

Approved by President's Cabinet 7-23-13

STUDENT CONDUCT ONLINE REPORTING & EVIDENCE SYSTEM (SCORES)

SCORES is not an emergency response system. In the event of need for immediate response or assistance, please contact EGSC Public Safety at 478-455-0125 or call 911.

SCOPE

This policy is intended to define the role of the Online Incident Reporting system as a mechanism to elicit information concerning incidents which are perceived to be violations of the East Georgia State College (EGSC) Student Code of Conduct. Fraudulent misuse of this system is prohibited. Students of East Georgia State College are afforded all of the due process rights and privileges associated with their matriculation in an institution of higher education within the University System of Georgia by the Board of Regents and as outlined by the EGSC Student Handbook.

PROCEDURE

SCORES is supported by Symplicity's Advocate software to document all alleged violations of the student code of conduct concerning both academic honesty and behavioral issues. SCORES will be administered by the EGSC Director of Student Conduct (DOSC) daily. The incident will be reviewed, authenticated, investigated, and the appropriate Code of Conduct violation(s) will be determined by the DOSC. Upon determination by DOSC of valid incident report, student implicated as potentially having violated the Student Code of Conduct will be notified via email and requested to schedule a meeting with the DOSC to discuss the accusation. Procedure for adjudication of the incident will be followed as outlined in the EGSC Student Handbook.

Academic Honesty issues reported via SCORES as potential Student Conduct Code violations will be addressed by the DOSC initially through a meeting with the faculty member and accused student. Procedure for adjudication of the incident will be followed as outlined in the EGSC Student Handbook.

REPORTER

Only EGSC students, faculty, or staff, with access to My EGSC, may file a report via this form. Reporter has the obligation to provide a statement of facts outlining each alleged act of misconduct and shall state the regulation that has been violated. The reporter may be contacted to provide further detail as needed.

SCORES ACCESS

The Director of Student Conduct, Director of Housing, Vice President for Student Affairs, and President has access to the system.

FRAUDULENT REPORTING

Any student determined to have intentionally made a false report may be considered in violation of the Student Code of Conduct - Falsification of Records. Any faculty or staff member determined to have intentionally made a false report will be handled as outlined in the EGSC Faculty Handbook or Staff Handbook.

SECURITY

The security of the data in the system will be maintained by Symplicity, per contractual obligation, and EGSC Information Technology department.

THIRD PARTY ACCESS

Disclosure, as it relates to charge and disposition, will be made with consent of accused. Other third party disclosures require valid authorized subpoena.

RECORD RETENTION

Data retention will be determined per the Board of Regents and EGSC Records Retention Storage and Disposal policy.