

2024-2025 Student Handbook



Hanover College

Student Handbook Site Map

- Introduction & Purpose
- Jurisdiction
- Hanover College Principles
- FERPA
- Withdrawal from Courses/College
- Classroom Policies
- Rules Application Committee
- Conduct System
- Hearing Options
- Policies and Regulations
- Residence Hall Policies
- Campus Motor Vehicle Policy
- Judicial Sanctions

Introduction & Purpose

The Hanover College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of Student Life is committed to an educational and developmental process that balances the interests of individual students with the interests of the College community.

A community exists based on shared values and principles. At Hanover College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Student Handbook*. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility.

Each member of the College community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the *Hanover College Principles and Student Code of Conduct*.

The student conduct process at the College is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies.

Sanctions are intended to challenge students' moral and ethical decision making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of college policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

~Office of Student Life

Jurisdiction

Students at the College are provided with a copy of the *Student Handbook* annually in the form of a link on the College website. Hard copies are available upon request from the Office of Student Life. Students are responsible for knowing and abiding by the provisions of the *Student Handbook*.

The *Student Handbook* and the student conduct process apply to the conduct of individual students and all College-affiliated student organizations. For the purposes of student conduct, the College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the College. The College retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll **[and/or obtain official transcripts and/or graduate]** and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree. The *Student Code of Conduct* applies to behaviors that take place on the campus, at college-sponsored events and may also apply off-campus when the Dean of Students or designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the College;

The *Student Code of Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. **The Code may also be applied to resident non-students, campers and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements.** Visitors to and guests of the college may seek resolution of violations of the *Student Code of Conduct* committed against them by members of the college community. There is no time limit on reporting violations of the *Code of Student Conduct*; however, the longer someone waits to report an offense, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the College's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Life and/or to Campus Safety.

A responding student facing an alleged violation of the *Student Code of Conduct* may not be permitted to withdraw from the College until all allegations are resolved. If a withdrawal is granted prior to the resolution of an incident, stipulations may be put in place to be met prior to a student's return to campus.

College email is the College's primary means of communication with students. Students are expected to regularly check their campus email for important information.

Hanover College Principles

The students, faculty, staff and trustees of Hanover College seek to promote academic, personal, and moral growth within a safe, challenging and responsive community. Therefore, we will hold ourselves and the Hanover College Community to the highest standards of inclusivity, identifying and removing all systemic biases that impact the dignity of any person, supporting all, and ensuring that we are a truly empathetic and inclusive community where all persons belong and are valued. These values are articulated in the College's mission documents and embodied in the daily, ongoing work of the community.

To this end, each is committed to the following:

PURSUIT OF ACADEMIC EXCELLENCE

- I will seek the breadth and depth of knowledge appropriate to a liberal arts education, will seek to foster intellectual vitality, and will practice academic integrity.
- I will participate in the open and free exchange of ideas necessary for a meaningful education and a successful democracy.

PURSUIT OF PERSONAL EXCELLENCE

- I will pursue physical, moral, emotional, and spiritual well being, with respect for the Christian and liberal arts traditions of the College.
- I will practice self-respect and self-discipline, and will seek to grow in maturity and independence.

RESPECT FOR ONE ANOTHER

- I will work to create a safe campus community, free from unjust coercion, harassment, and other threats to persons or property.
- I will practice honesty toward, tolerance of, and compassion for others, working to support the well-being of other members of the College community.

COMMUNITY RESPONSIBILITY

- I will participate in decision-making on rules and procedures and will encourage others to do the same.
- I will be a good steward of the College, the environment, and the world community.

ACCOUNTABILITY

- I will know and adhere to the rules of the College and to state and federal laws, accepting accountability for my own actions and encouraging others to be accountable for theirs.
- I will practice justice, fairness and respect in my responses to violations of these commitments and of College rules by community members.

As members of the Hanover College community, we will make decisions together with those who will be most affected by them, we will seek the greatest amount of relevant input possible in our decision-making, and, to the extent possible, we will encourage decision-making on rules and procedures by those who will be most affected by them.

FERPA (The Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar or Academic Dean a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record they want to change and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative position, academic or research position, support staff (including campus security and health services personnel), a person or company with whom the College has contracted (such as an attorney or auditor), a person serving on the board of trustees, or an individual serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill their professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hanover College to comply with the requirements of FERPA. FERPA contact information can be found at: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Institutions may disclose information on a student without violating FERPA regulations through what is known as "directory information." Hanover College considers the following information as directory information: Name, Major Field of Study, Dates of Attendance (current and past), Degrees and Awards received, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams.

Withdrawal from Hanover College

Withdrawal from Hanover College

If a student is contemplating withdrawing from the College, an appointment should be made with the Associate Provost for Student Outcomes for advice concerning procedures to be followed. Because such a decision has numerous and broad implications for the student, they are advised to discuss the matter with their faculty advisor, and perhaps family, other members of the faculty and staff before making a decision. Students may withdraw from the College without academic penalty prior to the end of the ninth (9th) week of an enrollment period. After this period, a student may withdraw from the College without academic penalty only for reasons of illness, family crises, or other problems outside of the student's control, and only with the prior consent of the Registrar. The withdrawal form should be completed at least one week prior to your departure from campus. It can be found on your My Hanover account, under the "campus life" tab.

Medical Leave Policy

Situations may arise that require a student to leave campus and miss classes for a brief period of time (e.g. contagious illness, injury, family emergency). In such situations, the student is asked to make responsible arrangements with their professors in a timely manner. The Registrar and/or other campus officials (e.g. Health Services Director, Counseling Services Director, Campus Chaplain) can assist in contacting professors and documenting the legitimacy of the situation. Should a situation require a student to leave campus for an extended period of time (two (2) or more weeks) or if it appears that the situation may prohibit the student from completing the term, they should contact the Registrar to determine if a Medical Leave of Absence is appropriate.

Voluntary Medical Leave of Absence Policy

In consultation with Student Health Services and/or Counseling Services, the Registrar will determine whether a Medical Leave of Absence will be granted, the length of time granted, and any conditions for readmission.

The Registrar is responsible for notifying the student in writing of the determination and for notifying all other associated offices, departments, instructors and/or advisors.

Upon approval from the Registrar, the student must complete the Medical Leave of Absence/Withdrawal Form (located in your My Hanover account, under the "Campus Life" tab). The student should complete the Medical Leave of Absence/Withdrawal Form before leaving campus or, in cases of emergency, as soon as they are able to do so.

A student who is granted a leave of absence may still have financial obligations to the College. The student should speak with the Business Office and Associate Director of Student Financial Planning to clarify their financial obligations.

A student who is granted a leave of absence due to a medical condition will often be asked to provide documentation from a treating health care professional attesting to the student's medical stability and readiness for return. Thus, the student must contact the Registrar and supply any documentation necessary to verify that the conditions for readmission have been met prior to returning to campus.

A student who is denied a requested leave of absence or who is denied readmission following a leave of absence may appeal that decision to the Dean of Students.

Involuntary Medical Leave for Reasons of Personal or Community Safety

In situations in which: a) a student engages in life threatening or potentially life-threatening behaviors due to a medical condition, or b) in situations in which the student's medical condition or associated behaviors pose a significant disruption to the learning environment, the College reserves the right to invoke an involuntary medical leave.

Procedures

1. The student will be notified by the Dean of Students of the reasons for involuntary leave along with the conditions for return.
2. Typically, the conditions for return will include:
 - a. student is medically and psychologically stable
 - b. student no longer poses a threat to self or others
 - c. student has sought appropriate treatment from a licensed health care or mental health practitioner
 - d. The treating health care/mental health care professional submits a written verification of the treatment and attests to the readiness of the student to return to campus without on-going supervision or treatment.
3. Prior to returning to campus, the student will need to meet with the Dean of Students, Director of Health Services and/or Director of Counseling Services. In consultation with the Director of Health

Services and/or Director of Counseling Services, the Dean of Students will determine if the student has met the criteria for return.

In cases of involuntary medical withdraw the student may appeal that decision to the Office of Student Life within 48 hours. The appeals officer shall have 24 hours to provide a response to the student's appeal.

Classroom Policies

Attendance at all class sessions as well as the prompt fulfillment of all course assignments and other academic obligations is expected of students. Students should be aware that instructors have the authority to establish their own standards for attendance and other classroom behavior, and to enforce these standards with appropriate disciplinary action, up to and including the removal of a student from the course. Students who find it necessary to miss class or delay the submission of an assignment beyond its due date should, when at all possible, contact their instructor in advance. When an emergency arises which might require a prolonged absence from classes or a departure from the campus, students should notify their instructors as soon as possible. The Registrar will help students notify their instructors, inform instructors of further developments, and advise students should the absence interfere with academic progress.

Academic Honesty

Nothing is more fundamental to the life of the College than honesty and integrity. Hanover College expects scrupulous honesty in the performance of academic work. Students must maintain at all times the highest levels of integrity in fulfilling such course requirements as writing papers, taking examinations, and completing other kinds of assignments. Because of the seriousness of the matter, and in an effort to help students become more aware of the ethical dimensions of their academic work, the faculty has adopted policies which identify various types of academic dishonesty and specify the penalties for engaging in them. Words and ideas are a writer's tools and possessions. Just as one does not take without permission another's property, one must acknowledge the source when borrowing another's words or ideas. In an effort to clarify these matters for students, the faculty has approved a document entitled, "The Use of Source Materials," which explains at length the appropriate and inappropriate use of sources for papers. This document, together with a copy of the faculty policy governing academic dishonesty, is distributed to all entering students. When in doubt about appropriate use, however, students should ask their course instructor(s).

Academic Dishonesty

Presenting another's work as your own or otherwise misrepresenting your own works is a form of theft and there are penalties. According to faculty action, when a student submits a paper, an examination, or any other assignment that is substantially the result of an academically dishonest procedure, the student shall receive a '0' (zero) for the paper, examination, or assignment, and their grade for the course shall be lowered not less than one letter grade. In this context, 'an academically dishonest procedure' is defined as 'any action with the intent to deceive in order to obtain an unfair advantage'. Note that the use of Generative Artificial Intelligence (AI) tools without the direction or approval of the instructor may be considered academic dishonesty. Should a student who has already been penalized for an academically dishonest procedure commit a second such offense in the same course, they shall receive a grade of 'F' for the course and be removed from it. The same or similar penalties may also be applied to students who knowingly assist others to engage in an academically dishonest procedure. Any given instance of academic dishonesty is dealt with by the instructor of the course in which it occurs. All instances of academic dishonesty are reported to the chair of the Student Academic Assistance Committee, and repeated instances of academic dishonesty will subject a student to additional penalties up to and including dismissal from the College, as outlined in the [College Catalog](#).

Service Animals

Hanover College adheres to the Americans with Disabilities Act (ADA) regarding service animals. In accordance with the ADA, Hanover College offers the following guidelines regarding service animals on campus.

Service Animal Definition

Service animals are defined as dogs that are individually trained to do work or perform tasks for individuals with disabilities. The work or tasks performed by a service animal must be directly related to the student's disability. Examples of work or tasks include, but are not limited to: assisting an individual who is blind, or has low vision, with navigation and other tasks; alerting an individual who is deaf or hard of hearing to the presence of people or sounds; pulling a wheelchair; assisting an individual during a seizure; alerting the individual to the presence of allergens; retrieving items such as medicine or the telephone; providing physical support and assistance with balance and stability to an individual with a mobility disability; helping the individual with a neurological disability by preventing accidents or mishaps.

Emotional support, therapy, comfort, or companion animals are terms used to describe animals that provide comfort by being with a person. Because they have not been trained to perform a specific job of task, they do not qualify as service animals under the ADA.

Overview of the Conduct Process

This overview gives a general idea of how the College's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of college policies.¹

NOTICE. Once notice is received from any source (victim, RA, 3rd party, online, etc.), the College may proceed with a preliminary investigation and/or may schedule an initial meeting/conference with the responding student to explain the conduct process to the responding student and gather information.

Student Conduct Authority

Authority

The Dean of Students is vested with the authority over student conduct. The Dean of Students appoints a Chief Conduct Officer to oversee and manage the student conduct process. The Dean of Students and Chief Conduct Officer may appoint administrative hearing and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process. The Chief Conduct Officer (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

The Dean of Students or designee has the authority in extreme cases, where the safety and security of the student body or campus community is in danger, to impose an interim sanction pending the outcome of a conduct hearing.

Chief Conduct Officer

Casey Heckler, Associate Vice President of Student Life

heckler@hanover.edu

812-866-6740

Brown Campus Center 214

Gatekeeping

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

Burden of Proof

Hanover College uses the preponderance of the evidence standard: If the evidence indicates that it is more likely than not that a student committed the alleged policy violation(s), then the student will be found responsible for violating this policy.

Conflict Resolution Options

The Chief Conduct Officer has the discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The Chief Conduct Officer may also suggest that complaints that do not involve a violation of the *Student Code of Conduct* be referred for mediation or other appropriate conflict resolution.

Preliminary Inquiry and/or Educational Meeting

The College conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:

1. A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the *Student Code of Conduct*, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);
2. A more comprehensive investigation, when it is clear more information must be gathered
3. A formal complaint of a violation and/or an educational conference with the responding student.

When an initial educational meeting/conference is held, the conduct review officer may decide:

- Not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;
- A decision on the allegation, also known as an “informal” or “administrative” resolution to an uncontested allegation (see immediately below);
- A decision to proceed with additional investigation and/or referral for a “formal” resolution (i.e. Community Conduct Review Board, Confidential Meeting with the Dean, Sexual Misconduct Hearing etc.).

Hearing Options

Students who have been documented in an incident have the following options for the review of their case:

1. Administrative Review Process

The Dean of Students appoints members of their staff to serve as Administrative Review Officers.

All review processes start with the Administrative Review. The initial notification of an incident and review letter is generated from the Conduct Review Officer. Any student receiving notice of an initial hearing review shall be required to report to the appropriate Review Officer within 48 hours, or as requested.

In an Administrative Review the student will have the option to read the incident report or documentation prior to deciding which body to have review the case. If the student decides to proceed with an Administrative Review then they may acknowledge the validity of the charge, explain their views of the situation, and will be given an appropriate sanction by the Review Officer.

2. Community Conduct Review Board Process

The intended goal for community members participating in the Conducts Review Process is to educate students about appropriate behavior, redirect inappropriate behavior, hold community members accountable for inappropriate behavior and set the tone for the campus about acceptable behavior and responsibility.

In the initial Administrative Review, if the student rejects the charge they may petition a review by the Community Conduct Review Board. Any student who petitions a review by the Community Conduct Review Board is required to submit a written petition to their Chief Conduct Officer which includes why they believe the Community Conduct Review Board should hear their case.

1. This written account must be submitted to the Chief Conduct Officer no more than 48 hours after meeting with the Review Officer.
2. The Chief Conduct Officer or designee will review the student's request and decide if the Community Conduct Review Board should review the case or if it should be returned to the Review Officer.
3. If the written account is not submitted within 48 hours, the request for a review by the Community Conduct Review Board will be automatically denied and the case will revert back to the initial Review Officer for resolution.
4. If the petition is accepted then the Chief Conduct Officer will then inform the student. The Chief Conduct Officer will then convene a Community Conduct Review Board. The Chief Conduct Officer will inform the student of the date and time for the hearing. All other involved parties, including the members of the Community Conduct Review Board and the person(s) who have made the charges, shall be informed of the time of the hearing and requested to attend.

3. Confidential Review by the Dean of Students

The student may request a confidential review by the Dean of Students, on grounds of extreme sensitivity of the charge or related issues by submitting a petition to the Chief Conduct Officer.

1. A written account must be submitted to the Conduct Officer no more than 48 hours after the initial meeting with the Review Officer.
2. The Chief Conduct Officer will review the student's request and decide if the Dean of Students should review the case or if it should be returned to the Review Officer.
3. If the written account is not submitted within 48 hours, the request for a review by the Dean of Students will be automatically denied and the case will revert back to the initial Review Officer for resolution.
4. If the petition is accepted, then the Chief Conduct Officer will inform the Dean of Students and the student of the date and time for the hearing.

Composition of the Review Board

The Chief Conduct Officer will be responsible for assembling the Review Board according to the following guidelines:

The Community Conduct Review Board, an ad hoc committee of the Faculty Staff & Students, oversees the Community Conduct Review process with specific responsibility for formulating and implementing procedures and suggesting sanctions for students found responsible for violating College policies. The Committee also coordinates the work of the Community Conduct Review Boards in order to ensure consistency in Community Conduct Review Board procedures and sanctions.

The Rules Application Committee consists of the following members:

The rules application committee is an ad hoc committee established to review the student handbook policies and procedures to reflect the values and principles of the college. The composition of this ad hoc committee is listed below.

1. Two selected faculty
2. Two students selected by the Student Senate.
3. Staff Person
4. Chief Conduct Officer from the Office of Student Life.

Functions of the Committee shall include:

1. Drafting a schedule of sanctions or ranges of sanctions for common policy violations. These shall provide a basis for the setting of sanctions by both the Conduct Review Officer(s) and Community Standards Review Boards.
2. Formulating proposals for long term reform for the student conduct system.
3. Developing means to ensure that the standards that set the parameters of our community, and potential sanctions for violations of the standards, are placed in the hands of every student in a timely and appropriate manner.

To be eligible for election to the Community Conduct Review Boards, students must fulfill the following criteria:

1. Minimum GPA of 2.00 at the conclusion of the Fall Term prior to the Student Community Standards Review Board election.
2. Not currently on academic or student living unit probation.

To be eligible to continue to serve on the Community Conduct Review Boards, students must fulfill the following criteria:

1. Minimum GPA of 2.00 at the conclusion of the Fall Term prior to the Student Community Conduct Review Board election.
2. Has not been placed on academic or living unit probation.
3. Fulfill all duties and responsibilities of the Community Conduct Review Board.

If a student, Community Conduct Review Board member, does not fulfill their responsibilities, the Student Community Conduct Review Board Chair may recommend to the Student Senate that the student be removed from the Community Conduct Review Board.

Prior to Community Conduct Review Board Proceedings Students and witnesses coming before a Review Board should do the following prior to the Review.

1. **Line Up Witnesses** - witnesses need to be people who have first-hand knowledge of the documented incident. The student presents a list of witnesses to the Chief Conduct Officer with a rationale as to why they need to come before the Review Board. Character witnesses are not permitted unless specifically requested in the initial petition and approved prior to the Review by the Chairs.

2. **Witness Statements** – The Review Board will read the case file prior to the hearing. Having witness statements in the case file prior to the review will enable them to be better prepared and ask more pertinent questions.
3. **Advisor** - The student may bring with them an advisor. The advisor can be any person of their choosing. The advisor is a silent participant and cannot address the Review Board. The advisor can communicate with the student as long as the behavior does not become distracting to the proceedings.

Establishment of the Community Conduct Review Board

The actual Review Board(s) will be comprised of one student member, one faculty member and one staff person. All selected members will be trained and may participate in hearings. However, Boards will be made up based upon availability of members and potential conflicts of interest due to involvement with the accused. A quorum is three members of the Board with each constituency represented.

Each Community Conduct Review Board will be chaired by a student elected from its membership and will convene on a rotating basis to hear any cases that may be presented to it. If a case cannot be resolved during one session, the same Community Conduct Review Board shall convene extra sessions until that case is completed.

Community Conduct Review Board will meet at least once per semester to review policy, sanctions, and other training topics in order to stay ready for cases.

In instances where there is not enough time to convene a Community Conduct Review Board (e.g. final exam week), a request for a review by one of the Boards will be handled by the Dean of Students and/or their designee(s).

This system was established to review student policy/principle violations.

Hanover College Policy & Procedures on Sex/Gender Harassment, Discrimination and Misconduct

Introduction

Members of the Hanover College Community have the right to be free from all forms of Sexual Harassment which impede the realization of the Hanover's mission of fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. All members of the Hanover Community are expected to conduct themselves in a manner that maintains an environment free from Sexual Harassment. As such, Hanover College does not discriminate on the basis of sex and is committed to providing an educational environment free from sex discrimination.

As a recipient of federal funding, the College is required to comply with Title IX of the Higher Education Amendments of 1972, 10 U.S.C. § 1681 et seq. (Title IX). Title IX is a federal civil rights law that prohibits discrimination on the basis of sex — including pregnancy discrimination and Sexual Harassment — in educational programs and activities. Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Sexual Harassment is defined broadly under this Sexual Harassment Policy (Policy). Sexual Harassment includes Sexual Assault, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, Sexual Misconduct with a Minor, Child Molesting, and sex discrimination, as defined below. Sexual Harassment is a violation of college policy, state and federal civil rights laws, and may violate state and federal criminal laws. When an allegation of Sexual Harassment is brought to an appropriate individual's attention, and a Respondent is found to have violated this policy, the College will issue appropriate sanctions to prevent future misconduct.

The College reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Harassment in order to protect the rights and personal safety of students, employees, and other members of the

Hanover Community. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local police. Not all forms of Sexual Harassment will be deemed to be equally serious offenses, and the Hanover reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The Hanover will consider the concerns and rights of both the Complainant and the Respondent.

Definitions

Actual Knowledge

Notice of Sexual Harassment or allegations of Sexual Harassment to a college's Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the college. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute Actual Knowledge. This standard is not met when the only official of the college with Actual Knowledge is the Respondent. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the college. "Notice" includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator. Examples of an Employee with authority to institute corrective measures on behalf of the college include the President, vice presidents of Academics, Student Life, Athletics, Title IX Coordinator and deputy coordinators, and other employees as outlined Section III: Employee Duty to Report.

Appointee

An individual deemed to have an affiliation with the College in a non-compensatory capacity as designated in the applicable Human Resources Information System.

Complainant

Any person who is reported to have experienced conduct prohibited by this policy, regardless of whether that individual makes a report or participates in the review of that report by the College, and regardless of whether that person is a member of the Hanover Community.

Consent

Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as Consent. Consent can be given by words or actions, as long as, those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply Consent to any other forms of sexual activity.
- Consent may be withdrawn at any time.
- Previous relationships or prior Consent cannot imply Consent to future sexual acts; this includes "blanket" Consent (i.e., permission in advance for any/all actions at a later time/place).
- Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – substantially impaired (e.g., by alcohol or other drug use, unconsciousness, etc.).
- Substantial impairment is a state when an individual cannot make rational, reasonable decisions because they lack the capacity to give knowing Consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).
- This also covers individuals whose substantial impairment results from other physical or mental conditions including mental disability, sleep, involuntary physical restraint, or from the consumption of alcohol or other drugs.
- Being impaired by alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- It is the obligation of the person initiating the sexual activity to obtain Consent.

- An individual cannot Consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a supervisory or disciplinary authority.
 - Force: violence, compulsion, or constraint; physically exerted by any means upon or against a person.
 - Coercion: the application of pressure by the Respondent that unreasonably interferes with the Complainant's ability to exercise free will. Factors to be considered include, but are not limited to, the intensity and duration of the conduct.
- A person who does not want to Consent to sex is not required to resist or verbally object.
- Withdrawal of Consent can be manifested through conduct and need not be a verbal withdrawal of Consent (i.e. crying, pulling away, pushing away, not actively participating, laying there, uncomfortable or upset facial expression).
- Consent may not be given by an individual who has not reached the legal age of Consent under applicable law.

Decision Maker

The administrator(s) who oversee(s) any hearing or appeal which takes place as part of the formal resolution process.

Formal Complaint

A complaint filed by the Complainant or the College that triggers the Hanover full investigation and hearing process under Title IX.

Investigator

An individual assigned by the Title IX Coordinator to investigate the alleged Sexual Harassment and oversee the investigative hearing.

Respondent

Any member of the Hanover Community who is reported to have engaged in conduct prohibited by this policy.

Retaliation

Any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or Sexual Harassment.

Sexual Harassment

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- "Sexual assault" as defined in 20 U.S.C.1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

All such acts constitute of Sexual Harassment under this policy.

Student

An individual to whom an offer of admission has been extended, paid an acceptance fee, registered for classes, or otherwise entered into another agreement with the College to take instruction. Student status lasts until an individual graduates, is permanently dismissed, or is not in attendance for two complete, consecutive terms, and includes those with a continuing educational relationship with the College; "Student" also includes registered Student organizations. A Student organization remains a "Student" for purposes of this policy for one calendar year following the expiration of the organization's most recent registration.

The College reserves the right to administer this policy and proceed with any process provided by this policy even if the student withdraws from the College, is no longer enrolled in classes, or subsequently fails to meet the definition of a Student while a disciplinary matter is pending.

Title IX Coordinator

The designated College official with primary responsibility for coordinating Hanover's compliance with Title IX. This individual provides leadership for Title IX activities; offers consultation, education, and training; and helps to ensure that the Hanover responds appropriately, effectively, and equitably to all Title IX issues.

Hanover Community

Faculty, staff, Students, student employees, graduate associates, Appointees, volunteers, suppliers/contractors, and visitors.

POLICY

SCOPE

This policy applies to alleged Sexual Harassment in any medium. Sexual Harassment may manifest in many evolving forms including, but not limited to; physical, verbal, and visual, whether in person or online in any format.

Jurisdiction

The college has a compelling obligation to address allegations and suspected instances of Sexual Harassment when it has Actual Knowledge that this policy has been violated. The college must inform the Respondent of the allegations and may take any further action it deems appropriate, including pursuing an investigation even in cases when the Complainant is reluctant to proceed. The Complainant will be notified in advance when such action is necessary.

The college's disciplinary response may be limited if the Respondent is a visitor or other third-party or is not subject to the college's jurisdiction.

Location

This policy applies to alleged Sexual Harassment that takes place in a college educational program or activity, against a person in the United States. This includes locations, events, or circumstances over which the college exercised significant control over both the Respondent and the context in which the Sexual Harassment occurred.

This policy also applies to alleged Sexual Harassment that occurs off-campus, including virtual spaces, in any building owned or controlled by a student organization that is officially recognized by the college.

In situations not covered above, but where the Sexual Harassment undermines the security of the Hanover Community or the integrity of the educational process or poses a serious threat to self or others, other applicable college procedures for general misconduct may be applied.

This policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish members of the Hanover Community who exercise their legitimate First Amendment rights.

AMENDMENTS

This procedure may be amended at any time, or from time to time, in writing by the Dean of Students in consultation with the Student Life Directors and the Director of Human Resources and with the approval of the President's Cabinet. *Updated August 2022*

RECEIVING SUPPORTIVE MEASURES

Members of the Hanover Community impacted by Sexual Harassment are encouraged to use counseling and support services, listed in the Resources section.

EMPLOYEES WITH AUTHORITY TO INSTITUTE CORRECTIVE MEASURES

The college designates certain employees who have the authority to institute corrective measures on its behalf. Under this policy, their knowledge of Sexual Harassment conveys Actual Knowledge to the Hanover.

The following employees have been designated by the college as having the authority to initiate corrective measure on its behalf:

Title IX Coordinator(s)

Casey Heckler

Associate Dean of Students/Title IX Coordinator
812-866-6740, heckler@hanover.edu
Brown Campus Center 214

Holly Sipe

Director of Human Resources, Deputy Title IX Coordinator
812-866-7097, sipe@hanover.edu
Long Administration Building 102

President of the Hanover/Institution

Dr. Lake Lambert

President of Hanover College
812-866-7056, lambert@hanover.edu
Long Administration Building 201

Dr. Carey Adams

Provost and Vice President of Academic Affairs
812-866-7005, adamsc@hanover.edu
Long Administration Building 202

Dr. Lindsay Faulstick

Dean of Students and Vice President of Student Life
812-866-7079, faulstick@hanover.edu
Brown Campus Center 215

Lynn Hall

Vice President for Athletics
812-866-7385, hall@hanover.edu
Horner Center 209

When one of the above employees learns of alleged sexual harassment, that employee should contact the Title IX Coordinator in the Office of Student Life as soon as possible.

Employees may have additional reporting obligations provided by law and/or other Hanover policies.

Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

EMPLOYEE DUTY TO REPORT

All Hanover employees have reporting responsibilities to ensure Hanover can take appropriate action.

All Hanover employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of Sexual Assault. Any employee who receives a

disclosure of Sexual Assault or becomes aware of information that would lead a reasonable person to believe that a Sexual Assault may have occurred involving anyone covered under this policy, must report all known information immediately.

In addition to the requirement of reporting incidents of Sexual Assault, the following members of the Hanover Community have an additional obligation to report all other incidents of Sexual Harassment, when they receive a disclosure of Sexual Harassment or become aware of information that would lead a reasonable person to believe that Sexual Harassment may have occurred involving anyone covered under this policy. These individuals must report the incident within five business days of becoming aware of such information:

- Executive officers;
- Deans, directors, department heads/chairs (including those serving in assistant or associate roles);
- Graduate and undergraduate chairs;
- Supervisors who have hiring or firing power over at least three employees who are not student or post-doc employees;
- Faculty and staff who serve as advisors to or coaches of Hanover-recognized Student groups;
- Any individual, whether an employee or not, who serves as a coach of a club sports team;
- All individuals, including Student-employees (such as Resident Advisors) working in Student Life, Campus Safety, Intercollegiate Athletics, except those who serve in non-supervisory positions in dining services, clerical, or custodial/maintenance capacities;
- Hanover Campus Safety designed by the college under the Clery Act not otherwise specified in this provision; and
- Individuals serving in any of the positions described above on an acting or interim basis.

Employees are not required to report disclosures of information regarding Sexual Harassment pursuant to this policy in the following circumstances, unless an individual covered under this policy is implicated or the individual is explicitly seeking assistance from the college:

- At public survivor support events including, but not limited to: “Take Back the Night,” candlelight vigils, protests, and survivor speak-outs;
- To Student-employees when they are operating outside of their official work capacity; or
- During an individuals’ participation as a subject in an Institutional Review Board (IRB)-approved human subjects research protocol.

Employees with a duty to report should refer to the chart in Reporting Allegations of Sexual Harassment. Contacting the Title IX Coordinator in the Office of Student Life to share all known information will satisfy the employee duty to report.

Employees may have additional reporting obligations provided by law and/or other Hanover policies.

The following categories of employees are exempt from the duty to report Sexual Assault and other Sexual Harassment, due to their legal or professional privilege of confidentiality or their designation by the college as a confidential reporter:

Professional and pastoral counselors

A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the Hanover Community and who is functioning within the scope of that license or certification and their college employment.

- This definition applies even to professional counselors who are not employees of the college but are under contract to provide counseling at the college.

- This also includes an individual who is not yet licensed or certified as a counselor but is acting in that role under the supervision of an individual who is licensed or certified (e.g., a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the Hanover).
- A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition and their role at the Hanover.
- Other employees with a professional license requiring confidentiality who are functioning within the scope of that license or certification and their Hanover employment.

Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

REPORTING ALLEGATIONS OF SEXUAL HARASSMENT

Any person may report sexual harassment. By way example, this includes:

- Students
- Employees
- Parents
- Any Hanover Community member or other individual who is directly involved in, observes, or reasonably believes that Sexual Harassment may have occurred.

Reports can be made to the Title IX Coordinator in the following ways:

- In-Person: Brown Campus Center 214
- Mail: 517 Ball Drive, Hanover, In 47243
- Phone: 812-866-6740
- Email: heckler@hanover.edu

Making a report to the college and to law enforcement are mutually exclusive events. Making a report to the college does not preclude the individual from filing a report of a crime with law enforcement nor does it extend time limits that may apply in criminal processes. Filing a report with law enforcement is not a prerequisite of making a report with the college. However, individuals may request assistance from the Title IX Coordinator or designee to notify law enforcement.

Agency	Contact Information
Campus Safety	812-866-7999
Hanover Town Police	812-866-2131
Sheriff's Department	812-265-2648

CONFIDENTIALITY AND PRIVACY

The college recognizes the importance of confidentiality and privacy. See the Resources section for a list of confidential support, non-confidential support, and medical resources. Information received in connection with the reporting, investigation, and resolution of allegations will be treated as private and will only involve individuals whom the college determines are necessary to conduct an appropriate investigation, to provide assistance, and resources to parties, to perform other appropriate college functions, or when the college is required to provide information under the law.

If an incident is disclosed or reported to the college and the individual requests that no investigation be conducted or disciplinary action be taken, the Title IX Coordinator or designee will explain that the college prohibits Retaliation

and explain the steps the Hanover will take to prevent and respond to Retaliation if the individual participates in a resolution process. The Title IX Coordinator or designee will evaluate the request to determine whether the college can honor the request while still providing a safe and nondiscriminatory environment.

A decision to proceed despite an individual's request will be made on a case-by-case basis after an individualized review, and the Complainant will be notified if such a decision is made. If the college proceeds with an investigation, the Complainant is under no obligation to proceed as a part of the investigation.

All individuals involved in the process should observe the same standard of discretion and respect for everyone involved in the process.

RETALIATION

Retaliation is prohibited by college policy and law. The college will not tolerate Retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a Complainant, or participates in an investigation of discrimination or harassment.

Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or suspension or dismissal of a student, independent of the merits of the underlying allegation.

Allegations of Retaliation should be reported to the Title IX Coordinator.

INVESTIGATION AND RESOLUTION OPTIONS

Initial Assessment

The Office of Student Life or Human Resources reviews all reports of Sexual Harassment under this policy under the direction of the Title IX Coordinator or designee for an initial assessment of the reported information. The available resolution options will be guided by the availability of information or evidence suggesting that a policy violation may have occurred; the college's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the desire of the Complainant to participate in an investigation or other resolution.

Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate the options to the parties.

Informal Resolution

Informal resolution may be utilized in some circumstances if the college deems appropriate and both parties agree.

Investigative Resolution

The Office of Student Life or Human Resources may resolve a report of Sexual Harassment through investigative resolution when the alleged Sexual Harassment, if true, would be prohibited under applicable college policy. In instances when informal resolution is inappropriate, when the party requests, or when the college requires formal investigation, the college will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

REMEDIES

When the college makes a finding of a policy violation, it will take steps, whether individual or systemic, to stop the alleged Sexual Harassment, prevent its recurrence, and remedy the discriminatory effects on the Complainant and others, as appropriate.

Corrective Actions/Sanctions

When the Respondent is a student, potential sanctions include formal reprimand, disciplinary probation, suspension, dismissal, and other appropriate educational sanctions.

When the Respondent is an employee, corrective actions may be taken pursuant to the Employee Harassment Policy. Disciplinary corrective actions include coaching, development plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate corrective actions.

Student employees may be subject to corrective action and sanctions under student and/or employee policies depending on the nature of the case. For instance, a student employee who is dismissed from the college may also be subject to termination or other corrective actions.

Any corrective actions or sanctions will not take effect until any appeals have been completed.

Interim Supportive Measures

Supportive measures will be made available to both the Complainant and Respondent whether or not a Formal Complaint is filed to ensure equal access to the college's education and employment programs and activities. The Title IX Coordinator or designee will conduct an individualized assessment and will review requests from Complainant and Respondent to determine supportive measures that are appropriate and reasonably available at no cost to the Complainant or Respondent. Supportive measures may include, but are not limited to:

- No contact orders;
- Referral to college and community resources for victim advocacy, counseling, health services, legal assistance, immigration assistance, disability services;
- Academic support including extensions of time and other course-related adjustments;
- Modification of work or class schedules;
- Change in work or housing locations;
- Change in reporting relationship;
- Consideration of leave requests; and
- Assistance with academic petitions.

During the period of any investigation a Respondent can be put on administrative leave if they are an employee of Hanover. If the Respondent is a student of the college, they may be removed from educational activities following an individualized safety and risk analysis determines that the Respondent poses an imminent threat to the physical health or safety of anyone due to the allegations made. If a student is removed from educational activities in this way, they have the right to challenge the determination of the safety and risk analysis.

The Title IX Coordinator or designee will coordinate the provision of interim supportive measures. Parties will not be required to arrange such measures by themselves but may need to participate in communication with supervisors, faculty, and other Hanover employees with a need to know.

The college will maintain as confidential any supportive measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair the ability of the Hanover to provide the supportive measures.

Other Remedial Measures

When the college is unable to proceed with investigative resolution, such as lack of information in the report or request by the Complainant that an investigation not move forward, the college may take other remedial measures as appropriate to remedy the effects of the alleged Sexual Harassment and/or prevent its recurrence. Remedial measures may also be implemented when it is determined that inappropriate behavior occurred, but that the behavior did not rise to the level of a policy violation.

Remedial measures may include and are not limited to:

- Providing training on Sexual Harassment;
- Increasing security in a designated space;
- Changing policy or procedure; and
- Conducting climate checks.

FALSE ALLEGATIONS

It is a violation of this policy for anyone to make a false allegation of Sexual Harassment in bad faith. Corrective actions or sanctions may be imposed on individuals who in bad faith make false allegations of Sexual Harassment.

The absence of a finding of a policy violation is not equivalent to finding that the Complainant acted in bad faith.

PROCESS ABUSE

No member of the Hanover Community may:

- Obstruct, prohibit, exert improper influence over, or interfere with any individual making a report, participating in a process, or carrying out a responsibility covered by this policy;
- Make, in bad faith, materially false statements in or related to a process covered by this policy;
- Disrupt or interfere with the orderly conduct of any proceeding conducted under this policy; or
- Fail to comply with any directive, sanction, or corrective action issued pursuant to this policy.

TRAINING

All faculty, staff, student employees, graduate associates, and students are provided annual Sexual Harassment training as directed by the College.

Procedure

INITIAL ASSESSMENT

Upon receiving a report, the Title IX Coordinator will provide information to the Complainant on the availability of supportive measures, the right to file a Formal Complaint, and how to file a Formal Complaint.

The Office of Student Life or Human Resources reviews all reports of Sexual Harassment under this policy under the direction of the Title IX Coordinator or designee for an initial assessment of the reported information. Available resolution options will be guided by the availability of information and evidence suggesting that a policy violation may have occurred; the college's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the availability or desire of the Complainant to participate in an investigation or other resolution.

- A. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate these options to the parties.
- B. If the Complainant or the college elects to file a Formal Complaint, the Title IX Coordinator will provide written notice to the Respondent within ten calendar days including:
 - The actual allegations of facts that constitute Sexual Harassment and any evidence that supports this;
 - That there is a presumption of innocence in their favor;
 - That all parties are entitled to an advisor of their choice;
 - That all parties can inspect and review evidence; and,
 - Information regarding any code of conduct provisions that prohibit false statements made in bad faith.

DISMISSAL OF A COMPLAINT

In the event that, prior to, or in the course of, an investigation, the college determines that the allegations fail to meet the definition of Sexual Harassment or did not occur while in the United States and under the college's educational program or activity, the investigation and Formal Complaint will be dismissed. Formal Complaints may still be resolved through an informal resolution process as outlined above or according to procedures set forth in the Student Code of Conduct.

The college reserves the right to dismiss the Formal Complaint and stop the investigation if:

- The Complainant notifies the Title IX Coordinator in writing that they wish to withdraw their Formal Complaint;
- The Respondent is no longer enrolled in or employed by the college; or
- Specific circumstances prevent the school from gathering sufficient evidence to reach a determination about allegations (e.g. lack of participation in the investigative process by parties or witnesses).

If the college dismisses the Formal Complaint for any reason, either party may appeal the decision as outlined in this policy's appeals process.

INFORMAL RESOLUTION

Informal resolution may be utilized in some circumstances if a Formal Complaint is filed.

The usage of an informal resolution process is limited in a number of ways:

- Informal resolution is unavailable if the Respondent is an employee of the school.
- Informal resolution may only be used if any and all parties to an investigation agree to it.

In all cases, the college will inform the parties of the right to end the informal resolution process at any time. If a party chooses to end the informal resolution process, the college will inform the Complainant of options, including the option to begin the investigative resolution process.

The college will provide a facilitator, mediator, or decision-maker that is free from conflicts of interest and has received special training in order to facilitate resolution of the Formal Complaint.

Informal resolution can take any form that the parties agree upon. The Title IX Coordinator or designee will work with the parties to develop a form of resolution that adequately resolves the needs of the parties. This may include:

- *Facilitated Dialogue*: A structured and facilitated conversation between two or more individuals, including, but not limited to the Complainant and the Respondent, which allows for voices to be heard and perspectives to be shared. Depending on stated interests, participants may work towards the development of a shared agreement.
- *Shuttle Mediation*: An indirect version of the facilitated dialogue.
- *Circle of Accountability*: A facilitated interaction between the Respondent and college faculty and/or staff designed to provide accountability, structured support, and the creation of an educational plan.

Depending on the form chosen, it may be possible for a Complainant to maintain anonymity throughout the informal resolution process.

As part of the resolution process, additional measures (including, but not limited to educational programming, training, regular meetings with an appropriate college individual or resource, extensions of no contact orders, or counseling sessions) may be agreed upon.

FORMAL RESOLUTION & HEARINGS

The Office of Student Life may resolve a report of Sexual Harassment through its formal resolution process when the alleged Sexual Harassment, if true, would be prohibited under applicable Hanover policy. In instances when informal resolution is inappropriate, when any party requests, or when the college requires formal investigation, the college will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

Investigation

Following the filing of a Formal Complaint, an Investigator will be assigned to the case by the Title IX Coordinator. During the investigation, the Investigator will seek to meet separately with the Complainant, Respondent, and any relevant witnesses who may have information relevant to the incident. The Investigator may also gather or request other relevant information or evidence when available and appropriate. Both the Complainant and Respondent will

be asked to identify witnesses and provide other relevant information in a timely manner to facilitate prompt resolution of the case.

Although both the Complainant and Respondent are advised to participate in the investigation process to enable a fair and equitable resolution to any case, neither the Complainant nor the Respondent are required to participate in the investigation process.

- Formal Complaints of sexual harassment may be consolidated were the allegations arise out of the same facts or circumstances.
- During the investigation process, parties have an equitable right to:
- Receive notice of the allegations before participating in an interview with sufficient time to prepare for meaningful participation;
- A process with reasonably prompt timeframes, with extensions for good cause, as described in the Procedure section below;
- Present relevant information to the Investigator, including evidence and witnesses;
- Receive timely and equal access to any relevant information, documentation, and evidence gathered during the investigation;
- Have an advisor of their choosing, or through appointment by the college, including an attorney, advocate, or other support person who is not a potential witness in the investigation or could otherwise compromise the investigation, who provides support throughout the formal resolution process, including being present for any meetings or hearings; and
- Investigators who are adequately trained to resolve cases of alleged Sexual Harassment, are familiar with applicable policies and procedures, and who do not have a conflict of interest or bias for or against either party.
- The college must provide a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings to all parties whose participation is invited or expected with sufficient time for the party to prepare to participate.
- The college will not restrict the ability of a Complainant or Respondent to discuss the allegations under investigation or to gather and present relevant evidence.
- Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Following the completion of the investigation, the Investigator will complete an investigative report on the allegations contained in the Formal Complaint. Before the report is finalized, the Investigator will send to each party and their advisors an electronic or hard copy of all evidence that is directly related to the allegations. The college must include all evidence directly related to the allegations, even if the investigator does not intend to rely on that evidence in making a determination of responsibility. The parties then have at least ten calendar days to provide a written response, which the Investigator will consider before finalizing the investigative report. The finalized report is then circulated for no less than ten calendar days before a hearing is held.

Hearings

All hearings are overseen by a Decision Maker(s). All Decision Maker(s) have received special training on how to be impartial and are assigned to cases by the Title IX Coordinator to avoid any bias and present an objective analysis of the evidence. In no case is the Investigator for a given case also the Decision Maker(s).

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the investigation and hearings.

The Decision Maker(s) will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived it.

Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Hearings are not legal proceedings and do not follow courtroom procedure or the formal rules of evidence. During any hearings, each party must have an advisor present to ask questions to the other party. This advisor does not need to be licensed to practice law and may be a person of the party's choice or, if they do not have an advisor, the college will provide an advisor for them.

Questioning & Cross-Examinations

The Decision Maker(s) may question individual parties and witnesses.

- Parties will have the opportunity to cross-examine the party or witness. Parties may never ask questions directly, and questions must be asked to the other party through the use of a party's advisor. All questions asked must be relevant. Any questions determined not to be relevant by the Decision Maker(s) are not required to be answered.
- If, at any point during the hearing, the Decision Maker(s) determines that unresolved issues exist that could be clarified through additional investigation time, the Decision Maker(s) may suspend the hearing and reconvene it in a timely manner that accommodates further investigation.
- Hearings may be conducted virtually through the use of technology at the college's discretion. However, if either the Complainant or Respondent asks to be in separate rooms, the college must grant this request and provide appropriate technology to allow for simultaneous participation.
- All hearings will be memorialized through an audio or audiovisual record or transcript of the live hearing. The recording or transcript will be made available for parties to inspect and review following their completion.

Resolution

The Decision Maker(s) will communicate his or her decision to both parties, concurrently. The Decision Maker(s) will communicate the decision in writing and orally as soon as possible after the hearing. In all cases, the Decision Maker(s) will send the parties a final outcome letter within ten days of the conclusion of the hearing.

The Decision Maker(s) bases all conclusions by examining all evidence from the investigation and the hearing. Their conclusion is based on the preponderance of the evidence standard: If the evidence indicates that it is more likely than not that Respondent committed the alleged act(s), then the Respondent will be found responsible for violating this policy.

The Decision Maker(s)'s written decision must include the following information:

- Identification of the allegations potentially constituting Sexual Harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the college's code of conduct to the fact;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctioned imposed upon the Respondent, and whether remedies designed to restore or preserve equal access to the Hanover's education program or activity will be provided; and
- The procedures and permissible bases for either party to appeal.

If the Respondent is found responsible for violating this policy, the Decision Maker will consult with the Title IX Coordinator or Deputy Coordinator in order to determine the corrective actions and/or sanctions to resolve the case. Any such corrective actions and/or sanctions will be outlined in the Decision Maker(s)'s written decision.

APPEALS PROCESS

If either party disagrees with the outcome of the Decision Maker(s)'s determination, they may file a written appeal with the Title IX Coordinator within ten calendar days of receiving the Decision Maker(s)'s written decision.

Appeals may be filed due to:

- A procedural irregularity that affected the outcome.
- New evidence being discovered that was not reasonably available at the time of the determination or dismissal.
- A conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter of the Investigator or investigator(s), or decision-maker(s).

The Vice President or designee will examine all evidence in order to determine if the appeal has merit. The Vice President or designee will make an unbiased objective conclusion as to the appeal's merit and issue a written decision describing the result of the appeal and the rationale for the result; and will provide the written decision simultaneously to both parties.

RECORDKEEPING

The college shall maintain all records relating to Formal Complaints of Sexual Harassment, as well as all training materials used under this Policy, for seven years.

Harassment

Hanover College is a principle-based community that seeks to promote the academic, personal, and moral growth of its members within a safe, challenging, and responsive environment. As such, the College seeks to maintain an environment in which individuals can live, learn and work free from discrimination and harassment of any kind. Such behavior is an affront to the whole community and a betrayal of the ideals of community which the College seeks to foster. The Hanover College Principles leave no room for behavior that denies a person or persons the full and free exercise of their rights and privileges as members of the College community or creates an intimidating or hostile environment. Specifically, Principles 2, 5, 6 and 9 have this to say:

- I will participate in the open and free exchange of ideas necessary for a meaningful education and a successful democracy.
- I will work to create a safe campus community, free from unjust coercion, harassment, and other threats to persons or property.
- I will practice honesty toward, tolerance of, and compassion for others, working to support the well-being of other members of the College community.
- I will know and adhere to the rules of the College and to state and federal laws, accepting accountability for my own actions and encouraging others to be accountable for theirs.

Discrimination and harassment of any kind conflict with the educational and communal interests of Hanover College. Sexual harassment is a particular form of harassment that falls under a different College policy (for Sexual Harassment Policy please see the policy stated above). This policy deals with student-on-student harassment. If a student feels they have been harassed by an employee or vendor of the college, they should refer to the policy in the Faculty/ Staff Handbook.

Harassment is defined as follows:

Acts which have the effect of harming, intimidating, or humiliating a member of the community, through the use of physical force, the threat of force, or verbal, visual, or physical abuse, on the basis of race, color, religion, gender, gender identity, marital status, sexual orientation, national origin, age, disability or any other characteristic protected by law. These acts can also be based on no one specific characteristic or combination of characteristics protected by law but can also be acts which have the effects listed above and violate the basic respect that we owe to one another as members of the Hanover College community.

Because the College affirms the right to freedom of expression, speech and thought, any idea can be expressed, unless it is deemed by a hearing body representing the College community to amount to harassment of an individual or group of individuals. There are multiple resources available for any student who feel they been harassed or has witnessed harassment:

- The Community Alliance and Resource Team, CART, (cart@hanover.edu). The student may, if they wish, go for support and advice to the Community Alliance and Resource Team, whether the student intends to file a grievance or not; any conversations with CART are confidential.
- Any Faculty Member
- [Any Student Life Staff Member](#)
- Counseling Services (812-866-7074 or 812-866-7399)
- Campus Safety (812-866-7999)
- Director of Multicultural Affairs (812-866-7025)
- Office of the Chaplain (812-866-7087)
- Health Services (812-866-7082)
- Human Resources (812-866-7097)

Seeking advice or counsel through the resources listed above does not necessitate formal hearings in the case. The case may be handled informally. Possible informal responses include, but are not limited to, mediation through Counseling Services and/or an education program sponsored by Student Life and CART. The student may consult CART to explore all informal options.

The student may also choose to address the issue formally. To have the case handled through the campus hearing process, the student must file a formal grievance with the Chief Conduct Officer (812-866-6740). In order to file a formal grievance, a student must contact the Chief Conduct Officer in order to make an appointment to discuss the student's options. After this meeting a student may or may not choose to file a formal grievance. For formal proceedings to occur, the student must file a written grievance within one (1) calendar year of the incident. The College is committed both to protecting and supporting the victims of harassment and to preserving the rights of the accused, who are afforded the protections incorporated in the hearing process described below. The Community Conduct Review Board cannot take into account previous offenses committed if no grievance was brought and no sanction was imposed by the Board.

Any student who is found by the Community Conduct Review Board to have harassed another student is in clear violation of the College's Principles and will be subject to disciplinary sanctions, up to and including expulsion from the College. In addition, those who engage in harassing behavior may be subject to criminal prosecution under appropriate federal, state, or municipal law. Action taken by the College through disciplinary proceedings and sanctions does not preclude the pursuit of criminal or civil action.

Procedures and Sanctions for Formal Grievances

Formal Written Grievance

Any student who feels they have been harassed by another student has the right to file a formal written grievance. Once a formal grievance is filed, the Community Conduct Review Board will hear the case. The student has the right to select an advisor who may accompany them to any meetings relevant to the case.

Any third party who believes they have witnessed a situation of harassment may start an investigation process through the Chief Conduct Officer. Once the investigation is complete, the Chief Conduct Officer will review the evidence gathered in order to determine whether or not the issue will be pursued. The College reserves the right to take further action based on the findings of the investigation.

Notification of Charges

The Chief Conduct Officer will then meet with the respondent and explain the grievance that has been filed. The respondent will be asked to respond to the formal grievance in written form. Both parties will be advised to have no contact during this time. Continued contact may result in further charges being incurred. The respondent has the right to select an advisor who may accompany them to this meeting and subsequent hearings. The Chief Conduct Officer will review the statements and a hearing through the Community Conduct Review Board will be scheduled.

Community Conduct Review Board Hearing

A Community Conduct Review Board hearing will be convened to determine responsibility and sanctions. Both the petitioner and the respondent will be asked to meet with the Board at that time. Each party will meet with the Board separately. Cases that involve multiple petitioners may be treated separately.

If the respondent chooses not to contest the terms of the grievance, then they are given a chance to explain their behavior to the Board and accept any sanctions determined by the Board. If the respondent chooses to dispute the charges, the Community Conduct Review Board will conduct a full hearing. This process will be handled in a timely manner. It should ordinarily take no longer than thirty (30) business days.

Sanctioning Guidelines

The college is committed, first, to the intellectual and social growth of all its members. To the extent that it is possible, persuasion and education are preferable to punishment. If the Board determines that a sanction is called for it will determine a sanction based on the severity of the case. Multiple offenses will result in increased sanctions. The sanctions may include educational training about diversity, probation, fines, parental notification (as permitted by FERPA), suspension and dismissal.

In all cases the petitioner will be notified as soon as practicable of the outcome of the hearing (i.e., the findings of the Board and what, if any, sanctions resulted). In the interest of privacy, third parties and witnesses will not be informed of the outcome of the hearing.

Appeals to the Dean of Students

Either party may appeal the Board's decision to the Dean of Students by notifying the Dean in writing, within seven (7) calendar days of the date of the decision. Appeals may only be premised on allegations of bias, conflict of interest, procedural violations that affect a substantial right or new information that was not available at the time of the hearing. The Dean of Students, who may either affirm the sanction or modify the sanction based on information unavailable to the Hearing Board. Any modification of the sanction shall be done in consultation with the Hearing Board. The decision of the Dean of Students shall be rendered within five business days of receiving the appeal. Both parties will be notified of the outcome of the appeal. The college President will be notified of all final outcomes.

Policies and Regulations

Hanover College Principle Based Policies

Hanover College strives to be a community of individuals who realize that a stimulating, safe, stress-free environment can only be achieved when all community members accept personal responsibility to work together cooperatively. To work toward the goal of increased responsibility and accountability students are expected to adhere to Hanover College's Principles. Each student is responsible for following Hanover College's Principles whether on or off college premises. While it is neither possible nor necessary to specify every instance of

misconduct that could result in judicial action against a student, the following list includes examples of conduct that may subject a student to conduct action.

Conduct Policies

Core Values and Behavioral Expectations

The College considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values set forth in this document. The College encourages community members to report to college officials all incidents that involve the following actions.

Integrity

College students exemplify honesty, honor, and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

Falsification

Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments.

Academic Dishonesty

Presenting another's work as your own or otherwise misrepresenting your own works is a form of theft and there are penalties. According to faculty action, when a student submits a paper, an examination, or any other assignment that is substantially the result of an academically dishonest procedure, the student shall receive a '0' (zero) for the paper, examination, or assignment, and their grade for the course shall be lowered not less than one letter grade. In this context, 'an academically dishonest procedure' is defined as 'any action with the intent to deceive in order to obtain an unfair advantage'. Note that the use of Generative Artificial Intelligence (AI) tools without the direction or approval of the instructor may be considered academic dishonesty. Should a student who has already been penalized for an academically dishonest procedure commit a second such offense in the same course, they shall receive a grade of 'F' for the course and be removed from it. The same or similar penalties may also be applied to students who knowingly assist others to engage in an academically dishonest procedure. Any given instance of academic dishonesty is dealt with by the instructor of the course in which it occurs. All instances of academic dishonesty are reported to the chair of the Student Academic Assistance Committee, and repeated instances of academic dishonesty will subject a student to additional penalties up to and including dismissal from the College, as outlined in the [College Catalog](#).

Unauthorized Access

Unauthorized access to any college building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any college building or failing to timely report a lost college identification card or key.

Unauthorized Entry

Misuse of access privileges to college premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a college building.

Collusion

Assisting another or others to violate the *Student Code of Conduct*.

Stolen Property

Intentional and unauthorized taking of college property or the personal property of another, including goods, services and other valuables; knowingly taking or maintaining possession of stolen property.

Alleged Violations of the Law

Alleged violations of federal, state, and local laws may be investigated and addressed under the *Student Code of Conduct*.

The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. Interim suspensions are imposed until a hearing can be held, typically within two weeks.

Within that time, the suspended student may request an immediate hearing from the Chief Conduct Officer to show cause why the interim suspension should be lifted. This hearing may resolve the allegation or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed, and the College may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the College will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed. This delay will be no longer than two (2) weeks from notice of the incident unless a longer delay is requested in writing by the reporting victim to allow the criminal investigation to proceed before the college process.

Students accused of crimes may request to take a leave from the college until the criminal charges are resolved. In such situations, the college procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial;
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence;
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

Off Campus Behavior

Violations of federal, state, and local laws while off campus may also result in conduct action in the Hanover College judicial system.

Study Abroad

Students who are studying abroad while enrolled at Hanover College are subject to campus conduct procedures even while abroad. It is the expectation that Hanover College students will abide by campus policies while abroad.

Community

College students build and enhance their community. Behavior that violates this value includes, but is not limited to:

Disruptive Behavior

Substantial disruption of college operations including obstruction of teaching, research, administration, other College activities, and/or other authorized non-College activities which occur on campus.

Disorderly Conduct

Public behavior that is lewd, indecent, or obscene or that destroys or damages college property or the property of others; or that is likely to incite imminent violent action.

Non-Cooperative Behavior

Non-cooperative Behavior is when a student has a defiant or inappropriate response to a direct request by someone acting in an official capacity. Some behaviors might include but should not be limited to: aggression toward faculty, staff, officers or students involved, refusal to problem solve, destruction/damage of property, providing false information or identification.

Spectator Behavior for Athletics:

Hanover College (HC) is committed to creating a safe, civil, comfortable, and enjoyable gameday experience for all participants: student-athletes, fans, coaches, and officials. HC is widely known for its enthusiasm, sportsmanship, and hospitality. When fans attend any sporting event at Hanover College, they are responsible for how their actions and/or language may affect other participants.

Hanover College embraces creating a first-class gameday environment of civility and respect for all:

- Profane, abusive, or threatening actions or language are not allowed, particularly any that references race, nationality, religious affiliation, sexual orientation, or gender identity.
- Fans who appear unruly and intoxicated will be denied access to HC events and are subject to ejection.
- Anyone throwing objects will be immediately escorted from the facility and subject to being banned from future events.
- HC fans are also expected to uphold these expectations when visiting other venues.
- Any student in violation of these policies may face student conduct sanctions.

Damage, Destruction, & Vandalism

Intentional, reckless and/or unauthorized damage to or destruction of college property or the personal property of another; or vandalism to college property.

IT and Acceptable Use

Violating the College Acceptable Use and Computing Policy, found online at: <http://it.hanover.edu/usage.php>.

Social Media Policy

Hanover College recognizes the increasing significance of the online world in the lives of our community members. All members of the Hanover community are expected to use all forms of social media lawfully and responsibly. The expectations that Hanover College has of its community members in their on-campus, face-to-face interactions are the same as its expectations of community members in cyberspace.

Hanover College will not monitor community members' language and/or actions on social media platforms. However, Hanover College may hold students responsible for violations of the *Student Code of Conduct* and Hanover Principles that are reported to the Office of Student Life. Reports of violations will be investigated by Student Life and will be referred to the hearing process.

In addition, Computing Services has expectations for individuals representing the college in social media forums and for use of campus computers and networks. These policies can be found here: <http://it.hanover.edu/usage.php>.

Weapons

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade of longer than 4 inches are prohibited on campus, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property.

Drones

The operation of an unmanned aircraft system (UAS), a drone, is regulated by the Federal Aviation Administration (FAA). Students are prohibited from flying drones on campus for safety and security reasons.

Tobacco/Smoking/Vaping

Smoking is prohibited in all college-owned buildings, fleet vehicles and on all paved walkways. In addition, Hanover College bans smoking within 20 feet (6.1m) of the entrance and operable windows of all buildings.

Fire Safety. Violation of local, state, federal or campus fire policies including, but not limited to:

- a) Intentionally or recklessly causing a fire which damages college or personal property or which causes injury.
- b) Failure to evacuate a college-controlled building during a fire alarm;
- c) Improper use of college fire safety equipment; or
- d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on college property. Such action may result in a local fine in addition to college sanctions.

Social Justice

Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing college community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.

Conduct that violates this value includes, but is not limited to:

Discrimination

Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, gender identity, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the College's educational program or activities.

Harassment

Hanover College is a principle-based community that seeks to promote the academic, personal, and moral growth of its members within a safe, challenging, and responsive environment. As such, the College seeks to maintain an environment in which individuals can live, learn and work free from discrimination and harassment of any kind. Such behavior is an affront to the whole community and a betrayal of the ideals of community which the College seeks to foster. The Hanover College Principles leave no room for behavior that denies a person or persons the full and free exercise of their rights and privileges as members of the College community or creates an intimidating or hostile environment. Specifically, Principles 2, 5, 6 and 9 have this to say:

- I will participate in the open and free exchange of ideas necessary for a meaningful education and a successful democracy.
- I will work to create a safe campus community, free from unjust coercion, harassment, and other threats to persons or property.
- I will practice honesty toward, tolerance of, and compassion for others, working to support the well-being of other members of the College community.
- I will know and adhere to the rules of the College and to state and federal laws, accepting accountability for my own actions and encouraging others to be accountable for theirs.

Discrimination and harassment of any kind conflict with the educational and communal interests of the College. Sexual harassment is a particular form of harassment that falls under a different College policy (for Sexual Harassment Policy please see the policy stated below). This policy deals with student-on-student harassment. If a student feels they have been harassed by an employee or vendor of the college, s/he should refer to the Human Resources Director, Holly Sipe (812-866-7097).

Harassment is defined as follows:

Acts which have the effect of harming, intimidating, or humiliating a member of the community, through the use of physical force, the threat of force, or verbal, visual, or physical abuse, on the basis of race, color, religion, gender, gender identity, marital status, sexual orientation, national origin, age, disability or any other characteristic protected by law. These acts can also be based on no one specific characteristic or combination of characteristics protected by law but can also be acts which have the effects listed above and violate the basic respect that we owe to one another as members of the Hanover College community.

Retaliatory Discrimination or Harassment

Any intentional action taken by a responding individual or allied third party, a participant [**or supporter of a participant**] in a campus conduct or civil rights grievance proceeding or other protected activity.

This may include, but is not limited to, conduct that threatens the Reporting Party or any other participant, violations of the rules of confidentiality intended to publicize or humiliate any participant, intimidation that is meant to dissuade a witness from participating, or *Student Code of Conduct* violations.

Harm or Complicity

Failure to act on known or obvious violations of the *Student Code of Conduct* or law that could result in serious harm to people or property.

Abuse of Conduct Process

Abuse or interference with, or failure to comply in, College processes including conduct and academic integrity hearings including, but not limited to:

- a) Falsification, distortion, or misrepresentation of information;
- b) Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
- c) Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
- d) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
- e) Failure to comply with the sanction(s) imposed by the campus conduct system;
- f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Failure to Comply

Failure to comply with the reasonable directives of college officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

Demonstration

Freedom of speech and expression are core values of our country and Hanover College. Therefore, peaceful campus demonstrations such as marches, meetings, picketing, and rallies are permitted on the Hanover College campus. Demonstrations are not curtailed unless participants are in violation of the Student Code of Conduct.

Such violations include, but are not limited to the following:

- a) Significant disruption of college operations such as interfering with instruction, research activities, administration, other College activities or events, and/or other authorized non-College activities or events.
- b) Public behavior that is lewd, indecent, or obscene.
- c) Destruction of or damage to college property or the property of others.
- d) Defiant or inappropriate response to a direct request by someone acting in an official capacity.
 - a. Such behaviors include but are not limited to aggression toward faculty, staff, officers, or students involved, refusal to constructively problem solve, destruction/damage of property, providing false information or identification.
- e) Intentional interference with the freedom of speech or expression of others.
- f) Actions, explicit or implied threats, or gestures, which place a person in reasonable fear of unwelcome physical contact or harm.
- g) Actions or behavior that violate Hanover College's campus weapons policy.
- h) Actions or behavior that are unlawful.
- i) Inciting any of the conditions outlined above.

- j) Face Coverings are prohibited with the exception of medical use PPE.

The following Protocol Action Steps are in place to ensure campus demonstrations can occur safely and do not violate the Student Code of Conduct.

In the event of an anticipated campus demonstration, the college will identify a safe and secure demonstration space for protestors on college property, if the protestors comply with the above stated Student Code of Conduct policies. Campus Safety will be available to provide assistance and oversight for individuals who identify themselves as protestors. An assigned officer will be the point of contact to address protestors, answer questions and monitor protest activities. Individuals who are not students or college employees will be requested to stay within the bounds of the exterior designated demonstration space.

Campus Safety will determine if a demonstration is disruptive and advise the President of the concern. If protestors fail to comply with instructions by Campus Safety, as approved by the President or the designee, they will be asked to leave. If individuals do not comply with the request to vacate, law enforcement will be contacted for further assistance.

Ticketed patrons who verbally disrupt a public event will be asked to leave and escorted from the venue.

Hanover College is private property and reserves the right to ask any non-student or non-employee to leave campus for any reason.

Respect

College students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

Harm to Persons

Intentionally or recklessly causing or attempting to cause physical harm, restricting the freedom of, or endangering the health or safety of any person.

Threatening Behaviors:

- a) **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- b) **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

Bullying and Cyberbullying

Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally and are not protected by freedom of expression.

Hazing

Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent **(and/or)** failing to discourage **(and/or)** failing to report those acts may also violate this policy. (See *College Student Handbook*, "Community Standards")

Intimate Partner/Relationship Violence

Violence or abuse by a person in an intimate relationship with another.

Stalking

Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.

Sexual Misconduct

Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (See *Community Standards Sexual Misconduct Policy* for further information).

What is Sexual Misconduct? As regards to, students, sexual misconduct is an umbrella term that covers several inappropriate sexual activities. Sexual misconduct applies to all students, employees, and vendors regardless of sexual orientation or gender identity. These activities include but are not limited to:

- **Sexual Exploitation** - the unauthorized posting of visual representations of an individual; the refusal to refrain from such postings when requested; and actions that could be construed as voyeurism.
- **Sexual Harassment** – includes, but is not limited to, verbal or written conduct of a sexual nature, stalking, and other forms of non-physical, unwelcome attention.
 - **Hostile environment caused by sexual harassment** - any situation in which there is harassing conduct based on sex or gender that is severe and pervasive or persistent and objectively offensive such that it alters the conditions of education or employment from both a subjective and an objective viewpoint.
 - **Quid Pro Quo** - unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to or rejection of such conduct results in adverse educational or employment action.
- **Sexual Assault** - can be either non-consensual sexual contact or non-consensual intercourse. Non-consensual sexual contact is defined as intentional sexual contact without consent to any body part.
- **Non-Consensual Sexual Intercourse** - defined as intercourse without consent (whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent.
- **Non-Consensual Sexual Contact**- Sexual contact without effective consent, the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch their own or another person's intimate parts.
- **Relationship Violence** - defined as a pattern of behavior in any relationship that is used to gain or maintain power and control over an intimate partner. Abuse is physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that frighten, intimidate, terrorize, manipulate, hurt, humiliate, blame, injure or wound someone.
- **Stalking** - a knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel terrorized, frightened, intimidated, or threatened.

Related Misconduct, Intimidation & Retaliation of a Witness

Any reported violations of the *Student Code of Conduct* directly related to a report of alleged sexual misconduct may be considered by the Sexual Misconduct Board in accordance with these procedures. This may include, but is not limited to, conduct that threatens the Reporting Party or any other participant, violations of the rules of confidentiality, intimidating a witness from participating, or *Student Code of Conduct* violations arising in the course of the sexual misconduct.

Hanover College strictly prohibits retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sex discrimination, sexual harassment, and sexual violence. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual, undertaken or attempted either directly or by someone acting on behalf of another, will be addressed in the most serious way by Hanover College, and individuals who engage in such actions are subject to discipline up to and including suspension, expulsion, or

dismissal from the college, consistent with college procedure. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or to any Student Life Staff Member, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

No Trespass Orders

Any person, regardless of status or designation, may be removed from college properties if (1) they pose an immediate and substantial risk of physical harm or injury to others, (2) engages in conduct that indicates the immediate intent to damage or destroy property of the College, and/or (3) unreasonably interferes with the customary and lawful activities and functions of the College.

No Contact Orders

No-Contact Orders are issued by the Office of Student Life (OSL) in cases where it is determined that contact between two or more individuals is disruptive to the educational process and/or the Hanover community. OSL will consider requests for No-Contact Orders from students who feel it may be appropriate. Violating the No-Contact Order will result in disciplinary action, beginning with an administrative review.

No-Contact Orders are not permanent and can be reassessed. It should be noted that although Campus Safety Officers will help enforce these orders on campus, No-Contact Orders do not have legal standing like court granted restraining orders, which can result in prison time if violated, therefore, Hanover College cannot enforce No-Contact Orders anywhere outside of Hanover College's campus.

An example of a No-Contact Order may read:

“Effective immediately, and until further notice, you are not to attempt to contact [name] in any way (face-to-face, via written message, phone or any electronic media). In an effort to minimize the chances of any problematic interactions, the OSL has asked [name] to abide by the same guidelines. Hanover College is a small campus, and for many students, it may be difficult to avoid all contact (e.g., walking in the same vicinity, eating in the CC, going to class, etc.). While OSL does not expect either of you to leave campus, miss appointments, or fundamentally alter your daily routine in any way that would cause you significant inconvenience, OSL will ask each of you to do your best to stay out of each other's way, including avoiding any unnecessary visits to each other's living units. Violation of the No-Contact Order will result in disciplinary action”.

Responsibility

College students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:

Alcohol and Drug Policy

The goal of Hanover College's Alcohol Policy is to promote an environment in which community members are responsible in their alcohol use and the misuse of alcohol is not tolerated. Because Hanover College resides in the town of Hanover, Indiana, all people on the Hanover College campus are subject to the jurisdiction of the Hanover Police Department. Thus, any violation of federal, state, or local laws is subject to police involvement including arrest, criminal prosecution, and municipal adjudication. Hanover College complies with all state and local laws (<http://www.in.gov/legislative/ic/code/>) concerning the consumption of alcohol as well as adhering to the guidelines mandated by the Drug Free Schools and Communities Act Amendment (Public Law 101-226). In particular, the following are prohibited by law:

- Possession and consumption of alcoholic beverages at any time by individuals under the age of twenty-one (21), as well as the sale/distribution of such beverages to those individuals.
- Driving a motor vehicle while intoxicated.

- Possession/use of false identification.

Committed to the safety and wellness of the campus community, Hanover College has further imposed restrictions on the possession and consumption of alcohol on campus. Specifically, the following are prohibited on the campus grounds:

- Possession or use of hard alcohol on campus.
- The use or possession of common source containers (such as kegs, mixed drinks, or punch served in large quantities)
- Possession or use of alcohol-related paraphernalia, including beer bong and funnels, or engagement in activities and/or drinking games that contribute to high-risk drinking behavior.
- Active participation in or facilitation of dangerous drinking.
- Any conduct occurring when the student is under the influence of alcohol that violates the rights of others or leads to disorderly or dangerous behavior.
- Students may consume alcohol on campus ONLY in designated private living units, the Shoebox or at Sanctioned Wet Events.

It is the responsibility of the officers and members of any chartered campus group or residence unit officer to facilitate the compliance of the College alcohol policy within a living unit and/or Greek Chapter house. Failure to do so may result in administrative sanctions against the group or individuals within the group. The Chapter house or living unit, (suite, room, or theme house) may be held responsible for the activities taking place within it.

Student Housing Policy Regarding Alcohol

- If twenty-one (21) years of age, students residing in campus housing may possess and consume alcohol inside private living units. Private living units are defined as individual rooms, or individual suites. The use of alcohol by students of-age will be respected as a personal choice as long as it does not violate the Alcohol and Drug policy or any other college policies.
- Each of-age student is permitted to have a reasonable amount of beer and wine for personal use, though hard alcohol (i.e. liquor) is not permitted. However, the expectations for reasonable possession are secondary to the College's expectations for reasonable and healthy behavior. In no circumstances should a student's blood alcohol content (BAC) exceed the statutory level of impairment as defined by the State of Indiana.
- Open containers of alcohol are restricted to private living units (individual rooms or suites.)
- All first-year housing will be alcohol free.
- A student who is hosting a visitor who is not connected to the College is responsible for the behavior of their guest.

Safety Watch

The Safety Watch program at Hanover College is designed to assist students who are intoxicated and whose condition is not severe enough to require the involvement of external emergency medical personnel but is deemed too severe for those students to return to their residence hall. Such students are likely to exhibit some of the following characteristics:

- Slurred speech
- Fever, chills or vomiting due to alcohol
- Inability to stand or walk, or can do so only with difficulty
- Belligerent, unruly or highly agitated
- Is reported to have consumed a large quantity of alcohol
- Blood Alcohol Content (BAC) between .08 and .25

A student who exhibits the above characteristics or a friend of such a student should contact Hanover College Safety. The Safety Officer will then assess the student's condition and, if appropriate, escort the student to Safety Watch. Safety Watch is only available on Friday and Saturday evenings. At the Safety Watch site, the student will be monitored by trained Safety Watch staff. The Safety Watch personnel may call for external medical services if the student's condition deteriorates. If it is determined that the student may safely return to their residence hall, the student will be allowed to do so.

Should the student be unwilling to go to the Safety Watch or decide to leave the Safety Watch, Campus Safety may call on any external agency (ambulance service, law enforcement agencies) which they deem appropriate to ensure the health and safety of the student and the campus.

Medical Amnesty

Students should seek help when there is an alcohol or drug related medical emergency. For emergencies, call 911 to contact the local hospital. In order to protect the safety of students and to encourage the use of medical services (either Safety Watch or the local hospital), Hanover College has instituted an Amnesty policy for students using these services. Any voluntary participant in the Safety Watch/hospital services and any individual who takes another student to those services will receive complete "Good Samaritan" amnesty from disciplinary action. Students who refuse to go to safety watch may not receive medical amnesty.

If an organization is hosting an event and seeks medical attention for an individual at the event, the act of seeking medical help will serve as a mitigating factor if violations are brought against the organization.

Tailgating Policy

To provide for the safety of students and guests, Hanover College limits the possession and consumption of alcoholic beverages on campus. The following guidelines are established for tailgating at athletic events. Tailgating is defined as parking and consuming food and beverages, including alcoholic beverages, outside the sports event areas.

1. Tailgating must occur only in the designated tailgate area, marked by flags and signs.
2. Tailgating hours start 4 hours prior to kickoff and end 3 hours after the conclusion of the game. All tailgating activities must be concluded by 7:30 p.m.
3. Alcoholic beverages are limited to single serving non-glass containers. No common sources are permitted. Examples of common sources are kegs, beer balls or other large quantity containers.
4. Per Hanover College policy hard alcohol is not permitted on campus which includes all tailgating areas.
5. Serving alcohol to or consumption of alcohol by minors (those under 21 years of age) is a violation of state and federal law and college alcohol policy.
6. Individuals consuming alcohol may be asked to provide legal identification and proof of age.
7. Alcoholic beverages are not allowed outside the designated tailgate area. That means no alcohol in the bleachers or near the playing fields.
8. Alcoholic beverages cannot be taken into or from the Shoebox.
9. Portable restroom facilities for tailgaters are located at either end of the parking area. Residential living unit restrooms are not to be used as public facilities.

Special Event Request Policy

Those occasions when a visiting school or alumni group requests a catered event or tent where alcohol is served or provided, those requests will be reviewed by relevant parties and granted on a case-by-case basis. Groups making such a request for a non-catered event will be granted designated space within the tailgate area.

Registered Wet Events Policy

Hanover College encourages organizations and living units to sponsor and participate in social programming. If alcohol is to be served during the event, the sponsoring organization is responsible for ensuring members and guests are practicing the responsible use and consumption of alcohol in accordance with this policy.

1. Social functions where alcohol is served must not interfere with the rights of others in the residence halls, houses, or Hanover community.
2. Recognized student organizations or living units may schedule events at which alcohol is served. An "open" social function is one in which all students and other campus individuals may be in attendance. All events should be scheduled through the Office of Student Life using the Event Request Form.
3. Organizations may have closed social functions at which alcohol is served. A "closed" function will have attendees limited to a specific guest list. Closed functions will be registered using the Event Request Form and scheduled as appropriate to avoid conflict.
4. The Office of Student Life will assist students in the organization of social functions. All questions concerning the administration of the Alcohol Policy should be directed to the Office of Student Life.

Third Party Vendor Guidelines

1. Beer and wine must be provided by a third-party vendor (Parkhurst Dining). Nonalcoholic beverages and food must also be available at the function.
2. The third-party vendor must be approved by the Office of Student Life and provide or agree to the following:
 - a. The vendor must provide evidence of being properly licensed by the appropriate local and state authority.
 - b. The vendor must provide evidence of being properly insured with a minimum of \$15,000,000 of general liability insurance.
 - c. The selling of alcohol will be conducted only by the vendor.
 - d. The vendor will not serve minors or serve an individual who appears to be intoxicated.
 - e. The vendor will collect all remaining alcohol and remove it from the premises.

Specific Guidelines for Functions Serving Alcohol

1. Host Organizations or the Vendor hosting a registered wet event will comply with the following guidelines and any other guidelines listed below for specific locations.
 - a. Registered wet events should be scheduled through the Event Request Form and approved at least four (6) weeks prior to the event date, including the completion of the [Wet Event Policy Agreement](#) (found on MyHanover).
 - b. At least one member of the hosting organization will be the designated "point person" to act as a contact for vendors and/or college administrators or faculty during the event.
 - c. No events will violate the Alcohol Policy as outlined in the Student Handbook.
 - d. The promotion of wet events should complement advertisements and promotions so that alcohol is not the primary focus of any advertisement.
 - e. If a minor is found consuming alcohol at the function, they may be removed by a member of the hosting organization, designated with such responsibility, or any member of the college

administration or faculty. The student will also be issued a Notice of Conduct Review and will face additional disciplinary action through the Office of Student Life.

2. Host Organizations or the Vendor hosting an event at the Shoebox will be responsible for carrying out the following guidelines in conjunction with the Shoebox as a permanently licensed vendor:
 - a. Host organizations will work in collaboration with the Shoebox staff to plan and register the event.
 - b. Host organizations may provide up to one (1) drink ticket per attendee, which can be paid for by the host organization. All additional services will be paid for by the attendee. *Note that student organization funds received by Student Activities Budget Committee cannot be used to provide alcohol.*
 - c. Host organizations are responsible for ensuring that no attendee receives or is served more than one (1) free or discounted beverage.
 - d. If free or discounted drink tickets for alcoholic beverages are provided, host organizations must also provide equally available, free, or discounted non-alcoholic beverages.

3. Host Organizations or the Vendor hosting a wet event outdoors or at any location on campus that is not the Shoebox will be responsible for carrying out all guidelines for functions as outlined below:
 - a. All attendees will have their IDs checked at the entrance to the function by a certified law enforcement officer. A state driver's license or two other picture IDs will be considered appropriate identification. The law enforcement officer will be provided at the expense of the host organization.
 - b. All wet events must have food available for the attendees. There will be one centralized location for the distribution of all food and beverages. No alcohol may be distributed from any other area.
 - c. Alcoholic beverage service must have a pre-determined start and end time, ending 30 minutes prior to the close of the event.
 - d. Host organizations should collaborate with the Parkhurst Catering Manager at least 6 weeks prior to the event date for licensing purposes.
 - e. Host organizations cannot serve alcohol at a discounted price, nor is the host organization able to purchase alcohol or provide drink tickets. Pricing is set by Parkhurst Catering or the third party vendor.
 - f. At least one faculty/staff advisor or designee must be present for the duration of the event.
 - g. If hosting an outdoor event, the organization will work with campus facilities to reserve and set up appropriate fencing boundaries for the event. The host organization must collaborate with the third party vendor, physical plant and other necessary parties to review site specifics including: utility needs and set up logistics.

Responsibilities of Host Organizations

Student organizations or groups recognized by the college are subject to the same regulations as individual students. Failure to act in accordance with the policy above or the Registered Wet Event Guidelines provided by the Office of Student Life shall be considered behavior also subject to disciplinary action.

Drugs

- Distribution/Trafficking; distribution of illegal drugs on college premises is prohibited.
- Paraphernalia use and or possession of drug paraphernalia on college premises is prohibited.
- Possession/Consumption; use and or possession of illegal drugs on college premises is prohibited.
- Abuse, misuse, sale, or distribution of prescription or over-the counter medications.

Health and Safety

Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.) Practices such as propping doors open or admitting strangers are potentially dangerous and is prohibited.

Injury Reporting

Students are responsible for reporting all significant injuries sustained on campus per the information below.

- Undergraduate student injuries outside of mandatory athletic activities – students should report injury to Campus Safety, Health Services, or Residence Life Staff.
- Undergraduate student injuries sustained during mandatory athletics activities student should report injury to Athletic Training.

Outdoor Policies

Hanover College is located in a beautiful natural location. It is the responsibility of all Hanover College community members to take care of our natural environment and keep it clean and tidy. Community members should also take precautions while exploring and enjoying our natural landscape to protect self and the environment.

Grounds

Students have a responsibility to keep the grounds of the campus looking clean and tidy. This includes the grounds of residence halls, including Greek chapter facilities.

Fire Pit Usage Policy

- a) Students or student organizations must contact **Campus Safety (812-866-7999)** for approval to have a fire in a fire pit. Campus Safety will be aware of any local burn bans and/or wind advisories.
Campus safety will periodically monitor the location of the fire. All fire pits must be in accordance with local fire ordinances.
- b) Fire pits may only be used between the hours of 6:00pm to 10:00pm Sunday-Thursday and 6:00pm-12:00am Friday and Saturday.
- c) Students must have a water source or personal fire extinguisher in the direct vicinity of the fire pit while in use. Fires must be extinguished immediately following the conclusion of the event.
Students must contact Campus Safety to inform them that the fire has been extinguished.
- d) No unapproved materials may be burned in the fire pit (i.e. paper, gasoline, anything considered flammable, etc.). Only untreated wood is to be burned in the fire pits.
- e) Campus Safety or a Hanover College official may discontinue the use of the fire pit at any time.
- f) There can be no horseplay or alcohol around the fire pit.
- g) Straw or hay bales are not to be used for seating and/or decorative purposes within 25 feet of the fire pit while in operation.
- h) Fire pits may not be left unattended while in operation at any time.
- i) Fire pits and area must be cleaned after every event by the sponsoring club/organization and all items used must be stored. No chairs, tables or other interior or lawn furniture may be left out overnight without approval from OSL.
- j) All policies and procedures of Hanover College must be followed at all times (i.e. alcohol or other illegal substances). Students/ student organizations that violate this policy are subject to disciplinary sanctions as listed in the *Student Code of Conduct* including loss of fire pit privileges.

Grills

- a) Use of grills (charcoal and gas) are not permitted inside, on balconies, or on exterior stairwells of buildings. Charcoal grills are permitted on the grounds but must take place at least 25 feet from buildings.
- b) Propane gas containers must be stored outside, at least 3 feet away from building openings such as doors, windows, dryer vents and air intakes.

- c) Grills must not be left unattended and must be totally extinguished before leaving. The College may confiscate any grill that is used inappropriately and any container of propane gas or other flammable liquid without notice.
- d) No chairs, tables or other interior or lawn furniture may be left out overnight without approval from OSL.

Hiking on Campus

- a) Avoid hiking alone. The “buddy system” is the safest plan for hiking. If traveling with a group, never stray from the group.
- b) Tell someone where you are going and when you will return. Don’t forget to check in with them when you get back. Cell phone reception in Happy Valley is limited.
- c) Please stay on marked trails or hike in the creek bed. ([Trail Map](#)) Making shortcuts and “bushwhacking” causes erosion and greatly increases your chance of becoming lost. As you hike, pay attention to trail blazes (paint marks on trees) and landmarks.
- d) Never climb on waterfalls or wet rocks. These can be surprisingly slippery, and major head injuries can occur from minor falls.
Report any injury to campus safety immediately.
Campus Safety 812-866-7999 or 812-801-1533
- e) Never go beyond fences or restricted areas.
- f) Please remove all trash you bring in or find.
- g) Do not remove any natural objects from the area.

Camping on Campus

- a) All campers need to register their camping trip with Campus Safety in case of emergency.
- b) Students may not camp on or near the top of the waterfalls on campus.
- c) Campfires are **prohibited** in Happy Valley (*See fire pit policy for fires on campus*). Camp stoves are available for check out from Student Life.
- d) Campers need to clean up their site before leaving their site. Trash must be removed from the campsite.
- e) Alcohol is not permitted in the camping areas at any time.
- f) Report any injury to campus safety immediately.
- g) **Campus Safety 812-866-7999 or 812-801-1533**
- h) Students may only camp on campus property. Students should be aware of property lines in Happy Valley specifically IKE property.
This area is monitored and dangerous.

Residence Hall Policies

Room Entry

Officials of Hanover College understand that student rooms are places where they can expect to find privacy. As a private institution, Hanover College has the legal right to search all rooms and the property contained therein; however, under normal circumstances, College officials will enter a room only under the following circumstances:

- Reasonable suspicion that the safety of an individual is in jeopardy (e.g. sound of fighting or smell of fire).
- Reasonable suspicion that a college policy is being violated. The College official will knock and request entry.
 - o If the resident does not comply with the College official's request for entry, the room may be entered with fair warning.
 - o In the event that a resident is not in their room, a reasonable effort will be made to find the individual before room entry occurs.
 - o The scope of the resulting search will be limited to areas of the room or possessions that might confirm or disconfirm the original suspicion.
- The scope of the search may expand only if evidence of a violation of College policy presents itself.

Campus Motor Vehicle & Parking Policy

Conduct Sanctions

Admonition

An oral statement that a student has violated college policy.

Letter of Warning

A written reprimand that expresses disapproval of the student's action and that continuation or repetition of that action may be cause for more severe disciplinary action.

Educational Sanction

Requirement that a student write a paper, plan and/or present a program, attend a class, or complete other educational requirements.

Special Assignment

A work penalty or other special assignment as an alternative to a monetary fine or in conjunction with other sanctions to be completed by a specific date.

Monetary Fine

The amount of the fine will depend upon the severity and degree of infraction. All payments are made to the Office of Student Life by a specific date unless special arrangements have been made with the Conduct Officer.

Restitution

Reimbursement to the college or member of the College community for costs of damages to or theft of community or personal property. This may take the form of appropriate service and/or monetary or material replacement.

Revocation of Privileges

Denial of participation in privileged or extracurricular college activities or removal of special privileges, for a designated period of time.

Alcohol/Drug/Anger Assessment

Examination by a qualified counselor as determined by the College. Any student referred for assessment is required to follow through with the recommendations made by the counselor. The student must pay for any expenses incurred.

Specific Sanctions for Alcohol Violations

Violations of the College alcohol and drug policies that are adjudicated on campus will be brought before a Chief Conduct Officer and/or the Community Conduct Review Board. The specific sanctions for violations will depend upon the nature of the incident and the number of previous violations. Alcohol violations may receive sanctions varying from written warning, fines, educational opportunity, to parental notification.

Parental/Guardian Notification

Parents or guardians of dependent students are informed of the violation and sanctions of an incident. This may occur in one of three ways: a) a student is required to contact parents/guardians and the parents/guardians must contact the Judicial Coordinator or designee to note that they have been informed of the incident; b) written notification is sent home to the parents/guardians by the Judicial Coordinator or designee; c) parents/guardians are contacted by the Judicial Coordinator or designee over the phone.

Specific Sanctions for Non-Compliance

A hold is placed on the student's records until the original sanctions are completed.

Disciplinary Counseling

Opportunity for constructive counseling with a qualified person(s) of the College.

Disciplinary Probation

Written reprimand including a statement that any further violation of college policy may result in suspension or dismissal.

Living Unit Dismissal

Requires that a student leave their residence hall, Greek chapter house, or College-owned housing by a determined time. The student is restricted from moving into any other College or Greek chapter housing and is not entitled to any refund from room and board, nor permitted at any time to be on the premises of a residence hall, Greek chapter house, or College-owned housing. Parent(s) or guardian(s) of dependent students will receive written notification.

Interim Suspension

Temporary separation from a residential area or the College pending a hearing with a Conduct Review Officer or a Judicial Board. If separated from the College, the student is not permitted to be on campus at any time unless authorized by the Dean of Students. An interim suspension shall not exceed a two-week time period. Additional violations or failure to comply with other requirements stipulated during this period of interim suspension may result in dismissal. Parent(s) or guardian(s) of dependent students will receive written notification.

Suspension

Separation from the College for a specified period of time, in which the student is not permitted to be on campus at any time unless authorized by VP of Student Affairs. Additional violations or failure to comply with other requirements stipulated during this period of suspension may result in expulsion. The student may apply to the Admissions Office for readmission when the sanction has expired. This penalty does not require approval by the Conduct Review Officer/Judicial Board if it originates from the Registrar's Office as an academic dismissal. Parent(s) or guardian(s) of dependent students will receive written notification.

Dismissal

The most severe sanction for violation of college policy. An immediate termination and permanent separation of student status from the College. Dismissals will be noted on an individual's transcript. Parent(s) or guardian(s) of dependent students will receive written notification. A dismissed student may not be entitled to refund of tuition, room, or board.

Common Violations & Sanctions with Fines and Loss of Housing Points

Violations of some campus policies may affect your housing score when it comes to housing selection for the following year. Many of our residence halls provided the opportunity to become more independent and autonomous. Students who have demonstrated that they are not ready for this autonomous living style may miss out on this opportunity due to conduct violations or housing fine. Below you will find common violations, fines, and point deductions.

Appeals

Students may appeal any sanction or outcome to the Dean of Students by notifying the Dean in writing, within seven (7) calendar days of the date of the decision. Appeals may only be premised on allegations of bias, conflict of interest, procedural violations that affect a substantial right or new information that was not available at the time of the hearing. The Dean of Students may either affirm the sanction or modify the sanction. Any modification of the sanction shall be done in consultation with the Hearing Board. The decision of the Dean shall be rendered within

five business days of receiving the appeal. Both parties will be notified of the outcome of the appeal. The College President will be notified of all final outcomes.

<u>Policy</u>	<u>Sanction</u>	<u>Sanction</u>	<u>Housing Points Deduction</u>
---------------	-----------------	-----------------	---------------------------------

Conduct Policies			
-------------------------	--	--	--

Alcohol Violations	\$100 fine plus educational session	Fines become cumulative with multiple violations	-1 *seniors have first year point losses waived*
Marijuana	\$100 fine plus educational session	\$200 for smoking in a building	-3
Hard drugs	Could result in student suspension, dismissal	Police Involvement	loss of suite/apartment/house privileges
Vandalism	Restitution of cost of repair or replacement and labor	Additional \$200 fine	-3

Residence Life Policies			
--------------------------------	--	--	--

Removal of common area furniture and/or personal use of common area furniture	\$100		-1
Unauthorized Moves	\$75		-1
Propping Doors	\$100		-1
Pet Violation (non-Greek housing)	\$200/day		-1
Pet Violation (Greek house)	\$200/day	Greek chapter fined an additional \$100/day	-1
Roofs (non-Greek housing)	\$500		-3
Roofs (Greek house)	\$500	Greek chapter fined an additional \$500	-3
Quiet Hours (1st offense)	Warning		N/A
Quiet Hours (2nd offense)	\$50		N/A
Quiet Hours (3rd offense)	\$50		-1
Lock-Outs	\$10/instance after first year term		N/A
Missing Mandatory Hall Meeting Unexcused	\$50		-1

Visitation (past 3 night limit)	\$100/day		-1
Failure to Sign Out for Break In Residence Halls During Closed Periods Without Permission	\$25		N/A
Residence Hall Damage	cost of repair/replacement/labor +fine	See fines list	see point deduction based on fine
End of year damages (\$70-150)			-1
End of year damages (\$151-250)			-2
End of year damages (\$251-500)			-3
End of year damages (\$501+)	Loss of suite or apartment privileges for Fall		loss of suite/apartment/house privileges
Covering Smoke Detector	\$150		-2
Candles	\$50		N/A
Smoking Indoors (any type)	\$200	loss of apartment/house/suite privileges	-3
Fire Safety re: Appliances/Extension Cords	\$50		-1
Failure to Evacuate in an Emergency	\$250		-1
Tampering with Fire Equipment (sprinklers, alarms, etc)	\$500		loss of suite/apartment/house privileges
Tampering or Damage to Emergency Egress Signs (inside stickers or exit signs)	Cost of replacement	\$100 fine	-1

