

## COMMUNITY STANDARDS & CODE OF CONDUCT

### Philosophy on Student Responsibility

The premise of our student conduct administration process is that we expect students to take responsibility for their behavior, in addition to holding their peers accountable for being good citizens. The student conduct administration process allows the college to address behavior that has a negative impact on individuals and/or the campus community. The Community Standards and Code of Conduct is designed to clearly communicate behaviors that negatively impact our community.

As a member of Spelman College, you have voluntarily entered into a community of learners who are expected to exhibit thoughtful academic study and discourse, and ethical and socially responsible behavior on and off-campus. The College has developed the Community Standards and Code of Conduct, and other policies and procedures to support its academic mission, objectives, processes, functions, and general operations. These standards represent the core values of integrity, fairness, respect, community, and responsibility.

### Purpose of the Community Standards and Code of Conduct

Spelman College is committed to the development and personal growth of students. Students are encouraged to be reflective of the college values and behavioral expectations as they engage in their academic studies and co-curricular activities. Research has demonstrated that students who are active participants in the college and surrounding communities are more likely to uphold college policies and maintain a positive community environment. Conduct occurs in the context of a community of scholars dedicated to seeking excellence in academics, personal learning and leadership.

The student conduct administration process, including the right to appeal, is established to support the rights and responsibilities of each student, to sustain the college's values and behavioral expectations, in addition to determining future privileges as a member of the Spelman College community. This is accomplished by holding individual students and student organizations responsible and accountable to the College's stated values and behavioral expectations.

### Student Conduct Administration Values

The following are the values of the student conduct administration process:

1. **Integrity**- All members of our community are expected to exemplify honesty, respect for truth, and congruence with college standards and behavior expectations in all exchanges and interactions.
2. **Responsibility**- Members of our community are expected to take ownership of individual choices and any subsequent consequences.
3. **Respect**- All community members are expected to honor and esteem the rights and freedoms of each unique individual, and to understand the value and worth of college property and the property of others, and to demonstrate care for individuals and property.
4. **Fairness**- Members of the community are expected to follow all published rules and guidelines in good faith as the college is committed to developing consistent, honest and just systems.
5. **Community**- Learning to live as a member of a community is an important part of the personal development of our students. Each individual must learn to respect other individuals. As members of the Spelman community, students are provided numerous venues to voice their own expectations and concerns about community life. It is the college's expectation that students will use available campus resources to resolve differences and conflicts peacefully.

### Student Code of Conduct

All members of the Spelman College community are expected to be responsible adults, representatives, and ambassadors of the college. Students are accountable for all behaviors and actions at all times. Because we exist in the larger society, the college does not provide immunity from city, state, or federal law.

### College Violations

The following conduct and any attempt to engage in the following conduct will be subject to intervention and disciplinary action:

#### 1. Academic Integrity\*

Any form of academic dishonesty which may include, but is not limited to:

- A. Cheating
- B. Collusion/assisting any student or member of the college community in violating any of the Academic Integrity policies and/or procedures.
- C. Fabrication, Falsification, and *Dishonesty*
- D. Misrepresentation of facts or unethical behavior designed to persuade any individual to alter a grade(s).
- E. Plagiarism

F. Unauthorized permission to use signature of another person on academic documents

G. Unlawfully accessing and/or securing tests

*\*Refer to College Bulletin for the full Academic Integrity policy and procedures.*

## 2. Actions Against Members of the College

A. **Abusive conduct** that includes any words or acts that cause physical injury, threaten any individual, or interfere with any individual's rightful actions.

- I. **Harassment or any** physical, verbal, graphic, written, or electronic communications that are sufficiently severe, pervasive or persistent so as to threaten an individual or limit the ability of an individual to function in the college community.
- II. **Human Dignity-** physical, verbal, graphic, electronic or written conduct based on race, ethnic origin, gender, age, religion, disability or sexual orientation that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by the college.
- III. **Injury or Harm-** Intentionally or recklessly causing physical or mental harm to any person or to self, and/or intentionally or recklessly causing reasonable apprehension of such harm. The alleged victims' consent or acquiesce to physical mistreatment is not an acceptable defense by any individual or group in the Spelman community.
- IV. **Sexual Assault/Rape-** Sexual assault is the oral, anal, or vaginal penetration by a sexual organ of another or anal/vaginal penetration by any means against the victim's will or without his/her consent. An individual who is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to the victim.
- V. **Sexual Misconduct-** *Non-consensual, intentional physical conduct of a sexual nature. Lack of consent may be inferred from the use of force, threat, physical intimidation, or advantage gained by the victim's mental or physical incapacity or impairment of which the perpetrator was aware or should have been aware.*
- VI. **Sexual Harassment- Unwelcomed** sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature which is made either explicitly or implicitly as a term or condition of an individual's employment, academic advancement, or ability to participate in or benefit from the services, activities or privileges provided by the college. While sexual harassment most often takes place in situations of a power differential between the persons involved, the College also recognizes that sexual harassment may occur between persons of the same or lower college status, which includes students creating a hostile environment for a faculty member.
- VII. **Stalking-** Any repeated abusive conduct directed specifically at another person that creates fear for his/her safety, following another person, acts that threaten or intimidate another person through fear of bodily injury, or harm to property.
- VIII. **Using online communities and electronic communications** such as email, websites, Facebook, Twitter, Tumbler, and texting for the purpose of harassing, threatening, or engaging in behaviors that ridicule, belittle or harm individuals or groups, regardless of your intent.

3. **Actions against oneself** and/or displaying behaviors that could endanger self.

4. **Complicity-** Helping, procuring, encouraging, and/or cooperating with another person in the commission of a violation of the Student Code of Conduct.

5. **Disorderly Conduct** or any offense involving disturbance of the public peace, lewd and indecent behaviors. This includes belligerent behavior toward students, faculty and/or staff in the performance of their duties. Belligerent behaviors include aggressive, argumentative, quarrelsome, loud-mouthed, confrontational, threatening remarks or gestures, foul and/or abusive language.

6. **Disruptive Activity includes** participation in an activity that interferes with teaching, research, administration, student conduct proceedings, other college functions including public-service functions and off-campus activities. Representative actions include:

- A. Leading or inciting others to disrupt scheduled and/or normal activities on college premises.
- B. Classroom behavior that seriously interferes with either the instructor's ability to conduct the class or the ability of other students to profit from the instructional program.
- C. Any behavior in or out of class, which for any reason materially disrupts the academic work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the college.

## 7. Alcoholic Beverages and other Drugs or Narcotics

- A. Use, possession, sale, delivery, manufacturing, consumption, or distribution of alcoholic beverages on Spelman property or at any College sponsored event.
- B. Under the influence of alcohol and/or intoxicated in public and/or in the residence halls or any College facility or sponsored event (including individual residence hall rooms).
- C. Use, possession, sale, delivery, consumption, or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance or drug-related paraphernalia on College premises, except as expressly

permitted by law.

- D. Under the influence of illegal drugs and/or intoxicated in public and/or in the residence halls or any College facility or sponsored event (including individual residence hall rooms).

#### **8. Breaching Campus Safety and Security, False Information, Destroying or Damaging Property**

- A. **Forgery/furnishing false information, including** knowingly providing false information to the College, faculty and/or staff either verbally or written, and/or the unauthorized alteration of financial, academic, and/or nonacademic documents.
- B. Stealing or possessing stolen property, or extorting or attempting to extort money or property from any member of the College community.
- C. Intentionally damaging property of the College, a member of the College community, or those contracted with the College.
- D. Unauthorized entry into, use or occupancy of College facilities. This includes unassigned residence hall rooms. Unauthorized access to college facilities, including unassigned residence hall rooms;
- E. Unauthorized possession of college keys or master keys, and access cards to College offices or residential facilities; duplicating college keys or access cards;
- F. Propping open fire doors, security doors, and/or secured doors;
- G. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
- H. Unauthorized use of checks, personal records information, credit cards, or calling card.

#### **9. Firearms, Weapons, Fire, and Explosives**

- A. Use or possession of weapons, including handguns, firearms, knives (2 inches or longer), ammunition, fireworks, explosives, noxious materials, incendiary devices, or other dangerous substances on College premises or at a College sponsored event.
- B. Attempting to ignite and/or igniting College and/or personal property and/or property of others on fire either by intent or as a result of reckless behavior that results in damage to persons or property on College premises or at a College sponsored event.
- C. Arson with intent to destroy persons or property.

*Please Note: Possession of weapons, including handguns is prohibited, even for licensed handlers. The college reserves the right to confiscate firearms and other weapons, explosives and fireworks.*

#### **10. Fire Alarms, Emergencies and Fire Safety**

- A. Tampering with fire alarms, fire extinguishers or fire signs and prevention equipment or failing to comply with other safety rules.
- B. Making false emergency calls and destruction of emergency signs on College premises.
- C. Attempting to ignite and/or igniting College and/or personal property on fire either by intent or as a result of reckless behavior that results in damage to persons or property on College premises or at a College sponsored event.
- D. Failure to exit or evacuate the building during a fire alarm or fire drills.
- E. Inducing panic and causing the evacuation of any public place, or otherwise causing serious public inconvenience or alarm. Representative actions include the following:
  - I. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false
  - II. Threatening to commit any offense of violence
  - III. Committing any offense, with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm

#### **7. Failure to Comply**

- A. Failure to comply with policies, procedures and/or directions imposed by any College official in performance of his/her duties.
- B. Failure to comply with reasonable instructions from a College official.
- C. Failure to respond to written and/or verbal communication from a College official in performance of his/her duties.

#### **8. Hazing-** Any activity that is intentional, or unintentional due to reckless behavior, occurring on or off campus directed against a student that endangers or is likely to endanger the student's mental and/or physical health or safety ***regardless of a student's willingness to participate in such activity in connection with or as a condition or precondition of gaining acceptance, membership, office or other status in a school organization.*** This activity is commonly associated with the student's membership, initiation, affiliation, pledging and/or association with an organization, but may include other activities. The definition includes, but is not limited to;

- A. Physical brutality, whipping, beating, striking, branding, paddling, kicking, choking, scratching, and electronic shocking and placing harmful substance on or in the body;
- B. Sleep deprivation, exposure to elements, and confinement in a small space, aerobic exercising, duck walking and weight lifting;
- C. Any activity involving the excessive consumption of food or non-appropriate foods and liquids, alcohol, liquor, drugs, (this includes ingesting foreign objects or substances);

- D. Any activity that intimidates, ostracizes, and/or subjects students to extreme mental stress, shame and/or humiliation or anything that adversely affects the student's mental health such as:
  - Screaming at an individual or group
  - Belittling or humiliating participants
  - Using derogatory, profane or obscene language toward participants
  - Requiring participants to engage in morally degrading or humiliating games (as perceived by the College community and/or participants)
  - Embarrassing activities
  - Reputation damaging
  - Disheveling hair, tearing clothes
  - Using participants' cars, money, or clothes or other personal items
- E. Treasure hunts, scavenger hunts, road trips, or other activities that require participants to travel long distances and find their way back from isolated areas with insufficient financial resources or that otherwise endanger a participant are prohibited;
- F. Any activity in which hazing is either condoned or encouraged by members, officers, and/or alumnae of the organization;
- G. Gifts of any form may not be given to any individual or organization prior to the intake process or during the membership intake process and
- H. Engaging in any activity that is prohibited by law or by the policies of the College.

It shall not constitute a defense to the charge of hazing that the participant(s) took part voluntarily, that the participant voluntarily assumed the risks or hardship of the activity, or that no physical or mental injury was suffered.

Students who are victims of hazing and who have not committed hazing behavior on others involved in the incident being reported will not be charged with a violation of the hazing provision of the Code of Conduct. However, failing to report the incident of hazing contributes to a culture of hazing and abusive conduct, and perpetuates acts which threaten the health, safety, security, and welfare of our community. Engaging in such behaviors will result in necessary and appropriate intervention and or other actions by the College to assist the student with understanding the impact of hazing behaviors to self and to the Spelman community.

Finally, having knowledge of the planning of such activities or knowledge that an incident of this type has occurred, and failing to report the behaviors to the Dean of Students or any college officials is also a violation of College policy.

9. **Hindering, obstructing or interfering with the Student Conduct Administration Process-** Action or conduct that hinders, obstructs or otherwise interferes with the implementation and/or enforcement of the Student Code of Conduct and student conduct administration processes.
  - A. Failing to comply with the directions of college officials or law enforcement officers acting in performance of their duties
  - B. Failure to appear for a college student conduct hearing to respond to allegations or to appear as a witness when reasonably notified to do so. This includes student conduct hearings, college investigations, and appeals hearings as requested by the Hearing Officer
  - C. Withholding material information from the college, misrepresenting the truth in a student conduct hearing, and making false statements to any college official
  - D. Failing to present valid identification upon the request of a college official
  - E. Intentionally initiating or causing to be initiated any false report, warning, threat of fire, explosion or other emergency concerning the college and college-sponsored activities
  - F. **Retaliation or harassment** of complainant or other person alleging misconduct, including but not limited to intimidation and threats
  - G. Knowingly violating the terms of any student conduct sanction, including failing to complete the sanction, meet the specified deadlines and/or committing a violation of college policies while serving a probationary sanction, imposed in accordance with college policies
10. **Host Responsibility** - Students and student organizations are responsible for their guests or visitors' behavior and compliance with college policies and procedures in academic and non-academic buildings, on college owned property, and at college sponsored events. Any student's failure to fulfill her responsibilities will be subject to fines/charges for any damage and possible disciplinary action. Non-members of the Spelman community whose behavior is detrimental to the college may lose his/her visiting privileges and/or be subject to charges of trespassing on Spelman College property.
11. **Housing and Residence Life-** Violating any policy, procedure, notification, regulation or condition established within the residence halls, (this includes published and non-published materials) and/or any rules established by majority vote of the residents.
12. **Information Technology Acceptable Use-** Use the college's computer resources only for the college-related purposes for which they were authorized. As with all college equipment, use of the computer resources, including the college network, for private or commercial purposes is prohibited, except as expressly authorized. Reasonable minimal personal use is permissible within the guidelines of this policy when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other college responsibilities, and is otherwise in compliance with college policy. Further limits may be imposed on personal use by units or departments.
  - A. Unauthorized use of computing and/or networking resources.

- B. Unauthorized accessing and/or copying of programs, records, or data belonging to the College and/or other user, or copyrighted software, without permission.
  - C. Use of computing and/or networking resources for unauthorized or nonacademic purposes.
  - D. Attempted or actual breach of the security of another user's account and/or computing system.
  - E. Attempted or actual use of College computing and/or networking resources for personal or financial gain.
  - F. Attempted or actual transport of copies of College programs, records, or data to another person or computer without written permission.
  - G. Attempted or actual destruction or modification of programs, records, or data belonging to the College or any other user or destruction of the integrity of computer-based information.
  - H. Attempted or actual use of the computing and/or networking systems; or through such actions, causing a waste of such resources (people, capacity, computer).
  - I. **Electronic Copyright Infringement-** *Using* intellectual property without authorization from the owner, including downloading, uploading or sharing copyrighted material without permission.
13. **Parking-** Failure to purchase and display a valid decal/parking permit while parking on campus.
14. **Pets**—*Pets and other animals are prohibited in all College buildings, with the exception of those identified as service animals or those approved for guided assistance.*
15. **Publicity/Posting Policy-** *Posting flyers or other media used for marketing or event purposes that are not approved or aligned with individual building and college publicity and posting policies.*
16. **Sales and Solicitation**— Solicitation is defined as requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets or offering any other comparable event admission, materials and privileges. Likely violations include, but are not limited to:
- Promoting sales in person or by handbills, through e-mail and/or internet, or by posters or similar materials without the approval of the Office of Student Life and Engagement, appropriate Building Coordinator and/or Residence Life and Housing staff
  - Soliciting and selling for private or commercial gain
  - Door-to-door solicitation in academic and non-academic buildings, including residential facilities.
  - Commercial stuffing of student mailboxes is strictly prohibited
17. **Smoking**—Smoking in campus buildings, on patios, in or around entryways, windows, HVAC systems, and other public places is prohibited. Ash cans are located in those areas where smoking may be permissible and is less likely to affect the rights of others.
18. **Violation of Published College Policies and Procedures-** Violating published materials, policies, procedures, and guidelines provided by College departments.
19. **Violation of law-** Violation of any city, county, state, and/or federal law or municipal ordinance.

### **Conduct Violation(s) within the AUCC**

As a member of the Atlanta University Center Consortium (AUCC), Spelman has a reciprocal agreement with the other member institutions regarding student behavior and discipline. When a Spelman student is accused of misconduct on an AUCC campus, Spelman will address the behaviors and conduct violation. Likewise, non-Spelman student conduct violations on the Spelman College campus will be addressed by the student's home institution.