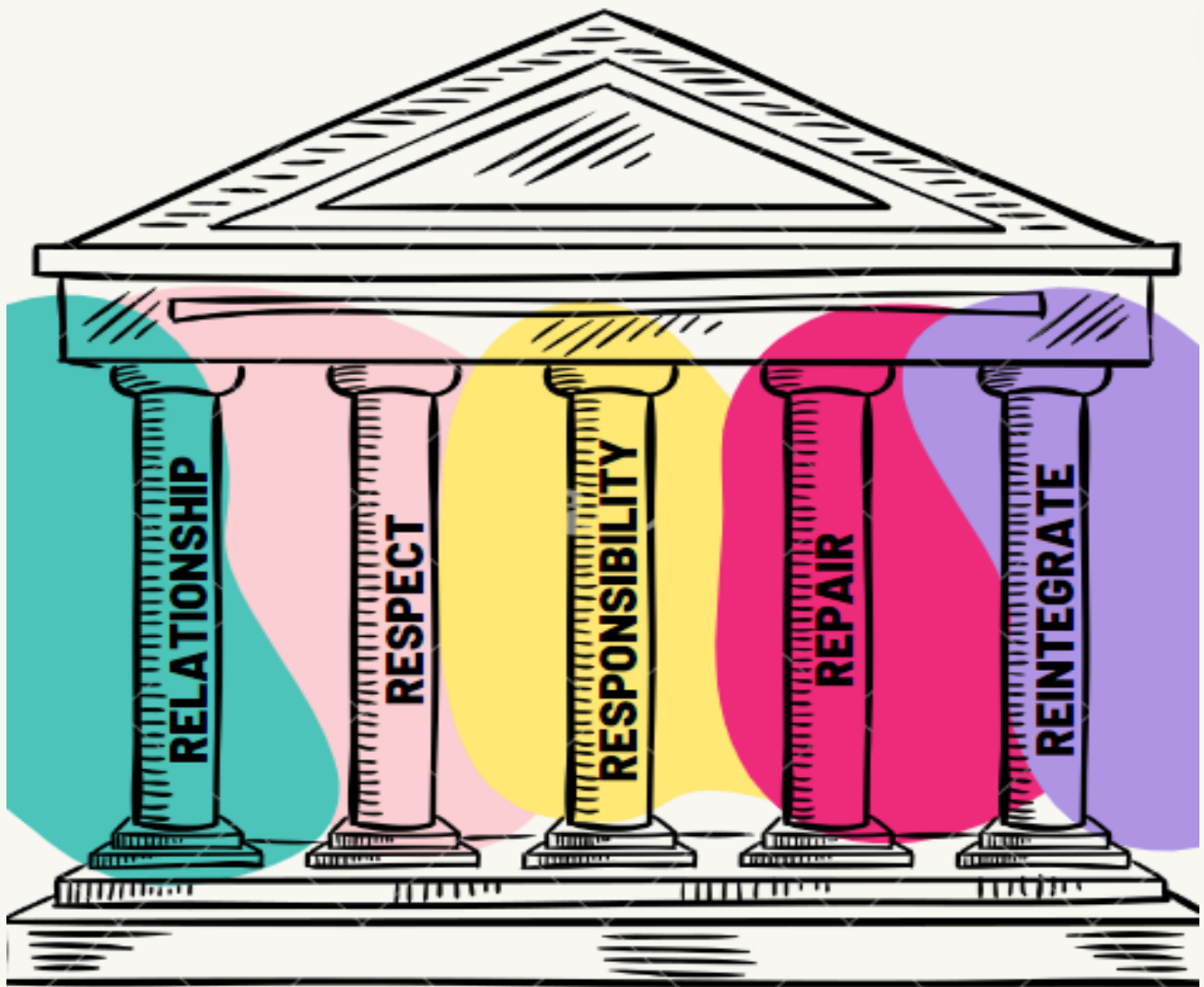


AGNES SCOTT
COLLEGE

Honor System Handbook



Office of Student Integrity and Community Standards

Welcome to Agnes Scott College,

where we think deeply, live honorably, and engage in the intellectual and social challenges of our times! At Agnes, you will find a vibrant, diverse, and inclusive campus community. It is a special place where you can maximize your personal potential while pursuing your educational dreams.

The Honor System handbook outlines the expectations for acceptable personal standards of student conduct and ethics to assist you in your transition to or return to college life. All students pledge to uphold the Honor System, an expression of institutional trust in students. Students are expected to know and abide by the Honor Code. Please take time to read over this handbook and reference this information in your decision-making process.

This academic year, the Office of Student Integrity and Community Standards and the student-led- Honor Court will explore what it means to “Own Your Journey.”. Through engaging students on issues of community membership and value-based decision making, we aim to bridge the gap between academic integrity and well-being, so all students achieve student success. I strongly encourage you to take advantage of all campus resources. Remember, you are not alone in this journey. There is something here for everyone, and we are here to support you.

As you navigate through this academic year, remember to practice the values that you see exhibited on campus. These values of deep thinking, honorable living, and engaging in intellectual and social challenges are not just words, but a way of life. Make the most of your time here by excelling academically while embracing life as a Scottie. Let these values inspire and guide you in your journey.



Lauren Harris

Director of Student Integrity
and Community Standards

The statements set forth in this document are for informational purposes, Agnes Scott College reserves the right to change any provision listed here without actual notice to individual students. Every effort has been made to provide current and accurate information in this publication; the administration reserves the right to alter or amend policies. For the most accurate and up to date information, please consult the Agnes Scott website. Should you require additional information, please contact the Office of Student Integrity at communitycode@agnesscott.edu or Dean of Students Office at deanofstudents@agnesscott.edu.

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THE HONOR SYSTEM

The cornerstone of the entire structure of Agnes Scott life is the Honor System, which is founded on the commitment, mature judgment and personal integrity of each student. By entering Agnes Scott, a student voluntarily pledges their support to the regulation and spirit of the community. As a member of this community, the student accepts a definite responsibility for themselves and for their fellow students, which leads to responsible freedom within the structure of the Honor System. The Honor System is an expression of trust in students and in their willingness to uphold the ideals of the community. Each student is expected to accept their responsibility to protect the Honor System from actions and attitudes that may weaken it. The exercise of this responsibility involves a student's reporting of their own infringements of the policies and regulations, and involves an obligation for their fellow students' relationship to the community. It is impossible to reduce this to an unvarying rule of procedure, but the seminal obligation of all students is to prevent the occurrence or recurrence of detrimental actions or attitudes.

Honor Pledge

In choosing Agnes Scott, a student accepts the Honor System as their way of life and formally adopts it by signing the following pledge:

As a member of the student body of Agnes Scott College, I consider myself bound by honor to develop and uphold high standards of honesty and behavior; to strive for full intellectual and moral stature; to realize my social and academic responsibility in the community. To attain these ideals, I do therefore accept this Honor System as my way of life.

A helpful guideline for application of the Honor System is the concept of dual responsibility. When a student witnesses harm or a potential violation of the Honor System, their obligation to the campus community is to remind the participant(s) of the Codes of the Community. The witness may opt instead to ask a third party to speak to the student(s) appearing to be in violation of the code. Under the exercise of personal responsibility to the Honor System, those who have been asked to reconsider their actions as a potential violation should report their own possible infringements to the Honor Court.

Should a student in apparent violation of the code refuse to report their own possible infringement, it is appropriate for another member of the community—who has firsthand information suggesting a code violation—to report the possible infraction to the Honor Court. Under the Honor System, social and academic regulations are based upon their value to the community and to the individual student. This basis is one that is fundamental, not only at Agnes Scott, but wherever there is a community.

The Community Code of Conduct

The college policies and procedures to support its learning environment, mission, functions and general operations are the *Agnes Scott College Community Standards*. These standards are explained in the Community Code of Conduct, which represents the community expectations of the student and student organizational behavior. The codes are based on the Honor System principles that students maintain a high standard of academic and social responsibility and are accountable for their behavior and the consequences of their decisions. Agnes Scott students are responsible for knowing and observing all policies and procedures related to their in-class behavior and their behavior in the college community. The college jurisdiction and discipline extend to conduct that occurs on college premises or at a college sponsored event, or conduct that adversely affects the college community and/or the pursuit of its mission.

Unfamiliarity with these codes is not a valid excuse for infractions of the policies. Knowledge of these codes will help the student and or a student organization in exercising their rights and avoid infringement on the rights of others. These codes allow a student-led Honor Court or college administration to address impactful behavior on individuals and/or the campus community.

The college considers the observance of public laws of equal importance and students accused of violations of local, state, or federal laws that adversely affect the interests of the college, may also be subject to the disciplinary process.

The college views the Honor System process to address community violations as an educational intervention or experience for the parties involved. In cases involving misconduct, a student case is managed by the Office of Student Integrity and Community Standards. Cases are heard by the student-led Honor Court or director of student integrity and community standards. Cases received during holiday breaks, final exam periods and summer semesters may be heard by the director of student integrity and community standards. The director also has discretion to adjudicate high level cases with approval from the vice president for student affairs and dean of students.

The Office of Student Integrity and Community Standards is in the purview of the Office of Dean of Students. The director of student integrity and community standards acts as a designee of the vice president for student affairs and dean of students, who seeks to engage students on issues of community membership and responsible decision-making. The office's primary intent is to uphold the Honor System and community standards for students by providing preventive educational experiences.

Through the implementation of the codes of the community, the office's objective is to create transformative spaces to promote a safe and conducive environment for deep learning and student success; to build and maintain socially-just, inclusive and welcoming campus communities by using restorative practices that focus on preventing and repairing community harm and

reintegrating healing; and to engage and empower members in the community to address conflict in a respectful and responsible manner.

ACADEMIC INTEGRITY POLICIES AND PROCEDURES

Statement on Academic Freedom and Responsibility

Agnes Scott is dedicated to the fostering and preservation of the free search for truth and of its free exposition. Academic freedom is essential to this purpose: freedom in research is necessary to the advancement of truth; freedom in teaching is fundamental to the protection of the rights of the faculty in teaching and of the students' learning. The free search for truth and its free expression carry with them responsibilities correlative with rights.

All members of the Agnes Scott community have the responsibility to exemplify, support, and preserve the intellectual freedom of teaching, learning, research, expression and debate in the interest of reasoned inquiry. This responsibility imposes on the students, the faculty, administrative officials, and the Board of Trustees the obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry, and instruction and free expression by faculty and students both on and off campus.

Every member of the Agnes Scott faculty, whether full-time or part-time, is entitled to full freedom in research and scholarship and in the publication of the results. Research for pecuniary return, however, should be undertaken only with the consent of the president and the dean of the college. Every member of the Agnes Scott faculty, whether full-time or part-time, is entitled to full freedom in the classroom to discuss responsibly any matter relevant to the subject of the course being taught. It is the expertise in the subject which entitles the instructor to this freedom of presentation, and it is improper and in extreme cases may be a denial of the students' freedom to learn, for an instructor persistently to introduce material into the course that has no relevance to the subject or to fail to present the subject matter of the course as it has been approved by the faculty in its collective responsibility for the curriculum. It is the responsibility of the instructor in the classroom and in conference to encourage free respectful discussion, inquiry and expression. Evaluation of a student's work and the award of credit must be based on their academic performance professionally judged and not on matters irrelevant to that performance. Every member of the Agnes Scott faculty, whether full-time or part-time, has the rights and obligations of any citizen, and there shall be no institutional censorship or discipline of a faculty member who speaks or writes as a citizen. However, as members of the academic profession and as officers of Agnes Scott, the faculty members hold a special position of influence in the community and should make every effort at all times to be accurate to show respect for the opinions of others, and to make clear that they are not a spokesperson for the college.

The students of Agnes Scott are entitled to an atmosphere conducive to learning and to fair and equitable treatment in all aspects of faculty-student and administrator-student relationships. A student must be free to take reasoned exception to the data or views offered in any course of study, but the student is responsible for learning the content of any course for which the student is enrolled and for maintaining standards of academic performance established for that course.

The student shall be protected against prejudiced or capricious academic evaluations or disciplinary measures and against any exploitation by faculty and administrative officials for personal advantage. As a citizen, the student has the same rights and obligations of any citizen, and there shall be no institutional censorship or discipline of a student who speaks or writes as a citizen. However, it is the responsibility of the student to make clear to the academic community and to the larger community that the student is not a spokesperson for the college.

In determining the administrative policies and procedures of the college, it is the responsibility of administrative officials and the Board of Trustees to foster and preserve the academic freedom of faculty, students, and administrative officers with faculty status. For many years, the Board of Trustees has endorsed the policy of granting permanent or continuous tenure to full-time teaching faculty who have satisfactorily completed a probationary period of teaching. Tenure, which gives a degree of economic and professional security to the individual faculty member and stability to the faculty as a whole, is one of the most effective means of fostering and protecting academic freedom. The policy of granting tenure also creates a climate of free inquiry and expression in which students and nontenured faculty may share academic freedom equally with tenured faculty. The Board of Trustees and the college's administrative officials and faculty support the continued policy of tenure as a means of protecting academic freedom.

The Board of Trustees and administrative officials have a particular responsibility to foster and preserve the freedom of expression and debate outside the classroom. The right of duly authorized committees and academic departments to invite to the campus guest lecturers, performers, or exhibitors of their choice shall be preserved. Guest speakers shall be given the opportunity to be heard, and their freedom of speech shall be protected. The student press shall be free of censorship and advance approval of copy. Its editors and managers shall be free to develop their own editorial policies and news coverage, so long as student editors and managers fully accept the responsibility to be governed by the canons of responsible journalism, such as the avoidance of libel, undocumented allegations, attacks on personal integrity, and the technique of harassment and innuendo.

While the charter of the college states that the program of the college shall be carried out "under auspices distinctly favorable" to the Christian faith, no limitations of academic freedom are thereby intended.

Agnes Scott College can successfully foster and preserve the free search for truth and its free exposition by the affirmation and exercise of academic freedom and responsibilities by all members of the college community.

Adopted by the faculty of Agnes Scott College, March 5, 1976
Approved by the Board of Trustees, May 4, 1976
Amended by the faculty, September 17, 1976
Re-adopted and re-amended by the faculty March 1, 2024

Academic Rights and Responsibilities

All members of the academic community at Agnes Scott have a responsibility to promote an environment conducive to learning based on principles of respect, open communication, freedom of inquiry and nondiscrimination. These principles and practices are affirmed by the students, faculty and administrators of the college in the Statement on Academic Freedom and Responsibilities (SAFR) and Academic Regulations (AR).

Principles

- I. All members of the Agnes Scott community have the responsibility to treat each other with respect and to be fair and even-handed in their treatment of others (SAFR).
- II. The students and faculty of Agnes Scott are entitled to an atmosphere conducive to learning (SAFR).
- III. Students, faculty and administrators have the right to express divergent opinions, interpretations and beliefs without fear of reprisal. Variety of interpretation includes, but is not limited to, interpretations based on race, gender, gender identity, gender expression, class, age, national origin, sexual orientation, religion and disability (SAFR).
- IV. Students and faculty should strive to create a classroom environment free of discrimination on the basis of race, gender, class, age, national origin, sexual orientation, religion and disability (Statement Against Discrimination and Harassment).
- V. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards (SAFR).
- VI. Information about student views, beliefs, practices and associations that administrators and professors acquire in the course of their work should be protected against improper disclosure.

Practices

- I. Students and faculty have a responsibility to be present and prepared for all class meetings. Faculty are responsible for managing class time to maximize learning (AR).
- II. Faculty are responsible for providing a clear syllabus that sets forth course policies and goals. The syllabus must also include faculty office hours, absence policy and procedures, and an explanation of the grading system. Faculty are also responsible for giving timely notice to students of any substantial deviation from the syllabus during the course of the semester (AR).
- III. Students are responsible for completing assignments on time, and faculty are responsible for returning written work in a timely manner. Professors have the responsibility to read work carefully and to be available to discuss a student's work and its evaluation (AR).
- IV. Students may see their final examinations upon request and review them with their professors through the end of the next academic semester.
- V. Students shall have an opportunity to evaluate their courses.
- VI. Students have the responsibility to follow the Honor Code in all academic endeavors, including take-home tests, examinations, and collaborative and pledged work. Faculty have

the responsibility to refer cases of academic dishonesty, including plagiarism and cheating, to Honor Court (AR).

Definition and Examples

The examples and definitions given below are intended to clarify the standards by which academic dishonesty and academically honorable conduct are to be judged. The list is merely illustrative of kinds of infractions that may occur and it is not intended to be exhaustive.

- I. Plagiarism: Portraying another's work or ideas as your own, or not citing or improperly citing references within the text or references of a paper. Plagiarism includes any paraphrasing or summarizing of works of another person without acknowledgement, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes or footnotes the quotation of the paragraphs, sentence or even a few phrases written or spoken by someone else. Any work, in whole or part, taken from the internet without properly referencing the corresponding URL (along with the author's name and title of the work, if available) may be considered plagiarism. There may be forms of plagiarism that are unique to an individual discipline or course of study, examples should be provided in advance by the faculty member.
- II. Cheating: Attempting to use or aiding others in using unauthorized materials, information, or study materials. This behavior also means unauthorized collaboration or gaining unauthorized access to unauthorized materials. Examples of unauthorized materials include the use of notes, texts, or cheat sheets during an examination, or sharing information with another student during an examination (unless specifically approved by the faculty member) or sharing information with another student during an examination (unless specifically approved by the faculty member). Other examples include intentionally allowing another student to view one's own examination and collaboration before or after an examination if such collaboration is specifically forbidden by the faculty member.
- III. Unauthorized Collaboration: The end result of all idea swapping, sharing, brainstorming and conferring has obliterated one student's voice and replaced it with that of another. Getting assistance from someone (a classmate, friend, artificial intelligence, etc.) without specific permission from the instructor on any assignment (e.g., exam, paper, homework) that is turned in for a grade. It is also a violation of academic honesty to knowingly provide such assistance to another student. Collaborative work specifically authorized by a faculty member is allowed.
- IV. Falsification: Unauthorized invention of any information or citation. It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment or proceeding (e.g., false or misleading citation of sources, the

falsification of their results of experiment or of computer data, false or misleading information in an academic context in order to gain an unfair advantage).

- V. Multiple Submissions: Submitting substantial portions of the same work for credit more than once without explicit consent of the faculty member(s) to whom the material is submitted for credit.
- VI. Unauthorized Public Posting and Distribution: The selling, sharing, publishing, presenting or distributing of unauthorized materials, including the instructor-prepared course lecture notes, audio recordings, or any other material for any commercial purpose is strictly prohibited unless written permission is granted in advance by the course instructor. This includes posting materials on websites such as Chegg, Course Hero, OneClass and other similar sites.

Information and Burden of Proof

In determining whether or not academic dishonesty has occurred, the standard used is that guilt must be proven by a preponderance of the information. This means that if the information which indicates that academic dishonesty occurred procedures gives a stronger impression and is more convincing as to its truth when weighed against opposing information, then academic dishonesty has been proved. In other words, the information does not have to be enough to free the mind from reasonable doubt but must be sufficient to incline a reasonable and impartial mind to one side of the issue rather than the other. Information as used in this statement can be any observation, admission, statement or document which would either directly or circumstantially indicate that academic dishonesty has occurred.

Resolving Matters of Academic Dishonesty

The following resolution pathways are available to all members of the academic community who wish to pursue an action against a student for academic dishonesty. A brief summary of the procedures is indicated below.

Faculty Initiation

The faculty member should notify the student in writing before filing a charge of academic dishonesty. Below are the basic elements that should be included in the notice:

1. Written explanation of the concern of the work submitted and any supporting documentation (copy of the work, class syllabus, or online documentation/evidence) for the student to review.
2. A request for the student to self-report in 48 business hours to the Office of Student Integrity to receive assistance in resolving the concern.

3. Copy communitycode@agnesscott.edu to the cc line of the notification.

The Director of the Office of Student Integrity will verify the student's conduct history. Based on the student's conduct history and severity of the concern, the director will provide further guidance for both the student and faculty on the most optimal resolution pathway.

Resolution Pathways

I. Educational Conversation (option for all students)

This is a great opportunity to reinforce course expectations, discuss concerns about the quality of work, and provide preventive options (office hours, tutoring, etc.) if there is a concern with work submitted by the student. After completing a conversation, send a recap email for your record and as a reminder to the student and

cc. communitycode@agnesscott.edu. This conversation is noted in the student conduct history without initiating the disciplinary process. The conversation may be finished at this point, or at their discretion, faculty may decide to make a report and engage in one of the steps below.

II. Faculty Conference Resolution (undergraduate student option only)

- a. Notify the student in writing of the alleged violation of academic integrity. Request they self-report, and if it is an **undergraduate** student's **first offense**, they're eligible to participate in a conference. **Both parties (faculty and student) must agree** to this resolution in writing. Students who are eligible to participate in a conference are given this option when self-reporting, therefore it is important that the student initiates the process prior to a conference taking place. The primary purpose of the conference is to see if the student will understand the impact on their learning, embrace the growth opportunity, and accept accountability. The Office of Student Integrity will send faculty a resolution form to document the outcome of the conference. The student will be issued either a disciplinary warning or probation sanction based on the severity of the violation, which becomes a part of the student's conduct history. Other alternatives indicated below:
- b. If the student does not self-report in 48 business hours providing a response to the allegation, the faculty member will be asked to fill out an academic referral form, which will be sent by the Office of Student Integrity.
- c. If a student does not agree to participate in a faculty conference resolution or the student has a history of academic misconduct, the case will be referred to a peer-led or administrative conference resolution, and the faculty will be informed that the process is being handled through another resolution pathway.

- d. If, during the conference, the student does not accept responsibility for violating academic integrity, please end the conference and notify the Office of Student Integrity.

III. Peer-led/Administrative Conference Resolution (option for all students)

The Office of Student Integrity will send a charge letter of the alleged violation. The student is required to schedule a conference within five (5) business days of the date of the charge letter. The Honor Court or director of student integrity will then listen, record the facts, and provide the student due process. If the student fails to schedule or attend the required conference, the case may proceed to the student's abuse, including making findings and deciding disciplinary sanctions about the student's responsibility for the alleged code violations.

The Honor System process utilizes a preponderance of evidence standard to determine if an alleged student has violated academic integrity. The Honor Court or director of student integrity and community standards' decision is not a reevaluation of the faculty's grading decision or academic penalty for violation. Student conduct sanctions range from written warnings and disciplinary probation to suspension or dismissal depending on the magnitude and/or number of offenses. The incident will become part of the student's conduct record at Agnes Scott and severe sanctions of suspension and dismissal will be noted on the student's transcript. Student conduct reports are FERPA protected.

Initiation of Community Action

If a member of the academic community believes that a student has engaged in academic dishonesty in a course, on a test, or as a part of an academic program, that individual is responsible for initiating action, by either requesting the student to self-report or submitting a report to the Office of Student Integrity. In allegations of academic dishonesty involving course requirements, the course faculty member is required to initiate action.

Student Action

The *Agnes Scott College Community Code of Conduct* outlines the policies and procedures that support the college's learning environment, mission, functions, and general operations. Students are strongly encouraged to self-report breaches of academic integrity within 48 hours of an infraction. If a student fails to self-report to the Honor Court or Office of Student Integrity, it is considered a violation of student responsibility as explained in the Community Code of Conduct. The student has the right to participate in resolution options and appeal disciplinary sanctions to the Dean of Students.

In determining the severity of sanctions or corrective actions, the following will be considered: the frequency, severity, and/or nature of the offense; history of past conduct; the respondent's willingness to accept responsibility; previous response to similar conduct; and the college's interests. **Students are not permitted to drop/withdraw from a course during an informal/formal resolution of an academic integrity violation.**

STUDENT MISCONDUCT CODES

This broad range of misconduct codes is not exhaustive and may be expanded or modified as needed. Please refer to the code terms and definitions chart to gain deeper understanding into the expectations and parameters of these misconduct codes.

- I. **VIOLATION OF LOCAL, STATE, AND FEDERAL LAW**
Failure to abide by local, state, and federal laws.

- II. **VIOLATION OF ACADEMIC INTEGRITY**
All forms of academic dishonesty, including, but not limited to cheating, excessive collaboration, fabrication, plagiarism, and facilitating or allowing dishonesty in any academic exercise or any act that hinders the academic process. *A list of what constitutes academic dishonesty can be found in the code term definition section.*

- III. **VIOLATION OF PUBLISHED COLLEGE POLICY AND REGULATIONS**
Violation of the student code of conduct or any college policies, rules or regulations that are approved and published by various units of the College. College staff and administration are encouraged to provide informal interventions of an educational conversation or facilitate a staff or faculty conference resolution for first offenses or minor infractions.
 - a. Violations of the Assistance Animal Policy
 - b. Violations of the Graduate Programs Student Handbook
 - c. Violations of the Residence Life - Policy and Procedures
 - d. Violations of Student Athletes Handbook

- IV. **VIOLATION OF SELF AND JOINT RESPONSIBILITY FOR MISCONDUCT**
Failure to report one's self for infractions; encouraging, conspiring with, or cooperating with others in violations; or acting in concert or passive participation to violate college conduct regulations. *A list of what constitutes self and joint responsibility for misconduct can be found in the code term definition section.*

- V. **DISRUPTIVE BEHAVIOR**
Disruption or obstruction of instructional, research, disciplinary, public service, administration or other university activities. *A list of what constitutes disruptive behavior can be found in the code term definition section.*

- VI. **DISORDERLY CONDUCT**
Conduct which is inconsistent with the educational and/or administrative objectives of the college and/or is materially obscene or indecent. *A list of what constitutes disorderly conduct can be found in the code term definition section.*

VII. WEAPONS

Use, possession, distribution, or storage of firearms, knives, explosives, other weapons, or dangerous chemicals on college property. A weapon is any device or substance designed, used, or likely to be used to cause bodily harm or property damage, whether or not a federal or state license to possess the same has been issued to the possessor. *A list of what constitutes a prohibited weapon can be found in the code term definition section.*

VIII. ALCOHOL MISUSE

Public intoxication or use, possession, consumption, distribution, or sale of alcoholic beverages except as expressly permitted by the college's Alcohol Policy (see the Alcohol Policy).

IX. DRUG MISUSE

Use, consumption, possession, or distribution of any narcotic, dangerous drug or controlled substance or possession of drug paraphernalia that would violate the college's Drug Policy and/or the law (see the Drug Policy).

X. HAZING

Engaging in, supporting, promoting, or sponsoring hazing (see the Anti-Hazing Policy).

XI. VIOLATION OF FIRE SAFETY & SANITATION

Possessing incendiary devices without authorization or failure to exit a college building when the fire alarm sounds or failure to maintain an organization's facilities and/or surrounding property, creating a potential danger to health or safety of the occupants or other individuals. *A list of what constitutes fire safety or sanitation violation can be found in the code term definition section*

XII. THEFT, DAMAGE & DISREGARD FOR PROPERTY

Taking, attempting to take, or keeping in one's possession any property or item; malicious, unwarranted, attempted damage or destruction of any property or item; or unauthorized use of the College's name, seal, logo, mascot or any other words or symbols implying affiliation with the College. *A list of what constitutes theft, damage or disregard for property can be found in the code term definition section.*

HONOR SYSTEM GRIEVANCE PROCESS

Honor Court History

In 1970, Agnes Scott Student Government Association (SGA) named its judicial branch the Honor Court. It is an essential element of student governance. The Honor Court is a body of peers made up of appointed students to oversee the Honor System process. The director of student integrity and community standards serves as the advisor over the court. In 1974, the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student educational records, was passed, covering the confidentiality of student conduct records. Therefore, Honor Court members sign a confidentiality agreement form and must abide by the Honor Court Oath of Office:

As a member (or as an officer) of the Honor Court of Agnes Scott College, I do solemnly swear, being ever mindful of the responsibility vested in me by the college, that I will strive in all my work to keep free of personal prejudice; that I will always hold before me the ideals of the Honor Council and of Agnes Scott, and will endeavor continually to bring them to full realization.

The Honor Court members collectively value confidentiality, respect, objectivity, adaptability, and a restorative mindset. The members are a small subset of the student community, and the administration works hard so that the Court is diverse to represent the ideals of the student body. The structure of the Court consists of undergraduate members who oversee cases and resolutions at the undergraduate level. Graduate and post-baccalaureate students will participate in cases and resolutions for graduate program students; they will only participate in cases and resolutions for undergraduates in rare instances. The members have training in restorative justice, conflict resolution, advocacy, and investigation. The members assist the Office of Student Integrity and Community Standards in campus engagement and preventive education programming.

Reporting Violations

Any member in the community can submit a student misconduct incident report through the college's official reporting system; the Office of Student Integrity will ensure a prompt, fair, and impartial review and resolution of alleged student misconduct.

1. **Where to Report:** Violations of the community code of conduct can be reported to the Office of Student Integrity: <https://www.agnesscott.edu/studentaffairs/student-conduct-community-standards> or MyAgnes website for Student Integrity.
2. **Anonymous report:** To effectively address Honor System violations, reporters cannot maintain anonymity. If a reporter would like to stay anonymous, they will need to connect with the anonymous reporting sources, which are authorized college counselors (CAPS) and the college chaplain.

3. **Case determination:** When a report of student misconduct is received, the information will be reviewed to determine whether to initiate or administratively dismiss a case due to insufficient information. The case status explanation indicated below:
 - a. *Inquiry/Investigation:* The Reporter did not provide enough information (facts) to determine alleged code charge. Therefore Dir. of Student Integrity or Honor Court Investigator may reach out for additional information.
 - b. *Pending:* Based on the report there is sufficient evidence (facts) to determine that there may be a violation of community code, therefore a case is created, and the student will go through the Honor System grievance process or resolution pathway.
 - c. *Dismissed:* Based on the report there is insufficient burden of proof of a community code violation. Director. of Student Integrity will provide a dismissed notice to the reporter.
 - d. *Resolve:* The pending case has gone through the grievance process and the student has received a final decision letter that outlines the findings and outcomes and received a resolution.
4. **Student self-reporting responsibility:** A student who has committed or been notified by a member of the community of a violation has 48 hours to self-report, this does not include weekends or holidays. If a student fails to self-report this is a violation of community code conduct 4.1-Failure to report one's self to the Office of Student Integrity.
5. **What to include in the report:** A report of misconduct should provide as much detail as possible to enable the Director of Student Integrity to decide whether further fact-finding is necessary. For example:
 - a. Reporter's name and Agnes Scott email address
 - b. A description of the alleged misconduct (incident date, time, and location)
 - c. Conduct information of the Respondent and individuals with knowledge of the incident
 - d. Any pertinent evidence or documentation
6. **Retaliation:** Persons who make a report or complaint, provide information, assist, participate in or refuse to participate in any investigation or resolution shall not be subjected to retaliation. Persons who believe they have been subjected to prohibited retaliation should promptly report the matter to the Dean of Students or Office of Student Integrity.
7. **False Complaints/Statements:** Knowingly giving false statements to a college official is prohibited. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, shall be adjudicated pursuant to college policy and subject to appropriate disciplinary action.
8. **Interim Measures:** The college will determine whether the interim measures should continue within three (3) business days of receiving a resolution from the Respondent. Where feasible, interim measures should be imposed in a manner that minimizes the burden on both the Complainant and the Respondent. Measures may include, but are not limited to:
 - a. Change of housing assignment
 - b. Issuance of mutual no contact directive

- c. Restriction in entering certain college properties
- d. Changes to academic or employment arrangements, schedule or supervision
- e. Interim suspension
- f. Other measures designed to promote safety and well-being of the parties and the college

Student Rights and Responsibilities

All students responding to a breach of the Honor System receive a notice in writing. The Respondent student should self-report or respond to the notice within 48 hours of receipt. If the student does not respond promptly, the student will receive a charge letter or hearing notice from the director of student integrity. Students shall not have attorneys or legal representation in the Honor System process.

The Honor Court Advocate will refer the Reporter and Respondent students to information in the Student Handbook and campus resources and ask the involved parties to keep details of the case confidential when speaking to students outside the Honor Court. The Respondent may not withdraw from Agnes Scott College while involved in an Honor System case.

The Respondent may also schedule a meeting with the assistant director of student integrity and community standards if the **student has any questions or concerns about their rights or responsibilities.**

The Respondent's rights:

- I. An explanation of the charge(s) and knowledge of who brought the charge(s);
- II. A list of the witnesses or people to be interviewed by the investigator (additional names may be added before the hearing);
- III. Access to all evidence used in the case, including all interview materials;
- IV. Ability to admit or deny responsibility for the code violation(s);
- V. Notification of the Honor Court members assigned to the case and the option to send a written request within three (3) days of receiving notice to the director of student integrity and community standards to have the student(s) removed from the case;
- VI. Option to request an appeal of a decision made by the Honor Court or director of student integrity and community standards

The Involved Parties' responsibilities and rights:

- I. **Confidentiality:** involved parties should not breach confidentiality by divulging information considered to be confidential to a third party or parties outside of the Honor Court or Office of Student Integrity and Community Standards.

- II. **False Complaints/Statements:** Individuals are prohibited from intentionally giving false statements to a college official or members of the Honor Court. Any person found to have intentionally submitted false complaints, accusations, or statements, including during an Honor hearing, in violation of the code shall be subject to appropriate sanctions.
- III. **Retaliation:** Anyone who reports what they believe to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subject to retaliation. Any person found to have engaged in retaliation in violation of the Community Code of Conduct shall be subject to disciplinary action.
- IV. **Amnesty:** Students are encouraged to come forward and report violations of the law and student misconduct, notwithstanding their improper use of alcohol or drugs. Any student(s) who voluntarily reports and in good faith information to college faculty or staff before any investigation concerning the use of drugs or alcohol will not be voluntarily reported to law enforcement. Nor will information the individual provides be used against the individual for violations. Nevertheless, these students may meet with the director of student integrity and community standards regarding the incident and may be required to participate in an appropriate educational program(s). Under this amnesty procedure, the required participation in an educational program will not be considered a sanction.

Peer-led Conference with the Respondent(s)

The Honor Court Advocate and Honor Court Investigator will meet with the Respondent(s). The student advocate and student investigator are appointed to the case by the Honor Court Justices or director of student integrity and community standards. Members are asked to recuse themselves if they have a personal relationship with a respondent. During the conference, the following information will be provided or requested by the advocate and investigator indicated below. Based on the severity of the case, the advocate and investigator can make a determination on findings and outcome.

Advocate: Will ensure that the rights of the Respondent are met. They educate the respondent on their responsibilities going through the Honor System process. In addition, they inform the respondent on confidential campus support which include authorized college counselors through (CAPS), the college chaplain, and Office of the Dean of Students. The Advocate will obtain information on accommodations the respondent may need in the process.

Investigator: Will explain the alleged code violations and review or request written statements from the respondent. The investigator will ask the respondent in this initial meeting if they accept or deny responsibility for the code violations. If the respondent admits responsibility to all alleged charges in this initial meeting, the process can proceed to an administrative conference immediately, a scheduled conference to discuss sanctioning, or be informally resolved if appropriate. If the respondent denies responsibility the process proceeds to a formal hearing.

Administrative Conference

Cases received during holiday breaks, final exams periods and summer semesters may be heard by the director of student integrity and community standards, also the director has discretion to adjudicate high level cases with approval from vice president for student affairs and dean of students. The Respondent student will have five (5) business days to respond to the charge letter and schedule an appointment. If the student does not respond promptly, the student will receive a hearing notice from the director of student integrity and community standards. Students shall not have attorneys or legal representation in the Honor System process.

Resolutions

Informal resolutions

Every case is evaluated on a case-by-case basis, but severe code violations harm the self or others in the community. The informal resolution options could address the behavior if the code violation is not considered severe but a concerning offense that impacts the community. In that case, the process can proceed to determining sanctioning or be informally resolved if appropriate through the options noted below. An outcome letter will provide a recap of the information discussed at the conference; a rationale from the advocate and investigator on why they agreed or disagreed with the Respondent's plea; and information on the informal sanctions.

- I. **Educational Conversation:** Serves as an oral and/or written warning provided by faculty, staff, honor court or director of student integrity and community standards to disrupt impactful behavior.
- II. **Educational Program or Assignment:** Required participation by Honor Court or director of student integrity in alcohol or other drug education, community conversation or reflection paper.
- III. **Faculty/Staff Conference Resolution:** A faculty/staff member can address a potential violation of the Honor Code or Community Standards. A meeting between the primary instructor or staff and the accused student(s) can be mutually arranged to reach a resolution. This resolution then gets reported to the Office of Student Integrity (OSI) upon completion and the office will issue an appropriate disciplinary sanction.
- IV. **Referral to a Campus Resource:** The student will receive a referral is optional to campus resource or service.
- V. **Restorative/Facilitated Conversation:** Both parties must agree to participate in a facilitated conversation. This process intentionally brings together both parties to discuss the impact of the violation through vital questions to reach an informal resolution. In this conversation, actionable items are collaboratively determined and form the basis of an honor agreement between both parties and the Office of Student Integrity.

Formal resolution

Every case is evaluated on a case-by-case basis, if a respondent denies responsibility or further determination is required the case is routed to honor hearing or administrative hearing. The Honor investigator or director of integrity and community standards gathers supporting documentation or information from parties involved and creates a hearing packet. The hearing packet includes the charge letter, information gathered from the initial meeting and all supporting documentation obtained by the investigator. An honor hearing or administrative hearing is scheduled for the respondent to attend and 48 hours prior to the hearing the respondent receives the hearing packet. An honor hearing panel is formed to review the hearing packet prior to the hearing and oversee the hearing. As with other college procedures, neither the college nor any student shall have attorneys or legal representation at any judicial proceeding.

It is highly recommended that the respondent alleged of the violation present their case at the time designated by the Honor Court. A hearing will take place on the scheduled date even in absentia. The student should submit a prepared statement to be read at the hearing whether the student is present or absent. The student's advocate can provide accommodations in reading out the statement on behalf of the respondent or any involved parties. The members on the panel are reviewing and weighing the totality of information using a preponderance of the evidence standard.

Honor Court (Peer-Led) Hearing Procedures

1. The hearing chair will call the meeting to order by asking the body to stand and recite the Honor Pledge.
2. The hearing chair will remind everyone of the requirement of confidentiality and invite anyone who feels they cannot hear the case objectively to recuse themselves.
3. The Respondent will state whether they are "responsible" or "not responsible" for the alleged violations.
4. The investigator will present the evidence, often asking the Respondent to explain what happened if they are present at the hearing.
5. The Respondent will present their evidence and/or read their statement.
6. The council is given the opportunity to question all parties present at the hearing.
7. The chair will call witnesses who have information to add to the case one at a time to speak. The panel will then be allowed to question the witnesses.
8. The Respondent will have a chance to make a final statement to the panel.
9. The Respondent will be asked to leave while the panel deliberates.
10. When the hearing panel reaches a decision, the assistant director of student integrity and community standards will be notified via email of the hearing panel's decision within 24 hours of the hearing.

11. An Honor Court Justice who was not assigned to the case will work with the chair of the hearing panel to write a decision letter to the Respondent. The decision letter must be reviewed by the director of student integrity and community standards and sent in a timely manner.

Administrative Outcome

The hearing panel must have a quorum of three (3) members to vote. The first vote taken by the panel is to determine whether the Respondent is “responsible” or “not responsible.” This decision requires a simple majority vote. If the Respondent is found not responsible, the hearing panel will issue an outcome letter sharing that the panel found them not responsible for the violation. If the Respondent is found responsible after the first vote by the panel, the panel has a second vote to decide the educational or disciplinary sanctions, with a simple majority vote on sanctions. The panel will send an outcome letter to the Respondent with the findings, a rationale for the decision, and information to complete sanctions.

In cases where the panel recommends any of the following disciplinary sanctions - social probation, suspension, or dismissal - the assistant director of student integrity and community standards shall inform the Judicial Review Committee. The Judicial Review Committee is led by the college president and comprises staff and faculty. The committee will review the case to confirm or change the sanctions set by the member of the Honor Court serving on the hearing panel. The committee will send an outcome letter to the Respondent confirming or changing the recommended findings and/or sanctions suggested by the members serving on the hearing panel.

Integrity Appeal Process

Should a student decide to appeal the integrity decision of a finding and/or college sanction, they have five (5) business days from the receipt of the outcome letter, excluding Saturday, Sunday, and college holidays, to write a narrative of appeal under the following grounds:

- I. A procedural error was committed which affected the hearing outcome.
- II. The disciplinary sanction is disproportionately severe for the violation.
- III. New evidence has been discovered to alter the hearing’s outcome.

The appeal should be submitted to the deanofstudents@agnesscott.edu. This appeal process does not handle disputes regarding grades, however if a student is concerned with a grading penalty this should be referred to the Dean of Students and to the Dean of Academic Affairs.

President of the SGA: Duties And Powers

The president of the SGA is empowered to call the association into session if a request is received from a student who is appealing an Honor Court decision. The organization may be called into session by the president of the Student Government Association.

The president of the SGA is “to preside over meetings of the association.”

Basis Upon Which the Appeals Process Is Structured

In addition, it is strongly recommended that the organization follow the procedures listed after the following constitutional excerpt to ensure an organized and just appeal process for the student(s) involved.

Action of the Association

- I. The association may be called into session by a petition of 50 student signatures or by the president of the Student Government Association.
- II. For the transaction of business, a quorum shall consist of one fourth of all enrolled students.
- III. Business shall be transacted by a simple majority. To censure or revoke a decision of an organization of the association, a two-thirds vote by the students choosing to vote shall be required.

Recommended Procedures to Be Followed for a Meeting of the Association

1. The president of the association will set the date and time; it will be posted widely throughout the campus one week before the vote.
2. The president of the association will chair the meeting.
3. The president of the association will determine if a quorum is present. If a quorum is not present 15 minutes after the meeting is scheduled to begin, the president shall declare the meeting adjourned for lack of a quorum.
4. Once the presence of a quorum has been confirmed and the meeting has been officially convened, no one present may leave the meeting place. Students who arrive after the meeting has been called to order by the president of the association will not be allowed inside the meeting room and will not be allowed to vote. It will be the responsibility of the Student Government Association and the assigned agents of the Student Government Association to make or record a reckoning of which enrolled students are in attendance for the meeting and may vote. This roll will be adhered to in the voting process.
5. The secretary of the Student Government Association shall keep the official minutes of the meeting. It is strongly urged that the secretary of the organization whose verdict is being appealed also take minutes for that organization’s formal records.
6. The president of the organization whose decision is being appealed will present their case, and the student who is appealing the decision will present their case. Each side will have 15

minutes to present their respective cases. The president of the association may extend the presentation of cases by 10 minutes each only one time per side. Five minutes for rebuttal will be allowed to each side.

7. A period of no more than 30 minutes total will be allowed for members of the student body to ask questions of and receive answers from both sides in the interest of clarification.
 - a. Members of the Agnes Scott student body (association) are the only people who may speak.
 - b. The president of SGA has the right to dismiss any person from attendance and the subsequent vote if that person is deemed disruptive (i.e., does not adhere to the rules of decorum and speak in turn as called upon).
8. Legal representation or other outside representatives are not allowed at the meeting.
9. The voting will be done by secret ballot. The members of the Executive Board of the association who are not directly involved in the case will count the votes and report them to the president of the association while the student body is still convened. Only one vote is taken. A majority of two-thirds of the students choosing to vote is needed to censure or revoke a decision of an organization of the association.
10. Upon receiving the results of the balloting, the president of the association will inform the student who requested the appeal of the outcome of the vote. The members of the student body assembled for the meeting will then be notified of the results by open announcement.
11. Following the close of the meeting, the secretary of the Student Government Association will make a formal written notice of the student body's decision to the appealing student, the organization whose decision was appealed, the assistant director of student integrity and community standards, the dean of students, the dean of the college, the director of academic advising and the president of the college. When the decision of the student body involves a sanction of probation, suspension or dismissal or any alternate sanction that affects grades, the registrar will receive a copy of the minutes of the meeting as well.
12. If the case before the student body was an appeal against an Honor Court decision and the original verdict and sanction would have gone before the Judicial Review Committee for reconsideration (see "Honor Court Sanctions"), then after the decision by the student body, the case goes before the Judicial Review Committee for final review. The committee may ask any of the participants in the case to appear before them. The procedures in this review are the same as those outlined in the "Appeals to the Judicial Review Committee" steps 2 through 10, except that the president of the association will present the issues raised at the student body meeting and the subsequent recommendation of the student body. Following this review, the Judicial Review Committee has the right to approve, disapprove or modify the verdict and/or sanction and is responsible for enforcing its decision.
13. The judgment of the Judicial Review Committee is final.

POTENTIAL LIST OF SANCTIONS

This broad range of sanctions is not exhaustive and may be expanded or modified as needed.

- I. **Academic Grade Penalty:** A grade penalty for breach of academic integrity at the discretion of faculty provided to the director of student integrity or Honor Court, which is noted on the decision/outcome letter.
- II. **Community Service:** Assigned service with on or off campus agencies with prior approval from said organizations.
- III. **Dismissal:** Disciplinary dismissal is a permanent separation from the college. However, in some instances a student may reapply to the college after four full semesters and must appear before the Judicial Review Committee for consideration. The Judicial Review Committee makes the final decision regarding readmission.
- IV. **Disciplinary Probation:** notice to the student and or organization that any further disciplinary violation will result in more severe sanctions, which could include suspension or dismissal from the College. Disciplinary probation might also include one or more of the following: the setting of certain restrictions, the issuing of a reprimand, referral to an educational program, or restitution for damages.
- V. **Educational Conversation:** Serves as an oral and written warning to disrupt impactful behavior.
- VI. **Educational Program or Assignment:** Required participation in alcohol or other drug education, community conversation or reflection paper.
- VII. **Housing Probation:** Probation is continued assignment in housing but with a warning that further misconduct or violation of college policies and regulations during the probation period will be referred to the appropriate committee or administrative officer and may result in the student's separation from housing.
- VIII. **Housing Suspension:** The student loses the privilege of living in a college residence hall for a specified length of time. At the end of this time, after receiving approval from the dean of students or designee, the student is allowed to reapply for residence hall living.
- IX. **Initiated Withdrawal:** Student is withdrawn from the academic course within which an offense occurred, without credit for the course; or in the case of suspension, withdrawal from all courses.
- X. **Referral to a Campus Resource:** The student will receive an optional referral to campus resource or service.
- XI. **Restorative/Facilitated Conversation:** Both parties must agree to participate in a facilitated conversation led by the director of student integrity and community standards with an Honor Advocate. This process intentionally brings together both parties to discuss the impact of the violation through vital questions to reach an informal resolution. In this conversation, actionable items are collaboratively determined and form the basis of an honor agreement between both parties and the Office of Student Integrity. Although this process creates an *informal* resolution, a written agreement will be sent to both parties. If actionable items are not upheld, the party (or parties) will go through the student-governed conduct process.

- XII. **Restrictions:** Temporary or permanent loss of college privileges with additional sanctions for violating a restriction.
- XIII. **Restitution:** Reimbursement or replacement of property; this may take the form of appropriate service or other compensation.
- XIV. **Suspension:** Suspension is an involuntary separation of the student from the college; it implies and states a time limit when return will be possible. Suspension shall be noted as either academic or disciplinary. Suspensions at Agnes Scott College are imposed by the Judicial Review Committee.
- XV. **Written Reprimand:** A written notice that continuation or repetition of violating the Honor System will result in severe disciplinary sanctions that may include disciplinary probation, suspension, or dismissal from Agnes Scott College.

CODE TERM DEFINITIONS

CODE TERMS	DEFINITION
Amnesty	Students are encouraged to come forward and report violations of the law and/or code violations notwithstanding their choice to have consumed alcohol or drugs.
Community	Is comprised of Agnes Scott College students, staff and faculty.
Complainant	An individual who experienced misconduct alleged to have violated the Community Code of Conduct.
Disruption	Interruption, impediment or obstruction of teaching, instructional, research, disciplinary, public service administration or other college activities.
Distribution	Sale, exchange, transfer, delivery or gift.
Endanger	To bring into danger or peril
FERPA	Family Educational Rights and Privacy Act, a federal law that governs the privacy of student education records.
Good Standing	Signifies that the student is eligible to continue or to return; it signifies that the student is on neither academic nor disciplinary probation.
Hearing Panel	Honor Court or Judicial Review Committee authorized by the college to determine whether a Student or Student Organization has committed misconduct and to determine sanctions.
Honor Court Member	Students holding judicial branch positions responsible for governing over the Honor System process.
Information	Witness, testimony, documents, statements or other material presented in support of either the Complainant or Respondent's case.
Judicial Review Committee	A specific Student Conduct Board comprised of students, faculty and administrators; serves as the final hearing board for the college.

Preponderance of Information	The lowest standard of proof that is based on the information gathered regarding the code violation.
Complainant	Individual who reports an allegation of conduct that may violate the Code but who is not a party to the complaint.
Respondent	Individual who is alleged to have engaged in conduct that violates college policy.
Honor Advocate	Honor Court member who informs the complainant and respondent about the Honor System process. The Advocate also provides information on campus resources and can assist parties in reading statements during the hearing.
Honor Investigator	Honor Court member who gathers information and briefs the Hearing Panel on the facts of the case.
2.1. Cheating	Attempting to use or aiding others in using unauthorized materials, information, or study materials. This behavior also means unauthorized collaboration or gaining unauthorized access to unauthorized materials.
2.2 Excessive Collaboration	The end result of all idea swapping, sharing, brainstorming and conferring has obliterated one student's voice and replaced it with that of another.
2.3 Fabrication	Falsification or unauthorized invention of any information or citation.
2.4 Plagiarism	Portraying another's work or ideas as your own, or not citing or improperly citing references within the text or references of a paper.
2.5 Multiple Submissions	Submitting substantial portions of the same work for credit more than once without explicit consent of the faculty member(s).
4.1 Self Misconduct	Failure to report one's self for infractions of the community code of conduct.
4.2 Dual Misconduct	Encouraging, conspiring with, or cooperating with others in violations, or acting in concert or passive participation to violate college conduct regulations.
5.1 Disruptive Behavior	Intentionally interfering with typical college sponsored activities, including, but not limited to studying, teaching, research, campus events, college administration, student conduct proceeding, or public service activity or emergency services (see the Disruptive Classroom Behavior Policy)

5.2 False Reporting	Intentionally furnishing false information to the college, or intentionally initiating or causing to be initiated any false report; warning; or threat of fire, explosion or other emergencies.
6.1 Threatening Behavior	Conduct that threatens or endangers any person or persons, including but not limited to physical violence, abuse, intimidation and/or coercion.
6.2 Bullying and Cyberbullying	Repeated conduct and/or severe unwanted aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally. These behaviors are not protected by freedom of expression.
6.3 Harassment	Threat of harm, whether physical, verbal, oral or written, that is beyond the bounds of protected speech; directed at a specific individual(s); and is so severe, pervasive or objectively offensive that it denies or limits an individual's ability to work, or to participate in or benefit from an educational program or activity.
6.4 Disorderly Conduct	Conduct that is lewd, indecent or obscene; gambling; and conduct that tends to degrade the college or its members.
6.5 Failure to comply	Failure to comply with the reasonable request of any properly identified college official within the scope of his or her responsibility.
6.6 Falsification	Forgery, unauthorized alteration, or unauthorized use of any document (e.g., medical documents, college documents, records, instruments, or forms of identification).
6.7 Unauthorized access or use	Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data voice communication networks.
6.8 Retaliation	Any adverse action against someone who exercises their right to make a complaint, or against any individual who provides information related to any such complaint.
6.9 Failure to comply with Institutional Process	Failure to respond to, and cooperate with, the Honor Court or College officials in the carrying out of the Honor System process.
6.10 Sanction Violation	Violating the terms of any sanction imposed by the Honor Court, Judicial Review Board or college official in accordance with the Community Code of Conduct
7.0 Weapon	Examples of items that are considered weapons: BBs, pellets, or shots (including paintballs), or other projectiles, regardless of the propellant used. Other weapons include, but are not limited to, tasers, stun guns, knives with fixed blades, switchblades, spring-loaded knives, pocket knives with blades longer than 4 inches, kitchen utensils not used for their intended purpose, martial arts weapons, bow and arrows of any type,

	swords, brass knuckles, and sling shots. Explosives or incendiary devices such as firecrackers are strictly prohibited on campus. “Prop” weapons used in plays, the theater, etc., may not be kept in residence hall rooms or other non-theater spaces
11.1 Fire Hazard	Possessing or using fireworks, explosives, or other incendiary devices without authorization.
11.2 Failure to Evacuate	Failure to exit a college building when the fire alarm sounds.
11.3 Health Hazard	Failure to maintain an organization’s facilities and/or surrounding property, creating a potential danger to health or safety of the occupants or other individuals.
12.1 Theft	Taking, attempting to take, or keeping in one’s possession any property or item including but not limited to any tangible possession, information or account, without proper authorization.
12.2 Damage	Destroying, removing, or otherwise misusing property belonging to the college or another person.
12.3 Disregard for property	Unauthorized use of the College’s name, seal, logo, mascot or any other words or symbols implying affiliation with the College.

RESPONSIBLE ACTION/MEDICAL AMNESTY POLICY

Health and safety are first and foremost for the Agnes Scott College community. As an Agnes Scott community member, we expect students to demonstrate care and concern for others in matters of medical emergencies and/or crises. To encourage students to immediately seek necessary medical attention for themselves or others, the college will not impose disciplinary action of record for a violation of student alcohol or drug possession or consumption against individual students or recognized student groups/organizations when they report to, or seek assistance from, on-duty medical staff or law enforcement for a medical emergency or condition.

To initiate the Amnesty and Responsible Action Protocol, you must:

1. **Call for help:** Upon witnessing a medical emergency or personal crisis, you must take immediate action to call Public Safety (404.471.6400), 911, or, if you're on campus, contact an RA on duty.
2. **Stay:** Remain with the individual(s) needing help until the on-duty emergency medical staff or law enforcement arrives.
3. **Cooperate:** Provide information and assistance as needed to the emergency responders and campus officials reporting to the needs of the individuals. Meet with the appropriate college administrators following the incident and agree to the timely completion of any recommended educational alcohol or other drug corrective measure as assigned by the assistant director of Student Conduct and Community Standards, designated conduct administrator or hearing board/panel.

The college also will not impose disciplinary action of record for a violation of alcohol or drug consumption/use against the student who is the subject of such medical emergency or condition. The college has the discretion to seek similar cooperation from the student who is the subject of such emergency or condition as appropriate.

For amnesty to apply, a student or recognized student group/organization must follow the above-mentioned steps. The dean of students or designee has the discretion to require the organization to participate in an appropriate educational program in lieu of a violation of the college policies.