



# STUDENT LIFE

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# SAINT PAUL'S COLLEGE STUDENT CODE OF CONDUCT HANDBOOK

At All Times The College Enforces A “Zero”  
Tolerance Policy For Inappropriate And  
Unacceptable Behavior

Revised Spring 2007  
Office of The Vice-President of Student Affairs

## **STUDENT RIGHTS**

1. Every student, before entering this institution, has the right to know their rights, obligations and responsibilities as well as the rules and regulations of this college as prescribed in the official Student Handbook.
2. Within the limits of its facilities, the college is open to all students who are qualified according to its admission standards. The facilities and services of the college is open to all of its students.
3. Student performance in class is to be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
4. A student has the right to be protected against improper disclosure of personal information by the administration and faculty members.
5. A student's permanent educational record includes a transcript of academic achievements separate from and independent of disciplinary or counseling files.
6. Students are free to organize and join associations to promote their common interests subject to institutional and educational policies.
7. A student, as a citizen, has the right to participate in off-campus activities without jeopardizing his or her standing with the College as long as he or she does not claim to represent the College and does not reflect negatively on the reputation of the College.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACTS: RELEASE OF INFORMATION ABOUT STUDENTS**

1. A student may secure a transcript upon request of the Director of Registration and Records. The College may decline to provide a copy of such transcript in the event the student has failed to comply with his/her financial obligation to the college.
2. A student may inspect his/her records upon request.
3. Information in a student's record obtained after January 1, 1975, will be available for student's review upon written request.
4. Material in a student's folder, which was obtained before January 1, 1975, will be held in confidence and denied review by the student.
5. Other than College officials, only the student may review his/her record, and the College keeps a log.

6. Only upon written authorization by the students will grades and/or other personal identifiable information relating to the student be released to institutions and agencies unless required by law.
7. A student shall have an opportunity for a hearing, in accordance with the regulations of the Secretary of Education, to challenge the content of his or her records and assure that the records are accurate and not in violation of the privacy acts or other rights of the students. This policy provides an opportunity for the correction or deletion of inaccurate, misleading, or inappropriate data contained therein.
8. Students will be notified of directory information the college plans to make available to the general public. Students must inform the College within (15) days of notification if any or all of the directory information that should not be released.
9. Until guidelines are released by the Department of Education or the appropriate federal agency, records will be kept indefinitely.

### **CODE OF CONDUCT AND GENERAL STANDARDS FOR STUDENTS**

**The entrance of a student into the Saint Paul's College student body indicates his or her agreement to conduct himself or herself with dignity and respect for the regulations of the College both on and off campus. Students are required to observe the regulations with respect to alcoholic beverages, narcotics and other drugs, unauthorized entry and visitation into residence halls, physical combat, destruction and theft of property, academic honesty, and decorum in the dining hall, Chapel, classrooms, and at formal and other social affairs. It is never appropriate for a student to use vile, obscene and/or abusive language or to exhibit lewd or indecent behavior on campus. Possession of weapons such as knives or firearms is strictly prohibited.**

Saint Paul's College prohibits sexual harassment and assault in any form. Sexual Assault shall mean any activity of conduct which by designs or otherwise, threatens, intimidates, demeans, or excludes on the basis of gender. Examples of sexual harassment includes name calling, demeaning epithets, generalized racist remarks, pranks, destruction of personal property, threats of physical abuse, unwanted sexual advances (including touching), the threat of a lower grade to obtain sexual rewards, and the use of physical force to obtain sexual relations. Sexual harassment/sexual assault may include generalized sexist remarks or behavior, inappropriate and offensive sexual advances (verbal or physical), solicitation of sexual activity or sex-linked behavior by promise of rewards, coercion of sexual activity by threat of punishment, sexual assault, etc. Violations of the sexual harassment/assault policy will be punishable as outlined in the Saint Paul's College Sexual Harassment/Assault Policy guidelines. When male and

female students are jointly found in misconduct or violation of College regulations, both will be held equally responsible. Every prospective applicant should thoroughly acquaint himself/herself with the regulations of the College.

The college reserves the right to be judge of a student's success or failure in meeting the requirements and demands of College life, and his/her fitness to continue to share its privileges and responsibilities. Therefore, a student may forfeit membership for behaviors considered unsatisfactory by the College as stated in the Code of Conduct.

In general, off campus students and married students are under the same regulations as other students. Students who are married when they enroll for the first time at the College must make their status known when they register. Students who marry during the period from the time they enter the College until their graduation from the college, (summer period included), must send a letter to the Vice-President of Student Affairs immediately notifying him/her of the change in status.

### **POLICY ON ARRESTS AND CONVICTIONS**

Campus security officers are deputized by the State of Virginia and have the full power of police officers. As such, they are authorized to arrest students and other persons who violate state or local laws on the campus. Persons who commit such crimes on campus as breaking and entering a building will be arrested and have the case heard in a local court.

Students who are arrested, either on campus or off campus, are required to report to the Vice-President of Student Affairs for the purpose of consultation.

Those students who are charged in a criminal court and are found guilty of felonies or misdemeanors will be immediately suspended, dismissed indefinitely or expelled from the College. Hearings will be held after suspension only upon the request of the indicted, but prior to readmission to the college.

### **PROBATION, SUSPENSION, DISMISSAL OR EXPULSION**

To protect the rights and interest of members of the academic community, the College reserves the right to take disciplinary measures compatible with its own best interest and to probate, suspend, dismiss indefinitely or expel students whose behavior is a serious breach on the Institution's Code of Conduct. Some acts of the student's misbehavior are considered **FLAGRANT**, and students who engage in such acts of misbehavior will be suspended immediately from the college. (**FLAGRANT** refers to behavior that is conspicuously bad or objectionable, and applies to offenses or errors so bad that the behavior cannot go unnoticed or be condoned). Such students will vacate Saint Paul's College within 24 hours after being notified that such disciplinary action has been taken against him or her.

The primary reasons for which probation, suspension, dismissal or expulsion from the institution is noted as:

### **1. Alcoholic Beverages**

The use or possession of alcoholic beverages on campus is strictly forbidden. Any undesirable campus conduct resulting from the use of alcohol beverages is a violation of College regulations. Students who are guilty may be placed on probation or suspended from the College. Organizations, which fail to assume full responsibility for implementing college regulations regarding the use of alcoholic beverages, may be placed on probation or suspended.

### **2. Drugs and Narcotics**

The campus security officers will rigidly enforce the college's policies concerning the possession or use of illegal drugs or narcotics on campus. Periodically, the security officers may be assisted by the local police officers. Students involved in possession or use of narcotics or other drugs on campus, which are illegal, except when taken with written approval of a licensed physician, should expect to be suspended or expelled from the College. Any student involved in the sale or distribution of illegal drugs on campus will be expelled indefinitely from the College and reported to the appropriate authorities.

### **3. Physical Combat**

It is the expectation of the College that students live and learn in a college atmosphere void of fear, physical threats and violence. Students are expected to settle their controversies and disagreements in a socially acceptable manner. Engaging in physical combat of any type, on or off campus is prohibited. Offenders should expect to be placed on probation or suspended from campus housing facilities and/or suspended from the College. The College also reserves the right to review cases of students fighting which might take place off campus or situations not associated with the institution to assess damage to the College's image and to possibly assess penalties.

### **4. Firearms**

The possession or use of weapons or firearms on the campus is prohibited. Students suspected of possessing firearms might be searched by personnel, staff, security, local, state, and federal police officers. When weapons are found in the possession of any student in any of the situations stated, the firearms will be confiscated and the student will be suspended from the College. A student who threatens another person on campus or discharges a firearm on campus, will be immediately suspended, expelled from the College and/or dismissed indefinitely.

### **5. Destruction and Theft**

Destruction or theft of the property of another person on campus, property of the College, property under the control and suspension of the College and property of guests of the college is prohibited. Offenders will be subject to make reparation and/or probation, suspension or indefinite dismissal from the College.

## **6. Sexual Harassment/Assault**

It is the policy of Saint Paul's College to maintain a campus atmosphere free of intolerance and demeaning behavior. Through this policy, the College seeks to provide and promote an environment where ethnic, racial, and gender diversity complement the academic and social purposes of the institution. Any person accepting admission at Saint Paul's College must understand that the college allows no form of sexual harassment. Therefore, Saint Paul's College will comply with the requirements of the Campus Sexual Victim's Bill of Rights of 1991 (June 3, 1991).

## **7. Violation of Residence Hall Visitation**

Unauthorized entry into the residence halls is prohibited. The College regulations do not allow for coeducational visitation. **Students of the opposite sex who are discovered in residence hall rooms will be suspended for at least one semester. The student(s) who occupies the room will also be subject to disciplinary action which may include suspension from the College for at least one semester.**

## **8. Unauthorized Entry**

Unauthorized entry into or use of any College facility is prohibited. Students who violate this regulation will be subject to suspension.

## **9. Student Demonstrations**

The College recognizes the role of peaceful, nonviolent, unobstructive demonstrations on campus to support student petition for redress of grievances. Demonstrations, which are not in accord with these principles, are in violation of College rules and regulations. Students who willfully and intentionally occupy and building or other areas of the College, which, as a consequence interrupts the activities or business of the college will be disciplined and suspended from the College.

## **10. Shoplifting**

Students who are charged and convicted for shoplifting in the community are subject to disciplinary action by the College. Such action will result in suspension or expulsion from the College.

## **11. Forgery and Misuse of Records**

Forgery of any kind and altering or misuse of College documents, records, ID cards, or meal tickets constitute a violation of College rules and regulations. Such offenders will be subject to probation or suspension from the College.

## **12. Telecommunication**

Obtaining telecommunication services by the use of a false telephone number or unauthorized use of another person's telephone number or credit device is prohibited. Students who violate this regulation will be subject to make reparation and/or probation or suspension from the College.

### **13. Obscene Language and Lewd Behavior**

The use of vile and obscene language and the exhibiting of lewd or indecent behavior on campus is prohibited. Students committing such offenses subject themselves to severe disciplinary actions.

### **14. Gambling**

Gambling is prohibited in the residence halls or elsewhere on campus. Students who violate this regulation will be subject to probation or suspension from the College.

### **15. Cheating or Plagiarism**

Students are expected to maintain acceptable standards of academic conduct. Academic dishonesty, including but not limit to, cheating on examinations and dishonesty in scholarly writing or research (plagiarism), constitutes a violation of acceptable standards academic conduct. Offenders will be subject to the penalties outlined in the section Academic Honesty in the college Bulletin.

### **16. Fire Alarms**

Tampering with fire alarms and/or fire prevention equipment or deliberately setting fires in the halls or in buildings elsewhere on campus is prohibited. Students who violate these regulations will be suspended.

### **17. Decorum**

Students should be aware that the dining halls, Chapel, classrooms, formal and other social affairs are all learning environments and for learning experiences. For each, there is a proper decorum and a proper dress code. Students are expected to exhibit appropriate behavior and dress for each of these learning environments/experiences.

### **18. Assemblies**

All students are expected to attend College assemblies and other educational and cultural activities. Freshmen and transfer students are required to attend mid-week Chapel and special events as designated by the College. These are reasons for which probation, suspension, dismissal or expulsion from the College include but not limited to the aforementioned. Any conduct, which the President deems threatening to the reputation of the College, may be considered flagrant.

### **19. Insubordination**

Acts of insubordination or failure to comply with college officials acting in performance of their duties will not be tolerated and will subject students to discipline.

### **20. Violation of Federal, State or Local Laws**

Violation of Federal, state or local laws on or off campus may subject the student to disciplinary action by the college.

**THE FOLLOWING GENERAL STANDARDS OF CONDUCT FOR STUDENTS  
APPLY:**

1. Guest and visitors are always welcome and should be shown every possible courtesy. However, students should notify the Residence Hall Supervisor when they expect overnight guest.
2. To achieve a greater degree of cooperation and understanding between the college and the home, regarding student activities, students are required to secure from parents or guardians written travel permission, which will be on file in the office of the Vice-President of Student Affairs. Permission is required for travel with athletic teams, cheering squads, college choirs, drama clubs and conferences, and/or to engage in any other activities, which will necessitate travel in private vehicles.
3. Male students are required to remove their hats or other apparel that covers the head, in classrooms, assemblies, offices, dining halls, library, residence hall lobbies and other areas where it is customary and expected.
4. Students are expected to exemplify high moral standards through the exercise of self-discipline.
5. All residential students must sign in and out whenever leaving and returning to the campus. It is expected that each student will return to the campus before curfew. Overnight off campus visits for residents may be authorized only for weekends and/or holidays with the written permission of a parent/guardian and the written approval of the Residence Hall Supervisor.
6. All students must comply with the visiting hours as posted in the residential halls.
7. Students are requested to carry identification card (ID) at all times. Students must show their cards upon request. Failure to show ID cards or attempts to falsify information will be grounds for disciplinary actions. Replacement of lost or misplaced ID cards will be \$10.00.
8. The Student Government Association, Student Personnel Committee and the Administration must approve newly formed student clubs and societies before they can be officially organized.
9. Resident Assistants (RAs) are officially selected to assist the residence hall supervisors. RAs are assigned duties and areas to supervise in the residence halls; however students should cooperate with RAs to make their residence halls a better place to live.

10. All social functions on and off campus must be properly chaperoned. The name of the organization's advisor or an appropriate substitute must be sent, with a detailed report, to the office of the Vice-President of Student Affairs two weeks prior to the date of the activity.
11. If a student is found guilty in any of the categories below, disciplinary action will be taken. The student will not be in good standing with the College. As long as the disciplinary action is in effect:
  - a. Violation of general regulations
  - b. Violation of the Code of Conduct and disciplinary procedures
  - c. Academic probation
  - d. Financial delinquency
  - e. Violation of federal, state, and local laws

**The following restrictions may be imposed:**

  - a. Loss of privileges for a period of time
  - b. Loss of privileges to represent the College in extracurricular activities and to hold office in college organizations
  - c. Loss of eligibility to receive financial aid
12. Alcoholic beverages on campus will not be tolerated. Students are subject to disciplinary action for the possession or consumption of alcoholic beverages, drunken and/or irresponsible behavior on the College property.
13. The use, possession or distribution of narcotics and/or illegal drugs, violates federal and state laws. Students found using, possessing and/or distributing narcotics or illegal drugs will be suspended or expelled as circumstances may require.
14. Damages to resident's rooms, furniture and or utilities, to the extent of vandalism, and/or theft will be charged to the students occupying the room.
15. Students are encouraged to attend all college services, educational and cultural activities. It is mandatory that Freshmen attend all chapel services.
16. The possession of concealed weapons, explosives and/or firearms in buildings, automobiles or on any person will be forbidden. Those suspected of possession of concealed weapon(s), firearms, and/or explosives will be searched by the campus security, and/or the local, state and federal police.
17. The use of fireworks or any explosive device, under any circumstances is prohibited on campus.

18. The use of incense in the dormitories is prohibited according to campus fire regulations.
19. Gambling is not permitted.
20. Hazing, unreasonable demands or the subjection of students to any form of brutality will not be permitted. Individuals or organizations violating this regulation will be subjected to disciplinary action.
21. The use of water guns, soakers, and other paraphernalia is prohibited inside the college buildings.
22. Passing a check drawn on a bank with insufficient funds is a violation of federal and state law. Violators may be subject to disciplinary action.
23. The college does not assume the responsibility of posting bail or bond for students who are arrested. The college will notify parents or guardians and give such guidance, as it deems appropriate. The college reserves the right to investigate the conduct of any student found guilty upon justification, where such conduct brings dishonor upon the college. Such students will be suspended or expelled.
24. Students are required to attend all mandatory residence hall meetings.

**DISCIPLINARY PROCEDURES – ALL COLLEGE HEARINGS**  
**PURPOSE AND FUNCTION**

The purpose and function of the Judiciary Board is to hear and act upon those more serious cases involving student conduct when the offense is against the College, (e.g. College rules and regulations, College property, property under the control and supervision of the College, official representatives and guests of the College, and other cases involving violations of civil and criminal laws on campus). The board makes recommendation(s) to the Vice President of Student Affairs regarding its findings. Any recommendation by the Board is non-binding on the Vice President of Student Affairs of the President. The Vice President of Student Affairs may make a recommendation to the President; however, the ultimate decision is the President's.

**MEMBERSHIP**

The Judiciary Board shall be composed of students, faculty members, and staff who are not members of the Student Affairs Office. Members of the Board are elected or appointed. A representative from the Student Government Association shall also serve on the Board.

## **GENERAL PROCEDURES**

1. Charges of the student misconduct should be filed with the Vice President of Student Affairs. These charges, in writing, may be filed by any student, staff, faculty member and/or administrative official.
2. Appropriate cases, as defined, exclusively, by the Vice President of Student Affairs, will be referred to the Judiciary Board.
  - A. Copies of the charge(s) will be submitted, in writing, to the chairman of the Student-Faculty-Staff-Judiciary Board and to the accused student.
  - B. Students committing infractions must be notified within 24 hours of their official hearing date and time.
  - C. The Judiciary Board should allow the students two business days to prepare for his/her hearing.
  - D. Students may have an advisor present evidence available and witnesses in his/her behalf. If the student is unable to obtain an advisor, he/she must notify the Vice President of Student Affairs at least twenty-four hours prior to the scheduled hearing.
3. The Judiciary Board will report its verdict in writing, to the President of Student Affairs with whatever recommendation(s) it deems appropriate. The decision/stipulations rendered by the Board is a non-binding verdict to be carried out by the Vice-President of Student Affairs.
4. In case a student is separated from the College, in order to appeal this decision, the student must file his/her appeal within 48 hours after notification of separation from the College.
5. All members of the Judiciary Board have equal rights to voting.
6. A quorum shall consist of at least three (3) students and four (4) non-students.

## **ADMINISTRATIVE ACTION**

Following an Administrative hearing, the Vice President of Student Affairs will immediately impose sanctions or penalties, where appropriate, and notify the student in writing. He or she may impose sanctions or penalties for student misconduct, which may include informal warnings, informal reprimands, letters of warning of reprimands (censure) to the student or to the student and his/her parents, suspension from residence halls, disciplinary probation, and interim suspension. In the case where a student waives his/her rights to be heard by the Judiciary Board is not functioning, the range of sanctions may include those listed above as well as suspensions, dismissal, and expulsion.

## **THE LOSS OF ITEMS**

The College is not liable for student's personal items that may be stolen, damaged, lost due to floods, or water damage from leaks, fire or vandalism.

Their parent's Homeowners Insurance or Rental Insurance may cover all students' personal items.

### **DEFINITIONS OF SANCTION OR PENALTIES**

The following definitions are established in order that sanctions and penalties may be clearly understood:

- A. WARNING/CENSURE:** An oral or written reprimand that constitutes continuation or repetition of wrongful conduct and/or violation of any institution regulation within a stated period of time may be cause for more severe disciplinary action.
- B. DISCIPLINARY PROBATION:** Exclusion from participation in privileged or extracurricular institutional activities and certain area may be off limits as set forth in the notice for a period of time not exceeding one school year.
- C. INTERIM SUSPENSIONS:** Suspension pending a hearing when there is a probable cause to suspect imminent danger to people or property on campus. In such cases a hearing will be held as soon as practicable. This would include flagrant violation cases.
- D. SUSPENSION:** Excludes the student from the College for an indefinite period of time.
- E. DISMISSAL:** Excludes the student from the College for an indefinite period of time.
- F. EXPULSION:** Permanent separation from the College.

Students who are suspended, dismissed, or expelled from Saint Paul's College are denied any privileges of the College during the specific period. Notification of such action will be in writing. The student will be given no longer than 24 hours to remain on campus without written permission of the Vice President of Student Affairs. This regulation also applies to academic suspension or dismissal.

### **SAINT PAUL'S COLLEGE STATEMENT OF POLICY AND DRUG PREVENTION PROCEDURE**

It is the policy of Saint Paul's College to maintain a drug-free work place. Therefore, Saint Paul's College will comply with the requirements of the Drug-Free Workplace Act 1989, which applies to the recipient's contracts and grants.

Saint Paul's College prohibits the unlawful manufacture, distribution, possession or use of any controlled substance (illicit drugs) in the workplace. The workplace refers to all property owned by the College.

Additionally, the use or possession of alcoholic beverages is prohibited anywhere on college property. The College does not condone the use of alcoholic beverages at off-campus events. Alcoholic beverages should not be purchased with funds provided by the College.

The College is concerned with the health and welfare of all its students and personnel. Also, it encourages anyone with a drug or alcoholic problem to seek appropriate treatment. The College Physicians and Counselor will provide information on drug and alcohol treatment resources available in the community. The College Nurse is available to provide information on the dangers of drugs and alcohol abuse.

The policy shall not be constructed as limiting, in any way, the College's right to discipline under the full force and authority of the Alcoholic and Drug Policy outlined in the Faculty, Staff, and Student Handbook.

Beyond action taken by civil authorities, the College will handle alleged violations of illegal drug and alcohol policy through its established disciplinary procedures.

## **HEALTH RISKS OF ALCOHOL AND DRUGS**

### **ALCOHOL**

Acts as a depressant, affects mood, dulls the sense and impairs coordination, memory, reflexes and judgment. Other effects of alcohol abuse may be behavioral changes, and self-destructive urges. The central nervous system damage may include: poor vision, memory loss, loss of sensation and coordination, brain damage and seizures. Digestive tract damage may result in cancer of the mouth, irritation of the esophagus and liver, and cirrhosis of the liver. Heart trouble may include high blood pressure, irregular heartbeat, angina or heart attack. Malnutrition may also result from alcohol abuse.

### **DRUGS**

The use and abuse of illicit drugs may result in damage to the lungs, immune system, reproduction system, loss of memory, seizures, coma, malnutrition, behavioral changes (that include violence) as well as damage to the heart, liver, and kidneys. Death may also occur with the use and abuse of these drugs.

**Drugs listed below may cause, but are not limited to, the damages as listed:**

- A. **Marijuana** - damage to the lungs, reproduction system and brain function, impairment of memory and inability to concentrate.
- B. **Cocaine** - damage to the lungs, immune system, malnutrition, seizures, increase in heart rate and breathing rate. Overdose may result in heart stops, coma or death.
- C. **Heroin** - overdose can cause coma and death.
- D. **Hallucinogens** - sudden bizarre behavioral changes that may include extreme violence, and memory loss that can be permanent.
- E. **Amphetamines** - sustained physical “high” that can lead to malnutrition, heart problems and death.
- F. **Sedatives and narcotics pain pills**, (legal, but are considered a controlled substances due to abuse) - can cause liver and kidney damage.

### LEGAL SANCTIONS

When the standards of conduct, as set forth in the Faculty, Staff, and Student Handbook are violated, Saint Paul’s College will impose, at a minimum, the following sanctions:

Any member of the College Community who violates the laws of the Commonwealth of Virginia and the County of Brunswick drug and alcohol policies is subject to be charged with a Class 1 misdemeanor (**Code of Virginia Chapter 1, Section 18:2-11: Punishment for the Conviction of Misdemeanor**).

The Class 1 misdemeanor carries the penalties of confinement in jail for not more than twelve months and a fine not more than \$2,500.00 either or both. However, in less serious cases, disciplinary action may include, but is not limited to loss of privileges, written warning, probation, completion of an appropriate rehabilitation program, work assignment, suspension or dismissal from the College.