**PHILOSOPHY**

Rollins College is an educational environment dedicated to fostering intellectual achievement, personal development, and social responsibility. The Community Standards and Responsibility system is an integral part of our educational process. While a college education is primarily academic and intellectual in nature, it also includes the development of values that translate into responsible behavior. To maintain standards that contribute to the intellectual and moral development of students that ensure the welfare of the college community, Rollins College establishes this *Code of Community Standards*.

**DEFINITIONS**

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 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 “hearing board” means persons designated by the Vice President for Student Affairs to issue recommendations on whether a student has violated a College policy and, if so, the imposition of sanctions. There are two types of hearing boards: student hearing boards and administrative panels. The student hearing boards include the Community Hearing Council (CHC). Administrative panels typically include a student, faculty member and staff member. The Office of Community Standards and Responsibility maintains a pool of available faculty and staff members, with representation from the three programs. All panel members are trained by the Office of Community Standards and Responsibility.
8. The term “Administrative Hearing Officer” means a College official designated on a case-by-case basis by the Vice President for Student Affairs to adjudicate alleged infractions in an Administrative Hearing. Nothing will prevent the Vice President for Student Affairs from authorizing the same Administrative Hearing Officer to impose sanctions in all cases.

9. The term “Hearing Board Advisor” means a College official designated by the Vice President of Student Affairs to advise the hearing boards. Hearing Board Advisors may also serve as an Administrative Hearing Officer.

10. The term “Community Standards and Responsibility Review Board” means the coordinating judicial body that determines which board and/or Administrative Hearing Officer adjudicates a specific case.

11. The term “Appellate Board” means any person or persons authorized by the Vice President for Student Affairs to consider an appeal. Decisions of the Appellate Board are a recommendation to the Vice President for Student Affairs.

12. 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.

13. The term “residence hall” is defined as any College owned/operated student housing facility.

AUTHORITY

1. Because Rollins values student involvement in governance and the personal, social, and intellectual development of students, the Vice President for Student Affairs delegates much responsibility for adjudication of student cases of policy violations to the student hearing boards.

2. The Vice President for Student Affairs, in consultation with College governance shall develop policies for the administration of the Community Standards and Responsibility program and procedural rules for the conduct of hearings that are consistent with provisions of College policy.

4. The Vice President for Student Affairs may designate a College official to act as his/her designee.

EXPECTATIONS FOR BEHAVIOR

Although the College is not responsible or liable for student-off-campus events or behavior, it does reserve the right, in the interest of protecting students from harm, 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 maintain the College’s highest ideals of academic and social conduct and are responsible for knowing and abiding by College policy and reporting violations to the appropriate College official, which may include Campus Safety, Residential Life, or Community Standards and Responsibility.

**ABUSE (Physical, Mental or Verbal)**

Physical, mental or verbal abuse of any person is prohibited. No student shall cause harm to oneself or another or aid in commission of an act that causes physical or emotional harm to others or which intimidates, degrades, demeans, threatens, or otherwise interferes with another person’s rights or comfort.

**ALCOHOL**

1. All members of the Rollins community are ultimately responsible for their choices and behavior regarding alcohol, and thus will be held fully accountable for their behavior while under the influence of alcohol. Excessive drinking and intoxication will not be tolerated. Members of the Rollins community who choose to drink will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication does not excuse or justify violation of State Law, College regulations, or the rights of others. Drinking games and devices designed for the purpose of the rapid consumption of alcohol and common sources of alcohol (i.e. kegs, party balls) are prohibited.

2. Any violation of Florida State laws regarding alcohol will be considered grounds for College disciplinary action. Every member of the Rollins community has a personal responsibility to comply with these laws, and no member can assume Rollins provides a sanctuary for the misuse of alcohol or other drugs. These include:

   a. Possession and/or consumption of alcoholic beverages if under the age of 21. Selling, giving, or serving alcoholic beverages or permitting alcohol to be served to persons under 21.

   b. Misrepresenting or misstating one’s age or using altered identification for the purpose of procuring alcoholic beverages.

   c. Consuming or possessing open containers of alcoholic beverages including secondary containers, while in municipal parks, playgrounds, sidewalks, or streets or being found in the state of intoxication on a street or in a public place while within the city limits. This open container law applies on and off campus. This includes the consumption/possession of open alcohol in residence hall corridors, lounges, and any public areas.

   d. Driving with a blood alcohol level of 0.08% or more.
3. The following are among the factors which may be considered when determining if a student is in possession: the location and quantity of alcohol, the student’s ability to exercise control over the situation, and the number of students who voluntarily take responsibility for the alcohol and attest which students are not in violation.

5. Possession or consumption of alcohol is not permitted in buildings designated as all freshmen buildings or in a room/apartment where all assigned residents are under the age of 21. Empty alcohol containers may be viewed as evidence of consumption and are prohibited. This includes, but is not limited to, alcohol bottles, alcohol cans, beer bongs, and funnels. Students are not permitted to have alcohol containers in their rooms for decorative purposes.

6. Possession and/or consumption of alcoholic beverages is prohibited on campus before the official residence hall opening and after the official residence hall closing. In addition, campus is considered “dry” during orientation, winter break and intercession regardless of the student’s age.

7. Parental notification will occur when the student violates the alcohol policy and is under the age of 21 at the time of the violation and notification.

CAMPUS FACILITY USE
Access to Rollins College facilities is limited to Rollins students, faculty, staff, registered student organizations and authorized visitors. Unauthorized or illegal use of the facilities is prohibited.

COMPUTER & OTHER ELECTRONIC DEVICE MISUSE
Students are expected to use technology in a responsible manner in accordance with the Computer Use Policy. http://r-net.rollins.edu/it/policies/policies-compusage.html Additionally, Rollins strictly prohibits the use of camera phones and other recording devices in any manner which violates or compromises academic integrity, norms of personal conduct, or the expectation of privacy that individuals have a reasonable right to assume on campus. Use of computing facilities and resources in a manner which would constitute abuse, as defined under the abuse policy, is considered a violation of this policy. Any computer misuse involving academic dishonesty will be referred to the Academic Honor Council.

DAMAGE TO PROPERTY & VANDALISM
Both damage and vandalism to personal property of others or College property are prohibited.
DISCRIMINATION

It is the policy of Rollins College not to 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. The policy is enforced by Rollins and, where applicable, federal laws such as Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The College is an equal opportunity educational institution.

Inquiries regarding compliance with these statutes, and referrals to designated coordinators under the ADA/Section 504, Title IX, and the Age Discrimination Act may be directed to the AVP of Human Resources and Risk Management, 407-646-2577 or to the Director of the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100, 1-800-421-3481, TDD: 877-521-2172.

Rollins College defines hate motivated offenses as conduct (harassment or physical acts) directed at an individual(s) on the basis of that individual(s) being in, or being believed to be in a protected class, as stated above with intention to intimidate or injure an individual(s), physically, mentally, or emotionally. Hate motivated offenses primarily fall into two categories: hate crimes and hate incidents. For purposes of this Code, a “hate crime” is defined as conduct which could be characterized as criminal under state law, which in whole or part is motivated by the offender’s bias towards the victim’s status. For purposes of this Code, a “hate incident” is defined as an action motivated by the offender’s bias towards the victim’s status, but does not rise to the level of a crime. Hate motivated offenses compromise the integrity of the Rollins College community and are prohibited.

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.

Members of the Rollins College community affected by hate motivated offenses are strongly encouraged to report the incident. The Office of Multicultural Affairs can guide the student through the Student Grievance Procedure, which has been established to respond to allegations of discrimination and harassment by faculty and staff members, and the hearing process, which is used to respond to allegations of discrimination and harassment by students. The Office of Multicultural Affairs coordinates the College’s response to hate motivated violations.
DISRUPTIVE BEHAVIOR
Any behavior that infringes on the rights, privileges, or property of others, or which impedes the safety of community members or the educational process is prohibited. This includes, but is not limited to: disruption or obstruction of teachings, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off-campus, or other authorized non-College activities, when the act occurs on College premises.

EVENT GUIDELINES
All student or student organization events, on or off campus, must be registered with the Office of Student Involvement and Leadership and conducted according to the event and risk management guidelines (found online at www.rollins.edu/osil/so/events.html).

Students belonging to a student organization may log on to Get Involved (http://getinvolved.rollins.edu) to access the Student Organization Handbook under “documents” for more information about event registration.

FALSIFICATION
The College vigorously pursues allegations of deliberately providing false information to any campus official. Falsification of any College record, including but not limited to records of admission, registration, financial aid, housing, student conduct, academic, health, and parking decals is prohibited. This includes, but is not limited to, registration and drop/add forms.

FIRE SAFETY
Students are expected to act with due regard for the health and safety of others. Violations of this standard would include, but are not limited to such behaviors as: failing to evacuate a building or failing to cooperate with authorities during a fire alarm or drill; deliberate or negligent activation of a false alarm; tampering with fire safety equipment; creating a safety hazard, starting a fire or causing an explosion. Students will be held financially liable for the fines imposed by the Fire Department, applicable expenses (clean up, recharging a fire extinguisher, etc.) and will be subject to disciplinary action.

FIREWORKS, EXPLOSIVES, WEAPONS & OTHER DANGER US ITEMS
The possession, use and/or sale of weapons, ammunition, combustibles, fireworks, explosive devices, or any other substance or devices designed or used to harm, threaten, or incapacitate is prohibited on campus. “Weapons” are defined and include but are not limited to rifles, pistols, BB guns, paintball guns, pellet guns, stun guns, chemical weapons, knives with blades more than 4 inches in length, slingshots, bows and arrows, and martial art weapons. Simulated weapons in the form of toy or squirt guns are also prohibited. Personal defense spray, when used appropriately, is permitted.
HAZING

Rollins College prohibits hazing. In the State of Florida, “Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under sanction of a university or college. . . . [Hazing] shall include, but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual, and shall include any activity which could subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which adversely affects the mental health or dignity of the individual. . . . Any activity as described above upon which the initiation or admission into or affiliation with a university or college organization is directly or indirectly conditioned shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding.” [Florida Statute 1006.63]

Additional guidelines and resources can be found online at www.ncaa.org, www.fipg.org and www.hazingprevention.org.

The Chad Meredith Act makes dangerous hazing a crime in Florida. The bill, named for a University of Miami freshman who drowned in a campus lake while trying to join a fraternity in 2001, makes hazing that results in serious injury or death a felony punishable by up to five years in prison, even if the victim consents.

IDENTIFICATION CARDS

A Rollins College identification card is issued to each student and shall be carried at all times while on campus. Lending this card for any purpose to anyone, failure to present it when requested by a college official, or falsification/alterations of an identification card is prohibited.

The possession, use, manufacture, or sale of a falsified government issued identification card is strictly prohibited. The State of Florida considers fake identification cards as felony offenses.

Lending or providing an identification card to another individual or the use of someone else’s identification card, whether government or College issued, for any purpose, constitutes a violation of this policy.

ILLEGAL SUBSTANCES

Rollins College disapproves of both the illegal use and the distribution of drugs. The college expects all members of the community to comply with state
and federal laws pertaining to illegal drugs. The sale, purchase, manufacture, possession, distribution and/or illegal use of controlled substances, drugs (including prescription drugs without a valid medical prescription), and/or drug paraphernalia are prohibited. Intentionally or recklessly inhaling, ingesting, or making any use of substances (e.g., nitrous oxide, glue, paint, etc.) in a manner that will alter a student’s mental state is prohibited. The use of prescription and/or over the counter drugs for purposes or in manners not as directed is also prohibited. Rollins accepts Florida statutory definitions of drugs and drug paraphernalia.

The College may respond to instances of substance abuse in three ways: education for the College community about drug use and its consequences, confidential counseling for those with personal problems related to illegal substance abuse/use, and disciplinary action. The College will determine which, if any, of the approaches will apply in a given situation.

A. Disciplinary Action

Minimum guidelines for sanctions associated with illegal use of drugs are listed below. All sanctions discussed below are subject to imposition in the sole discretion of the College. If warranted, the College reserves the right, in its discretion, to impose differing or more severe sanctions. Additionally, parental notification will occur when the student violates the illegal substances policy and is under the age of 21 at the time of the violation and notification.

1. The sanctions for first offense possession and/or use of a small quantity of marijuana (as defined by Florida statutes) or drug paraphernalia will be
   a) Community probation for a minimum of two years and;
   b) Possibility of removal from on campus housing or relocation and;
   c) Participation in a weekly group offered by Counseling and Psychological Services (CAPS) that is designed to help the student reduce/moderate their drinking and/or drug use.
   d) Illegal Substance Use/Dependency Evaluation. This evaluation will be at the student’s expense and the student must agree to release the results of that evaluation to the designated college official. The student will be required to follow through on any treatment plan the evaluator deems appropriate. Failure to follow this agreement may result in suspension from the College.

Sanctions for a second offense may include a one semester suspension or dismissal from Rollins College. Sanctions for a third offense may include dismissal from Rollins College.
2. The sanction for possession and/or use of any other illegal substances or large quantities of marijuana may include a two semester suspension or separation from Rollins College. Additionally, students in this category may be permanently ineligible for residential housing.

3. The sanction for sale, manufacture, or distribution of any illegal substances may include dismissal from Rollins College without the opportunity for readmission.

LAWS (FEDERAL, STATE & LOCAL)

Students are responsible for compliance with all public laws. Any act which could constitute a violation of public laws may establish cause for legal and/or disciplinary action by the College. The campus is not a sanctuary from Law Enforcement Agents. Law Enforcement Agents have jurisdiction on campus and, when possessing proper documents, may legally make arrests or search any room or building without prior notice to college officials. Moreover, the college cannot intervene to protect an accused person from the consequences of their arrest or conviction, on or off campus.

MOTOR VEHICLES

Students must register their motor vehicles with the Campus Safety Office and operate motor vehicles in accordance with Rollins Parking and Traffic Regulations and city and state laws. Copies of Rollins Parking and Traffic Regulations are available through the Campus Safety Office or online at http://www.rollins.edu/safety/parking/index.html.

POSTING AND SOLICITATION

Students are required to comply with the posting and solicitation policy. This policy is available online at http://www.rollins.edu/hr/policies/docs/general-policies/055000.pdf.

REQUESTS OR ORDERS

Students are required to comply with reasonable requests or orders by authorized College officials or representatives acting in behalf of the College, including Residential Life student staff. Violations of this requirement include but are not limited to, reasonable requests for appointments in administrative/faculty offices and:

1. Failure to attend a scheduled hearing with a hearing board or Administrative Hearing Officer.

2. Falsification, distortion, or misrepresentation of information before a hearing board or Administrative Hearing Officer.
3. Disruption or interference with the orderly conduct of a hearing.

4. Attempting to discourage an individual’s proper participation in, or use of, the Community Standards and Responsibility system.

5. Attempting to influence the impartiality of a member of a hearing board or an Administrative Hearing Officer prior to, and/or during the course of, the hearing proceeding.

6. Harassment (physical, mental or verbal) and/or intimidation of a member of a hearing board or Administrative Hearing Officer prior to, during, and/or after a judicial proceeding.

7. Failure to comply with the imposed sanction(s).

8. Influencing or attempting to influence another person to commit an abuse of the Community Standards and Responsibility system.

RESIDENTIAL LIVING

Students who live in undergraduate residence halls must comply with the Guide to Residence Hall Living. Students who live in graduate student housing must comply with the MBA Apartments Rental Agreement, and all other applicable rules and regulations.

SEXUAL MISCONDUCT AND HARASSMENT

Rollins College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Every member of the College community should be aware that Rollins is strongly opposed to sexual misconduct and that such behavior is prohibited both by law and College policy and will not be tolerated. The College is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and harassment and ensures timely and fair resolution of sexual misconduct and harassment complaints. It is the intention of the College to take appropriate action to end the misconduct, prevent its reoccurrence, and address its effect.

As a recipient of Federal funds, the College is required to comply with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct and harassment, as defined in this policy, is a form of sex discrimination prohibited by Title IX. Rollins is committed to providing programs, activities, and an educational environment free from sex discrimination.

The complete sexual misconduct and harassment policy is online at http://www.rollins.edu/sexualmisconduct/policies.html.
SMOKING

Florida Clean Indoor Air Act (s.386.205-209 and 386.211) stipulates that there be no smoking in any educational facility. Additionally, smoking is only permitted in designated areas on campus (http://www.rollins.edu/hr/policies/docs/safety/800250.pdf). Smokers are reminded that improper disposal of smoking materials is a fire hazard and considered litter. All cigarette butts must be disposed of properly in an approved receptacle.

THEFT OR UNAUTHORIZED POSSESSION

Attempted or actual theft, sale, or possession of property without the expressed consent of the owner is prohibited.

USE OF ROLLINS COLLEGE NAME OR SYMBOLS

No individual, group, or organization may use Rollins College name, seal, symbols, logos, slogans, or songs without the written authorization of the Vice President for Student Affairs except to identify institutional affiliation.

VISITORS

Students are welcome to bring visitors to the college community but must assume responsibility for the conduct of their visitors. A student host is responsible for the actions of his or her visitor while they are on campus. Therefore, a student host will be judicially charged under this policy if his or her visitor violates College policy. Visitors must be escorted and are expected to abide by all campus regulations.

OTHER COLLEGE POLICIES/PROCEDURES

ASSEMBLY, INQUIRY & EXPRESSION

Students are free to examine and discuss all questions of interest to them and to express their opinions 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. These policies are designed to ensure that every student be given the opportunity and freedom to learn.

1. Invited Speakers/Performers

Students and registered student organizations may invite and hear any person of their own choosing, subject to contractual requirements (found online at www.rollins.edu/osil) for use of institutional facilities and funds.
2. Protesting on Campus

a. The right of peaceful protest is recognized within the institutional community. Orderly picketing and other forms of peaceful protest are not to be prohibited on the institutional premises.

b. Interference with ingress and egress at institutional facilities, interruption of classes or institutional operations, or damage to property exceeds permissible limits of behavior and will not be permitted.

c. Even though remedies are available through local enforcement bodies, the institution may choose instead to impose its own disciplinary sanctions in cases of disorderly picketing and unpeaceful protests.

d. Every student has the right to be interviewed on campus by any legal organization which is recruiting at the institution. Reasonable conditions may be imposed to regulate the timeliness of requests and to determine the appropriateness of the space. Any student, any group, or any registered organization may protest against such organization provided that protest does not interfere with any other student's rights to have such an interview.

3. Student Media

Student media are to be free to express ideas and viewpoints. The editors and managers shall not be arbitrarily prohibited from establishing and expressing editorial views because of student, faculty, administration, alumni, or community disapproval of content. All student 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 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 Office of Student Involvement and Leadership on an annual basis. Organization registration of all media groups must include: an organization constitution or statement of purpose and stylebook (including safe harbor and FCC guidelines for radio), 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 within each organization are based on the mission of the College.
STUDENT ORGANIZATIONS

The institution believes in the co-curricular experience and its contribution to building community and advancing the educational mission of the College. Students are encouraged to organize and join organizations that promote their common interests. All organizations must be registered through the Office of Student Involvement and Leadership. Institutional registration of an organization does not indicate endorsement by the College of the aims, objectives, or policies of that organization. Registered student organizations are eligible to reserve campus space and utilize College resources and receive funding through the Office of Student Involvement and Leadership. Specific requirements for registration include: organization constitution, inter/national policies where appropriate, agreement of a recognized full-time Rollins faculty and/or staff member to serve as advisor, and a membership roster. All constitutional documents of student organizations, such as charters, constitution bylaws, regulations, policies, etc., are subject to administrative review and to approval by the Office of Student Involvement and Leadership. Student organizations are required to include an inclusive non-discrimination clause in their constitution in order to be considered a registered student organization. Student organizations will be required to register annually. Annual registration must include a list of newly elected officers, and updated membership roster and any changes to the organization’s constitution. Members of student organizations must be currently enrolled Rollins students.

Student organizations are responsible for adhering to the College policies. Violations by a student organization will result in the organization going through the partnership process or the College hearing process.

Social fraternities and sororities will be governed by the Interfraternity Council and the Panhellenic Association. The Assistant Director of Student Involvement and Leadership – Fraternity & Sorority Life will serve as the advisor to each of these governing bodies. Each inter/national organization and/or local organization affiliated with either of these governing bodies is required to provide the Office of Student Involvement and Leadership with a copy of both its inter/national and local constitution and insurance policy when applicable. Inter/nationally affiliated groups that wish to organize on the Rollins College campus must adhere to the Joint Expansion Policy.

CRIME REPORTING

A hard copy of the campus crime report can be obtained from Campus Safety or can be found online at http://www.rollins.edu/safety/clery_act_compliance/index.html

DISABILITY POLICY

http://www.rollins.edu/hr/policies/docs/general-policies/035000.pdf
DRUG FREE SCHOOLS AND COMMUNITIES ACT
http://www.rollins.edu/hr/policies/docs/general-policies/080000.pdf

STUDENT GRIEVANCE PROCEDURES
http://www.rollins.edu/csr/resources/grievance-procedure.html

STUDENT RECORDS
Rollins College adheres to the rights accorded to students with regard to their educational records as set forth in the Family Educational Rights and Privacy Act (FERPA) of 1974 and as subsequently amended. This federal legislation protects the confidentiality of students’ records. It also affirms the student’s rights to inspect the contents of his or her educational records, to seek to have the records amended, and to have some control over the disclosure of information from the records. Educational records are maintained in the offices of the Dean of Student Affairs, Student Records, Bursar, and Student Financial Planning.

Rollins reserves the right to release “directory information” as defined by the Family Educational Right and Privacy Act. Rollins releases the following directory information: name, class, hometown and state, major field of study, participation in the officially-recognized sports, weight and height of members of athletic teams, dates of attendance, degrees, awards and honors achieved in the curricular and co-curricular life of the College, the most recent previous educational institution attended by the student, and individually identifiable photographs of the student solicited by or maintained directly by Rollins as part of the educational record.

A full copy of the College policy with regards to FERPA and forms for consent to release, dependency status, and request to withhold release of directory information are available in the Office of the Registrar. Students have an opportunity to complete these forms during the check-in process every fall and may request in writing to release or withhold specific information annually.

This policy is subject always to the provisions of the Family Educational Rights and Privacy Act of 1974 and as subsequently amended.

MISSING RESIDENTIAL STUDENT NOTIFICATION POLICY
http://www.rollins.edu/reslife/living-on-campus/missing.html

CHARGES AND HEARINGS
1. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing directed to the Office of Community Standards and Responsibility. All charges should be submitted
as soon as possible after the event takes place, preferably within twenty-four hours of the incident.

2. The Office of Community Standards and Responsibility may conduct or initiate an investigation to determine if the charges have merit and/or if they can be disposed of administratively. Such disposition shall be final and there shall be no subsequent proceedings.

3. The accused individual or organization is notified by letter or e-mail of the charges and scheduled to attend a timely hearing. The accused student/organization representative is expected to be present during the hearing. If the student/organization representative chooses not to attend the hearing, the hearing will be held in their absence and the student or organization will lose the ability provide new evidence or other relevant facts not brought out in the original hearing.

4. The hearing body shall conduct hearings according to the following guidelines:

a. Hearings will be conducted in private.

b. Admission of any person to the hearing shall be at the discretion of the hearing board advisor or the Administrative Hearing Officer.

c. In hearings involving more than one accused student, the hearing board or Administrative Hearing Officer may hold separate hearings.

d. The accused student is entitled to select an advisor to assist in preparation of the hearing. The advisor may accompany the accused student to the hearing and may consult with the accused student prior to or during the course of the hearing, but may not address the Administrative Hearing Officer or hearing board. The advisor must be either a member of the Rollins College faculty, staff, or student body or the accused student’s parent. (The accused student may request that special permission be given by the Director of Community Standards and Responsibility, in the Director’s sole discretion, for an advisor who does not meet the listed criteria.) Advisors may contact the Director of Community Standards and Responsibility prior to the hearing to clarify questions or concerns.

e. A member of the Office of Community Standards and Responsibility may contact the accused student to explain the charges, students’ rights, obtain a plea to the charges, discuss all aspects of the hearing process, and offer support and assistance in preparing for the hearing.

f. Persons to be present at hearings may include the Administrative Hearing Officer or hearing board members, Hearing Board Advisors, accused student, student’s advisor, and if deemed appropriate, witnesses relevant to the case. Relevant witnesses shall be present only during their own testimony, subject to questions from the Administrative Hearing Officer or
hearing board; however, they may be required to remain available for the duration of the hearing. Additionally, if necessary, relevant witnesses may be interviewed by the Administrative Hearing Officer or hearing board outside of the formal hearing.

g. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the hearing board advisor or Administrative Hearing Officer at their discretion.

h. All procedural questions are subject to the final decision of the hearing board advisor or the Administrative Hearing Officer.

i. After the hearing, the hearing board or Administrative Hearing Officer shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated College policy.

j. The hearing board or Administrative Hearing Officer’s determination shall be made on the preponderance of presented evidence of whether it is more likely than not that the accused student violated College policy.

k. A hearing board advisor will be present at hearings conducted by a hearing board.

5. The use of a tape recorder will be reserved for more serious offenses that could result in residence hall dismissal, suspension, or expulsion. If the violation is a repeat offense, the hearing may be recorded. The recording will not include deliberations. The recording shall be the property of the College and may be maintained in the student’s disciplinary record.

6. No student may be found to have violated College policy solely because the student failed to appear before a hearing board or Administrative Hearing Officer. Any hearing may be postponed, recessed, or continued at the discretion of the Administrative Hearing Officer or chairperson of the hearing board.

7. 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 students be suspended. To facilitate the prompt adjudication for a campus disciplinary matter under such circumstances, the Vice President for Student Affairs, or designee, shall hold an administrative hearing. The student’s procedural rights shall remain in effect.

8. The Administrative Hearing Officer, hearing board advisor or designee will notify the accused student/organization in writing of its findings, sanctions and appeal process in a timely fashion.
9. 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 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.

SANCTIONS

1. Sanctions may be imposed upon any student found to have violated College policy. Potential sanctions include, but are not limited to, the following:

   **Article Review**
   A written review of journal articles on a specific topic designed to assist the student to explore the violations in question. The review must include appropriate citations and use appropriate language, grammar, and spelling.

   **Letter of Apology**
   A written apology reflecting an understanding of the inappropriateness of actions and the impact it had on the letter’s recipient.

   **Newspaper Article**
   A reflective letter to be submitted for approval to the Office of Community Standard and Responsibility which then may be anonymously submitted to *The Sandspur* for possible publication. This letter should reflect an understanding of the inappropriateness of actions and the impact on self and the College community.

   **Self Discovery Plan**
   The Self Discovery Plan (SDP) is an opportunity to question personal values and individual behaviors through the utilization of educational opportunities found at Rollins College. The SDP is designed to strengthen their ethical decision making skills and self-discovery.

   **Personal Journal**
   A written daily journal for a two-week period that addresses various questions each day as outlined in the sanction letter. Each daily entry is to be no less than 250 words in length (typed, double-spaced). Completed journals must be submitted for approval to the Office of Community Standards and Responsibility by the stated sanction date.

   **Reflection Paper**
   Reflective paper on a specific incident and its impact on the community. Specific guidelines will be outlined in the sanction letter.

   **Research Paper**
   Research paper on a specific topic citing at least three sources. Specific guidelines will be outlined in the sanction letter.
Paper on Assigned Topic
Completion of a paper on a topic related to a specific incident, in accordance with the instructions outlined in the sanction letter.

Restitution
Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

R.E.S.P.E.C.T Rollins Reflection Paper
Completion of the R.E.S.P.E.C.T. Rollins Reflection Paper as outlined in the sanction letter.

Educational Service
Completion of a determined number of hours of educational community service. Specific guidelines and hours will be outlined in the sanction letter.

Probationary Review Meetings
Scheduled meetings with an Office of Community Standards and Responsibility staff member to discuss appropriate responses to events or difficult situations in the student’s life. Specific guidelines will be outlined in the sanction letter.

Ethics Training
Written Ethics Training assignment must be completed and submitted to the Office of Community Standards and Responsibility by the sanction due date. Upon submission, a meeting with a member of the Office of Community Standards and Responsibility will be scheduled to individually discuss this training.

Anger Management Training
Written Anger Management Training Workbook must be completed and submitted to the Office of Community Standards and Responsibility by the sanction due date. Upon submission, follow-up meetings with a member of the Office of Community Standards and Responsibility will be scheduled to individually discuss this training.

Contact Restriction
Restriction of personal contact with another individual or group for a stated period of time.

Computer Privileges Restriction
Loss or restriction from College computer mainframe access or privileges for a stated period of time.

Resident Assistant/Campus Safety Duty
Participate in the nightly on-call duty rotation for a specified period of time. Once completed, a reflective paper must be submitted to the Office of Community Standards and Responsibility for approval by the sanction due date.
Behavioral Agreement
A signed behavioral agreement to live responsibly within the Rollins community, outlining specific behavior guidelines that must be followed.

Educational Bulletin Board/Flier
Design, research and create a bulletin board or educational flier on a specific topic.

Program Presentation
Plan, implement and present an educational program on a specific topic.

Alcohol and/or Drug Education
An online course or educational sessions with Counseling and Psychological Services (CAPS) designed to assist students with healthy lifestyle choices. There is a fee associated with this sanction.

BASICS
Completion of BASICS (Brief Alcohol Screening and Intervention for College Students). BASICS is a two session, non-punitive, individual program offered through Counseling and Psychological Services. There is a fee associated with this sanction.

Substance Use Evaluation
A required substance abuse evaluation at the student’s expense. Students are responsible to make arrangements for this evaluation in accordance with the outlined terms in the sanction letter. 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.

Group Participation
Required attendance at a weekly group offered by Counseling and Psychological Services (CAPS) that is designed to help students reduce/moderate their drinking and/or drug use. There is a fee associated with this sanction.

Other Restrictions
Loss of specific privileges, including but not limited to, attendance at athletic and social events, organization participation, and housing for a designated period.

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.
Written 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, within a prescribed of time, may be cause for further disciplinary action and more severe sanctions.

Disciplinary Warning
Disciplinary Warning is for a designated period and includes the probability of more severe disciplinary sanctions, which may include suspension from the institution if the student is found violating the specified policy during the warning period.

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.

Residence Hall Probation
Residence Hall Probation is for a designated period and includes the probability of expulsion from campus housing and/or revocation of privileges to live in campus housing if the student is found violating any policy during the probationary period.

Residence Hall Dismissal
Immediate and permanent removal from the residence halls without refund.

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. The Vice President for Student Affairs will review findings resulting in suspension greater than one semester prior to the issuance of the decision letter.

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. The Vice President for Student Affairs will review the finding resulting in dismissal prior to the issuance of the decision letter.

Disciplinary Fine
Appropriate monetary penalty.
Parental Notification
Written notification to parent/guardian concerning a specific incident, outcome and appropriate sanction. Notification will be in accordance with FERPA regulations.

Deferred Sanction
When significant mitigating factors are present one or more sanctions may be deferred for implementation. Additional sanctions may be imposed for any new violations which occur during the deferred period.

2. More than one sanction may be imposed for any single violation.

3. Failure to complete assigned sanctions will result in a hold being placed on the student’s record.

4. Disciplinary sanctions are part of the student’s educational record. Therefore, a student’s judicial record may affect participation in College affiliated programs such as Study Abroad programs.

5. Student’s educational record is typically maintained for 4 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 designee, asking that minor disciplinary actions may be expunged. The decision of the Vice President for Student Affairs or designee is final.

SUMMARY SUSPENSION
The Vice President for Student Affairs will designate an appropriate Dean, who shall proceed without a hearing: first, to determine if a summary suspension is appropriate; and, second, if so determined, to impose a summary suspension, which may be either a College or a residence hall suspension.

1. Summary suspension may be imposed only:
   (a) to ensure the safety and well-being of members of the College community or preservation of College property;
   (b) to ensure the student’s own physical or emotional safety and well-being; or if the student poses a threat of disruption of or interference with the operations of the College.

2. During the summary suspension, a student will 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 unless written permission is obtained from the Vice President for Student Affairs or designee. Summary suspensions may be appealed to the Vice President for Student Affairs by the designated date in the summary suspension letter.
TEMPORARY SUSPENSION OF STUDENT ORGANIZATIONS

The Vice President for Student Affairs will designate an appropriate Dean, who shall proceed without a hearing: first, to determine if a temporary suspension is appropriate; and, second, if so determined, to impose a temporary suspension.

1. Temporary suspension may be imposed only:

   a. to ensure the safety and well-being of members of the College community or preservation of College property;

   b. If the student organization poses a threat of disruption of or interference with the operations of the College.

2. During temporary suspension, the student organization will be denied privileges for which the student organization might otherwise be eligible unless written permission is obtained from the Vice President for Student Affairs, or designee. The student organization may conduct formal meetings provided they are approved in advance by the Vice President for Student Affairs, or designee, and are attended by a College staff member.

3. Temporary suspensions may be appealed to the Vice President for Student Affairs by the designated date in the temporary suspension letter.

APPEALS

1. If the student believes that there is new evidence or relevant facts that were not brought out in the original hearing, which may be sufficient to alter the finding, the student may make a request that this information be considered, prior to an appeal. The student must make such a request in writing to the Vice President for Student Affairs or designee by the designated date in the sanction letter. If the Appellate Board determines the new information could be, if proven, sufficient to alter the original finding, the case will be returned to the original hearing board or Administrative Hearing Officer for reconsideration.

2. Appeals must be made in writing by the designated date in the sanction letter. Appeals must be made on at least one of the following grounds:

   a. There was procedural misconduct by the hearing body which was prejudicial to the accused student or;

   b. The sanction(s) imposed was inappropriate for the violation of College policy or;

   c. The preponderance of evidence standard, as described in the Charges and Hearings section was or was not met.
There are no other grounds for appeal. Attempted appeals which are not based on any of the permissible grounds may be dismissed without further hearing or action.

3. In accordance with Title IX, in cases of sexual misconduct, both the complainant and the accused student may file an appeal on the grounds listed above, if those grounds are present.

4. The Appellate Board will meet to determine if one or more of these grounds exists. The review 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 Appellate Board may uphold, reduce, or increase the sanction(s) imposed by the hearing board or Administrative Hearing Officer or remand the case to the original judicial body. The student will be notified in a timely fashion with the board’s determination. Upon approval by the Vice President for Student Affairs, decisions of the Appellate Board are final.

5. If a student elects to file an appeal, pending a decision from the Appellate Board, the student may continue to attend all courses and participate in College life as usual. Limitations on personal contact and/or participation in co-curricular events may be imposed.

AMENDMENT PROCEDURE

1. 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.

2. 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 and the Vice President for Student Affairs. Approved amendments will be reflected immediately on the Office of Community Standards and Responsibility web site and will be effective upon approval.

3. Grammatical changes and/or changes to Community Standards and Responsibility “Standard Operating Procedures” only require approval by the Vice President for Student Affairs. Corrections will be reflected immediately on the Office of Community Standards and Responsibility web site and will be effective upon approval.

Version adopted on April 23, 2013 and published on August 6, 2013. Effective upon publication, and applicable to all reports made on or after August 6, 2013.