider. This is done at the student's expense. The student is required to make an appointment with a certified treatment professional, which is someone who has a background in dealing with drug and/or alcohol use in college-aged populations. Students are required to meet the recommendations of the certified treatment professional as indicated in this evaluation. Results must be released to appropriate College officials, as per the sanction letter.
40. **Substance Use Evaluation** This is an evaluation to assess a student's drug and/or alcohol use. This is done at the student's expense. The student is required to make an appointment with a certified treatment professional, which is someone who has a background in dealing with drug and/or alcohol use in college-aged populations. Community Standards & Responsibility has a recommended provider who works closely with our office, but students may seek another treatment provider as long as that provider has been approved by our office. Students are required to meet the recommendations of the certified treatment professionals as indicated in this evaluation. Results must be released to appropriate College officials, as per sanction letter.



41. **Title IX Director Interview** This is a meeting between the student and the Director of Title IX or their designee and is designed to educate the student on the sexual misconduct and harassment policy and discuss the impact that sexual misconduct and harassment has on the College community.
42. **Wellness Series** This is a form of group intervention or prevention treatment that is offered through the Wellness Center. The Wellness Series is individualized based on group needs, it is malleable, and can be completed over a semester, an academic year, or a series of years. Students are required to comply with the recommendations made by the facilitators of the Wellness Series. More information about this sanction can be found in your decision letter.
43. **Wellness Sessions** The student is required to attend sessions with a mental health counselor at the Wellness Center or an off-campus licensed facility by a specific date. The frequency and duration of these sessions is at the counselor's discretion. Additional guidelines will be outlined in the sanction letter. The student is required to follow all recommendations made by the provider as a result of the assessment. Any off-campus mental health assessments, treatment, and/or diversion programs will be at the student's own expense. Students are required to sign a release form granting the conduct educator permission to receive treatment recommendations or other information as outlined in the sanction letter.

When misconduct is more serious and a student has been found responsible through the hearing or investigation process, more severe sanctions, such as the following, may be issued:

44. **Community Probation** Community Probation is for a designated period and includes the probability of more severe disciplinary sanctions, which may include suspension or dismissal from the College if the student is found violating any policy during the probationary period. Students must be in compliance with any additional requirements set by Community Standards & Responsibility during the probationary period.
45. **Deferred Suspension** Deferred Suspension is a time of observation and review for a designated period. If the student fails to complete any previously imposed sanctions, adhere to previously imposed conditions, or violates any policy during the deferred suspension period, the student may (at minimum) be automatically suspended for one semester.
46. **Suspension** Separation of the student from the College for a definite period, after which the student is eligible to return. Conditions for readmission may be specified. Students who are suspended from the College once classes have started will be automatically withdrawn from all of their courses and will receive a grade of "W" or "WF" (based on the date that the sanction was issued) and will not receive a tuition refund, unless the sanction is deferred to the following semester. Suspension is noted on the transcript. A suspension will only be lifted when the student is in compliance with all required sanctions that must be completed prior to return. This determination will be made by the Director of Community Standards or a designee.

47. **Retroactive Suspension** The student will rescind or forfeit previously earned semester credits.
48. **Withhold Diploma** The College may withhold and refuse to confer a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a grievance pending, or as a sanction, if the student is found responsible for violating College policy.
49. **Dismissal** Permanent separation of the student from the College. Students who are socially dismissed from the College once classes have started will be automatically withdrawn from all of their courses and will receive a grade of "W" or "WF" (based on the date that the sanction was issued), and will not receive a tuition refund, unless the sanction is deferred to the following semester. Dismissal is noted on the transcript.
50. **Revocation of Degree** The College reserves the right to revoke a degree for fraud, misrepresentation, or any other violation of College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation, even if the misconduct was reported or investigated after the degree was conferred.

### **Failure to Complete Sanctions or Conditions**

All students and organizations/teams, as responsible members of the College community, are expected to complete mandated action items, sanctions, or conditions within the specified timeframe given by the Office of Community Standards & Responsibility. Failure to successfully complete said sanction(s) by the date specified, whether by refusal, neglect, or any other reason, may result in the following:

- Additional sanction(s) may be assigned
- A hold may be placed on the student's account and educational records
- The student may be charged with violating the Requests or Orders policy
- The student may be suspended or dismissed from the College. In these situations, residential students will be required to vacate College housing within a specified timeframe at the discretion of the Dean of Students or a designee.

In the case of a student organization, failure to comply may impact the organization's status at the College.

### **Interim Administrative Hold**

In some circumstances, it may be necessary to remove a student, student organization, club, or team from an educational, residential, or College-sanctioned setting pending the outcome of a student conduct investigation and hearing. This process may be initiated by the Vice President for Student Affairs or a designee. An interim administrative hold may be appropriate as an interim measure only: (1) to preserve the safety and well-being of members of the College community or preservation of College property; (2) to preserve the student's own physical or emotional safety and well-being; (3) if the student poses a threat of disruption or of interference with the operations of the College.

During an interim administrative hold, students may be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. Student organizations, groups or teams will be denied privileges for which the organization, group, or team might otherwise be eligible.

Interim administrative holds may be appealed to the Vice President for Student Affairs or their designee by the stated date in the hold letter.

## **Educational Records**

A student's educational record is typically maintained for seven years after graduation or permanent separation from the College. A student may, upon graduation or permanent separation, submit a written request to the Vice President for Student Affairs or their designee, asking that minor disciplinary actions may be expunged. It is at the discretion of the Vice President for Student Affairs or their designee to consider the request. The decision of the Vice President for Student Affairs or their designee is final.

In accordance with the Family Educational Rights and Privacy Act (FERPA), Community Standards & Responsibility may release a student's conduct information to another school to which the student is transferring without obtaining consent. For more information about FERPA, please visit the Department of Education's [website](#).

## **New Information**

Prior to an appeal, if the student believes that there is new evidence or relevant facts that were not available to the student at the time of the original hearing, and such evidence or facts may be sufficient to alter the original finding, the student may make a request that this information be considered. The student must make such a request in writing to the appropriate Dean or designee by the appeal deadline in the decision letter. The matter will be returned to the original conduct educator for reconsideration.

## **Educational Conference Outcome**

If students are dissatisfied with the outcome of their educational conference, they may meet with the Assistant Vice President for Student Affairs and Dean of Students to discuss their dissatisfaction. Students can call 407.646.2315 to schedule an appointment.



## Appeals

If students are dissatisfied with the outcome of their hearing, they have the opportunity to submit an appeal.

All appeals must be done in writing and submitted to Community Standards & Responsibility by the deadline stated in the outcome letter. It is the College's expectation that the appeal is written by the student. Students have the opportunity to request an appeal on at least one of two grounds:

1. There was procedural misconduct by the conduct educator which was prejudicial to the accused student or;
2. The sanction(s) imposed was inappropriate for the violation of College policy

There are no other grounds for appeal. Attempted appeals that are not based on any of the grounds listed may be dismissed without further meeting or action.

Community Standards submits all appeals to the appellate officer for consideration.

The appeal will be limited to the verbatim record of the initial hearing, supporting documents, and the written appeal. New evidence or other relevant facts not part of the original hearing will not be considered. The appeal body may uphold, reduce, or increase the sanction(s) imposed by the conduct educator. In some cases, the appeal body may choose to return the case to the original conduct educator. The student will be notified in a timely fashion of the appeal body's determination. Decisions of the appeal body are final.

If a student elects to file an appeal, pending a decision from the appeal body, the student may continue to attend their courses and participate in College life as usual. Limitations on personal contact and/or participation in College-related events or activities may be imposed.

# a CARING APPROACH

## Responsible Action Protocol

Rollins College recognizes that fear of the student conduct process may prevent students from seeking medical attention for an alcohol or drug related medical emergency. The health and well-being of our students is our primary concern; therefore, we have developed a Responsible Action Protocol.

The Responsible Action Protocol is a joint effort among the following offices:

- Dean of Students office
- Community Standards & Responsibility
- Office of Campus Safety
- Wellness Center
- Office of Residential Life & Explorations
- Office of Fraternity & Sorority Life
- Student Center for Inclusion & Belonging

The Responsible Action Protocol is designed to provide students with amnesty from the hearing process for alcohol or drug related emergencies in which they seek medical attention. It does not apply to any other policy violations (i.e. providing alcohol to minors, damage to property, sexual misconduct), nor does it protect students from arrest or legal action by any law enforcement agency. If a student is suspected to be selling, manufacturing, or distributing alcohol or other controlled substances, the College reserves the right to revoke a student's ability to utilize the Responsible Action Protocol.

Students who seek assistance for an alcohol or drug related medical emergency will not be charged with an alcohol or illegal substances violation of *The Code of Community Standards*. In order to use the Responsible Action Protocol, a student must seek medical assistance, participate in a meeting with a conduct educator, and agree to comply with the conditions set by the conduct educator. If the conditions are met, the incident will not become part of the student's conduct record. If the conditions are not met, the student's case will then go through the hearing process and the case will become a part of their conduct record.

Every Rollins student has a responsibility to care for one another; therefore, this protocol also applies to individual students who seek help for another student in need. This will allow students who may also be under the influence to care for each other without worry of being charged with a violation of *The Code of Community*

*Standards* themselves. Students who seek help for one another may also have to meet certain conditions through Community Standards & Responsibility.

Student organizations that are hosting a social event are expected to call for medical assistance if an alcohol or drug related medical emergency occurs during the social event. This act of responsibility will be considered a mitigating factor when potential conduct consequences are being considered. Student organizations do not automatically qualify for use of the Responsible Action Protocol.

It is the expectation of Rollins College that the Responsible Action Protocol will only be used once during a student's tenure at Rollins. Any subsequent requests for use of the Responsible Action Protocol will be at the discretion of the Assistant Vice President for Student Affairs and Dean of Student Affairs or designee.

## **Students who are Baker Acted or Marchman Acted**

The Florida Mental Health Act of 1971, commonly referred to as the “Baker Act”, allows the involuntary institutionalization and examination of an individual by a health professional(s). Chapter 397 of the Florida Statutes, or the Hal S. Marchman Alcohol and Other Drug Services Act of 1993, is commonly referred to as the “Marchman Act”. The Marchman Act provides for the voluntary or involuntary assessment and stabilization of a person allegedly abusing substances like drugs or alcohol, and provides for treatment of substance abuse.

When Community Standards & Responsibility receives a report of a student who has been Baker Acted or Marchman Acted, the office will review the report to determine if College policy may have been violated. If so, a student will be contacted as is stated in “The educational conference and hearing processes” section of *The Code of Community Standards*.

There may be additional documentation required by College officials before a student who has been Baker Acted or Marchman Acted may return to campus. For more information about the process for students who are Baker or Marchman Acted, please contact the Dean of Students office.

## **Parents and Families**

Community Standards & Responsibility recognizes that our students, like all of us, make mistakes. The competitive environment at Rollins, in which students want to excel both academically and socially, can sometimes lead to decisions and behaviors that students later regret. Through the Community Standards & Responsibility processes we hope to help students learn where they could have made different decisions and offer them strategies for making better choices should they face a given situation again.

The expectations and policies we have in place for our students flow from the philosophy of *The Code of Community Standards*. Our belief is rooted in themes of trust, respect, honesty, fairness, and responsibility. Community Standards believes that parents and families play an integral role in their student's education and development, which is why we encourage parents and families to discuss these themes with their students. Parents and families can help us engage students in conversations about how they can be successful at Rollins, as well as in their life beyond Rollins.

If your student is involved with Community Standards & Responsibility, we encourage them to talk with you immediately upon finding themselves in a tough situation that may involve violation of a College policy. We have found that students are often fearful to talk with their parents and family about their situation because of the reaction they think they will receive. While parents and families will understandably be concerned about what may have happened, it is important that they show support to their student. Support can mean listening to their perspective or encouraging them to accept responsibility for the role they played in a situation. Support can also mean knowing about the campus resources Rollins has to offer its students. Community Standards strongly encourages parents and families to become familiar with the student support services at Rollins, as well as understand how their students can access these services and resources. Some important student services and resources can be found below:

- Office of Campus Safety - 407.646.2999
- Community Standards & Responsibility - 407.691.1790
- Office of Student & Family Care - 407.646.2345
- Wellness Center - 407.628.6340
- Dean of Students office - 407.646.2345
- Office of Accessibility Services - 407.975.6463
- Office of Title IX - 407.691.1773

A common reaction from parents and families is that their student could not have possibly engaged in the behavior of which they are accused. Or, at worst, the behavior of their student was unintentional and simply a mistake. We strive for a fair and thorough process in determining the extent to which a student was involved in a situation. Intent - or lack thereof - is most often considered not in a determination of responsibility, but in a determination of the recommendations or sanctioning. The college has high expectations for its students, and this includes seeking appropriate help when facing a difficult decision.

Community Standards understands that it may be difficult for parents and families to know when to step in and when to empower their student, and sometimes the best support families can provide - and the most growth-enabling for their student - is to support them while they work within College processes to resolve the situation at hand. Community Standards is happy to address questions or concerns parents and families may have, but we encourage them to speak with their student to exchange information firsthand.

In accordance with the Family Educational Rights and Privacy Act (FERPA), Community Standards & Responsibility may not be able to provide information to parents and families about their student's conduct information. If parents and families have questions about these limitations and how Community Standards & Responsibility can still partner with them to promote their students' success, please reach out via phone, email, or in person. Community Standards is happy to speak with any parents or family members, especially when it comes to advancing a student's development and overall success.

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# AMENDMENT PROCEDURE

The Code of Community Standards shall be reviewed at least every three years by the Student Life Committee. Proposed changes must be approved by a two-thirds majority vote of the Student Life Committee. If approved, proposed changes will be forwarded to the Vice President for Student Affairs for final approval.

The College also recognizes the possibility that compelling or extenuating circumstances may require that amendment procedures be adjusted. Therefore, under these circumstances, amendments only require the approval of the Vice President for Student Affairs. Approved amendments will be reflected immediately on the Community Standards & Responsibility website and will be effective upon approval.

Grammatical changes and/or changes to the Community Standards & Responsibility “Standard Operating Procedures” only require approval from the Vice President for Student Affairs. Corrections will be reflected immediately on the Community Standards & Responsibility website and will be effective upon approval.

This version of the Code of Community Standards was approved on August 1, 2023 and published on August 7, 2023. Effective upon publication, and applicable to all reports made on or after August 7, 2023.





## Emergency 911

### Winter Park Police Department

407.644.1313 (Non-emergency)

## Campus Safety & R-Card

407.646.2999 (or x2999)  
rollins.edu/campus-safety

407.646.1564  
rollins.edu/r-card

### Kenneth H. Miller

Assistant Vice President of Public Safety  
407.646.2999  
kmiller@rollins.edu

### Scott Rayburn

Safety & Emergency Planning Manager  
407.646.2244  
srayburn@rollins.edu

### Stephen Velazquez

Security Director  
407.646.2999  
svelazquez@rollins.edu

## Community Standards & Responsibility

### Jonathan Monti

Director  
407.691.1790  
jrmonti@rollins.edu

### Mary Balise

Assistant Director  
407.691.1790  
mbalise@rollins.edu

## Dean of Students

### Leon Hayner

Assistant Vice President of Student  
Affairs & Dean of Students  
407.646.2345  
lhayner@rollins.edu

### Dr. Penelope Strater

Associate Dean of Students  
and Director of Student & Family Care  
407.646.2345  
pstrater@rollins.edu

## Vice President of Student Affairs

### Donna A. Lee

Vice President of Student Affairs  
407.646.2345  
vpsa@rollins.edu

## Facilities Services

### Jeremy Williamson

Assistant Vice President of  
Facilities Services  
407.646.1000  
jwilliamson@rollins.edu

## Human Resources & Risk Management

### Matt Hawks

Associate Vice President of Human  
Resources & Risk Management  
Deputy Title IX Coordinator  
407.646.2104  
1.800.272.7252 (EAP)  
mhawks@rollins.edu

## Residential Life & Explorations

### Tynika Williams

Assistant Dean of Students/  
Director  
407.646.2649  
tnwilliams@rollins.edu

## Title IX

### Sarah Laake

Title IX Coordinator  
407.691.1773  
slaake@rollins.edu

## Wellness Center

### Dr. Connie Briscoe

Executive Director  
407.628.6340  
cbriscoe@rollins.edu