

East Georgia State College

Student Conduct Code and Disciplinary Procedure

Adopted by President's Cabinet 6/28/16

Effective July 1, 2016

STUDENT AFFAIRS

The Student Affairs Division at East Georgia State College (EGSC) is dedicated to the promotion of the physical, cultural, and personal development of the individual student. The Student Life program within the Division of Student Affairs is designed to involve the student in co-curricular and extra-curricular activities of the college, so as to make them an integral part of the total college experience of the student. The function of Student Affairs is to meet the needs of individual students; to promote good communication and working relationships among students, faculty, and staff; and to heighten awareness of civic responsibility.

All EGSC students, regardless of their location in attending classes, are required to be conscious of and abide by the policies and procedures outlined in this handbook. Information contained in this handbook applies to all EGSC students with regards to rights, privileges, and constraints against certain actions. It is the responsibility of each EGSC student to be aware of the policies and procedures in the manual. If you have questions or concerns with any of the information contained in this handbook, please contact the Vice President for Student Affairs for clarification.

STUDENT CONDUCT CODE

One of the primary purposes for this Student Conduct Code publication is to set forth the minimal requirements for student conduct while on and off the campus of EGSC and while attending events sponsored by EGSC or other organizations.

Below you will find EGSC Student Conduct Code. This Student Conduct Code prohibits actions on your part which EGSC has determined to be detrimental to yourself, to other students, faculty, staff and to the institution as a whole. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the Director of Student Conduct (DSC) shall make the final determination. Any student or student organization found to be responsible for misconduct on and off EGSC is subject to College sanctions.

This Student Conduct Code applies to both individual EGSC students and to student organizations. When a student organization engages in an act of misconduct, EGSC reserves the right to take action not only against the organization but also against the individual student members of the organization. Violation of these policies can result in penalties, including permanent expulsion, for the individual student and for the student organization.

NON-ACADEMIC MISCONDUCT

Assault

No student shall push, strike, or physically contact or threaten to push, strike or physically contact any person in an insulting or provoking manner or in a manner which may result in physical harm.

Incivility

In order to keep a safe learning environment, students must engage in civil communication. The

prohibited conduct includes, but is not limited to, yelling or screaming, using profane language, touching/using items that do not belong to you, bullying or demeaning, using cultural or racial slurs and spreading rumors or gossip.

Disorderly Assembly

1. No student shall assemble on campus for the purpose of creating a riot, or destructive, or disorderly diversion, which interferes with the normal operation of EGSC.
2. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of college facilities, or materially interfere with the normal operation of EGSC.

Disorderly Conduct

1. Any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn is prohibited.
2. Any conduct, including pranking, which materially interferes with the normal operation of EGSC or with the requirements of appropriate discipline, is prohibited.
3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited (use of sound amplification equipment for events must be cleared through the Student Life office).
4. No student shall enter or attempt to enter any dance, social, athletic or any other event sponsored or supervised by EGSC or any recognized college organization without proper credentials for admission. This includes a ticket, student identification card, invitation or any reasonable qualifications established for attendance, such as a costume or proper evening attire.
5. Conduct and/or expressions which are lewd, obscene or which are patently offensive to the prevailing standards of the academic community are prohibited.
6. No student shall incite others to partake in violations of the EGSC Student Conduct Code.

Drugs and Alcohol

Any act prohibited by the Drug and Alcohol Policy violates this Student Conduct Code.

For the complete policy, please view the Drug and Alcohol Policy in the Institutional Policy and Procedure Section on the President's Website at:

<http://www.ega.edu/policy/04-drug-and-alcohol-policy.pdf>

<http://www.ega.edu/policy/04-code-of-conduct-alcohol-and-drug-sanctions.pdf>

Possible Disciplinary Sanctions for Alcohol and/or Drug Code of Conduct Violation

For complete policy, please view the Disciplinary Sanctions for Drug and Alcohol Policy under the Policies and Procedures of the President's Website at:

<http://www.ega.edu/policy/04-code-of-conduct-alcohol-and-drug-sanctions.pdf>

Explosives

No student shall possess, furnish, sell or use explosives of any kind.

Failure to Comply

Any act prohibited by the Failure to Comply policy violates this Student Conduct Code

For the complete policy, please view the Failure to Comply Policy under the Policies and Procedures of the College on the President's Office website at:

<http://www.ega.edu/policy/04-failure-to-comply.pdf>

Falsification of Records

No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form or document used by EGSC. For the complete policy, please view the Falsification of Records Policy under Policies and Procedures of the College on the President's Office website at:

<http://www.ega.edu/policy/04-falsification-of-records.pdf>

Fraudulent Reporting

No student shall intentionally make a false report to any college official, including statements made on any paperwork submitted, such as reporting of violations of the Student Conduct Code via SCORES. For the complete policy, please view the Student Conduct Online Reporting and Evidence System Policy under the Policies and Procedures of the College on the President's Office website at:

<http://www.ega.edu/policy/04-student-conduct-online-reporting-and-evidence-system.pdf>

Failure to Meet Fire Safety Requirements

1. The unauthorized possession, sale, furnishing or use of any incendiary device is prohibited.
2. The possession or use of fireworks on college property or at events sponsored or supervised by EGSC or any recognized college organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion or detonation.
3. No student shall make, or cause to be made, a fire or false fire alarm.
4. No student shall intentionally or recklessly obstruct a fire exit.
5. No student shall fail to exit a College building when the fire alarm sounds.
6. No student shall operate, tamper with, discharge or remove any fire extinguisher equipment, exit sign, smoke detector or evacuation equipment without proper authorization.

Gambling

The playing of cards or any other game of skill or chance for money or other items of value where there is risk of personal loss is prohibited.

Harassment/Threats

1. No student shall harass, threaten or perform any act of intimidation toward another person in any manner, including terroristic threats. A person commits the offense of a terroristic threat when he or she threatens to commit any crime of violence, to release any hazardous substance or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience or in reckless disregard of the risk of causing such terror or inconvenience.
2. No student shall intentionally or repeatedly follow, stalk or contact another person in a manner that intimidates, harasses or places another in fear of their personal safety or that of their property.

Hazing

All rights and ceremonies of induction, initiation, or orientation into college life or into the life of any college group which cause or threaten to cause physical or mental suffering are prohibited.

Information Technology Violations

Any act prohibited by the Acceptable Use of Information Technology Policy is prohibited

For the complete policy, please view the Acceptance of Information Technology Policy under Policies and Procedures of the College on the President's Office website at:

<http://www.ega.edu/policy/section-11-4.pdf>

Repeated Violations

Repeated violations of published rules or regulations of EGSC, which cumulatively indicate an unwillingness or inability to conform to the standards of EGSC for student life, are prohibited.

Residence Hall Violations

1. Noise: Any noise that can be heard outside an apartment in the EGSC Residence Halls and which may result in inability to sleep or disturbance of other residents or neighbors between midnight and 8 am is prohibited.
2. Visitation: All visitation policies should be followed at all times.

- a. Allowing your visitor to enter Bobcat Villas or the Clubhouse without signing in properly is prohibited. Sign in is only allowed at the front desk of Bobcat Villas.
 - b. No student shall have visitors outside the posted visitation hours. Standard hours are Sunday-Thursdays from 10 am to midnight and Friday-Saturday from 10 am to 2 am.
 - c. No student shall have a visitor who is under the age of 18, with the exception of approved family members.
 - d. No student shall have more than one visitor at a time, with the exception of approved family members.
 - e. No student shall have a visitor who cannot produce a current picture ID with date of birth and expiration date.
 - f. Leaving your visitor alone or with someone else inside Bobcat Villas or the Clubhouse is prohibited.
 - g. Allowing your visitor to enter/exit Bobcat Villas or the Clubhouse in any way except the main lobby entrance is prohibited.
 - h. Allowing your visitor to violate the policies and procedures published in the Student Handbook is prohibited.
 - i. No student shall have an overnight visitor who has not been approved by the Residence Life Coordinator.
3. Health and Safety: No student shall fail a health and safety inspection.

Retaliation

Anyone who, in good faith, reports what she or he believes to be student misconduct, participates, or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the victim of retaliation for reporting, participating, or cooperating in, or otherwise being associated with an investigation should immediately contact the appropriate department or individual(s) for EGSC. Any person found to have engaged in retaliation in violation of the Student Conduct Code shall be subject to disciplinary action.

Sexual Misconduct

Sexual Misconduct is prohibited

Sexual harassment is unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual violence includes sexual assault and sexual misconduct. All acts of sexual violence are forms of sexual harassment.

For the complete policy, please view the Sexual Misconduct Offenses Policy under the Policies and Procedures of the College on the President's Office website at:

<http://www.ega.edu/policy/04-sexual-harassment-sexual-assault-and-sexual-misconduct-offenses.pdf>

Title IX

EGSC affirms its commitment to keeping the college's living, learning and working environment free of discrimination and harassment and maintaining an environment that recognizes the inherent worth and dignity of every person. See Title IX Web page for more info.

http://www.ega.edu/offices/business_affairs/human_resources/office-of-title-ix

Smoking and the Use of Tobacco Products

EGSC is a "Smoke and Tobacco Free" campus. The use of any tobacco product is prohibited.

Solicitation

The conducting of a sales campaign or other activities representative of eliciting financial compensation by private retail entities or in representation of similar bodies is prohibited on campus.

Misuse of Student Identification Cards

Lending, selling, transferring, using, or illegally obtaining a student's identification card is prohibited. Student must present student ID cards to properly identified college faculty and staff upon their request.

Theft

Taking, attempting to take, or keeping in a person's possession items not legally possessed by the person including, but not limited to items belonging to EGSC or items belonging to students, faculty, staff, student groups, student organizations, or visitors to the campus is prohibited.

Unauthorized Entry or Use of College Facilities

1. No student shall make unauthorized entry into any college building, office, or other facility, nor shall any person remain without authorization in any building after normal closing hours.
2. No student shall make unauthorized use of any college facility.
3. No student shall possess, use, make or cause to be made any key or other means of access to any college facility without proper authorization.

Vandalism

No student shall destroy, deface, or damage College property or property belonging to students, faculty, staff, or guests of EGSC.

Violations of Federal, State or Local Laws

1. Violation of federal, state or local law is prohibited. EGSC may take disciplinary action independent of any civil/criminal actions. If arrested, a student must report the arrest to the DSC and may not return to EGSC until permission is granted in writing.
2. A student who is charged with or indicted for a felony or crime involving moral turpitude may be suspended pending the disposition of the criminal charges against them. Upon request, the student shall be accorded a hearing as provided in this Student Conduct Code. At such hearing, the student shall have the burden of establishing that his or her continued presence as a member of the student body will not be detrimental to the health, safety, welfare or property of other students or members of the campus community or to the orderly operation of the institution. Upon final conviction, the student shall be subject to appropriate disciplinary action.

Firearms, Weapons and Explosives

No student shall possess a firearm, other weapon or dangerous chemical on college property unless permitted by law.

For the complete policy, please view the Firearms, Weapons and Explosives Policy under the Policies and Procedures of the College on the President's Office website at:

<http://www.ega.edu/policy/13-firearms-weapons-and-explosives-policy.pdf>

DISCIPLINARY PROCESS FOR CONDUCT CODE VIOLATIONS**Official Communication**

The official means of communication with all students is via their EGSC email account. Any mention of a student being notified in writing should be construed to mean via their EGSC email account.

Disciplinary Procedures

In cases that involve action or misconduct that would cause a student or students to be subjected to disciplinary action, a student is entitled to notice, hearing and appeal as provided in the Student Conduct Code.

Cases related to sexual misconduct or academic dishonesty are not covered under the EGSC Student Disciplinary Procedures but are covered under the respective EGSC policies: see Sexual Misconduct at <http://www.ega.edu/policy/04-sexual-harassment-sexual-assault-and-sexual-misconduct-offenses.pdf>.

The EGSC Dishonesty Policy located in the Student Handbook at:

<http://www.ega.edu/policy/04-student-handbook.pdf>

Not all matters covered under this policy will necessarily be reported by alleged victims. EGSC may also respond to issues raised by third party complaints including but not limited to referrals by police; faculty, staff or students or others who witnessed the event; and the DSC as a result of internal investigations.

Complaint: All complaints of alleged violation(s) of the Student Code of Conduct shall be made in writing to the DSC. Each complaint shall contain a statement of facts outlining each alleged act of misconduct, and shall state the regulation which the student is alleged to have broken. SCORES, the Student Conduct Online Reporting and Evidence System, is the recommended but not exclusive means to file a complaint. For the complete policy, please see:

<https://ega-advocate.symlicity.com/index.php/pid555859?>

Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. The need to issue a broader warning to the community in compliance with law, including the Clery Act, shall be determined on a case-by-case bases as provided by law. Where appropriate, complainants may file a law enforcement report along with the EGSC report.

Each Complaint must include the following:

1. Type of misconduct alleged;
2. Name and contact information of the alleged offender;
3. Date, time and place of the misconduct;
4. Name and contact information of any individual with knowledge of the incident;
5. Whether tangible evidence has been preserved; and
6. Whether a criminal complaint has been made.

Amnesty – Individuals should be encouraged to come forward and to report student misconduct notwithstanding that individual's choice to consume alcohol or to use drugs. Information reported in good-faith by an individual during an investigation concerning use of drugs or alcohol will not be used against that individual in a disciplinary proceeding and will not be voluntarily reported to law enforcement. However, individuals may be provided with resources on drug and alcohol, counseling, and/or education, as appropriate.

Confidentiality: Where a victim/complainant requests that his or her identity be withheld or the allegation(s) not investigated, EGSC will consider whether or not the confidentiality request can be honored. The DSC will make this decision based upon the following factors:

1. The ability to provide a safe and non-discriminatory environment for the institution;
2. Whether students, faculty or staff personnel are endangered;
3. Whether the orderly progression of educational objectives of the institution may be disrupted; or
4. Whether College property is in jeopardy.

Confidentiality requests, where granted, may limit the College's ability to fully respond to the incident and limit EGSC's ability to discipline the respondent. The victim/complainant will be notified that the institution generally cannot guarantee confidentiality.

Notice: The alleged offender and complainant shall be provided notice as follows:

1. Written notice of complaint;
2. The pending investigation;
3. Possible charges;
4. Possible sanctions;
5. Support services; and

6. Identify of potential investigator(s).

Notice will be provided via institutional email.

Upon the receipt of official notice, the alleged offender shall:

1. Be given 5 (five) business days to respond in writing to DSC;
2. Have the right to admit or deny the allegations; and
3. Set forth a defense with facts, witness(es) and provide documentation, whether written or electronic, in support.

A non-response will be considered a general denial of the alleged misconduct. If respondent chooses to remain silent, the investigation may still proceed and policy violation charges may still result, and may be resolved against the respondent. Further unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

Investigation: The DSC will investigate all complaints and may choose to dismiss the claim or move forward with a conference with the student towards informal resolution or a hearing.

The investigation shall consist of:

1. Interviews with the respondent, the alleged victim (where applicable) and relevant witnesses;
2. The collection and review of documents or other physical or electronic information;
3. Other steps as determined appropriate by the investigator;
4. Written summary of initial investigative report provided to respondent and alleged victim;
5. After the respondent responds in writing to the report, the investigator further investigates and updates report, as necessary;
6. A final investigative report provided to the Hearing Panel.
7. A copy of final report is provided to complainant and respondent before the hearing.

The investigator will:

1. Retain written notes and/or obtain written or recorded statements from each interview;
2. Keep a record of any proffered witnesses not interviewed, along with a brief, written explanation;

Written response to the charges are due three business days following the date of the initial investigative report.

The alleged offender and the complainant shall receive a summary of the investigation in writing via email. The summary shall include:

1. Any resulting charges or a determination of no charges;
2. The facts and evidence in support of the charges;
3. Witness statements; and
4. Possible sanction.

If the results of the investigation show need, the student shall be notified via email in writing by the DSC of the accusation of a violation and will be asked to come in for a conference to discuss the complaint.

Conference: At the above mentioned conference, the student shall be orally advised about the following:

1. The conference may be recorded.
2. The process to be followed in determining whether a violation occurred and any penalty;
3. The violation(s) they are accused of and an explanation of the charge.
4. Privacy rights under FERPA.
5. Rights of Student Defendant: The student defendant shall be afforded all rights required by due process including:
 - a. The right to a Hearing Advisor and non-participatory observer.
 - b. The right to present evidence in his/her behalf.
 - c. The right to call witnesses in his/her behalf.

- d. The right to remain silent and have no inference of guilt drawn from such silence.
 - e. The right to cross examination.
 - f. The right to be advised of his/her right to appeal the decision of the Director of Student Conduct or Hearing Panel.
 - g. The right to attend classes and required college functions until a hearing is held and a decision is rendered unless the student has been placed on Temporary Emergency Suspension. Please see the official Temporary Emergency Suspension policy on the President's webpage under Policies and Procedures at the following address, <http://www.ega.edu/policy/04-temporary-emergency-suspension-policy.pdf>
6. The DSC may refer any case to the Hearing Panel for a hearing and recommended action. Cases that involve the possibility of suspension or expulsion shall be referred to the Hearing Panel.
 7. The student may admit responsibility for the alleged violation in writing, waive the right to a hearing (in writing), and request that the DSC take appropriate action.
 8. The student may deny responsibility for the alleged violation in writing and:
 - a. Request adjudication with the DSC
 - i. If the student is prepared to present their case immediately, they may waive the 72 hour notice of a hearing (in writing) and ask the DSC to immediately begin adjudication.
 - ii. If the student is unprepared to present their case immediately, a hearing date and time will be determined and a hearing notification emailed to the student.
 - b. Request adjudication by the Hearing Panel, in which case a hearing date and time will be determined and a hearing notification emailed to the student.
 9. In all hearing formats, the student will be afforded the opportunity to address the complaint by providing evidence and calling witnesses.

Hearing Scheduling: A hearing will be scheduled after:

1. The final investigative report is completed;
2. Copies provided to alleged offender and complainant;
3. Response is received from the alleged offender; and
4. Offer of mediation, where appropriate based on the circumstances and as determined by the Director of Student Conduct, if both the respondent and the complainant agree.

Where a case is not resolved through mediation, the respondents shall have the option of having the charges heard either by the DSC or a hearing panel.

Hearing Advisor

A Hearing Advisor may be a current EGSC student, staff, or faculty member who is approved by the DSC and trained on the Student Conduct Code, specifically the Disciplinary Process and Hearing Procedures. The Advisor cannot participate as a witness or be associated with any case in which they serve as an Advisor. The Hearing Advisor may include legal counsel retained by the student or immediate family member(s) of the student. Student must notify DSC 48 hours of intended attendees which will accompany them to the hearing.

The attorney/advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which the advisee is present. The advisor may advise his or her advisee in any manner, including providing questions, suggestions and guidance on responses to any questions of the advisee, but shall not participate directly. Each participant may request up to two family members attendance at the above events.

The Hearing Advisor may:

1. Advise the student in the preparation and presentation of their case.
2. Accompany the student to the judicial hearing. The advisor functions in a supportive role and will not be allowed to speak during the judicial hearing but may assist the student in drafting questions of witnesses that may be presented to the hearing officer. The advisor may be excused from the

- hearing if they attempt to speak for or advocate on behalf of the student in any way.
3. Advise the student in the preparation of an appeal letter.

Hearing Notification: The Office of Student Conduct shall, at least 72 hours in advance of the hearing, notify the student in writing concerning the following:

1. The date, time, and place of hearing.
2. The statement of the specific charges and grounds, which, if proven, would justify disciplinary action being taken.
3. The names of witnesses scheduled to appear on the students' behalf. Note: A witness must provide a written statement to the DSC at least 48 hours before the hearing in order to be entered as evidence. Otherwise, the witness will not be allowed to participate in the hearing.
4. A list of trained Hearing Advisors, which may include legal counsel retained by the student, who can help the student navigate the disciplinary process. If the student wishes to use a Hearing Advisor, they should notify the DSC at least 48 hours prior to the scheduled hearing date/time.
5. If a student chooses to have their hearing with the Director of Student Conduct, they may, in writing, waive their right to the 72 hour notice.

Hearing in Absentia: If the student does not appear for the conference or hearing, or decides to withdraw voluntarily, a hearing may take place in their absence.

Hearing Protocol: No one will be allowed inside the room during the hearing except, the Hearing Panel members, the student, approved witnesses, family member(s), the Hearing Advisor(s) and any EGSC students/administrators who are there for training purposes.

The investigator may be called as a witness to testify before the Hearing Panel regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the panel outside of providing testimony during the hearing.

The hearing shall be held in compliance with the Georgia Open Meetings Act and FERPA.

Where the DSC determines that a party or witness necessary to the proceeding is unavailable and unable to be present due to extenuating circumstances, the DSC may establish special procedures for providing testimony from a separate location. In doing so, the DSC must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony to the Hearing Panel; the Hearing Panel will disregard the testimony.

The Hearing Panel is obligated to review proposed questions by the complainant, respondent and their respective advisors and to include relevant questions in the proceedings.

Hearing Decision:

1. The standard of proof in conduct hearings is preponderance of evidence. Simply stated, preponderance means what is more likely than not to have occurred based on the evidence. However, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.
2. The decision will be communicated in writing to the accused student and complainant within 48 hours of the hearing. Decisions by the Hearing Panel which result in suspension or expulsion from the institution will be accompanied by a summary of the findings substantiating the decision.
3. The student shall be notified in writing of the appeal process. The decision of the DSC or Hearing Panel shall stand until a ruling is made by the Vice-President for Student Affairs.
4. A summary transcription of the proceedings shall be kept and made available to the accused student upon request in writing.

Hearing Panel

1. The Hearing Panel shall consist of five members to include: one member of the staff, two members of the faculty and two regularly enrolled students. The DSC determines these members for hearing panel participation based on their availability. The Vice-President for Student Affairs or designee is responsible for training Hearing Panel participants.
2. One Hearing Panel member shall be chosen by Hearing Panel participants as the presiding officer and act as recorder.
3. Any member of the Hearing Panel shall disqualify themselves if their personal involvement in the case is of such a nature as to be detrimental to the interest of the accused or of the institution.
4. The Hearing Panel shall make a determination of whether the student is responsible for the alleged charges of Student Conduct violation(s), state the basis for the decision, and provide a recommendation of disciplinary measures to the DSC if sanctions are deemed appropriate.
5. Sanction severity shall be determined based on frequency, severity of the offense(s), and /or nature of the offense; history of past conduct; the offender's willingness to accept responsibility; previous institutional response to similar conduct; and the institution's interest.

Temporary Emergency Suspension

For the complete policy, please view the Temporary Emergency Suspension Policy under the Policies and Procedures of the College on the President's Office website at:

http://www.ega.edu/policy/Temporary_Emergency_Suspension_Policy_5-28-13.pdf

Disciplinary Sanctions

Disciplinary sanctions for Non-Academic Misconduct may be imposed upon a student or student organization for an infraction of the Student Conduct Code. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

The following are possible disciplinary sanctions which may be imposed upon a student or student organization for an infraction of the Student Conduct Code. This list shall not be taken to be exhaustive and may be enlarged or modified to meet particular circumstances in any given case.

1. Expulsion - permanent severance of the student's relationship with EGSC.
2. Suspension - temporary severance of the student's relationship with EGSC for a specific period of time.
3. Probation - notice to the student that any further major disciplinary violation may result in suspension.
4. Residence Hall Removal –severance of the student's relationship with on-campus housing at EGSC can be temporary or permanent.
5. Withdrawal of Recognition of Student Organization – disbanding of membership and withdrawal of recognition and privileges associated with being a student organization at EGSC.
6. Educational Sanctions – specific projects to be completed by the student, such as, but not limited to, writing a research paper on a specific topic, performing community service or attending an educational event.
7. Reprimand a. Oral Reprimand - an oral disapproval issued to the student by the deciding disciplinary official(s). b. Letter Reprimand - a written statement of disapproval from the disciplinary official(s).
8. Restrictions - exclusion from participation in: a. Social activities b. Recreational areas c. Identification card privileges d. Visitation procedures inside on-campus housing
9. Restitution - reimbursement for damage to or misappropriation of property; this may take the form of appropriate service or other compensation.
10. Forced Withdrawal - from the academic course within which the offense occurred without credit for the course.

11. Class Change – removal from a specific class and placement in another.
12. Disciplinary Hold – a HOLD will be placed on a student’s EGSC account when they have not completed sanctions imposed as a result of a Code of Conduct violation.
13. Banned - students lose their privilege to be on any EGSC campus site or at any EGSC sponsored event. A banned student may not enter any part of the campus without specific authorization from the Office of Student Conduct.
14. No Contact – The student(s) may be prohibited from personal contact with specific person(s).
15. Loss of Institutional Privileges – Student may be prohibited from availing themselves of customary institutional privileges granted to all students.

Appeals Procedure

The alleged offender shall have the right to appeal the outcome on any of the following grounds:

1. To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing;
2. To allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including whether any hearing questions were improperly excluded; or
3. To allege that the finding was inconsistent with the weight of the information.

Appeals may be made by the alleged offender for the above reasons in any case where sanctions are issued even those in which such sanctions are held “in abeyance” such as probationary suspension or expulsion.

A student shall have the right to appeal in accordance with the following procedures:

1. The decision of the DSC or the Hearing Panel shall stand until a ruling is made by the Vice President of Student Affairs.
2. The student shall have the ability to appeal in writing to the Vice President of Student Affairs of East Georgia State College within five days after the notification of the hearing decision.
3. An appeal form should be requested from the DSC.
4. The appeal form and appeal letter should be turned in to the DSC, but addressed to the Vice President of Student Affairs.
5. The student can request sanctions be “stayed” until a decision is reached concerning the appeal. The student must include this request for the consideration in their appeal. Decision regarding “a stay” of the sanctions will be determined by the Vice President for Student Affairs in consultation with the DSC.
6. A student may appeal on grounds that the evidence was not sufficient to find him/her guilty or other specified relevant grounds. In either case he/she shall clearly state reasons for appeal in written statements to the Vice President of Student Affairs.
7. The Vice President of Student Affairs review is limited to consideration of whether the record contains a substantial basis to uphold the decision. Therefore, new material cannot be introduced except in extraordinary cases presenting a compelling reason as to why the material could not have been presented to the hearing panel and why it should be considered now.
8. If received within the five day deadline, the DSC will forward the appeal form, the appeal letter and all relevant information from the hearing to the Vice President of Student Affairs for review.
9. If received after the five day deadline, the DSC will forward a copy of the appeal form and appeal letter to the Vice President of Student Affairs with notification that the student is not eligible for appeal.
10. When considering an appeal, the Vice President of Student Affairs shall within five days appoint a committee.
11. The Vice President of Student Affairs shall request consideration and recommendation for a decision from the Appeal Committee. The Vice President of Student Affairs will issue a decision on the appeal. The Vice President of Student Affairs will appoint three members to the Appeal

Committee selected from a group of six faculty and or staff members determined by the DSC. The six members shall receive appropriate training regarding Student Conduct.

12. This committee shall review facts and circumstances connected within the case and shall within five days make the findings and report thereon to the Vice President of Student Affairs. After consideration of the committee's report, the Vice President of Student Affairs shall within five days make a decision.
13. The student shall have the ability to appeal in writing to the President of East Georgia State College within five days after the notification of the hearing decision.
14. The decision of the Vice President for Student Affairs shall stand until a ruling is made by the President.
15. An appeal form should be requested from the DSC.
16. The appeal form and appeal letter should be turned in to the DSC, but addressed to the President.
17. The student can request sanctions be "stayed" until a decision is reached concerning the appeal. The student must include this request for the consideration in their appeal. Decision regarding "a stay" of the sanctions will be determined by the President in consultation with the DSC.
18. A student may appeal on grounds that the evidence was not sufficient to find him/her guilty or other specified relevant grounds. In either case he/she shall clearly state reasons for appeal in written statements to the President.
19. The President review is limited to consideration of whether the record contains a substantial basis to uphold the decision. Therefore, new material cannot be introduced except in extraordinary cases presenting a compelling reason as to why the material could not have been presented to the hearing panel and why it should be considered now.
20. If received within the five day deadline, the DSC will forward the appeal form, the appeal letter and all relevant information from the hearing to the President for review.
21. If received after the five day deadline, the DSC will forward a copy of the appeal form and appeal letter to the President with notification that the student is not eligible for appeal.
22. When considering an appeal, the President shall within five days appoint a committee.
23. The President shall request consideration and recommendation for a decision from the Appeal Committee. The President will issue the final decision on the appeal. The President will appoint three members to the Appeal Committee selected from a group of six faculty and or staff members determined by the DSC. The six members shall receive appropriate training regarding Student Conduct.
24. This committee shall review facts and circumstances connected within the case and shall within five days make the findings and report thereon to the President. After consideration of the committee's report, the President shall within five days make a decision which shall be final so far as the institution is concerned.
25. When the President of East Georgia State College has rendered his decision in writing on any appeal, the student will be considered to have exhausted all remedies on the local level.
26. Should the student be dissatisfied with the decision of the President, he/she may apply for discretionary appeal to the Office of Legal Affairs of the Board of Regents as provided in the Policy Manual on the University System of Georgia website at <http://www.usg.edu/policymanual>
27. The decision of the President shall stand until a ruling is made by the Board of Regents Office of Legal Affairs.

Actions which may be taken by the Vice President of Student Affairs in consideration of the appeal:

1. Affirm the original finding and the sanction;
2. Affirm the original finding but modify the sanction;
3. Remand the case back to the Hearing Panel to correct a procedural or factual defect; or
4. Dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

Actions which may be taken by the President in consideration of the appeal:

1. Affirm the original finding and the sanction;
2. Affirm the original finding but issue a new sanction of lesser severity;

3. Remand the case back to the Hearing Panel to correct a procedural or factual defect; or
4. Dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

Recusal/Challenge for Bias

The alleged offender and/or complainant may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee, the EGSC Internal Auditor, setting forth the basis for the challenge. The written challenge should be submitted within a reasonable time of discovering the identity of the institution official, employee, or student panel member whose involvement the alleged offender and/or complainant wishes to challenge. The institution's designee, the EGSC Internal Auditor, will determine whether to sustain or deny the challenge, and if sustained, the replacement to be appointed.