This publication is not a contract. The information it contains is provided for the purpose of facilitating access to rules, programs, activities, and requirements in effect at the time of publication. The College may revise this publication in whole or in part at any time, with or without notice, as external rules and regulations change or as the College's policies, procedures, and requirements are updated. The College reserves the right to make changes as necessary, including changes in requirements, programs, policies, and fees. Changes shall go into effect whenever appropriate, with such notice as is reasonable under the circumstances. To ensure access to the most current information available, including information that has been updated since the date of publication, students, parents, and members of the College community are encouraged to consult the BSC Website.
Foreword

On behalf of the Student Government Association, welcome to the Hilltop! SGA serves as the voice of the student body and advocates its desires to the administration. In addition to institutional changes, SGA continuously implements new programs in an effort to better serve the student body. We also meet with student organizations, teams, and various campus groups to ensure we are gathering student opinions from across campus. We are an organization of the students, for the students, and we are here to serve you and to enhance the Birmingham-Southern College experience.

One service the SGA provides each year is the online publication of the Student Handbook, a guide intended to provide students with a handy reference for many of the policies and procedures related to student life at BSC. This handbook outlines policies related to student conduct at the College, the Honor Code, as well as specific issues for Residence Life and should not be taken lightly. Regardless of whether you live on or off-campus, all students must adhere to the rules set forth in these pages while members of the BSC community. As a result, it is in the best interest of each student to become familiar with the contents of this handbook.

In order to be successful in these endeavors, we need participation and input from the student body. If you have any suggestions or comments concerning SGA or any of its programs, please send an e-mail to sga@bsc.edu or speak with one of our officers or representatives: President – Toby White, Executive Vice President – Amelia Haston, Treasurer – Griffith Hawk, and Secretary – Stephanie Pope

Forward Now, Forward Ever,

Toby White
President
Student Government Association
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Alma Mater

On the city’s western border,
Reared against the sky,
Proudly stands our alma mater
As the years go by.

“Forward ever!” Be our watchword;
Conquer and prevail.
Hail to three our alma mater,
BSC, all hail!

Cherished by us all forever,
Alma mater strong,
Hold our faithful hearts and minds
As we sing this song.

“Forward ever!” Be our watchword;
Conquer and prevail.
Hail to three our alma mater,
BSC, all hail!
Student Conduct
I. The Honor System & Honor Code

The Honor Oath
As a member of the student body of Birmingham-Southern College, I realize my responsibility to the traditions of the institution, to my fellow students and to myself. I recognize the significance of the Honor System, and I pledge that I will not lie, cheat, or steal as a member of the Birmingham-Southern College community.

MANIFESTATION
A Code of Honor was originally adopted by a popular vote of the student body of Birmingham-Southern College. It was revised in the Spring of 1995. This revision separated the Honor Code, which applies to lying, cheating, and stealing, from the policies and procedures applied to social behavior. Its purpose is to present an atmosphere in which an individual’s integrity, sense of responsibility, and ability to engage in creative independent scholarship can be nurtured. As a student learns to handle independence, the student also assumes responsibility for his or her actions. Recognizing this fact, the students, faculty, and administration at Birmingham-Southern College have agreed to a system of ethics known as the honor system.

The honor system is exemplified in the Honor Code. As a student covenant, its enforcement depends upon each and every individual student. Not only is each student responsible for his or her own actions, but also he or she is responsible for maintaining the whole system of honor. The individual is responsible, along with his or her fellow students, for the governance of the honor system. The faculty and administration have agreed to encourage and cooperate with the students in this effort.

THE HONOR COUNCIL
The Honor Code establishes an Honor Council composed of 15 students as selected by the SGA. This Council is charged with hearing cases concerning lying, cheating, and stealing. The Honor Council process is guided and advised by Faculty Advisors and the Dean of Students, unless the Dean is unavailable. In such cases, the Vice President for Student Development or other appropriate personnel in Student Development may fill the role of the Dean during the investigation or hearing phases of the process. The Honor Council hearings occur on Monday evenings unless the Dean of Students deems otherwise necessary. Any honor violations governing student behavior or academic violations are brought before the Honor Council. Students must recognize the Council’s role of upholding the Honor Code and should expect the court to abide by and uphold the three tenets of the Honor Code which are honesty, integrity, and truth. While the role of students in maintaining the Honor Code is crucial, the ultimate responsibility for campus governance rests with the President of the College and other designated administrators as delegated by the Board of Trustees.

AREAS OF ACADEMIC CONCERN
Several areas of academic concern should be clarified.

1. Examinations: All tests at Birmingham-Southern College are conducted under the Honor Code. Instructors leave the room during the examination and students are on their honor to do their own work. The Honor Pledge should be abbreviated on the outside of the test, and signed by the student before handing in the examination. The student should leave all books and materials which are not permitted to be used on the test either in the hall outside the classroom, or next to the wall in front of the classroom. Students should not take the test outside the designated classroom except under extenuating circumstances or by prior arrangement.

2. Out-of-Class Work: Work prepared out of class should be that of the individual. Any assistance from fellow students, books, periodicals, or other materials should be carefully acknowledged. Instructors should give specific guidance regarding what constitutes a violation of the Honor Code. If there is doubt, a question should be raised by the student.

3. Use of Old Quizzes and Papers: While there is a difference of opinion with regard to the use of old tests and term papers, it is generally conceded that there is value in studying tests that have been given previously, and in reading papers from previous classes. A student should be careful, however, that these materials are
used properly; he or she should never copy a section of another person’s term paper and submit it as his or her own. In addition, a student should not submit a paper of his or her own which has previously been submitted in another course, unless specifically given permission by the instructor of the current course. Students should seek guidance from the instructor on the use of materials such as notes, tests, books, and papers.

4. Creative and Artistic Work: In the fine and performing arts, many assignments require students to submit original pieces of work. Assignments of poetry and prose, drawings and paintings, musical compositions, and dance choreography will often mean that students must rely on their own creative abilities to develop their submissions. Relying on the work of other authors, artists, musicians, dancers, and choreographers is a violation of this requirement. You should check with your professor regarding how prior works of arts may directly influence your submissions to avoid an Honor Code infraction.

PLAGIARISM DEFINED
Note: This is the official definition of “plagiarism” developed by the SGA Honor Code Committee and Dr. Susan Hagen which is currently in use by the BSC faculty:

WHEN YOU USE SOMEONE ELSE’S WORDS, IDEAS, OR DATA DERIVED THROUGH EXPERIMENTATION OR INVESTIGATION WITHOUT GIVING THAT PERSON CREDIT, YOU ARE PLAGIARIZING. THIS IS CONTRARY TO ACADEMIC INTEGRITY AND TO THE BSC HONOR CODE.

Plagiarism is a serious offense. It is also an unnecessary one. Protection against it is easy: simply cite the source of your material. The amount of information required in that citation and the particular form the citation will take varies from discipline to discipline. Sometimes, only a name and a title of a study or a book are required; sometimes place of publication, publisher, date, and page numbers for reference are also required.

One thing remains constant in all disciplines, however. If a thought, a figure, a phrase, or a portion of an artistic work is not original to you, then you must tell the viewer of your work whose thought, figure, phrase, or artistic work it is. In text-based academic work, such as research papers and presentations, referencing the original work typically follows discipline-specific conventions. Check with your professor for the precise form of documentation you should use. In artistic work involving creative writing, dance, music, theater, and the fine arts, relying on original works will often not be allowed. Ask your professor if you are unsure whether an assignment allows you to incorporate others’ work, and if permitted, how to reference it.

You may argue that in a research paper, none, or very little, of the information is original to you — otherwise you would not have had to research — therefore, every sentence would seem to require some sort of citation. This is not necessary, however, for points of common knowledge do not have to be documented. The trick, of course, is in deciding what is common knowledge to those educated in any given discipline when none of it was common knowledge to you. There is no foolproof rule to follow; ultimately, you will have to rely on your own judgment, but this guideline may be useful to you: if the information can be found in an encyclopedia and it is not an indirect quotation, or if the information is found in two or more books or articles you have read and it is not a direct or indirect quotation, it is common knowledge. If in doubt, it is better to err in favor of too much documentation than too little. The more versed you become in research and writing, the easier these judgments will be to make.

Remember, even if you paraphrase (indirect quotation) or summarize material, you must document, especially if you adopt the vocabulary or phraseology of your source. Sometimes someone simply states something with a flair, an emphasis, or a precision not your own. So, you adopt whole phrases, or just a word or two to enhance your writing. This is permissible — as long as you admit that that flair, that emphasis, that precision are not your own.

INSTRUCTOR’S INTERPRETATION
As early as possible in the term, the instructor should make clear to his or her classes how the specifications of the Honor Code apply to his or her individual requirements. For example, what is legitimate in the use of old examinations or student papers, studying together, use of source material for an original report, etc., should be made clear.
SUMMATION
Inherently, an honor system contains a paradox. If students are honorable, it is insulting to conceive that they could be dishonorable. If students are dishonorable, it is foolish to suppose that an oath of integrity will prevent them from cheating. However, at BSC we believe honor is not an inevitable quality. The environment exercises powerful influences upon the individual’s integrity. We believe the honor system is the system most conducive to placing responsibility where it belongs — with the students. In signing the pledge, one should realize that he or she is making a commitment to one’s self, his or her fellow students, and to the College. This pledge entails personal honesty, as well as the preventing and/or reporting of dishonesty in others. It is our belief that only in this manner can we, the students, have satisfaction in our College — and our lifetime achievements.

THE HONOR COUNCIL CONSTITUTION

Article 1 - Membership
A. The Honor Council (“Council”) shall be composed of three seniors, three juniors, three sophomores, and six at-large members without regard to class rank.
B. The Council shall be elected by the Student Legislature, with recommendation by graduating senior Honor Council members, during the spring term following the annual report of the Council’s activities. No member of the legislature shall be eligible for election to the Council.
C. The Student Legislature shall fill vacancies in the Council when requested in writing by the President of the Council.
D. A member of the Council shall be removed from the Council upon a finding that he/she violated the Honor Code. A member may also be removed for breaking the student conduct policies of the College.
E. The Student Legislature shall select at least two alternate members of the Council without regard to class rank. The alternates shall participate in Council training and serve on the Council when requested by the President.

Article 2 - Officers
A. Each year during the spring term, a President, Vice President, and Secretary shall be elected by the incumbent Council from among its membership during the previous academic semester. Officer elections shall occur following the Council’s election by the Student Legislature, and newly selected members shall be present and given voice but not vote. The officers shall serve from the beginning of the next academic year until the end of that academic year.
B. The President shall call and preside over Council meetings and deliver an annual report on the activities of the Council to the Student Legislature. The President shall decide all questions of procedure and interpretation arising under the constitution. A decision of the President may be overruled by a two-thirds vote of those members of the Council present and voting. At the hearing, the President’s position shall be one of non-participation in deliberations and voting; however, the President may cast a tie-breaking vote. The President shall also serve on the Social Conduct Council.
C. The Vice President shall act in the capacity of President in the absence of that officer and shall be responsible for publicizing the Honor Code. Unless acting as President at a hearing, the Vice President’s position shall be one of participation in deliberations and voting. The Vice President shall also serve as President of the Social Conduct Council.
D. The Secretary shall keep a tape recorded record of each hearing, a record of all findings of violations, including a brief summary of the facts of each case, and penalties imposed. The Secretary’s position shall be one of participation in deliberations and voting. The secretary shall also serve on the Social Conduct Council.

Article 3 - Dean of Students and Faculty Advisor
The Dean of Students, or his or her designee or substitute, (either such person hereinafter referred to as “Dean”), and the Faculty Advisor(s), appointed annually by the Provost in consultation with the Council, shall assist the Council and the Pre-hearing Committee in their activities other than participating in the determination to proceed to hearing, to reach a finding, to set a penalty, or to recommend reconsideration. The Dean and the Faculty Advisor may, however, observe hearings and reconsiderations. In addition, the Dean shall conduct the pre-hearing investigation of alleged violations of the Honor Code.
Article 4 - The Honor Code

A. Violations

The following are violations of the Honor Code:

1. Lying in official matters. “Lying in official matters” means the statement of an untruth or the falsification of official material with intent to mislead administration, faculty, residence life staff, campus security, or Honor Council or Social Conduct Council members when acting in their official capacities. “Official material” means material having to do with course work, College administration, faculty, residence life staff, campus police, the Council, or the Social Conduct Council.

2. Cheating. “Cheating” means either
   a. Giving aid to or receiving aid from any student or other source (e.g., books, notes, technology, etc.) without the consent of the faculty member. It is also considered cheating to attempt to receive unauthorized assistance from another student or attempt to use an unauthorized device or resource (e.g., cell phones, laptops, etc.) without the consent of a faculty member. Failure to sign the Honor Pledge is not a defense to the charge of cheating, or
   b. Plagiarizing, that is, the use of someone else’s work, including but not limited to words, ideas, performing and/or visual art, music, or data derived through experimentation or investigation without giving that person credit. Ignorance of the definition of plagiarism is not a defense to a charge of plagiarism. It is the student’s responsibility to consult the faculty member or, a Council member, or writing handbooks designated by the course instructor for the procedure for properly acknowledging sources.

3. Stealing. “Stealing” means the act of intentionally taking or appropriating without the right or permission of any individual, organizational, or institutional property. The term includes, but is not limited to, stealing off campus, stealing from any person or business representatives on this campus, stealing from a computer company or any other computer-related theft, the telephone system, vending machines, a residence hall visitor, or any other business while it is on this campus, and removal of any material or equipment from the Birmingham-Southern College Library, Residence Halls, or other facilities without permission.


5. Unless as an accused, failure to appear as a witness before the Council as requested by written notice.

6. Failure to maintain confidentiality as required in Article 11 and Article 7 of the Social Council Constitution.

B. Class I and II Violations

1. The suggestion of Class I and II violations presupposes that there is a difference between instances where violations of the Honor Code have occurred or are alleged to have occurred. It is believed that a Class II violation classification will provide a mechanism to encourage greater faculty participation and to allow “teaching moments” within the Honor Council process. The purpose of creating a distinction between Class I and Class II violations is to make it possible to divide the jurisdiction between Class I violations (which require consideration by the entire Honor Council) and Class II violations (which may be reviewed by the Honor Council subcommittee identified in Article 10).

2. Ultimately, the delineation between Class I violations and Class II violations will be determined by the extent of the violation and the intent of the student offender. While not exhaustive, below are several examples of violations which may constitute Class II violations:
   a. Lying to a professor about not attending class.
   b. Violations on assignments that constitute a small percentage of the course grade.
   c. Lying about attendance at Cultural Events.
   d. Instances of partial academic research citations which constitute plagiarism.

Article 5 - The Honor Oath

All students upon matriculation at Birmingham-Southern shall take the following oath: “As a member of the student body of Birmingham-Southern College, I realize my responsibility to the traditions of the institution, to my fellow students and to myself. I recognize the significance of the Honor System, and I pledge that I will not lie, cheat, or steal as a member of the Birmingham-Southern College community.”

Article 6 - The Honor Pledge

On all work for which students are neither to give nor receive aid, faculty shall require students to sign the following Honor Pledge or its equivalent: “I have neither given nor received aid on this work, nor have I witnessed any such violation of the Honor Code.”
Article 7 - Reporting a Class I or Class II Violation, Investigation, and Prehearing

A. Reporting a Violation

Any student, faculty member, or staff having knowledge of a possible Honor Code violation must report it to the President of the Council, Dean, or, in the case of class work, to the faculty member concerned. The accuser may also first approach the accused if he/she so desires, or he/she can simply report the violation. If, however, after approaching the accused, suspicion remains in the mind of the accuser, it is the accuser’s duty to make certain that the suspected violation of the Honor Code is reported to the Council. Failure to report a violation of the Honor Code is a violation in and of itself.

B. Investigation

Upon notification of a suspected violation of the Honor Code, whether Class I or Class II, the Dean shall thoroughly investigate the reported violation. The Dean may interview all necessary persons including, but not limited to, the accuser, the accused, and any material witnesses. If the Dean believes the violation may be a “Class II” violation as defined in Article 4.B, the Dean may recommend that the violation be treated in accordance with the Honor Council subcommittee procedures of Article 10.A.

C. Prehearing in Class I Violation Cases

1. The Dean shall present all information concerning the possible violation with names omitted to the Pre-hearing Committee composed of one faculty member and two students elected annually by the Student Legislature. Members of the Honor Council may not serve on the Pre-hearing Committee. After all the facts have been considered, the Pre-hearing Committee shall decide by a vote whether or not a hearing, further investigation, or both are warranted. There must be at least two committee members in favor of a hearing in order to warrant a hearing or other action.

2. Should the Pre-hearing Committee decide that the evidence is sufficient to warrant a hearing or the accused admit a violation has occurred, the President of the Council shall notify the accused, appoint a Council member to serve as advisor for the accused, appoint a Council member to serve as presenter, and set a time of hearing.

3. The President, Provost, and the Vice President for Student Development shall be notified in advance of all Council hearing times and the persons involved in hearings.

Article 8 - Rights of the Accused in Class I Violation Cases

A. At the hearing, of cases involving Class I violations the accused shall be afforded the following rights:

1. The accused shall be notified in writing of a hearing at least 72 hours prior to the hearing. This time period may be shortened upon the concurrence of the accused and the President of the Council. The hearing must take place within 10 class days from notification of the accused, unless the President of the Council grants a reasonable extension of time for extenuating circumstances. The accused does not have to appear at the hearing. In such case, the hearing will be held and evidence in support of the charges will be presented and considered as if the accused were present.

2. The accused shall be given in writing an account of the charges against him/her, including the nature and circumstances of the alleged violation.

3. The President of the Council shall assign the accused an advisor from the members of the Council (excluding the President). Rather than use the advisor appointed by the President of the Council, with reasonable notice to the President of the Council, the accused may select a willing student, faculty member or staff member of Birmingham-Southern College to serve as his/her advisor.

4. The accused may call relevant witnesses to testify on his/her behalf. The defendant shall request in writing to the President of the Council that a request be issued to a relevant material witness. Any witness requested to appear who fails to appear before the Council shall be charged with a violation of the Honor Code. Reasonable notice must be given to any witness requested to appear.

5. The accused may address and question the Council during his or her appearance before the Council.

6. The accused may hear the testimony of witnesses called and may cross-examine them.

7. The accused may call one or two character witnesses to testify on his/her behalf.

8. The accused may consult in confidence only those within the prescribed bounds of privacy as described in Article 11.

9. The accused may be found in violation only of that offense for which he/she has been accused.

10. In cases in which two or more are accused of a joint violation, the Council shall arrive at an independent decision for each accused.

11. The accused, whether found in violation of the Honor Code or not, may request that a summary of the case, with names omitted, be publicly posted.
12. If found in violation of the Honor Code, the accused may appeal the finding according to Article 14.
13. If the Honor Council cannot obtain quorum within the 10 days of notification by the President of the Honor Council, then the accused may delay the hearing until an appropriate date on which quorum can be reached. If the accused student pleads in-violation and requests to have the hearing within 10 days, the student may waive his or her right to pre-hearing committee evaluation, 72-hour notice, and quorum. The Class I sanctions hearing would occur with an advisor, presenter, and minimum of three members on the Council. If an accused student pleads not in-violation, then the case must go through a factual Class I hearing with quorum.

Article 9 - Full Hearing for Class I Violations
A. The procedure for a full Honor Council hearing in cases involving Class I violations shall be as follows:
1. The President presides. In the absence of the President, the Vice President presides.
2. Seven members of the Council, exclusive of the presenter, the advisor for the accused (should such advisor be a member of the Council), and the President of the Council shall constitute a quorum for a hearing.
3. The hearing shall be taped, and the Secretary shall keep a record of the proceedings.
4. The presenter shall present the case against the accused.
5. The accused has the right to be present throughout the hearing except during the Council’s deliberations as to the finding and penalty.
6. The victim(s) of the alleged Class I violation as determined by the Council, if any, may be present at the hearing, call witnesses, and be informed of the outcome.
7. No witness, other than the accused if he/she chooses to testify, shall be allowed to hear the testimony of other witnesses.
8. Before testifying, every witness shall be reminded that their testimony is subject to the Honor Code.
9. The Council shall call witnesses, consider the information presented, and question the accused should the accused choose to testify until it has exhausted every reasonable method of ascertaining the facts. The accused student may choose not to testify.
10. If the Council feels that an adequate decision cannot be reached without additional information or special consultation, then a motion can be made to table deliberations for a maximum of 72 hours.
11. The Council shall not consider the accused student’s past convictions for violations of the Honor Code and/or Social Regulations or Policies in determining its decision, but may consider information concerning the offender’s past violations, if any, in determining the penalty.
12. Since the Council is not a legal body and procedures are not conducted in an adversarial manner, unless the alleged Class I violation of the Honor Code also constitutes a felony, an attorney may neither be consulted during the hearing, nor be present at a hearing, review, or reconsideration. If the alleged Class I violation of the Honor Code does constitute a felony, then the accused may be advised but not represented by his/her attorney during the hearing.
13. The accused may call all relevant witnesses.
14. The Council must act with complete impartiality. After consultation with the President, a Council member may be excused from a case where personal involvement may constitute a conflict of interest.
15. The accused shall be considered innocent throughout the hearing until there is a finding that the accused has committed a violation of the Honor Code. Such a finding shall be based on clear and convincing evidence and by a majority of the Council present and voting. Otherwise, the case shall be dismissed.

Article 10 - Honor Council Subcommittee Hearing for Class II Violations
A. Honor Council violations meeting the following criteria — and thus designated “Class II” violations — will be handled by an Honor Council subcommittee hearing as provided in Article 10.C below. For a Class II violation to be eligible for Honor Council subcommittee treatment, each of the following criteria must be satisfied:
1. The student violator, faculty member, staff member, or student filing the charge must consider the violation to be a “Class II” violation as defined in Article 4.B.
2. Honor Council subcommittee members must consider the violation to be a Class II violation.
3. The student violator must admit to having violated the Honor Code.
4. The student violator and the party filing the charge must agree, in substantial detail, on the facts surrounding the violation, as well as on any proposed sanctions.
5. The student violator must not have had any past Honor Code violations (Class I or Class II).
B. The Honor Council subcommittee shall consist of three voting members as follows: Honor Council President, plus two at-large members of the Honor Council. The Dean and the Faculty Advisor to the Honor Council shall serve in advisory roles to the Honor Council subcommittee.

C. The procedure for Honor Council subcommittee hearings shall be as follows:
   1. The President of the Honor Council presides.
   2. Documentation submitted by the party filing the charge and the student violator will be reviewed to ensure that the criteria for the decision to be made by the Honor Council subcommittee satisfies the criteria set forth in Article 10.A.
   3. If the criteria required by Article 10.A have not been met, the case may not be heard by the Honor Council subcommittee and must be referred to the entire Honor Council for a full hearing. The decision to refer a case for a full hearing must be unanimous by the voting members of the subcommittee.
   4. If the criteria are satisfied for the violation to be heard by the Honor Council subcommittee, such Honor Council subcommittee may approve any or all proposed sanctions.
   5. If the criteria are satisfied for the violation to be considered by the Honor Council subcommittee, but revisions or additions to the proposed sanctions are recommended, the party filing the charges and the student violator will be contacted to approve any and all proposed revisions. If such proposed revisions are not approved by both the party filing the charges and the student violator, the matter will be referred to the entire Honor Council for a full hearing.
   6. If a full hearing is recommended by the Honor Council subcommittee, the President of the Honor Council will assign the student violator an advisor from among the subcommittee members who reviewed the student’s case. The student violator is not obligated to accept the advisor from among the Honor Council subcommittee members who reviewed the student violator’s case. Rather, the student violator has the right to select any willing student, faculty member or staff member of Birmingham-Southern College to serve as his/her advisor. The Presenter for the case will also be assigned by the President and chosen from the Honor Council subcommittee members who initially reviewed the case.

**Article 11 - Confidentiality**
An investigation, hearing, review, and reconsideration of any violation, whether Class I or Class II shall remain confidential and those within the bounds of confidentiality shall not divulge anything that is said or done with regard to these proceedings to anyone outside the bounds of confidentiality. Those within the bounds of confidentiality include Council members, the Advisor, the Dean of Students, Faculty Advisor, the Vice President for Student Development, the Provost of the College, the President of the College, accusers, the accused, witnesses, persons interviewed during the investigation, victims, and the attorney for the College. Should anyone outside the bounds of confidentiality receive information which is considered to be confidential, he/she will automatically be bound by confidentiality. In addition, the accused may include within the bounds of confidentiality his/her parents, faculty, staff, minister/spiritual advisor, personal or legal counsel. Should the accused or anyone designated by the accused to be considered within the bounds of confidentiality violate the requirement of confidentiality, the Council may vote to publicly post a summary of the case.

**Article 12 - Advisor to the Accused**
A. The Advisor for the accused, in any case involving a Class I violation, shall serve as the accused student’s advocate until the conclusion of all proceedings. The Advisor shall meet with the accused following his/her selection in order to inform the accused of his or her rights granted under this Constitution, and to explain the nature of the accusation, the procedure of the hearing, and the possible outcomes of the hearing. The Advisor shall attempt to help the accused and the Dean identify the relevant issues which should be investigated and considered and to identify appropriate material witnesses. The Advisor shall assist the accused in preparation for the hearing, and may interview witnesses for the hearing in order to clarify the accused student’s position.
B. The Advisor shall assist the accused for the duration of the proceedings, and shall endeavor during the hearing to question the witnesses and partake in the discussion for the benefit of the accused. It is important to understand that the Advisor is not a defense attorney for the accused and has no formal legal training. The duty of the Advisor shall be to advise the accused during all phases of the hearing and to see that all relevant information is presented.
C. The Advisor will assist in coordinating the arrival and departure of the accused to and from the hearing.
D. The Advisor shall be advised of the outcome of the hearing.
Article 13 - Penalties

A. When determining a penalty in the case of a proven Class I violation or reviewing a potential penalty in a Class II violation case, the Council is responsible for assuring the effectiveness of the honor system for the Birmingham-Southern community. If the Council finds there has been a violation, a penalty shall then be decided upon by a majority of the Council present and voting.

B. No recommendation for the imposition of penalties may be based solely upon the failure of the accused to answer the charges or not appear at the hearing.

C. Penalties shall be determined as follows:
   1. The Council may impose the penalty of expulsion or lesser penalties depending on the individual nature of each case. The criteria used in determining penalties include:
      a. assuring the effectiveness of the honor system,
      b. the offender’s ability to continue under the honor system,
      c. the severity of the offense,
      d. prior findings of the violations of the Honor Code, and/or
      e. extenuating circumstances.
   2. If the Council deems the offender capable of living in the Birmingham-Southern community and abiding by the Honor Code at some later point in time, then the penalty may be commuted to suspension. The penalty of suspension may be given for one, two, or three terms. In addition, the Council may impose such other penalties during or after the period of suspension as it deems appropriate including, but not limited to, prohibiting the student from representing the institution in any event, holding any student office, making restitution for misappropriation of property, receiving counseling or performing appropriate public service. Penalties imposed during suspension must be adhered to and/or completed before readmission to the College.
   3. After considering extenuating circumstances and/or severity of the offense, the Council may commute the penalty to probation. The penalty of probation may range from one semester to the duration of time the student is at Birmingham-Southern College. In addition, the Council may impose such other penalties during the period of probation as it deems appropriate including, but not limited to, prohibiting the student from representing the institution in any event, holding any student office, making restitution for misappropriation of property, receiving counseling or performing appropriate public service. Penalties and deadlines imposed for the period of probation must be adhered to and/or completed by the end of the probationary period. The completion of these penalties will be reviewed by the Dean and may be referred back to the Honor Council to determine if the penalties have been completed in an appropriate manner. A determination that the penalties have not been appropriately completed may result in a continuation of probation and/or additional sanctions/penalties.
   4. In the case of a finding of a violation of the Honor Code regarding course work, the Council shall not recommend a grade, and the faculty member for such course shall give the student whatever penalty he/she deems appropriate. In the case the Council finds there has been no violation of the Honor Code regarding course work, the faculty member for such course shall not impose a penalty.

D. The definitions of the penalties are as follows:
   1. Expulsion from the College means that the individual must leave the campus and shall not be eligible for readmission to Birmingham-Southern. A notation of the expulsion for a violation of the Honor Code shall appear on his/her permanent record.
   2. Suspension means that the individual must leave the campus and shall not be eligible for readmission to Birmingham-Southern until the end of the suspension term and upon the successful completion of all terms of suspension. Notation of the suspension shall appear on the individual’s permanent record. Upon a written request to the President, the Council may consider whether or not to remove a notation of suspension on the individual’s permanent record.
   3. Probation means that the individual must maintain a clear record for the duration of the penalty set forth by the Council. The duration of the probation may range from one semester to the end of a student’s time at Birmingham-Southern College. During that time, the Council may impose other penalties during the probation period as stated in the Article 13.C.3.
Article 14 - Appeals in Class I Violation Cases
A. A written appeal from a finding by the Council in a Class I violation case may be made by the offender to the President of the College within five class days of the decision or before the last day of the term, whichever comes first. The President of the College may review the case personally or appoint a committee to review the case.
B. An appeal shall be limited to a review of the full report of the Council, including the hearing transcript, for the purpose of determining whether it acted in accordance with procedural and substantive fairness. An appeal on the basis of substantive fairness may not contest the factual findings of the Council but is limited on the basis of the fundamental fairness of the penalty or the application of the standards of the Honor Code.
C. An appeal may not result in a more severe penalty for the accused by the President or committee appointed by the President but may result in a reduction or removal of penalties without rehearing by the Council.
D. An appeal in which the finding of the Council is reversed may be remanded to the Council for rehearing with a written opinion or direction of the reviewing authority.

Article 15 - Reopening a Case
No case may be reopened unless new information is discovered. Such information must have been unknown to the Council at the time of hearing. If a case is reopened, procedures shall be as if it were a new case.

Article 16 - Bylaws
The Council may, by a two-thirds vote of its membership, adopt whatever procedures it deems necessary that do not contravene this constitution to insure the effective execution of the Council’s duties.

Article 17 - Amendment
An amendment to this Constitution shall originate in either the Student Legislature or the Honor Council and must be approved by two-thirds of the voting members of both bodies. Upon approval by the President of the College, the proposed amendment shall become effective.

Article 18 - Ratification
This Constitution shall become effective immediately upon approval by the Student Legislature and the Honor Council by a two-thirds majority of each body, and upon approval by the President of the College.

(Revised August 2016)
Social Conduct Policy

The following types of misconduct are among the areas subject to disciplinary action; however, this list should not be considered exhaustive:

• Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, student events, athletic contests, or any other College activities.
• Failure to comply with the directions of College officials, law enforcement officers, or hearing panels acting in the performance of their duties, or to respond honestly to their requests for information. Lack of honesty may also be considered violations of the Honor Code and handled by the Honor Council.
• Physical, written, or verbal abuse of a member of the College community, or any other person on College premises or at College sanctioned events.
• Behavior which threatens, intimidates, or endangers the health or safety of any person or persons on College premises or at a College sanctioned event or program.
• Actions that can be considered hazing, as defined in the Birmingham-Southern College Hazing Policy (see page 26).
• Behavior which violates the College’s policies as outlined in the following section of this Handbook:
  Alcohol Policy (see page 22)
  Driving Under the Influence Policy (see page 25)
  Illegal Drug Policy (see page 26)
  Weapons Policy (see page 27).
• Damage to College property or to the property of a member of the College community or other personal or public property, on or off campus.
• Conduct which is disorderly, lewd, indecent or obscene.
• Conduct which could be construed to be a violation of civil law on or off College premises in a way that affects the College community’s pursuit of its proper educational purposes.
• Violation of any College policy, rule, or regulation published in other official College documents, including but not limited to the College’s Catalog and Residence Life Policies, or available electronically on the College’s official website.
• Violation of any federal, state, or local law
• Behavior by guests of students which violates any policy, rule, or regulation of the College.
• Presence during a violation of the above listed provisions of the Student Conduct Policy, even though the student is not directly involved in the violation, if the student had prior knowledge of the violation and/or takes no preventive action to see that the violation ceases and/or fails to inform College officials.

(Revised August 2016)
THE SOCIAL COUNCIL

The Social Council Constitution establishes a three-person panel which hears cases involving individual or group violations of the social policies and procedures of the College. Members of the Council include faculty, staff, and students who have been trained on the conduct process. The Vice President of the Honor Council typically sits on the Social Council, but other officers of the Honor Council can take on this role if potential conflicts of interest or other issues arise and a substitute is needed. Violations of College policy that do not involve lying, cheating, or stealing are defined as social infractions. Such infractions may be handled by the Vice President of Student Development, the Dean of Students, their designee, or may be referred to the Social Council.

SOCIAL CONDUCT COUNCIL CONSTITUTION

Article 1 - Membership

The Social Conduct Council (“Council”) shall be composed of the Vice President of the Honor Council who shall serve as President of the Social Conduct Council (“President of the Council”), and faculty and staff members who have been trained on the conduct process. A member of the Honor Council may serve in place of the Vice President of the Honor Council.

Article 2 - Investigation

Upon notification of a suspected violation of a Social Regulation or Policy, the Vice President for Student Development, Dean of Students, or their designee (either such person hereinafter referred to as “Conduct Officer”) shall thoroughly investigate the reported violation. The Conduct Officer may interview all necessary persons including, but not limited to, the accused, any possible alleged victims, and any material witnesses.

Article 3 - Admission of Violation

If the Conduct Officer and the accused agree that the accused has violated a Social Regulation or Policy, the Conduct Officer shall then impose a penalty pursuant to Article 9.

Article 4 - Request for Hearing

If the accused denies there has been a violation of a Social Regulation or Policy or if the accused objects to the penalty imposed by the Conduct Officer, within two class days of notification by the Conduct Officer, the accused may request in writing a hearing before the Council. The Conduct Officer may choose to hold a hearing before the Council without imposing a penalty.

Article 5 - Rights of the Accused at the Hearing

A. At the hearing, the accused student shall be afforded the following rights:
   1. The accused shall be notified in writing of a hearing at least 72 hours prior to the hearing. This time period may be shortened upon the concurrence of the accused and the President of the Council. The hearing must take place within 10 class days from receipt of the request for a hearing, unless the Council grants a reasonable extension of time for extenuating circumstances. The accused does not have to appear at the hearing. In such case, the hearing will be held and evidence in support of the charges will be presented and considered as if the accused were present.
   2. The accused may select any willing student, faculty or staff member of Birmingham-Southern College to serve as his/her advisor. As well, the accused may choose from a pool of four student advisors that are selected by the SGA.
   3. The accused may call relevant witnesses to testify on his/her behalf. The accused shall request in writing to the President of the Council that a request be issued to a relevant material witness. Any witness requested to appear who fails to appear before the Council shall be charged with a Social Regulation violation. Reasonable notice must be given to any witness requested to appear.
   4. The accused may address and question the Council during his or her appearance before the Council.
   5. The accused may hear the testimony of witnesses called and may cross-examine them.
   6. The accused may call one or two character witnesses to testify on his/her behalf.
   7. The accused may consult in confidence only those within the prescribed bounds of privacy as described in Article 7 of the Social Conduct Council Constitution.
8. In cases in which two or more are accused of a joint violation, the Council shall arrive at an independent decision for each accused.
9. If found in violation of a Social Regulation or Policy, the accused may appeal the decision of the Council to the President of the College in accordance with Article 10.

Article 6 - Hearing
A. The procedure for a hearing shall be as follows:
1. The President of the Council presides. In the absence of the President of the Council, another member of the Council shall preside.
2. Three members of the Council shall constitute a quorum. Should a member of the Council be unable to attend the hearing or cannot serve because of a conflict of interest, in the case of the President of the Council, the Honor Council shall appoint a replacement, in the case of another member of the Council, the President of the College shall appoint a replacement.
3. The Conduct Officer shall present the case against the accused.
4. The accused has the right to be present throughout the hearing except during the Council’s deliberations.
5. The victim(s) of the alleged violation as determined by the Conduct Officer, if any, may be present at the hearing, call witnesses, and be informed of the outcome.
6. No witness, other than the accused if he/she chooses to testify, shall be allowed to hear the testimony of other witnesses.
7. Before testifying, every witness shall be reminded that his/her testimony is subject to the Honor Code.
8. The Council shall call witnesses, consider relevant information, and question the accused until it has exhausted every reasonable method of ascertaining the facts.
9. The Council shall not consider the accused student’s past findings of violations of the Honor Code and/or Social Regulations or Policies in determining whether the accused has violated Social Regulations or Policies, but may consider such evidence in determining the appropriateness of the penalty.
10. Since the Council is not a legal body, and procedures are not conducted in an adversarial manner, unless the alleged violation of the Social Regulations or Policies also constitutes a felony, an attorney for the accused may neither be consulted during a hearing, nor be present at a hearing. If the alleged violation of the Social Regulations or Policies does constitute a felony, then the accused may be advised but not represented by his or her attorney during the hearing.
11. The accused may call all relevant witnesses.
12. The Council must act with complete impartiality. A Committee member may be excused from a case where personal involvement may constitute a conflict of interest.
13. The accused shall be considered innocent throughout the hearing until there is a finding that a violation has occurred. Such a finding shall be based on clear and convincing evidence by two members of the council. Otherwise the case shall be dismissed.

Article 7 - Confidentiality
An investigation, hearing, review, and reconsideration, shall remain confidential and those within the bounds of confidentiality shall not divulge anything that is said or done with regard to these proceedings to anyone outside the bounds of confidentiality. Those within the bounds of privacy include Council members, the Advisor, the Vice President for Student Development, the Dean of Students, the President, the Provost, accusers, the accused, witnesses, persons interviewed during the investigation, victims, and the attorney for the College. Should anyone outside the bounds of confidentiality receive information which is considered to be confidential, he/she will automatically be bound by confidentiality. In addition, the accused may include within the bounds of confidentiality his/her parents, faculty, staff, minister/spiritual advisor, personal or legal counsel. Should the accused or anyone designated by the accused to be considered within the bounds of confidentiality violate the requirement of confidentiality, the Council may vote to publicly post a summary of the case.

Article 8 - Advisor to the Accused
A. An Advisor to the accused may be a member of the student body, faculty, or staff of the College. The accused may appoint an Advisor to serve as his/her advocate until the conclusion of all proceedings. The Advisor shall meet with the accused immediately following his/her selection in order to inform the accused of his or her rights granted under this Constitution, and to insure that the accused understands the nature of the accusation, the procedure of the hearing, and the possible outcomes of the hearing. The Advisor shall attempt to help the
accused and the Conduct Officer identify the relevant issues which should be investigated and considered as well as to identify appropriate material witnesses. The Advisor shall assist the accused in preparation for the hearing, and may interview witnesses for the hearing in order to clarify the accused student’s position.

B. The Advisor shall assist the accused for the duration of the proceedings, and shall endeavor during the hearing to question the witnesses and partake in the discussion for the benefit of the accused. It is important to understand that the Advisor is not a defense attorney for the accused and has no formal legal training. The duty of the Advisor shall be to advise the accused during all phases of the hearing.

C. The Advisor will assist in coordinating the arrival and departure of the accused to and from the hearing.

D. The Advisor shall be informed of the outcome of the hearing.

Article 9 - Penalties

A. Penalties shall be determined as follows:

1. The Conduct Officer or the Council may impose the penalty of expulsion, suspension, or probation depending on the individual nature of each case. The criteria used in determining penalties include:
   a. Assuring the effectiveness of the Social Regulations and Policies,
   b. The offender’s ability to abide by the Social Regulations and Policies,
   c. The severity of the offense,
   d. Prior findings of violations of the Honor Code and/or Social Regulations or Policies, and/or
   e. Extenuating circumstances.

2. If the Conduct Officer or the Council deems the offender incapable of living in the Birmingham-Southern community and abiding by the Social Regulations or Policies, then the accused may be suspended. The penalty of suspension may be given for one, two, or three terms. In addition, the Conduct Officer or Council may impose such other penalties during the period of suspension and after suspension as he/she deems appropriate including, but not limited to, prohibiting the student from representing the institution in any event or holding any student office, making restitution for misappropriation of property, receiving counseling or performing appropriate public service. Penalties imposed during suspension must be adhered to and/or completed before readmission to the College.

3. After considering extenuating circumstances and/or severity of the offense, the Conduct Officer or Council may commute the penalty to probation. The penalty of probation may range from one semester to the duration of time the student is at Birmingham-Southern College. In addition, the Conduct Officer or Council may impose such other penalties during the period of probation as he/she deems appropriate including, but not limited to, prohibiting the student from representing the institution in any event or holding any student office, making restitution for misappropriation of property, receiving counseling or performing appropriate public service. Penalties and deadlines imposed for the period of probation must be adhered to and/or completed by the end of the probationary period. The completion of these penalties will be reviewed by the Conduct Officer of Students and may be referred back to the Social Council to determine if the penalties have been completed in an appropriate manner. A determination that the penalties have not been appropriately completed may result in a continuation of probation and/or additional sanctions/penalties.

B. The definitions of the penalties are as follows:

1. Expulsion from the College means that the student must leave the campus and shall not be eligible for readmission to Birmingham-Southern. Notation of the expulsion shall appear on the individual’s permanent record.

2. Suspension means that the individual must leave the campus and shall not be eligible for readmission to Birmingham-Southern until the end of the suspension term and upon the successful completion of all terms of suspension. Notation of the suspension shall appear on the individual’s permanent record. Upon a written request to the President, the Council may consider whether or not to remove a notation of suspension on the individual’s permanent record.

3. Probation means that the individual must maintain a clear record for the duration of the penalty as set forth by the Conduct Officer or the Council. The duration of the probation may range from one semester to the end of a student’s time at Birmingham-Southern College. During that time the Conduct Officer or the Council may impose other penalties during the probation period as stated in the section above.

4. Restitution may be required of the offender in order to reimburse the College for damage or misappropriation of property. This may take the form of appropriate service or other compensation.
5. The above list of penalties shall not preclude the authority of the Council to impose other appropriate penalties.

Article 10 - Appeal
A. A written appeal from a finding by the Council may be made by the offender to the President of the College within five days of the decision or before the last day of the term, whichever comes first. The President of the College may review the case personally or appoint a committee to review the case.

B. An appeal shall be limited to a review of the full report of the Council, including the hearing transcript, for the purpose of determining whether it acted in accordance with procedural and substantive fairness. An appeal on the basis of substantive fairness may not contest the factual findings of the Council but is limited on the basis of the fundamental fairness of the penalty or the application of the standards of the Social Regulations and Policies.

C. An appeal may not result in a more severe penalty for the accused by the President or committee appointed by the President, but may result in a reduction or removal of penalties without rehearing by the Council.

D. An appeal in which the finding of the Council is reversed may be remanded to the Council for rehearing with a written opinion or directive of the reviewing authority.

Article 11 - Reopening a Case
No case may be reopened unless new information is discovered. Such evidence must have been unknown to the Council at the time of hearing. If a case is reopened, procedures shall be as if it were a new case.

Article 12 - Amendment
An amendment to this Constitution shall originate in either the Student Legislature or the Honor Council and must be approved by two-thirds of the voting members of both bodies. Upon approval by the President of the College, the proposed amendment shall become effective.

Article 13 - Ratification
This Constitution shall become effective immediately upon approval by the Student Legislature and the Honor Council by a two-thirds majority of each body, and upon approval by the President of the College.
EXPLANATION OF SANCTIONS
Questions often arise about the meaning and practical implications of various sanctions that are imposed following violations of the Student Conduct Policy and other College regulations and policies. The following information is intended to help clarify some of the potential penalties for individual students or groups comprised of students.

Educational Sanctions
A primary purpose of the Student Conduct process is to ensure that students learn from incidents involving their violation of College regulations and policies so they will not continue to exhibit the same behaviors. Many of the sanctions applied to students will require them to complete assignments or tasks directly related to their violation, and therefore will vary widely. Examples of such sanctions include service to the College for vandalism to campus property, or research papers and essays when knowledge may be gained by seeking information and reflecting on the behaviors involved in an incident. Counseling may be required when circumstances indicate such help would benefit the student. Online programs and tutorials are another common outcome following violations.

Restitution
When students’ actions lead to theft or damages of College property or grounds, or theft or damages of the property of other individuals, students will become responsible for paying for the entire replacement or repair of the property. The replacement values and costs will be determined by appropriate officials of the College (i.e., Vice President for Administration) or other companies (i.e., insurance adjusters) deemed appropriate by College officials, in consultation with any victims involved in the incident.

Drug Testing
Students found to have violated substance abuse policies of the College will commonly be required to submit to drug testing on randomly chosen days for a specified time period. Positive drug test results in these circumstances, or failure to comply with a required drug test within the allotted time frame, will lead to further significant sanctions from the College including suspension or expulsion.

Probation
Probationary status primarily means that any further violations of College policies during the term of probation will lead to stronger sanctions for the subsequent violation than would have occurred had the students not been under probationary status. As indicated in the Honor and Social Council Constitutions, students must maintain a clean conduct record during the term of probation. The various probation levels outlined below indicate additional consequences that are likely to be imposed as part of the specific probation sanction.

Residential Probation: A restriction on students’ privileges within the residential living environment. Probation will often mean that any further violation of residential policies will lead to suspension from the living environments on campus.

Conduct Probation: The limitations on students vary widely within Conduct Probation. Examples might include denial of driving privileges on campus or an inability to host guests on-campus or in assigned residences. The conditions of Conduct Probation will typically relate directly to the violation of College policy by students.

Conduct Probation without Representation: The restrictions on students under Conduct Probation without Representation are typically more severe than under Conduct Probation alone, but include those areas noted above. Among the stipulations under this status, students are prevented from representing the College to various internal and external audiences. This limitation includes participation as a member of an athletic team, artistic or theater performance, and similar co-curricular activities. In addition, students may not hold leadership positions within campus organizations while under this probationary status. The specific positions are considered on an individual basis due to the diversity of roles for students in campus groups.
Social Suspension
A limitation on students’ ability to attend and participate in various social programs and community activities on campus defines social probation. Examples of Social Suspension include denial of permission to attend campus-wide concerts (i.e. E-Fest) or athletic contests, or prohibiting a student from being present on Fraternity Row either for informal gatherings with friends or for organized activities. Groups placed on social suspension are not allowed to host events for a determined amount of time.

Residential Suspension
A limitation on students’ ability to be present or live in any or all designated residential areas of campus. Examples of Residential Suspension include students’ removal from a residence hall in which they have exhibited a pattern of noisy or otherwise disruptive behavior, or removal from a space where a particular conduct violation may have occurred.

Disciplinary Suspension
Disciplinary suspension means that students are removed from enrollment in the College, effective according to the time indicated to the students during the conduct process, which may occur immediately or during a future term. When under this level of suspension, individuals must leave the campus and are not permitted to be on campus during the term of suspension, unless an exception is made for a specified time and purpose by an appropriate College official. Individuals who have been suspended must apply for readmission to the College if they wish to return. However, individuals will not be eligible for readmission to Birmingham-Southern until the end of the suspension term and upon the successful completion of all terms of suspension. In addition, credit for courses taken at other institutions of higher education during the term of suspension will not be transferable back to Birmingham-Southern College.

Expulsion/Disciplinary Dismissal
Expulsion from the College is the maximum penalty that the College can impose on students, as it removes individuals from the College community permanently without the possibility of returning for further study. Dismissed students are also permanently banned from the campus property nor allowed at College events away from campus.

Notation of all disciplinary dismissals will be made in students’ permanent records. Permanent records include their academic transcripts, as well as paper and electronic disciplinary files that hold all relevant materials connected to the violation.

(Revised August 2017)
II. Policies and Procedures of the College

STUDENT CONDUCT

STUDENT CONDUCT PROCESS
Information concerning possible violations of the Student Conduct Policy and other College rules, policies, and regulations are sent to the Vice-President for Student Development, Dean of Students, and various other appropriate College officials. The College responds to such information and the individuals involved according to the circumstances of the alleged incident. Administrative Action will be taken by the President when the situation warrants such action (see below). Alleged violations by individuals will be responded to by College officials, most commonly in the Office of Student Development, either through Administrative Conduct Meetings with individual officials or through hearings before the Honor or Social Conduct Councils as described in the previous sections of the Handbook. Alleged violations by student organizations may also receive Administrative Conduct Meetings, hearings before the Social Conduct Council, or hearings before other judicial bodies of organizations of the College such as the Interfraternity Council and Panhellenic Council, when such bodies hold authority over the individuals and groups involved in the alleged violation of College policy.

ADMINISTRATIVE ACTION
Administrative Action means the immediate removal or restriction of a student from the College. The President of the College may take Administrative Action when in his or her opinion a situation is sufficiently severe that it does not warrant the charging of a student with a violation and hearing before the Honor Council or Social Council through regular Student Conduct processes prior to the student’s removal, or when a violation creates a situation of unusual circumstances that warrants such action. The President of the College will take this action when it is deemed to be in the best interest of the College community.

When a situation arises where Administrative Action is considered, the President will consult with appropriate College officials, including but not limited to the Provost, Vice President for Student Development, Dean of Students, and Chief of Campus Police. Students who are immediately removed through this process may not attend class, must depart all residential facilities, do not have access to any portion of campus, and cannot attend college-sanctioned or sponsored events. Following the initial implementation of Administrative Action, students may request a hearing with the President to determine their status with the College. The President may conduct the hearing him or herself, or may choose to refer the students to the regular Student Conduct processes of the College.

ADMINISTRATIVE CONDUCT MEETING
Following allegations of violations of College policies, officials of the College may meet with students involved in an incident through a Conduct Meeting. The purpose of the meeting will be to gather information about the incident, discuss the students’ involvement in the incident, and determine the appropriate response from the College, including possible sanctions that may be applied. Once any sanctions have been applied, students have the right to appeal their sanctions as outlined in the Social Conduct Council Constitution and Residence Life policies.
ALCOHOL POLICY

A. Possession, distribution, and personal consumption of alcohol must comply with all relevant local, state, and federal laws and regulations governing alcohol. Specifically, these laws and regulations prohibit:
   1. Persons under 21 years of age from purchasing, attempting to purchase, possessing, or consuming alcoholic beverages.
   2. Public intoxication as evidenced by disruptive and/or offensive conduct or endangerment of self, others, or property.
   3. Distribution of alcohol to persons under 21 years of age.
   4. Driving while under the influence of alcohol or controlled substances.
   5. Unlicensed sale, or possession for sale, of any alcoholic beverages.

B. All residents under 21 years of age are prohibited from having any alcoholic beverages or empty alcohol containers in their assigned residence.

C. Alcohol violations committed by a student under 21 years of age may be reported to the parents/guardian of that student when such action is deemed appropriate by the College officials adjudicating the violation.

D. The possession, consumption, or distribution of alcoholic beverages is permitted in the assigned residences of residents who are 21 years of age or older, the fraternity houses, and the outdoor areas immediately behind the fraternity houses as long as it complies with the expectations outlined within this policy. All others areas of campus, including residential common spaces and outdoor public spaces, are alcohol-free. Exceptions to this policy must be requested in writing to Student Development.

E. When permitted in outdoor public areas, alcoholic beverages must be in containers which are opaque and not identifiable as holding alcoholic beverages.

F. Possession a fraudulent or altered Driver’s License or other false form of identification in an attempt to possess, purchase, or consume alcohol is prohibited. Presenting another person’s Student I.D. or Driver’s License is considered a violation of this policy.

G. Kegs, common source, or other large distribution containers are not permitted on campus. Exceptions to this policy must be made in writing to Student Development and may be considered in unique circumstances. Alcoholic punches are expressly forbidden.

H. An organization which sponsors an on-campus or off-campus event where alcoholic beverages will be present must also adhere to the following regulations:
   1. The event must be registered with Student Development via OrgSync and receive formal event approval.
   2. Non-alcoholic beverages, including water, and food must be provided at the event.
   3. There may be no mention or reference to alcohol in event publicity.
   4. Identification (Student I.D. and/or Driver’s License) should be checked upon entering the event and guests should be clearly identified as 21 years of age or older or under 21 years of age via wristbands. Campus Police or the sponsoring organization will be responsible for distributing wristbands at the designated entry point of the event. It is the ultimate responsibility of the sponsoring organization to ensure that the expectations of the alcohol policy are being adhered to at the event.
   5. If event is BYOB (Bring Your Own Beverage):
      a. Only those of legal age will be permitted to bring alcoholic beverages into the event space.
      b. Reasonable limits will be set regarding the amount of alcohol an individual will be permitted to bring to the event (e.g., 2 – 12 oz cans per event hour, limit of 6 for an event).
      c. No glass containers are permitted at on-campus events.

(Revised August 2016)
RESPONSIBLE FRIEND POLICY

Birmingham-Southern College cares deeply about the health and safety of our students. In keeping with this commitment, individuals who contact Campus Police or other College officials for an alcohol or drug-related emergency will not be subject to the campus disciplinary process for possession or use of alcohol or drugs based on their actions as a responsible friend. In addition, an impaired student who receives medical attention as a result of the actions of a responsible friend will not face disciplinary action.

A responsible friend must do the following:
• Contact Campus Police or another College official on behalf of an impaired student
• Remain with the impaired student until help arrives
• Cooperate fully and honestly to ensure the appropriate care is provided

In place of disciplinary action, College officials will follow-up with responsible friends and the impaired student with a care-based, educational response that matches the circumstances of the incident. Students must comply with the terms of the educational response to maintain responsible friend status.

The responsible friend policy applies every time an individual seeks help for an impaired student and acts in accordance with the expectations detailed above.

For students requiring medical attention, the responsible friend policy is intended to be a one-time protection that provides students with the opportunity to learn and make safer, more responsible choices in the future. The application of the responsible friend policy will be at the discretion of College officials should additional incidents occur.

In light of these protections, it is an expectation that every student will seek help when necessary. Students who choose not to seek assistance on behalf of another student will face disciplinary action. When in doubt, call for help.

As stated above, this policy applies to medical emergencies related to the use and/or possession of alcohol and drugs. The responsible friend policy does not apply to other campus policies including, but not limited to hazing, physical or verbal abuse, sexual and gender-based misconduct, property damage, or distribution of illegal drugs. However, positive action to help any student, no matter the circumstances, will be viewed as a mitigating factor in the conduct process.

(Created August 2016)
RESPONSIBLE FRIEND POLICY & CAMPUS ORGANIZATIONS

The College also recognizes that campus organizations may be well positioned to serve in the capacity of a responsible friend. When an organization contacts Campus Police or other College officials out of concern for an alcohol or drug-related emergency, the College commits to the following:

• Individual members who actively seek help in accordance with the expectations outlined above will be viewed as responsible friends, and thus, will not be subject to disciplinary action for possession or use of alcohol or illegal drugs.
• Organizations found to have made a good faith effort to adhere to risk management guidelines and campus policy (e.g., trained and responsive sober monitors, elimination of high risk drinking activities—common source, mixed drinks, shots, drinking games.) will not face organizational disciplinary action.
• Even when an organization is found not to have met expectations regarding risk management, positive action on behalf of another student, cooperation with Campus officials, and ownership of organizational missteps will be viewed as mitigating factors when determining an appropriate response.

In light of these commitments, it is an expectation that every organization seek help when necessary. Organizations that choose not to seek assistance on behalf of another student will face significant disciplinary action up to and including loss of organizational recognition. When in doubt, call for help.

As stated above, this policy applies to medical emergencies related to the use and/or possession of alcohol and drugs. The responsible friend policy does not apply to other campus policies including, but not limited to hazing, physical or verbal abuse, sexual and gender-based misconduct, property damage, or distribution of illegal drugs. However, positive action to help any student, no matter the circumstances, will be viewed as a mitigating factor in the conduct process.

(Created August 2016)
DRIVING UNDER THE INFLUENCE (DUI) POLICY
A. Students are not permitted to drive on campus while under the influence of alcohol or drugs.
B. Determination of influence may include, but is not limited to, the following:
   1. Field Sobriety Exercises
   2. Breathalyzer
   3. Drug Test
   4. Common signs of intoxication, such as slurred speech and impaired consciousness
C. Failure or inability to comply with Campus Police officers’ directions to test for influence of drugs or alcohol will result in the presumption of influence by these substances.
D. Sanctions for driving under the influence while on campus may result in, but are not limited to, Expulsion, Suspension, Loss of On-Campus Driving Privileges, Fines, Parental Notification, Restitution for damages, Referrals for education or counseling, etc.

DON’T DRINK AND DRIVE
Don’t drink and drive. And don’t let a friend drink and drive. If you find yourself in such a situation, call a cab or call Campus Police (226-4700), who will dispatch a cab to your location. The fare may be charged to your student account.

HEALTH RISKS ASSOCIATED WITH ALCOHOL ABUSE
Psychological and physical addiction; respiratory depression; depression of the immune system; increased risk of the following: heart disease, cancer, accidents, and hypertension; damage to unborn fetus; risk of impotence; brain damage; possible death at high dosage levels.

ALCOHOL/DRUG ABUSE — WHERE TO FIND HELP
BSC Counseling and Health Services — (205) 226-4717
Alcoholics Anonymous — (205) 933-8964
Al-Anon and Alateen Information Service — (205) 322-1500
Alcohol and Drug Abuse Council — (205) 933-1213
Alcoholism Information Center — (205) 322-0445
The Bradford Center — (205) 833-4000, (205) 647-1945
UAB Addiction & Recovery Program – (205) 932-3411

Although Birmingham-Southern College has specific policies regarding Drug and Alcohol Abuse, the goal of the College is to undertake an educational approach regarding alcohol and drug abuse. Counseling and Health Services is available to assist you in the areas of alcohol and drug dependency and abuse. The Counseling Center and Health Services sponsor annual programs (Alcohol/Drug Awareness Week) and host speakers in the areas of alcohol and drug abuse.

(Revised August 2016)
ILLEGAL DRUG POLICY
Possession of illegal drugs or drug paraphernalia, the manufacture, sale, or distribution of such drugs, or the facilitation of access to such drugs is prohibited by the College. Substances intended as alternatives to illegal drugs, such as synthetic cannabis, salvia divinorum and similar materials, fall within this policy, as well. Possession or use of prescription medicine, except within the orders of a medical professional, or the sale or distribution of such drugs, is also prohibited by the College.

Where there is reasonable cause to believe that drug possession, abuse or misuse is occurring on College property or at College events, any area may be entered for investigation at any time and without notice by an official of the College. When reasonable suspicion of drug possession, abuse or misuse exists, Campus Police may conduct a search of an individual, personal effects, or residential area, including any residence hall room or apartment with verbal authorization from another Campus Official. Searches can be authorized by any member of the Residence Life professional staff (e.g., Director, Assistant Director, Graduate Assistants), the Dean of Students, the Vice President for Student Development, any Student Development staff serving in the duty rotation, the Vice President for Administration, the Provost of the College, or the President of the College. Search authorization should be documented in the incident report, identifying the reason for the search, the officer conducting the search, the staff member who provided authorization, and the areas to be searched.

In addition, if reasonable suspicion exists of drug use, the College reserves the right to require drug tests at students’ expense as part of an investigation. If students are found to have violated the College’s illegal drug policy, either through positive drug screens or other evidence, the College may require students to submit to random drug testing for a defined period of time following their violation, again at the students’ expense.

Charges made for violation of this Illegal Drug Policy will be handled by the Dean of Students or by his or her designee, unless Administrative Action is taken by the President. The College may report to the civil authorities anyone charged with violation of drug laws.

When disciplinary action is taken in cases of alleged drug abuse on or off campus, such action may or may not be concurrent with any action pending by the civil authorities. The College will cooperate with civil authorities in the enforcement of drug abuse laws on and off campus.

While the College prohibits the use, possession, or sale of drugs by its students, and its regulations are consistent with civil laws, the College will undertake an educational approach with respect to drug abuse. Any student who voluntarily submits himself or herself or who is referred by others for counseling and help with the problem of drug use will be assisted. A student who has violated the College’s illegal drug policy may be required to enter a program which provides professional help for drug abuse. In all such cases, the College will be concerned with the guarantees of fairness with respect to any member of the College community. The Responsible Friend Policy applies to drug-related emergencies.

(Revised August 2017)
SMOKING POLICY
In order to protect the health and welfare of the campus community, smoking, as well as the use of electronic cigarettes and vape devices is prohibited in all College buildings, as well as within 50 feet from College buildings unless otherwise designated as an approved smoking space.

In addition, hookahs are strictly prohibited anywhere on campus. While the College recognizes that some students may utilize hookahs to smoke legal substances using safe and responsible methods, the potential fire risk that hookahs present to the campus community is significant. Any hookah found on campus will be immediately confiscated.

The fine for violating this smoking policy will be $50.00 for the first violation, with subsequent violations incurring greater penalties, including referral to the Social Council and possible loss of housing privileges on campus.

HAZING POLICY
Birmingham-Southern College strictly forbids any type of physical, written or verbal abuse of members of any campus organization, athletic team, fraternity or sorority at any time. Undue pressure to perform any activities that are contrary to the College’s educational pursuits or are illegal, unethical, or result in any type of personal humiliation, are considered hazing and are, therefore, prohibited. Any violation of this policy will result in disciplinary action.

WEAPONS AND FIREARMS POLICY
The College absolutely prohibits any person from possessing weapons or firearms (including pellet guns or bb guns), a rifle (including air and spring-loaded rifles or devices), shotgun, handgun, knife (excluding small pocket knives), switchblade, slingshot, balloon launcher, paintball guns, bow, explosives of any type (including fireworks) or other lethal or dangerous weapons or devices capable of causing harm to another person. Possession is defined as carried on the person, in a residence hall room, fraternity or sorority house, campus building, or in a vehicle on campus.

Firearms and legal hunting devices may be stored in the Campus Police Office. Violation of this policy may result in fines or other disciplinary action up to and including immediate expulsion from the College.

PET POLICY
Students may not keep pets inside or outside the residence halls, apartments, fraternity/sorority houses, or administrative buildings. The only exceptions to this rule are for students and visitors who require the use of a registered service animal or students who are approved by the Office of Accessibility for an emotional support animal in accordance with the Service and Assistance Animal Policy. All approved animals on campus must be properly leashed and accompanied at all times by the owner. Students are permitted to have fish in a small tank in their rooms with the consent of their roommate(s). A fine of $250.00 will be imposed for violations of this policy.

GUEST POLICY
Current students at the College are allowed to invite guests to campus to visit them. A guest is defined as anyone not currently enrolled at the College, including parents, siblings, other family members, and friends. Guests of students are expected to abide by the rules, policies and procedures of the College. Students are responsible for the actions of their guests, and will suffer disciplinary consequences for any poor behavior displayed by their guests, including loss of the ability to host guests, restitution for any damages their friends cause, and similar appropriate sanctions.

OPEN FIRES POLICY
Students may not have open flames in their residence hall rooms or apartments. Additionally, outdoor fires for recreational or disposal purposes are not permitted without the permission of the Office of Student Development. In cases where permission is granted, a permit from the City of Birmingham Fire Department will be required.
SEXUAL AND GENDER-BASED MISCONDUCT POLICY

The College forbids any type of sexual or gender-based misconduct among its students, faculty, and staff. The College encourages all members of the academic community to report suspected sexual and gender-based misconduct to the appropriate authorities so that it can be investigated, remedied, and eliminated. Such misconduct is prohibited whether the actor is a student, faculty member, staff member, contractor, visitor, or other member of the College community. BSC forbids retaliation against any person who has opposed, reported, or participated in an investigation concerning sexual or gender-based misconduct.

Sexual misconduct incorporates a range of behaviors including non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, intimate partner violence, stalking, and any other conduct of a sexual nature that is non-consensual, or has the purpose or effect of creating an intimidating, hostile, or offensive environment, or unreasonably interferes with an individual’s work and/or academic performance. Gender-based misconduct encompasses behavior that is not sexual in nature, but is directed at a person because of their gender or gender identification.


A. Policy Definitions

1. Non-Consensual Sexual Intercourse – Any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object by one person (perpetrator) against the will or without consent of another person (victim).

2. Non-Consensual Sexual Contact – Any intentional sexual touching, however slight, with any body part or object by one person (perpetrator) against the will or without consent of another person (victim). Sexual contact includes: intentional contact with the breasts, buttock, groin, or genitals, or touching another person with any of these body parts, or making another person touch any of these body parts. Sexual contact is not limited to these body parts and may include any intentional bodily contact in a sexual manner.

3. Sexual Exploitation – Behavior that does not constitute one of the other sexual misconduct offenses, but takes sexual advantage of another person in a non-consensual or an abusive manner for the benefit or advantage of someone other than the one being exploited. Sexual exploitation includes but is not limited to: invasion of sexual privacy, prostituting another individual, non-consensual video or audio-taping of nudity or sexual activity, going beyond the boundaries of consent (e.g., allowing friends to hide in the closet to watch consensual sex), engaging in non-consensual voyeurism, knowingly transmitting an STI or HIV to another student, exposing one’s genitals in non-consensual circumstances or inducing another to expose their genitals, or gender-based stalking and/or bullying.

4. Sexual Harassment – Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or gender-based (behavior that is not sexual in nature, but is directed at a person because of their gender or gender identification) nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or access to or the enjoyment of an educational benefit; (2) submission to or rejection of such conduct is used as a basis for employment or academic decisions or decisions concerning the educational benefits affecting the individual; or (3) conduct that has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or other educational benefit or creating an intimidating, hostile or offensive working, learning, or living environment. Sexual harassment often occurs when one individual has actual or apparent authority over another person, such as a faculty member who can affect a student’s grades, or a supervisor who can affect terms and conditions of employment of a subordinate. But sexual harassment can occur between two individuals of any rank or status. For example, it is possible for students to sexually harass each other, a student to sexually harass a faculty member, and a subordinate employee to sexually harass the supervisor.

Sexual harassment is absolutely prohibited, whether the harassing individual is a student, employee, contractor, volunteer, or any other person who benefits from a relationship with the College.
Examples of sexual harassment include but are not limited to:

- an attempt to coerce an unwilling person into a sexual relationship;
- unwelcome questions about sexual behavior or sexual preference;
- unwelcome verbal conduct such as sexual innuendo, suggestive comments, jokes of a sexual nature;
- unwelcome commentary about an individual’s body, appearance or sexuality
- displaying, distributing, or posting of graphic or sexually suggestive objects, pictures, cartoons, or graffiti by any means, including but not limited to, computer networks, cell phones, iPads, or any other electronic device;
- repeatedly subjecting a person to egregious, unwelcome sexual attention;
- suggestive, insulting, or obscene comments or gestures;
- punishing a refusal to comply with a sexual based request;
- conditioning a benefit on submitting to sexual advances;
- sexual or intimate partner violence;
- gender-based stalking;
- gender-based bullying.

5. **Intimate Partner Violence** – Physical, verbal, emotional, financial, or psychological abuse (e.g., threats of violence, intimidation) committed by a person who is or has been in a relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

6. **Stalking** – A course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

**B. Understanding Consent**

1. **Consent** – Consent is an essential aspect of any sexual activity. Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given verbally or non-verbally, 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 one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or prior consent does not imply consent to future sexual acts. Consent can be revoked at any time during a sexual interaction. Consent cannot be obtained through force or coercion. A person who is incapacitated cannot give consent. In Alabama, the legal age of consent is usually 16 years of age.

   a. **Force** - The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion to overcome resistance or produce consent (e.g. Have sex with me, or I’ll hit you; Have sex with me, or I’ll post compromising photos of you). Note: There is no requirement that an individual resist the sexual advance or request, but resistance is a clear demonstration of non-consent. Sexual activity that is forced is inherently non-consensual, but non-consensual sexual activity does not require force.

   b. **Coercion** – Exerting unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want to have sex, that they want to stop, or that they do not want to go beyond a certain point of sexual interaction, continued pressure can be coercive.

   c. **Incapacitation** – A person is incapacitated when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g. to understand the “who, what, where, why or how” of their sexual interaction). Engaging in sexual activity with someone who is known (or one should have known) to be mentally or physically incapacitated due to mental disability, involuntary physical restraint, alcohol or drugs, unconsciousness, sleep, or blackout constitutes a violation of this policy.
C. Related Behaviors Representing Violations of the Sexual Misconduct Policy

1. **Attempted Sexual Misconduct** – An attempt to commit an act of sexual misconduct is considered a violation of the sexual misconduct policy.

2. **Aiding Sexual Misconduct** – Providing aid to someone attempting to or engaging in an act of sexual misconduct is considered a violation of the sexual misconduct policy.

3. **Retaliation** – Taking an action against a person who has opposed sexual misconduct, reported sexual misconduct, or participated in an investigation concerning sexual misconduct. Retaliation can include physical violence, threats, intimidation or coercion; adverse employment or educational actions (such as demotion, discharge, giving an unwarranted bad grade); or increasing or intensifying a pattern of sexual misconduct. An act of retaliation toward any person who has opposed, reported, or participated in an investigation of sexual misconduct is prohibited and will be subject to disciplinary action, up to and including immediate expulsion or discharge.

4. **Malicious Reporting** – Submitting a false report of sexual misconduct with the intent of causing emotional, psychological, educational, or other harm to another person. A Sexual Misconduct Hearing Board (described below in F.6 and H) finding of “Not in Violation” regarding the sexual misconduct policy is not sufficient evidence to demonstrate that a report was malicious or that a violation did not occur. A finding of this nature simply indicates the Board felt there was not enough evidence to find a person in violation.

D. Overview of Reporting and Support Resources

1. **Filing an Official Report of Sexual Misconduct**

   The following list provides an overview of the primary resources authorized to receive and investigate official reports of sexual misconduct. A more comprehensive overview of the reporting process is detailed later in the policy.

<table>
<thead>
<tr>
<th>Alleged Victim or Target of Sexual Misconduct</th>
<th>Campus Entity</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Faculty, Staff, or Guest</td>
<td>Campus Police</td>
<td>205-226-4700</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:campuspolice@bsc.edu">campuspolice@bsc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Services 270</td>
</tr>
<tr>
<td>Student</td>
<td>Ben Newhouse,</td>
<td>205-226-4725</td>
</tr>
<tr>
<td></td>
<td>Dean of Students</td>
<td><a href="mailto:bnewhous@bsc.edu">bnewhous@bsc.edu</a></td>
</tr>
<tr>
<td>Faculty or Staff</td>
<td>Susan Kinney,</td>
<td>205-226-4645</td>
</tr>
<tr>
<td></td>
<td>Director of Human Resources</td>
<td><a href="mailto:skinney@bsc.edu">skinney@bsc.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Munger 308</td>
</tr>
<tr>
<td>Faculty or Staff</td>
<td>Lane Estes,</td>
<td>205-226-4641</td>
</tr>
<tr>
<td></td>
<td>VP for Administration</td>
<td><a href="mailto:lestes@bsc.edu">lestes@bsc.edu</a></td>
</tr>
<tr>
<td></td>
<td>&amp; Government Relations</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Munger 213</td>
</tr>
<tr>
<td>Student, Faculty, Staff, or Guest</td>
<td>David Eberhardt,</td>
<td>205-226-4731</td>
</tr>
<tr>
<td></td>
<td>Title IX Coordinator</td>
<td><a href="mailto:deberhar@bsc.edu">deberhar@bsc.edu</a></td>
</tr>
<tr>
<td></td>
<td>VP for Student Development</td>
<td>Norton 220</td>
</tr>
</tbody>
</table>

   Any of the individuals identified above can assist an individual in filing a report; however, in situations where there is an imminent threat of bodily harm, please contact Campus Police (205-226-4700) immediately for assistance.

   Individuals have the right to file a criminal complaint with law enforcement officials, regardless of their decision about taking advantage of the College’s adjudicatory process for sexual misconduct. Campus Police can assist with filing police report with local authorities. If you would prefer to contact Birmingham Police directly to file a report, the non-emergency phone number is 205-328-9311.
2. **Confidential Support Resources**
For those individuals seeking confidential support, the following on-campus and off-campus resources are available. These resources may assist an individual in filing an official report through the means detailed above, but they are under no obligation to report incidents of sexual misconduct nor are they authorized to receive or investigate reports of sexual misconduct.

<table>
<thead>
<tr>
<th>Support Resource</th>
<th>Contact Info</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara Hoover, Counseling Services</td>
<td>205-226-4717 <a href="mailto:shoover@bsc.edu">shoover@bsc.edu</a></td>
<td>On-Campus, Norton Campus Center, 2nd Floor</td>
</tr>
<tr>
<td>Cara Blakes, Counseling Services</td>
<td>205-226-4717 <a href="mailto:clblakes@bsc.edu">clblakes@bsc.edu</a></td>
<td>On-Campus, Norton Campus Center, 2nd Floor</td>
</tr>
<tr>
<td>Yvette Spencer, Health Services</td>
<td>205-226-4717 <a href="mailto:yspence@bsc.edu">yspence@bsc.edu</a></td>
<td>On-Campus, Norton Campus Center, 2nd Floor</td>
</tr>
<tr>
<td>Rev. Julie Holly, College Chaplain</td>
<td>205-226-4761 <a href="mailto:jbholly@bsc.edu">jbholly@bsc.edu</a></td>
<td>On-Campus, Norton Campus Center, Suite 120</td>
</tr>
<tr>
<td>YWCA, Central Alabama</td>
<td>205-322-4878 (24-hour hotline)</td>
<td>Off-Campus, Domestic Violence Services 309 23rd Street North, Birmingham, AL, 35203 <a href="http://www.ywcabham.org/end-domestic-violence">www.ywcabham.org/end-domestic-violence</a></td>
</tr>
</tbody>
</table>

3. **Additional Campus Resources**
Any other employee of the College not listed above may also serve as a resource for students or fellow employees. For example, students may wish to speak with a faculty advisor or coach who they believe will provide meaningful support. However, all employees other than those listed as a Confidential Support Resource must relay the information they receive regarding possible sexual misconduct with the Title IX Coordinator.

E. **Reporting: When a Student is Subjected to Sexual Misconduct**

Any person may make an official report that a student has been subjected to sexual misconduct. A report may be made by the student who believes that she or he is the target or victim of sexual misconduct, or by a person who witnesses or hears about an incident of sexual misconduct toward a student. A reporting person may file a report with one of the designated officials listed in D1. A report may initially be filed by sending an email, calling, or coming to the appropriate office to see designated College personnel. An official report will likely involve both a meeting with College personnel, as well as a written statement by the reporting person and the suspected target or victim.

1. **Mandatory Reporters** – College employees are considered “responsible employees,” and have a duty and a responsibility to act when notified of an alleged incident of sexual misconduct by relaying that information to the Title IX Coordinator. Reports of sexual misconduct will be handled with discretion, and the information reported will be shared only with those necessary, including investigators and witnesses, as well as the accused student (“respondent”) if a full investigation is initiated.

2. **Confidentiality** – An investigation, hearing, appeal, and reconsideration of any sexual misconduct violation in which the target or victim of misconduct is a student shall remain confidential. Those defined herein as
within the bounds of confidentiality may not divulge anything that is said or done throughout the conduct process. Not all parties within the bounds of confidentiality are informed of every sexual misconduct matter; however, those bound by confidentiality include Sexual Misconduct Hearing Board members, Campus Police, Advisors, the Dean of Students, the Vice President for Student Development, the Provost, the Director of Human Resources, the Vice President for Administration, and the President, and when appropriate or necessary, legal counsel for the College. Should anyone outside the bounds of confidentiality receive information which is considered to be confidential, he or she will automatically be bound by confidentiality. In addition, the target or victim of misconduct or respondent may include with the bounds of confidentiality his or her parents, faculty, staff, minister or spiritual advisor, personal or legal counsel. Should anyone within the bounds of confidentiality violate the requirement of confidentiality, the Dean of Students may elect to pursue charges for failing to comply with directives regarding confidentiality. The College will respect the request of a student not to disclose his or her identity to the extent possible while still complying with its obligations to protect the College community as a whole against sexual misconduct and discrimination. If the alleged victim demands absolute confidentiality, the Title IX Coordinator will determine how the College will respond to meet its responsibilities to both the alleged victim and the College community.

3. **Confidential Reporters** – If a student would like to speak with someone at the College confidentially when no further reporting of the incident will necessarily occur, options include a personal counselor or health professional in Counseling and Health Services, as well as the College’s Chaplain.

4. **Limitations of College Authority** – The College will not investigate or adjudicate alleged student conduct that occurs off campus when the alleged victim is not a College student, employee, or other member of the College community (such as a contractor or volunteer). If the College learns of such conduct, the College may report allegations of such conduct to law enforcement authorities or other educational institutions. In addition, the College may be limited in its ability to take remedial action involving an alleged perpetrator who is not a student or employee. In such instances, the College will support the alleged victim with College resources (which may include removal and banning of the suspected individual from campus) and refer alleged victims to other entities which may provide support or initiate criminal prosecution.

5. **Interim Measures** – In order to minimize disruption to the alleged victim’s educational experience, interim measures may be put in place. An official report does not have to be made for interim measures to be initiated. The College will make necessary changes to the academic, living, transportation, and working situations of any alleged victim if requested and reasonably available, whether or not the alleged victim chooses to make an official report to campus officials or local law enforcement.

Interim measures include, but are not limited to:

- Access to Counseling Services and assistance in setting up initial appointments
- No contact directives
- Change in class schedule, including the ability to drop a course without penalty or to transfer sections, as well as changes in the class schedule of individuals alleged to have engaged in sexual misconduct
- Rescheduling of exams or assignments
- Providing alternative course completion options
- Change in work schedule or job assignment
- Housing reassignment
- Adjustments to dining arrangements
- Assistance from College support staff in completing housing relocation
- Limiting respondent’s access to certain College facilities or activities pending investigation and/or hearing outcome
- Interim suspension for the respondent

6. **Safe Haven** – Students who seek assistance as a result of experiencing sexual misconduct are not subject to sanction by a College authority for being in violation of College policy related to alcohol, illegal drugs, or other policies at the time of the alleged sexual misconduct.
F. Remedial Procedures When a Student is Accused of Sexual Misconduct: Investigation, Conduct Meetings or Hearings, and Related Matters

1. **Time Frame** – Once an initial complaint regarding sexual misconduct has been received by College officials, the Dean of Students will move forward with investigating and resolving the matter as promptly as reasonably possible. The circumstances of the alleged incident(s) will determine the timeframe within which all individuals involved, including all relevant witnesses, can be contacted and meetings held. Generally, the investigative phase can be expected to be completed within two weeks to one month from the initial report of the incident, exclusive of any significant breaks in the academic calendar. In addition, coordinating all individuals necessary for participation in hearings may require an extended timeframe. However, hearings, deliberations, and decisions will typically be completed within two weeks to one month of the conclusion of the investigative phase and charges being determined, dependent upon the timing within the academic calendar. Appeals will usually require one week to one month for a final decision, depending on whether the matter is referred to a committee and the timing within the academic calendar.

2. **Investigation Procedures** – Once a report has been made, the Dean of Students will conduct a preliminary investigation (e.g. reviewing any Campus Police reports, meeting with the alleged victim, etc.) to determine whether the information provided indicates reasonable cause of a sexual misconduct policy violation. If reasonable cause exists, the Dean of Students will conduct a full investigation using information from the preliminary investigation, obtaining a statement from the respondent, and interviewing relevant witnesses. When the investigation is complete, the Dean of Students will either refer the matter to the Sexual Misconduct Hearing Board (the preferred option) or the matter may be handled through an Administrative Conduct Meeting if both the person believed to have been the target or victim of misconduct and the respondent agree to that option. In matters that do not involve sexual or intimate partner violence, informal resolution may be explored as well. The person believed to be the target or victim of sexual misconduct may choose at any time not to participate in the investigation or disciplinary process. If the Dean of Students believes there is sufficient evidence to form a belief that sexual misconduct occurred, and that action is necessary to protect any member of the College community from possible additional sexual misconduct, the Dean of Students may proceed with the investigation or hearing process.

Because the College’s obligation to protect its community members from sexual misconduct exists independently of the criminal justice system, the investigatory and hearing procedures (if applicable) will continue notwithstanding any related criminal proceedings. The College may briefly delay its response if necessary to avoid interference with a law enforcement investigation.

3. **Advisor** – The alleged target or victim of misconduct and respondent are offered advisors once a complaint enters the investigation phase (though one can be requested earlier). The advisor provides support and guidance through the investigation and hearing process. The advisor should be a willing member of the BSC community, although exceptions may be granted by the Vice President for Student Development (e.g., a Crisis Center staff member or volunteer). Additionally, upon request, an advisor can be appointed from the Sexual Misconduct Hearing Board pool.

4. **Standard of Evidence** – When determining if a violation of the sexual misconduct policy has occurred, the standard of evidence to be used by any conduct authority is preponderance of evidence. Preponderance of evidence indicates that a violation is more likely than not to have occurred.

5. **Administrative Conduct Meeting** – If both the alleged target or victim of misconduct and respondent request to have an incident of sexual misconduct handled administratively, the Dean of Students will render a decision as to whether the respondent violated the sexual misconduct policy and assess sanctions if required. If the complainant and respondent accept the findings/sanctions of the Dean of Students, the matter will be closed. If not, the matter will be referred to the Sexual Misconduct Hearing Board.

6. **Sexual Misconduct Hearing Board** – The Dean of Students may refer an investigation to the Sexual Misconduct Hearing Board (“the Board”), comprised of faculty, staff, and students from a pool of trained Board members. The Board is a three or five member panel that consists of a minimum of one student, one
staff member, and one faculty member. When a five member panel is called, a minimum of two students should serve on the board. The Board will hear the results of the Dean’s investigation along with the testimony from relevant witnesses including the alleged target or victim of sexual misconduct and respondent, and review any other appropriate materials. They will reach decisions regarding violations and sanctions, as appropriate. Details regarding the procedures of the Board are outlined below.

Sexual Misconduct Hearing Board Procedures

The procedure for a hearing will be as follows:
1. The Vice President of Student Development serves as convener and chair. The chair participates in the hearing but does not vote on the hearing outcomes.
2. A three or five member panel is selected from the Sexual Misconduct Hearing Board pool. The Board will consist of a minimum of one student, one staff member, and one faculty member. When a five member panel is called, a minimum of two students should serve on the board.
3. The Dean of Students will serve as the presenter. The presenter presents information gathered during the investigation, but does not recommend sanctions.
4. Due to the sensitive nature of these hearings, the alleged victim or target of sexual misconduct and respondent may be kept separate throughout the hearing, appearing before the Board at designated times but able to hear all statements made within the hearing.
5. No witness, other than the respondent or alleged victim or target of sexual misconduct, if he/she chooses to testify, will be allowed to hear the testimony of other witnesses.
6. Before testifying, each student witness will be reminded that their statements are bound by the Honor Code, and employee witnesses will be reminded that their testimony is expected to be truthful under penalty of termination of employment.
7. The Board will call witnesses, consider relevant information, and question the respondent and alleged victim until it has exhausted every reasonable method of ascertaining the facts.
8. The Board will not consider the respondent’s past findings of violations of the Honor code or Social Regulations in determining whether the respondent has violated Social Regulations or Sexual Misconduct Policies. Such evidence may be considered in determining sanctions.
9. An attorney may be present during the hearing. The attorney may speak to the person represented by the attorney, but may not address directly anyone else involved in the hearing other than the Chair. Any comments or questions an attorney has should be directed to the Chair of the Board in a private conversation.
10. The Board must act with complete impartiality. A Board member may be excused from a case in which personal involvement may constitute a conflict of interest. Additionally, Board composition will be shared with the reporting party and respondent at least 72 hours in advance of the hearing. Either party may request a member of the Board be removed.
11. The respondent is considered not to have violated any policy throughout the hearing until there is a finding that a violation has occurred. The standard of proof is a preponderance of evidence that a violation occurred. The finding must be supported by a majority vote of the Board.
12. As the conduct authority for issues of sexual misconduct, the Board has the authority to issue sanctions according to the guidelines outlined in the Student Handbook (pp. 19-20).

Rights of the Alleged Victim and Respondent

The alleged victim and the respondent have the following rights:
1. The alleged victim and respondent will be notified in writing of a hearing at least 72 hours prior to the hearing. This time period may be shortened upon the agreement of the both parties and the Board (“Chair”).
2. The alleged victim and respondent may select any willing student, faculty member, or staff member of Birmingham-Southern College to serve as his or her advisor. Additionally, upon request, an advisor may be appointed from the Sexual Misconduct Hearing Board pool.
3. The alleged victim and respondent are not required to appear at the hearing. If either person fails to attend, the hearing will proceed and evidence presented as if both parties were present.
4. The alleged victim and respondent have the right to be present throughout the hearing except during the Board’s deliberations. Presence may be limited to hearing testimony remotely through telephone or similar aid of technology.
5. The alleged victim’s sexual history will not be discussed during the hearing unless it relates to the respondent and
is determined by the Chair to be highly relevant to the alleged misconduct.

6. The alleged victim and respondent may call relevant witnesses to speak on his or her behalf. Requests should be made to the Chair in writing so that notice can be given for any witness requested to appear.

7. The alleged victim and respondent may address the Board during his or her appearance before the Board.

8. The alleged victim and respondent may hear the statements of all witnesses called and question them. To avoid an adversarial dynamic, the alleged victim and respondent may only directly question those witnesses called on his or her behalf. For all other witnesses, questions may be submitted to the Chair prior to and during the hearing. Those questions will be reviewed for relevancy by the Board, amended as deemed appropriate, and asked by the Chair.

9. The alleged victim and respondent may each call one or two character witnesses to speak upon his or her behalf.

10. In cases that involved multiple respondents, the Board will arrive at an independent decision for each respondent.

11. The alleged victim and respondent will be notified of the hearing outcome.

12. The alleged victim and respondent may appeal the decision of the Board to the President in accordance with the Appeal section outlined below.

13. Both the alleged victim and respondent will be notified in writing of the potential charges; date and time of hearing proceedings; hearing board composition; the outcomes and/or any changes to the outcomes (e.g., hearing decision, hearing sanctions, interim measures); and any subsequent appeal.

Appeal

1. A respondent or alleged victim may appeal the finding of the Board in writing to the President of the College within five class days of the decision or before the last day of the term, whichever comes first. The President may review the case personally or appoint a committee to review the case.

2. An appeal is limited to a review of the full report of the Board, including the hearing transcript, for the purpose of determining whether it acted in accordance with procedural and substantive fairness. An appeal on the basis of substantive fairness may not contest the factual findings of the Board but is limited on the basis of the fundamental fairness of the penalty or the application of the standards of the Sexual Misconduct Policy.

3. An appeal in which the finding of the Board is reversed may be remanded to the Board for rehearing with a written opinion or directive of the President.

4. An appeal by the respondent may not result in a more severe penalty for the respondent; however, an appeal by the alleged victim may result in a more severe penalty for the respondent. In both circumstances, reversal of the finding and/or modification of the sanction may occur without rehearing by the Board.

G. Remedial Procedures When an Employee is Accused of Sexual Misconduct: Investigation, Recommended Outcomes, Hearings, and Related Matters

The Director of Human Resources will be notified of all reports of sexual misconduct directed toward an employee. In all cases, except when the person suspected of engaging in misconduct is a student, the Director will assess each such situation by holding fact finding conferences and obtaining statements from employees. In any situation in which the Director of Human Resources is accused of violating this policy, the Vice President for Administration or another person designated by the Vice President for Administration will fulfill the role of the Director of Human Resources.

The Director of Human Resources will report findings to the Provost (if the accused is a faculty member) or to the appropriate Vice President (if the accused is not a faculty member) and make a recommendation concerning further action and disposition of the matter.

After reviewing all the evidence, the Provost or the appropriate Vice President, in consultation with the Director of Human Resources, will make a determination whether reasonable grounds exist to believe that sexual misconduct has occurred. If such grounds are found to exist, the Provost or appropriate Vice President will take all appropriate action to eliminate such conduct and impose appropriate discipline. In any situation in which the Provost or appropriate Vice President is accused of violating this policy, the President of Birmingham-Southern College will fulfill that role. In any situation in which the President of the College is accused of violating this policy, the Director of Human Resources, in consultation with the Chairperson of the Board of Trustees will fulfill that role.

If either the employee accused of engaging in sexual misconduct or the person who is believed to have been the target or subject of sexual misconduct is dissatisfied with the action taken by the Provost or Vice President,
the person may appeal the decision to a Sexual Misconduct Hearing Board. If the accused person is a faculty member, the Board will consist of a three faculty member panel, selected by the Provost from a pool of trained Board members who have been appointed by the Chair of the Faculty Advisory Committee. If the accused person is a staff member, the Board will consist of three staff members from a pool of trained Board members appointed by the Director of Human Resources.

If either the employee accused of engaging in sexual misconduct or the person who is believed to have been the target or subject of sexual misconduct is dissatisfied with the action taken by the Sexual Misconduct Hearing Board, the person may appeal the decision to the President in writing within 21 days after the Board’s determination is communicated to the person. The other party will have 21 days to respond in writing to the appeal, and the President will make the final determination based upon the record before the Board and the written submissions of the accused and the person who is believed to have been the target or subject of sexual misconduct.

Because the College’s obligation to protect its community members from sexual misconduct exists independently of the criminal justice system, the investigatory and hearing procedures (if applicable) will continue notwithstanding any related criminal proceedings. The College may briefly delay its response if necessary to avoid interference with a law enforcement investigation.

**Advisor** – The alleged victim and respondent may be assisted throughout the process by advisors. The advisor may provide support and guidance through the investigation and hearing process. The advisor should be a member of BSC community, although exceptions may be granted by the Provost or appropriate Vice President (e.g., a Crisis Center staff member or volunteer). Additionally, upon request, an advisor can be appointed from the Sexual Misconduct Hearing Board pool.

**Employee Sexual Misconduct Hearing Board Procedures**

In a proceeding before the Sexual Misconduct Hearing Board, the following procedures will apply:

1. The Director of Human Resources serves as convener. The senior member of the panel will serve as chair.
2. A three-member panel of faculty or staff members is selected from the Board pool.
3. The Director of Human Resources or his or her designee will serve as the presenter. The presenter presents the information gathered during the investigation.
4. Due to the sensitive nature of these hearings, the alleged victim and respondent may be kept separate throughout the hearing, appearing before the Board at designated times but able to hear all statements within the hearing.
5. No witness, other than the alleged victim or respondent if either chooses to testify, will be allowed to hear the testimony of other witnesses.
6. Before testifying, each employee witness will be reminded that his or her testimony is expected to be truthful under penalty of termination of employment, or if the witness is a student, subject to the Honor Code.
7. The Board will call witnesses, consider relevant information, and question the respondent and alleged victim until it has exhausted every reasonable method of ascertaining the facts.
8. An attorney may be present during the hearing. The attorney may speak to the person represented by the attorney, but may not address directly anyone else involved in the hearing other than the Chair. Any comments or questions an attorney has should be directed to the Chair of the Board in a private conversation.
9. The Board must act with complete impartiality. A Board member may be excused from a case in which personal involvement may constitute a conflict of interest. Additionally, Board composition will be shared with the alleged victim and respondent at least 72 hours in advance of the hearing. Either party may request a member of the Board be removed.
10. The respondent is considered not to have violated any policy throughout the hearing until there is a finding that a violation has occurred. The standard of proof is a preponderance of evidence that a violation occurred. The finding must be supported by a majority vote of the Board.
**Rights of the Alleged Victim and Respondent**

The reporting party and respondent will be afforded the following rights:

1. The alleged victim and respondent will be notified in writing of a hearing at least 72 hours prior to the hearing. This time period may be shortened upon the concurrence of the both parties and the Chair.
2. The alleged victim and respondent are not required to appear at the hearing. If either person fails to attend, the hearing will proceed and evidence presented as if both parties were present.
3. The alleged victim and respondent have the right to be present throughout the hearing except during the Board’s deliberations. Presence may be limited to hearing testimony remotely through telephone or similar aid of technology.
4. The alleged victim’s sexual history will not be discussed during the hearing unless it relates to the respondent and is determined by the Chair to be highly relevant to the alleged misconduct.
5. The alleged victim and respondent may select any willing student, faculty member, or staff member of Birmingham-Southern College to serve as his or her advisor. Additionally, upon request, an advisor may be appointed from the Sexual Misconduct Hearing Board pool.
6. The alleged victim and respondent may call relevant witnesses to speak on his or her behalf. Requests should be made to the Chair in writing so that notice can be given for any witness required to appear.
7. The alleged victim and respondent may address and question the Board during his or her appearance before the Board.
8. The alleged victim and respondent may hear the statements of all witnesses called and question them. To avoid an adversarial dynamic, the alleged victim and respondent may only directly question those witnesses called on his or her behalf. For all other witnesses, questions may be submitted to the Chair prior to and during the hearing. Those questions will be reviewed for relevancy by the Board, amended as deemed appropriate, and asked by the Chair.
9. The alleged victim and respondent may call one or two character witnesses to speak upon his or her behalf.
10. In cases that involved multiple respondents, the Board will arrive at an independent decision for each respondent.
11. Both the alleged victim and respondent will be notified in writing of the potential charges; date and time of hearing proceedings; hearing board composition; and the outcomes and/or any changes to the outcomes (e.g., hearing decision, disciplinary action, interim measures); and any subsequent appeal.

**Sexual Misconduct Hearing Board**

As noted in the policy above, the Sexual Misconduct Hearing Board will often hear cases regarding alleged violations of this policy. The Board is comprised of the following members, selected and appointed as outlined below:

- Students: Five or more returning members from the previous year’s Honor Council are selected by the Title IX Coordinator in consultation with the Dean of Students.
- Faculty: Five or more faculty members will be appointed by the Chair of the Faculty Advisory Committee in consultation with the Provost, the Title IX Coordinator, and the Director of Human Resources.
- Staff: Five or more staff members from across the various administrative departments of the College will be appointed by the Director of Human Resources in consultation with the Title IX Coordinator and the Dean of Students.

Each year, new members of the Board will undergo training in the various tenets of the Sexual Misconduct Policy and procedures employed to investigate and hear allegations regarding possible violations. In addition, continuing members of the Board will attend review sessions to ensure they remain aware of any changes to the Policy and are prepared to serve when called upon. Emphasis will be placed upon protection of confidentiality, appropriate and relevant questioning, effective deliberation, reaching conclusions, and other vital topics in all training and review sessions for the Board.
DISCRIMINATION AND HARASSMENT POLICIES AND PROCEDURES

Birmingham-Southern College does not discriminate on the basis of race, color, national origin, ethnic origin, sex, sexual orientation, age, disability, genetic information, or status as a protected veteran in employment or the rights, privileges, programs, and activities generally accorded or made available to students at the school, administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. This statement of non-discrimination applies to educational programs, educational policies, admissions policies, educational activities, employment, access and admission, scholarship and loan programs, and athletic and other school-administered programs.

Any person having inquiries concerning compliance with implementation of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 or other civil rights laws should contact one of the following individuals, whom BSC has designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, David Eberhardt, Vice President for Student Development, Norton Campus Center, Room 230, 205-226-4722; Section 504 Coordinator/Disability Access and Accommodation, Jason Peevy, Counselor/Coordinator of Academic Accommodations, Norton Campus Center, Counseling and Health Services, Room 252, 205-226-4727; or EEO/AA Officer, Susan Kinney, Director of Human Resources, Munger Hall, Room 308, 205-226-4645.

HARASSMENT DEFINED

Birmingham-Southern College will not tolerate any form of harassment, be it based in racial, ethnic, sexual, religious or other grounds outlined in this policy. Harassment may include, but is not limited to, verbal or written remarks. In addition, cyber-bullying, understood as the deliberate use of electronic or online communication methods (i.e. blogs, emails, social networking sites, texting) to communicate harassing language, falls within this policy. Any such harassment by students will be considered a violation of the Student Conduct Policy and will result in disciplinary action.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, disability, sex, age, veteran status, or sexual orientation or that of his/her relatives, friends, or associates, when it:
1. Has the purpose or effect of creating an intimidating, hostile, or offensive working and/or educational environment;
2. Has the purpose or effect of unreasonably interfering with an individual’s work and/or academic performance; or
3. Otherwise adversely affects an individual’s employment and/or academic opportunities.

Examples of harassment include, but are not limited to the following:
- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, national origin, disability, sex, age, veteran status, or sexual orientation.
- Written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, religion, national origin, disability, sex, age, veteran status, or sexual orientation and that is placed on walls, bulletin boards, or elsewhere on Birmingham-Southern College premises, or circulated in the workplace. This also includes acts that purport to be or are meant to be “jokes” or “pranks”, but are hostile or demeaning, such as hate mail, threats, cartoons, defaced photographs, and other similar material or conduct.

Sexual harassment is a particular form of harassment, and is defined as unwelcome sexual advances, requests for sexual favors and any other physical or verbal conduct of a sexual nature when:
- Submission to the conduct is an explicit or implicit term or condition of employment or continued employment;
- Submission to or rejection of the conduct is used as a basis for employment decisions affecting an employee, such as promotion, demotion, or evaluation;
- The conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or educational experience or creating an intimidating, hostile or offensive work environment.
Sexual harassment includes, but is not limited to the following:
- unwelcome sexual propositions; sexual innuendo
- suggestive remarks
- vulgar or sexually explicit comments
- gestures or conduct
- sexually oriented kidding
- teasing or practical jokes
- and physical contact, such as touching another’s body, pinching or patting.

APPLICABLE PROCEDURES
Bringing a Complaint Against a Faculty Member
1. Any member of the College community (the complainant) who believes that he or she has been the victim of sexual harassment by a faculty member may bring the matter to the attention of the Provost or the chairperson of the Faculty Advisory Committee, who will then notify the Director of Human Resources that a complaint has been made.
2. The College cannot be responsible for conduct of which it is unaware and, thus, for this policy to be effective it must have the support of the College community and violations must be reported in accordance with this policy. The complainant is strongly encouraged to present the complaint promptly after the alleged harassment occurs.
3. The chairperson of the Faculty Advisory Committee will act as grievance officer to hear the complaint. If the chairperson of the Faculty Advisory Committee or the Director of Human Resources decides it is undesirable or inappropriate that the chairperson serve as grievance officer to hear a particular complaint, the Chairperson will suggest to the Director of Human Resources another member of the Faculty Advisory Committee to serve as grievance officer for that particular complaint. Any member of the Faculty Advisory Committee who is a party to the complaint will seek a recusal from his or her duties as a member of the Faculty Advisory Committee. Parties to the complaint are prohibited from participating in the activities of the Faculty Advisory Committee when the Advisory Committee is reviewing the complaint.
4. The initial discussion between the complainant and the grievance officer should occur within 10 working days of the initiation of the complaint and will be kept confidential, with no written record. If the complainant, after an initial meeting with the grievance officers, decides to proceed, the complainant should submit a written statement to the grievance officer. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the complaint should be strictly limited, in order that the privacy of all individuals involved is safeguarded as fully as possible.
5. The grievance officer will immediately inform the alleged offender of the allegation and the identity of the complainant. The complainant’s written statement will be given to the alleged offender at the time he or she is informed of the complaint. Every effort should be made to protect the complainant from retaliatory action by the person(s) named in the complaint. The College expressly forbids any retaliation against persons who utilize this policy. If pertinent, personal safety and security issues should be addressed.

Resolution of the Complaint
1. Promptly after a written complaint is submitted, the grievance officer should initiate whatever steps he or she deems appropriate to effect an informed resolution of the complaint acceptable to both parties. The grievance officer will provide the Director of Human Resources of the College and the alleged offender with a copy of this request.
2. The complainant, if unsatisfied with the resolution proposed by the grievance officer, will have access to special grievance procedures upon prompt submission of a written request to the grievance officer. The grievance officer will provide the Director of Human Resources and the alleged offender with a copy of this request.
3. At the request of the Director of Human Resources, the Faculty Advisory Committee will serve as the sexual harassment grievance committee. The committee may determine its own rules of procedure, conduct its own inquiry, call witnesses including the parties to the dispute individually or jointly, and gather whatever information necessary to determine the merits of allegations. The committee will not be bound by rules of legal evidence, and may admit any probative information. Legal counsel will not be permitted to appear before any hearings or meetings of the sexual harassment grievance committee. Once a determination about the validity of the allegations has been reached, the committee’s opinion will be communicated in writing to both parties,
and the Director of Human Resources and the Provost of the College. A written summary of the basis for the
determination will be provided to either party upon request.

4. The Provost of the College will determine what corrective actions and/or disciplinary measures, if any, are
warranted. Should the Provost decide that a major sanction such as dismissal or suspension from service for a
stated period of time be imposed, he or she may initiate proceedings to impose a severe sanction as governed
by the procedures for granting promotion and tenure and non-reappointment. If the Provost decides that the
conduct of the faculty member justifies imposition of a minor sanction such as a reprimand, he or she shall
notify the faculty member in writing and provide the faculty member with an opportunity to provide evidence
that such a sanction is unwarranted or improper. A faculty member who believes that a major sanction has been
incorrectly imposed may petition the special College Grievance Committee in accordance with the procedures
for granting promotion and tenure and non-reappointment described in the Faculty Handbook.

**Bringing a Complaint Against a Staff Member**
1. Contact the staff member’s immediate supervisor or the Director of Human Resources (226-4645).
2. All complaints will be kept confidential in order to protect the individuals involved.
3. Complaints will be handled through the Staff Grievance Procedure.

**Bringing a Complaint Against a Student**
1. Contact the Vice President for Student Development (226-4722).
2. All complaints will be kept confidential in order to protect the individuals involved. Complaints will be dealt
with by Administrative Action or by the procedures set for social conduct. (The conduct process through which
alleged violations of this policy are heard and determined, and then sanctioned if violations are found, is under
review and development during the 2014-2015 academic year. Current information will be available on the
College’s website or from the Office of Student Development.) Investigations of sexual harassment by students
and related hearings will be conducted expeditiously. A paramount consideration in completing the investigation
and conducting hearings regarding any alleged incidents of sexual harassment will be the health, availability,
and wishes of the alleged victim. When determining if a violation of this policy has occurred, the standard to be
used by any conduct authority is whether the preponderance of the evidence indicates that a violation is more
likely than not to have occurred, versus a standard of clear and convincing evidence used in many other student
court proceedings at the College.

**HARASSMENT COMPLAINT MATRIX**
(Revised 2008)

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THREAT OF HARM TO SELF OR TO OTHERS
The College occasionally must respond to students who demonstrate actions or make statements indicating that they may represent a threat to themselves. Such behaviors arise for many reasons, including personal crises, academic stressors, and other challenges which stretch individuals beyond their ability to cope effectively with situations. When a student behaves in ways or expresses threats towards themselves, the College will strive to respond in a manner that seeks the best interest of the student and their overall welfare, within the context of the College community, by providing direct support and referrals to appropriate resources beyond campus.

Commonly, the College will reach out to parents or other responsible adults in the student’s life to inform them of the College’s concern and attempt to partner with them in caring for the student, which may include a recommendation that the student seek professional help outside the College. In situations where significant concern exists, the recommendation of the College may also be that the student withdraws until he or she is able to perform successfully in their academic and/or social life at the College. In all cases, the College will seek to collaborate with the student, their family, and the professionals caring for them to ensure it can effectively support the student while enrolled.

If contact with parents or other adults is unsuccessful, the College will continue to support the student as much as possible within its professional staff and resources. If a student becomes an immediate threat to self or is unable to function effectively in caring for themselves, the College will seek to find support for that student beyond campus at medical facilities or through other appropriate professionals in the community. If a student becomes disruptive of the learning environment, in academic, residential, or other settings related to the College, the student may be removed from the institution and the case may be adjudicated through the regular student conduct processes of the College if necessary. In all such matters, the College will seek to collaborate with the student and the professionals caring for him or her to ensure the institution can effectively support the student if he or she is able to remain enrolled.

In addition, the College must occasionally respond to students who demonstrate actions or make statements indicating that they represent a threat to others, either generally to the campus community or towards specific individuals or groups of students. When such incidents arise, the College will respond immediately to ensure the safety of the campus community, which will likely lead to the immediate removal of the student from the College. Students who threaten others will typically have such incidents adjudicated through Administrative Action or the regular student conduct processes of the College. When circumstances indicate that professional care is needed by a student who is threatening others, the College will make reasonable efforts to help the student find support through family members or refer them to appropriate professionals beyond campus. Such support will not prevent the school from pursuing student conduct and other processes intended to ensure the safety of the campus community.
DISCIPLINARY ACTIONS NOTED ON OFFICIAL TRANSCRIPTS
Notation of all disciplinary dismissals will be made in students’ official academic transcripts, with no opportunity for removal. No other disciplinary actions or outcomes (e.g., disciplinary suspension or probation) will be noted on students’ official academic transcripts.

DISCIPLINARY RECORD RETENTION & EXPUNGEMENT POLICY
Disciplinary records are part of students’ educational records, as defined by the Family Educational and Rights to Privacy Act (FERPA). They contain all materials related to the report and determination of a final outcome regarding a violation of any conduct policy. Disciplinary records are maintained and retained in electronic and physical format in Student Development, and are reported to third parties within the guidelines of the College’s Right to Privacy Policy.

Upon graduation from Birmingham-Southern College, all of an individual’s disciplinary records involving minor social conduct violations (e.g., noise, minor alcohol, use or possession of marijuana) and minor Honor Code infractions (e.g., Class II violations) are immediately expunged, as long as policy violations did not occur during a student’s final year in college and repeat offenses did not occur across a student’s time at BSC. Disciplinary suspension resulting from multiple minor violations removes the opportunity for immediate expungement of an individual’s record. For minor violations that are not immediately expunged due to these noted exceptions, a student may request consideration for early expungement as detailed below.

Disciplinary records for more serious social conduct violations (e.g., hazing, physical assault, intimate partner violence, driving under the influence, possession or use of drugs other than marijuana) and more serious Honor Code infractions (e.g., Class I violations) are maintained for seven (7) years from the last term of enrollment, and then expunged. An individual may request consideration for early expungement as detailed below.

When a violation results in dismissal, regardless of the context and behavior involved in the policy violation, the disciplinary record is maintained permanently in Student Development and is not eligible for expungement.

Requests for Expungement: During a student’s final year of enrollment at Birmingham-Southern, upon graduation from Birmingham-Southern or another accredited higher education institution, or at the time the individual would have been anticipated to graduate with their entering student cohort, a current or former student may make a written request to the Vice President for Student Development to have his or her disciplinary record expunged. In considering an expungement request, consideration will be given to:
- the nature and severity of offense(s),
- the frequency of violation(s),
- the timing of violation(s),
- the passage of time since the violation(s),
- the student’s behavior during and subsequent to the conduct matter being adjudicated,
- the student’s overall contributions to campus life (e.g., involvement, service, leadership positions, etc.)
- and any other factors deemed to be relevant to the expungement decision.

If expungement is granted prior to graduation and a student is involved in a new policy infraction, the expungement will be voided and the College will communicate all violations to any outside entity with whom disciplinary clearance already has been provided.

(Created Spring 2017)
ACADEMICS

ACADEMIC SUSPENSION POLICY
A student who is on academic probation will be suspended for academic reasons if at the end of any term the student fails to satisfy the Provost that he or she is making reasonable progress toward a degree. A student on academic suspension is not permitted to engage in an Exploration term project or to enroll in the College during the regular term or summer term that follows immediately the date of suspension. Courses taken at another institution during academic suspension are not transferable to Birmingham Southern College.

DISCIPLINARY SUSPENSION POLICY
A student on disciplinary suspension is not permitted to engage in an Exploration term project or to enroll in the College during the regular term or summer term that occurs during the time of suspension. As with the Academic Suspension Policy stated above, courses taken at another institution during disciplinary suspension are not transferable to Birmingham-Southern College.

ACADEMIC ENGAGEMENT POLICY
As stated in the Academic Progress section of the College’s Catalog, “The College reserves the right to require at any time the withdrawal of any student whose conduct or academic standing it regards as undesirable, either for the student’s sake or for the College’s.” Students who do not remain reasonably and responsibly engaged in pursuing their academic course of study may be required to depart the College and will need to seek re-admission before they can continue to attend Birmingham-Southern College.

ACADEMIC ACCOMMODATION
A student may request academic accommodation for a learning disability or challenge by submitting a “Request for Academic Accommodation” form to the Office of Accessibility, along with appropriate documentation from a certified professional in the field of learning disabilities. The Coordinator of Accessibility reviews the materials and passes along relevant information to the student’s advisor and each instructor at the beginning of each term. The student is responsible for discussing his or her needs with each instructor at the beginning of each term. Birmingham-Southern will make accommodations, within reason, to aid in a student’s academic success, but general education requirements will not be waived.

WITHDRAWAL POLICY
A student who is enrolled during any term may withdraw from the College only with the permission of the Provost. A student who discontinues studies without permission of the Provost will receive an “F” in all courses that term.

In order to obtain permission to withdraw, a student should first consult the Office of the Provost and then complete the withdrawal form and proper check out If the student must withdraw for medical reasons, his or her request much be supported by a physician’s certificate.
GRADE APPEAL POLICY
Birmingham-Southern College supports the academic freedom of faculty members in assigning students a final grade. If a student believes an error has been made in the calculation or recording of a final grade, he or she should immediately alert the professor. Beyond such errors, formal appeals of final grades are granted only when there is clear and convincing evidence that the final grade was “arbitrary and capricious, irrational,” or “made in bad faith” [Susan M. V. New York Law School, 556 N.E. 2nd 1104, 1107 (1990), 76 N.Y. 2nd 241, 557 N.Y.S. 2nd 297]. Students should understand that an allegation that a final grade was arbitrary and capricious, irrational or made in bad faith is a serious charge and should not be made unadvisedly.

If a student wishes to appeal a final grade, he or she must contact the professor no later than 30 calendar days after the beginning of the next regular term. If this consultation fails to resolve the issue, the student may contact the appropriate department chair, who will then contact the professor concerned. If the complaint remains unsettled, the student may contact the appropriate area chair next. If the matter is still unresolved, the student may file a written appeal with the Provost on a form provided by the Office of Academic Affairs.

After reviewing the appeal, the Provost, at his or her discretion, may deny the appeal or may request that the Faculty Advisory Committee select a three-person committee from the full-time faculty of the College. Two members of this committee must come from the department involved, and the third will come from outside the department. The committee will determine its own procedures and review the case with the following stipulation: the burden of proof for demonstrating a breach of standards rests with the student, and the student must provide documentation of his or her attempts to resolve the issue through previous consultations.

When the review is complete, the committee will notify the Provost of its decision. The Provost will have the final decision in determining whether a change of grade is necessary. The Provost will inform the student in writing of the decision and send copies of this same letter to the committee, the faculty member, the appropriate department chair, and the appropriate area chair. The entire grade appeal process is normally finalized by the end of the next regular term after the term of the grade under appeal.

(Revised February 2016)
FEDERAL REGULATIONS

FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The privacy of student records is protected under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). The Dean of Records has the institutional responsibility for interpreting both the Act and the rules and regulations issued by the Department of Education to enforce this Act. Under FERPA, students have the right to see their educational records at any time, and the right to request a change if there is an error in any record. FERPA addresses two types of information: directory information and non-directory information.

Directory information includes the student’s name, address, e-mail address, telephone listing, major field of study, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, participation in officially recognized activities and sports, and a photograph. A student’s directory information is usually provided to anyone who requests it, including persons outside the College. A student may withhold his or her directory information by notifying the Dean of Records in writing within ten days of the first day of classes for a particular term. A request to withhold directory information remains in effect as long as the student continues to be enrolled, or until the student files a written request with the Dean of Records to discontinue the withholding. Each student is responsible for keeping the College informed of his or her correct mailing address, both school and home. Any change in address should be updated by the student through the address change function on TheSIS. Parent address change information should be submitted to the Records Office using the change of address form located on the Records Office home page.

Non-directory information includes the student’s academic status and other academic information, such as transcripts, midterm assessments, course grades, and class attendance. Students must give permission to allow their academic information to be disclosed to any individual. Faculty and staff with a “need-to-know” (i.e., academic advisors and administrators), however, have access to this information without the student’s permission. Students may sign a FERPA Academic Privacy Rights Waiver form, giving a designated individual (usually a parent or guardian) access to their academic information. FERPA also allows academic information to be shared with parents/guardians who certify their student is claimed as a dependent. The waiver form is available at the Records Office website (http://www.bsc.edu/records/pdfs/APWaiver.pdf).

The school discloses education records without a student’s prior written consent under the FEPRA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Birmingham-Southern College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Birmingham-Southern College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Birmingham-Southern College.

The Academic Records website provides a FERPA tutorial that fully explains the policy (http://www.bsc.edu/records/ferpa/tutorial.cfm).
STUDENT COMPLAINTS

COMMUNICATING COMPLAINTS TO THE COLLEGE
Students may at times deem themselves to have been treated by peers inappropriately, or by representatives of the College in a manner that falls outside of appropriate and reasonable standards of fairness, integrity, or appropriate execution of duties, particularly regarding the implementation of College policies, processes, and procedures. When such circumstances occur, students are encouraged to address the matter directly with the individual(s) who gave rise to the concern through personal or electronic contact, when appropriate. Students may wish to consult with the counselors in Counseling & Health Services, other professionals in the Office of Student Development, or faculty advisors for guidance before addressing the issue.

If direct contact is not appropriate or does not lead to a timely resolution of the concern, students are encouraged to seek resolution by contacting appropriate officials of the College. For concerns related to academic issues or academic-related employees of the College, students should contact the Assistant Provost, Martha Ann Stevenson, in the Provost’s Office in Munger Hall 210. For all other concerns, students should contact the Dean of Students, Ben Newhouse, in the Office of Student Development in the Norton Campus Center, 2nd floor. These officials will meet with students as soon as is reasonably possible, and will assist them in working with other College officials as appropriate or may request students to submit a written statement to initiate a Formal Complaint. Students can also submit a complaint to College officials by completing the online Student Complaint Form at http://www.bsc.edu/campus/studev/complaints.cfm. After receiving the information, these officials will investigate the matter thoroughly.

If the incidents potentially involve violations of College policies, such as behaviors of discrimination, sexual harassment or sexual misconduct, students are encouraged to report the situation to Campus Police, Counseling and Health Services, or Student Development, and to follow the processes outlined in the Student Handbook.

Students with complaints against the institution generally, which are not resolved by the College, may wish to contact the primary accrediting body of the College, the Southern Association of Colleges and School (SACSCOC) at (404) 679-4500. Complaint procedures for SACSCOC may be found on the SACSCOC website at http://www.sacscoc.org/.
SOCIAL EVENTS

SOCIAL FUNCTION POLICY FOR STUDENT ORGANIZATIONS
Social functions that are advertised or involve the contracting or hiring of entertainment are required to be registered by 5:00 p.m. at least one week prior to the scheduled event. Party Registration Forms are available online for all student organizations. The responsible student organization must provide a typed guest list to Campus Police at least twenty-four hours prior to the scheduled event. Guest lists must alphabetically list members of the student organization by last name, with the first and last name of corresponding guests (non-College community members) for which each member is responsible.

Student organizations are responsible for adhering to all remaining campus policies associated with hosting a social event on campus. These policies include guest lists, the checking of IDs, and use of wristbands for events where alcohol is available or allowed. Failure of any student organization to adhere to any policies in this Student Handbook will be subject to disciplinary action by Student Development. Greek organizations may also be subject to the disciplinary procedures of their respective Interfraternal organizations at the College and their chartering inter/national organizations.

GENERAL EVENT & BAND PARTY PROCEDURES
1. Permission to host band parties on campus during the week (Sunday evening through Thursday evening) must be requested from and approved by Student Development.
2. All events held during the week must end by 12:00 midnight. Events held on Friday and Saturday must end by 2:00 a.m. unless special permission is granted.
3. All student events held on or off campus are for Birmingham-Southern College students and their guests only. There may be no open parties at any time and there may be no advertisements to the general public or to groups beyond the College community without the permission of Student Development.
4. Birmingham-Southern College students who bring guests to any campus social event are responsible for the actions of their guests.
5. Identification (Student I.D. and/or Driver’s License) will be checked upon entering student activities for any event at which alcohol may be present. Only those of legal drinking age may bring alcoholic beverages into the event. Reasonable limits will be set.
6. No glass containers may be taken into any student event.
7. The use of fog machines is prohibited in all locations due to the sensitivity of smoke detection devices.
8. The use of sand and sand bags is prohibited in all locations unless being used for an official purpose and provided by the BSC Operations/Landscaping staff.
9. Fraternities and other student organizations are required to have at least one Campus Police officer present for parties where bands have been contracted. The correct procedure for booking an officer is to email the request to Lt. Jeff Harris (jharris@bsc.edu) and Chief Randy Youngblood (ryoungbl@bsc.edu), Carbon copied (“cc”) on these emailed requests should be Assistant Director of Student Life Salem Awwad (swawwad@bsc.edu). Requests for officers to be present must be made no later than Friday at 5:00 p.m. the week prior to the event. Once the request is processed, a Campus Police official will reply to the person requesting the officer with confirmation of the request having been received and processed.
10. Campus police or other security may be required at a student organization event, a determination of which is left to the discretion of Student Development.
11. All bands contracted to play by student organizations must not play past Midnight on Sunday through Thursday evenings and 2:00 a.m. on Friday and Saturday. Outside band parties are to be held after 2:00 p.m. and must be pre-approved by Student Development. There are no exceptions.
12. There may be an appropriate charge for rental of campus facilities for student events and parties.

The College expects all student organizations to comply with their affiliated inter/national organization policies with regard to risk management and social host regulations (if such organizations and policies exist), as well as all the policies and procedures in this Student Handbook. Failure to do so will result in disciplinary action.
FRATERNITY ROW PARTY PROCEDURES
A. Band parties on Fraternity Row must be held on weekends only (Friday and Saturday). In the event that the College is closed on a Monday or Friday due to a holiday, Thursday or Sunday evening band parties must be pre-approved by Student Development.

B. For all parties which are held on Fraternity Row, the music (whether a band or stereo) shall be over by Midnight on Thursday nights and 2:00 a.m. for Friday and Saturday nights.

C. For parties using stereo or acoustic music, the volume must be kept at a reasonable level. The use of outdoor speakers must also be kept at a reasonable level. This level will be determined by Campus Police.

D. The fraternities must ensure the proper placement of the band’s loudspeakers. Each fraternity is responsible for knowing the proper placement of a band in its particular house. If the band is not properly placed, it will be shut down until proper placement is achieved.

E. Noise complaints will be handled as follows:
1. Upon the first complaint, the responding Campus Police Officer will contact a fraternity officer, and if necessary, request the volume level be lowered to a reasonable level. All this information will be documented to include the fraternity member responsible for the party, time of complaint, details of complaint, and attempted resolution.
2. The second complaint will be handled in the same manner as the first complaint, pending the cooperation by the fraternity to address the complaint. Campus Police has the authority to confiscate speakers at this point.
3. Upon the third complaint, the Campus Police Officer will terminate the party and confiscate the speakers. This information will be forwarded to the Dean of Students for appropriate sanctions as specified in the IFC by-laws.
4. If any noise complaint is received after Midnight (Sunday thru Thursday) and 2:00 a.m. Friday and Saturday, the stereo or acoustic music will be automatically shut off. Campus Police will verify the identity of the caller in order to insure the complaint is legitimate.

F. Only two fraternities may schedule band parties on the same evening. The two fraternities may not be adjacent to one another and must be in full compliance with all sections of this policy. Priority will be given to the two fraternities that schedule their band parties first on the social calendar in the Office of Student Development. An exception to this rule may be made by the Student Development staff on a case by case basis.

G. Publicity for Greek organization parties must be limited to the College community. While individual invitations may be given by individual members, no group invitation to organizations outside the College may be given without prior approval from Student Development. In addition, any online publicity of events must be limited to students of the College and their individual guests.

H. The College expects fraternities and sororities to comply with their respective inter/national policies with regard to risk management and social host regulations, as well as all the policies and procedures in this Student Handbook. Failure to do so will result in disciplinary action.
STUDENT EVENTS CLEAN-UP REGULATIONS
1. Under normal circumstances, the organization must perform routine clean-up prior to 8:00 a.m. the day following the function.
2. This clean-up will include picking up cups, cans, etc., and putting them in trash bags; removing all posters, signs, balloons, etc., and putting them in trash bags; picking up public areas including restrooms, foyer, lawn area, and parking lots surrounding the area where an event occurred.
3. If clean-up is not performed prior to 8:00 a.m. the day following the event, the organization will be charged extra for the clean-up.
4. A group member must monitor the restrooms throughout the function to assure they are functioning properly. If problems are encountered, they must be reported immediately to the Campus Police in attendance who in turn will report them to Operations. It is the responsibility of the person or persons in charge to prevent any abuse of facilities, functioning or non-functioning of equipment or facilities, and to report any problem immediately.
5. The same person or persons must check the complete facility before leaving and report any problem to Campus Police.

EVENT CLEAN-UP CHECK LIST
1. Cups, cans, decorations, and all other trash are in bags. Trash bags are secured and placed in a designated place for Operations to pick up. Trash bags are available in the Office of Facilities and Events in Munger.
2. Bathrooms are picked up and in order.
3. Surrounding areas (including main parking lots) are free of cups and cans.
4. Operations will check the facility and surrounding areas and will report any violations to the Director of Facilities and Events.
5. The organization or group may be fined if cleanup is not performed as specified.

DECORATION GUIDELINES FOR ALL COLLEGE FACILITIES
1. All decoration proposals must be submitted in writing to the Director of Facilities and Events for approval and coordination.
2. No posters or other signs may be hung on glass, paint, or doors.
3. Scotch tape may not be used to hang signs.
4. All decorations must be removed at the conclusion of the event.
5. Nothing may be pinned, taped, or otherwise affixed to the curtains in Munger Auditorium.
6. The moving of College furniture must be done by Birmingham-Southern Operations.
7. Decorations may not be affixed to ceilings or light fixtures.
8. Reasonable clean-up efforts are required of any group utilizing Birmingham-Southern College facilities. If no effort is made, the group will be subject to a clean-up charge.
9. The party signing the facility reservation form will be held responsible for adherence to these rules.
PUBLICATIONS AND PUBLICITY

SIGN POSTING POLICY
Whether advertising for an organization or personal reasons, signs should be attached only to bulletin boards and never on doors, glass, or painted surfaces. All signs should be in good taste and cannot make any reference to alcoholic beverages. Campus organizations should make sure that persons who are responsible for posting signs for the organization are fully aware of this policy. Improperly posted signs will be removed and discarded. When signs are removed from paint, it often damages the paint which, in turn, costs the College money to repaint. Tape on glass is hard to remove and it is costly timewise to clean glass which has had signs posted on it. Signs should never be posted on doors as they then become fire and safety hazards — in fact, to do so is in violation of the regulations of the City Fire Marshal.

In addition, students who wish to post signs in any of the residence halls must first obtain permission from the Office of Residence Life. If approved, the student will be asked to provide copies to be placed in the resident advisor mail boxes. The resident advisors will post the approved signage in designated places on each floor in the building.

A $50 fine will be given to an organization or individual who violates this policy. In addition, any damage done resulting from violations will result in mandatory restitution for the damage.

PROCEDURE FOR OBTAINING PERMISSION FOR USE OF THE COLLEGE NAME
As set forth in Title XIII of the Student Code of Rights and Responsibilities, students must gain the “express authorization of the College” in order to use the Birmingham-Southern College name, logo or anything bearing the identity of the College. This includes, but is not limited to, an event, a sign, clothing apparel, and cups. Before using the Birmingham-Southern identity, students must notify the Dean of Students and gain subsequent approval from the Office of Student Development and Office of Communications. Violations of this policy will result in disciplinary action.

PUBLICATIONS POLICY
It is the policy of Birmingham-Southern College that student publications are an invaluable part of the College experience and must be fostered. Student publications are financed from the Student Activity Fee which all students must pay in order to register for a semester. Since these funds are collected by the College for the general student body, the College and the Budget Committee of the SGA bear legal and financial responsibility for the publications. There is no set limit to the number of publications to be produced each year, but the SGA has final jurisdiction in the matter. Each existing publication will be reviewed annually by the SGA. Despite legal and financial dependence of publications, the College and the SGA must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles of free inquiry and free expression in the academic community. This editorial freedom requires a corollary obligation under the canons of responsible journalism as stated in the bylaws of the Publications Board.

POLITICAL SPEAKER AND LITERATURE DISTRIBUTION POLICY
1. Individuals who are running for political office are allowed to speak on campus once during each election cycle. Separate engagements may be allowed for primaries and general elections. Participation in panels and forums hosted on campus during an election season may be allowed in addition to individual speaking engagements.
2. Speaking events must be sponsored and actively hosted by campus organizations, including the presence of students and an advisor to the organization. Any events involving speakers from off-campus, including political figures, must be approved by Student Development.
3. Facilities for political engagements are limited, and therefore must be approved far in advance through the Facilities office.
4. Press releases about speaking engagements must be approved and distributed through the Office of Communications.
5. A political party or political candidate may not display literature within 25 feet of a voter registration area.
6. Each political candidate or campaign may reserve the atrium area once per election.
7. Each political party can reserve the atrium area once per election. (Note: when only one candidate is being considered in a political party, only one display in the polling booth area is permitted.)
COLLEGE SPEAKER POLICY
The College encourages the invitation of a wide range of speakers representing opposing viewpoints on a variety of issues to speak at Birmingham-Southern College. Although the College aspires to maintain an open speaker policy, the campus community must recognize its responsibility to prevent unreasonable harm to the institution through its speaker programs. However, this responsibility will ultimately rest with the President of the College, whose office should be informed of any anticipated invitations to well-known individuals, politicians, or controversial figures. Under these guidelines, members of the College community may use the facilities of the College for the purpose of hearing speakers of their choice, provided:

1. The engagement is properly registered on the Campus Calendar five class days before the date the event is to take place.
2. Suitable facilities are available at that time.
3. The event is sponsored by a registered organization of the campus or by a group within the campus community willing to assume formally the responsibilities for the promotion of the event. The meeting should be held in good conduct and in the spirit of fair inquiry. Respect for the rights of all parties to be heard with decorum and courtesy should be maintained.

Disagreement between any elements of the campus community concerning the invitation to or appearance of any speaker on the campus may be referred to the President of the College.

It should be understood that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or by the College. The College cannot protect any speaker from state or federal prosecution for alleged violation of valid laws relating to treason, sedition, obscenity, or slander.
POLICY ON THE LEGAL AND ETHICAL USE OF TECHNOLOGY RESOURCES, ELECTRONIC MAIL AND THE INTERNET

Introduction
Birmingham-Southern College recognizes the role of information and technology in the academic community and in the larger society. It is the policy of the College to provide all students, faculty and staff with access to a variety of technology resources and to provide opportunities for all members of the college community to learn to utilize these resources effectively and efficiently. In return, the College expects that technology will be used in legally and ethically appropriate ways, consistent with the mission statement and goals of the College. This document explains and defines policies for use of technology resources of the College.

General Policy Statement
The primary aim of the College in providing information and technology resources is to support the educational, instructional, and administrative endeavors of the students, faculty, and staff of the College. It is the intent of the College that all technology resources will be used in accordance with established policies of the College and with any and all local, state, and federal laws, and/or guidelines governing the use of technology and its component parts. Implicit in this is the expectation that all students, faculty, and staff will utilize the technology resources of the College so as not to waste them, abuse them, or interfere with or cause harm to other individuals, institutions, or companies. As is the case with most community resources or facilities, users are expected to balance their own needs against the needs and expectations of other users.

As an academic community, the faculty, students, and staff of Birmingham-Southern College honor intellectual property, respect the privacy of data, and recognize the rights of others. Individuals who access College computing resources incur the responsibility to use those resources in an ethical manner. This policy (or electronic code of ethics) requires all computing activities performed on College equipment to be legal and ethical. The policy is based on adherence to U.S. copyright laws and respect for intellectual labor and creativity as vital elements of the academic enterprise.

Access to College Technologies
The electronic resources and technologies of the College are intended for the use of students, faculty, and staff of the College. Use of such resources is limited to those members of the College community. Authorized users are assigned user accounts and passwords by the Information Technology staff. Individuals may only use accounts, files, software, and computer resources that are assigned to them under their user accounts. Individual members of the College community are expected to take all reasonable precautions to prevent unauthorized access to files and data and any other unauthorized usage within and outside the College.

It shall be considered a violation of this policy and/or of the BSC Honor Code to:

1. Use someone else’s password or log into someone else’s account without authorization, except as may be required for management of system resources.
2. Attempt to gain access to computing privileges or resources for which you are not authorized or via means not authorized.
3. Give others access (via password or other means) to computing resources to which they are not entitled.
4. Use a system for unauthorized purposes, such as advertising for a commercial organization or running a business.
5. Read, execute, modify, or delete any file belonging to someone else without explicit permission from the owner, even if the file is unprotected.
6. Damage or destroy software, data files, or hardware physically or by introduction of worms or viruses.
7. Move or install hardware or software without authorization.
8. Create, display or transmit obscene, libelous, or threatening messages or materials on the College’s computer equipment.
9. Attempt to crash a system, or exploit weaknesses in security.
10. Make unauthorized copies of software that is copyrighted.
11. Misuse technology resources in any way that materially impacts the efficacy of use for others.
12. Modify technology resources, utilities, and/or configurations, or to change the restrictions associated with
their accounts, or attempt to breach any technology resources security system, whether with or without malicious intent.

The appropriate system administrator may remove or alter as necessary user files that threaten to interfere with the operation of the system or as needed for system maintenance. The system administrator should make every effort to notify the user prior to such action to give the user opportunity to remove such files him/herself. It is recognized that there may be special cases where the threat to the efficacy of system resources is so immediate that prior notification is not possible.

**Copyright**

Software is protected by copyright law unless it has been placed in the public domain. The owner of a copyright holds exclusive right to the reproduction and distribution of the copyrighted work. Duplication of any copyrighted software is prohibited unless specifically allowed for in a license agreement. Unauthorized copying of software is illegal and punishable under federal law.

Respect for the intellectual work and property of others has traditionally been essential to the mission of educational institutions. As members of the academic community, we value the free exchange of ideas. Just as we do not tolerate plagiarism, we do not condone the unauthorized copying of software, including programs, applications, databases and code. Violation of this policy may be referred to the BSC Honor Council or the BSC Social Council.

Only the Vice President for Information Technology may sign license agreements. Questions about site licenses should be directed to that office.

1. Illegal copies of copyrighted software may not be created or used on College equipment, including the LAN.
2. Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the Vice President for Information Technology.

Shareware, or “user-supported” software, is copyrighted software that the developer encourages you to copy and distribute to others. This permission is explicitly stated in the documentation or displayed on the computer screen. The developer of shareware generally asks for a small donation or registration fee if you like the software and plan to use it. By registering, you may receive further documentation, updates, and enhancements. You are also supporting future software development.

Public Domain Software is that software that has been dedicated by the authors to the public domain, which means that the software is not subject to any copyright restrictions. It can be copied and shared freely. Before copying or distributing software that is not explicitly in the public domain, check with the Vice President for Information Technology.

The College works with its internet service provider to ensure compliance with all copyright protection laws. When contacted by the service provider regarding failure by students to follow the appropriate laws, the College will utilize its student conduct procedures to sanction students effectively, including the loss of online privileges within the College or service provider’s network for an appropriate length of time.

**Electronic Mail**

As an academic institution, the College honors the principles of individual privacy. These principles extend to privacy of electronic communication. It is expected that individuals who are given access to College computing resources will be responsible in the ethical use of those resources.

The Computer Usage Policies in the *Faculty, Staff and Student Handbooks* require all computing activities performed on College equipment to be legal and ethical.

A. **General Policies**

The following guidelines express the essence of the usage policies for electronic mail. Those who violate any of these policies may be subject to disciplinary action through existing structures for faculty, students, and staff.
It is a violation of the Birmingham-Southern College Computer Usage Policies for Electronic Mail to:

1. Forge a signature on electronic mail without consent.
2. Send abusive or threatening mail to harass an individual. This includes sexual, ethnic, religious, racial, or other harassment. Threats to personal safety will be reported to Campus Security.
3. Send or forward chain letters and/or use the e-mail system for personal advertisements.
4. Deliberately flood a user’s mailbox with mail.
5. Send mail that is deliberately designed to interfere with proper mail delivery and access.
6. Attempt to gain access to another person’s mail files without his/her consent.

Please refer to Appendix A for E-mail etiquette guidelines.

B. Guidelines for Operators, Postmasters, Systems Administrators

Computer systems automatically forward all undeliverable mail to the designated “postmaster.” This is a standard feature of mail systems in order to provide the equivalent of the “dead letter” office. When possible, the postmaster will forward mail (from the dead letter office) to one or both of the involved parties.

It is a violation of the BSC Computer Usage Policies for Electronic Mail to:

1. Access more of the undelivered mail message body than is necessary to perform postmaster responsibilities.
2. Retain, forward, or discuss undelivered mail with others.
3. Include the message body of mail in statistical analysis. As part of system management, certain programs may gather statistics on mail usage. These statistics may include the address of the sender, the recipient, length of the message, and date.
4. Read, forward, or discuss backup mail files. Mail files may be copied as a routine aspect of system backups. This is an automatic process that does not involve any human reading of the files copied. Furthermore, some backups are archived for long-term storage. Such practices are NOT considered a violation of privacy.

Even with proper permission, messages contained within files shall only be read to the extent needed to assist the user involved.

If a system administrator or postmaster of the BSC System, in the performance of normal duties, comes upon messages whose content are clearly illegal, the computer usage policies extend the right and responsibility to report these messages to the appropriate campus committee or to the Campus Police Office. Examples might include messages containing illegally obtained credit card numbers, telephone authorization codes, grade reports, criminal conspiracy, or similar items. Such items might be discovered as part of user consultation, dead-letter processing, or other tasks. Random mail browsing of electronic or voice communications shall always be in violation of the BSC Electronic Mail Computer Usage Policies and is never authorized.

A person’s user-name and e-mail address are considered to be directory information that can be given to other individuals. This information can be withheld by contacting the Office of Academic Records. User-names and e-mail addresses will not be distributed for purposes of mass mailing or advertising.

The College will seek to provide a reasonable amount of privacy of electronic mail messages. However, e-mail users should be aware that there is no such thing as a fully confidential e-mail transmission. Sensitive, private messages should not be sent via e-mail. Moreover, violations of the College computer usage policies may jeopardize the guarantee of privacy.

**Internet**

The College provides access to the Internet for students, faculty, and staff of the College to further its educational goals and to facilitate the instructional and administrative process. Individuals accessing the Internet through the College facilities are expected to do so in a responsible and ethical manner and to conform to all established policies. Inappropriate use includes, but is not limited to: commercial activities; creating, displaying, or transmitting threatening, obscene, or harassing language and/or materials; copyright and licensing violations; violation of personal privacy; and acts in violation of federal or state laws.
Appendix A

E-mail Etiquette Guidelines

1. Distribute e-mail only to those individuals or groups that have known interest in a topic.
2. Limit announcements of College events to one per event; however, one brief reminder may be appropriate.
3. Do not use e-mail for personal advertisements. Such use is inappropriate and should be directed through other communication means, e.g. Monday Morning, or Student Link.
4. Check e-mail daily and delete or store read messages immediately, since they take up disk storage. Mail messages can be downloaded, printed, or saved as disk files.
5. Use descriptive subject headings. This makes it easier for someone to decide whether to read the message.
6. Try to keep messages succinct and to the point.
7. When responding to a message, include in the response a summary of the original message to give some indication of the content of the original message. Summarization may be best done by including appropriate quotes from the original message.
8. Avoid mass mailings to blanket large groups with messages that are of interest to only a few. If you think you have something that needs to reach a large audience, consider the Golden Rule: would you be happy to receive such an unsolicited message?
9. Take care in responding to mass mailings. Consider carefully whether the response is of interest to the entire group or should be sent to an individual. Mass mailings occur when someone accidentally or thoughtlessly uses the “Reply to all” feature.
10. Do not engage in “flaming.” “Flaming” describes an incessant ranting and raving manner of writing. Be careful about sending mail or replying to a message when angry or upset. Also, remember that there are people on the receiving end of e-mail messages. When using computers to communicate, it is easy to forget that there are people “out there.” Emotions can erupt when consideration is not given for the intended audience.
11. Use upper case sparingly. Many consider capital letters the electronic equivalent of SHOUTING.
12. Be careful what is said about others. Electronic information can be easily retransmitted and information intended to be personal can quickly become public.
III. Residence Life

PHILOSOPHY

The Office of Residence Life strives to support the mission of Birmingham-Southern College “to provide a liberal arts education of distinctive quality that challenges students to think independently and communicate clearly, to examine the arts and sciences aesthetically and critically, and to be committed to intellectual and social responsibility.” The College has a clear academic goal and has designed its academic structure to meet that goal; but the College recognizes that learning is a process that also takes place outside the strictly academic realm. The College therefore recognizes its responsibility to its students to promote an overall experience that will enable its graduates to realize the goals of the College. In promoting this experience, the College seeks to provide a healthy community environment for its students.

The College also recognizes its historical ties to the United Methodist Church in designing the structure of its community. In its Book of Discipline, The United Methodist Church makes a statement concerning the “Nurturing Community” which serves as a cornerstone of the College policy:

“The community provides the potential for nurturing human beings into the fullness of their humanity. We believe we have a responsibility to innovate, sponsor, and evaluate new forms of community that will encourage development of the fullest potential in individuals. Primary for us is the gospel understanding that all persons are important—because they are human beings and not because they have merited significance. We therefore support social climates in which human communities are maintained and strengthened for the sake of every man, woman, and child.”

Many of the traditions at Birmingham-Southern College are rooted in this desire to provide students with a nurturing community. The Honor Code is one such tradition. The Honor Code is a concept which has existed at ‘Southern for several decades. Its purpose is to foster an atmosphere in which an individual’s integrity, sense of responsibility, and ability to engage in creative, independent scholarship can be nurtured. Within the College community, a student can claim only as much independence as that for which he or she can demonstrate his or her ability to assume responsibility.

Recognizing this fundamental need to assume responsibility for oneself, the College attempts to provide an “Environment of Responsible Choice” for its students. The College places with the student the burden of personal integrity and personal responsibility. This can be done only if there can be created a nurturing community in which choices can be made and evaluated and in which personal development can therefore occur.

It is with this basic philosophy in mind that the College sees the campus life experience as a part of the total educational experience. When the student chooses to live on campus, he or she enters into an agreement with the College. The student agrees to abide by both the letter and the spirit of College regulations and traditions. In return, the College agrees to provide the student with a community environment that will be optimally conducive to his or her educational experience.

The relationship between the College and the student, however, goes beyond the legal concept of a contractual agreement. The aim of the College is not to demand blind obedience of its regulations, but rather to demonstrate to the students the purpose of its regulations and that they exist for the common good. The College seeks to allow the student to make his or her own decisions. The College acts as a point of reference for this decision-making and as a source of counsel. When the student chooses wisely within the sphere of his or her community environment, the College seeks to give support to such choices; when choices are unwise, the College seeks to guide the student into different choices; and when a student is indecisive, the College wants to offer the warm moral support that builds responsible choice.

It is within this context that the College builds its housing and social policies — policies that allow the student freedom of choice within the framework of reasonable community constraints; policies that allow the student, within
the bounds of a nurturing community, to mature into a thoughtful person.

RESIDENT STUDENT RESPONSIBILITIES
Residential students living in College housing are responsible for knowing and understanding the contents of the Housing Agreement and all policies contained in the Student Handbook. Students are liable for and should insure themselves against personal loss or damage. Additionally, residential students are responsible for the care and cleaning of their residential space, care of common areas, maintenance of health and safety standards, payment for excess wear or damage to College property, or the content of any communication distributed or posted in residential buildings.

RESIDENCE LIFE POLICY VIOLATIONS
Students must adhere to the policies regarding on-campus housing as set forth in this section of the Student Handbook. It is the duty of the College to maintain a suitable living environment in the residence halls, Hilltop Village Apartments, and Greek Houses. The Residence Life policies have been established to create and maintain an atmosphere that is safe, considerate, and conducive to the pursuit of academic excellence. The Director of Residence Life will address all violations of Residence Life policies within the residence halls, along with other individuals in Student Development when appropriate. In each case, the Student Development official responding to the violation may either offer a solution to the person(s) involved with the violation or refer the incident to the Honor and/or Social Councils. In incidents involving violations of Residence Life policies, students may appeal any decision made by the Director of Residence Life or other Student Development Official to the Vice President for Student Development. Any appeals regarding decisions about violations of Student Conduct policies are addressed through the Social Conduct Council.

QUIET HOURS
Quiet hours are to be observed in all of the on-campus housing areas and on the residence hall quadrangle between the hours of 8 P.M. and 8 A.M. During exam period the campus observes 24-hour quiet hours from 8 P.M. on the last day of classes until the end of the final exam period. Quiet hour violations are defined as any excessive noise that disturbs residents in a living area.

ACTS OF INCONSIDERATION
Acts of inconsideration are (a) Excessive noise by either host or guest ina living area. (b) Abuse of the right to privacy of a roommate or suite-mate (c) Behaving in an unruly manner while either as a guest or as a host in a living area including excessive noise and/or damage to the living area of the inhabitants. The resident in question may be subject to disciplinary action or referral to the Social Conduct Council.

GUEST POLICY IN RESIDENCE HALLS

Guests
Guests may be entertained in residential spaces, understanding the host is responsible for his or her guest(s). The host is responsible for informing his or her guest(s) of the policies and regulations, and will be responsible for any fines incurred by a guest. All Birmingham-Southern College students are responsible for knowing the College’s residence hall regulations.

Parties
Only small, quiet parties that are wholly contained within the room of the host(s) are permitted. The noise level may not be disturbing to neighboring resident students. The host(s) assumes the responsibility for the conduct of guests, but all individuals present may be held responsible if a violation of College Policy occurs.

Cohabitation
Cohabitation occurs when an individual resides in a residential space for which they are not assigned. Cohabitation is prohibited and the resident in question may be subject to disciplinary action. Excessive visitation resulting in the disruption of a living area or an infringement on the privacy of a roommate is also prohibited. Continuous violations of this policy may result in removal from college housing.
ROOM USAGE
It is the responsibility of the resident to keep their room reasonably clean and safe from hazards. Health and Safety Inspections occur several times throughout the year by Residence Life staff. If a student does not keep their residence clean and/or free from hazards, residential violations may range from a fine to removal from the residence halls.

Restriction of Use of Rooms:
1. Use of bed lofts, ramps, cinder blocks, and other such structures that elevate furniture are strictly forbidden. Store bought bed risers are allowed. Risers must not exceed six inches.
2. These premises may not be used as sales rooms or for the storage of merchandise.
3. Students may not keep pets of any description inside or outside of a residence hall room. The only exception is small fish housed in an aquarium that does not exceed 20 gallons. Possession of pets in the residence halls will result in a fine levied against both the violator and the roommate.
4. Room occupancy other than by those persons assigned to that space is prohibited.
5. Gambling is prohibited in all residential spaces.
6. Refrigerators no larger than 4.6 cubic feet are permitted in the rooms but must either be plugged directly into an electrical outlet, or, if an extension cord is used, the extension cord must be a UL approved power strip.
7. In any case where an extension cord is used, the cord must be plugged into a UL approved power strip.
8. College furniture in a residential room may not be removed from the room or dismantled. Any outside furniture brought into the residential space is subject to approval by the Director of Residence Life.
9. Mattresses are provided for all residential spaces. No outside mattresses are permitted in any residential spaces.
10. The common rooms and the laundry room in each residence hall are the only areas where ironing is allowed.
11. T.V. and stereo sets are permitted in the residence halls. If usage of such is deemed disruptive or unsafe by Residence Life Staff, residents will be instructed to remove the item(s).
   a. Any set used in a common area of the building must be installed with the approval of the Director of Residence Life
   b. Any set installed in a student’s room must be with the agreement of the roommate.
   c. All sets must be in good working order and free from hazardous defects.
12. Soliciting and peddling are prohibited in residential spaces except with the written permission of the Director of Residence Life.
13. Ceiling fans are not allowed.
14. The ledges beneath the windows of Margaret Daniel, Cullen Daniel and New Men’s Residence Halls are for emergency use only. They are not for use as a passage between rooms, a sundeck, a window garden, bar-b-que area, or for any other purpose.
15. Screens are placed on all windows of the residence halls. Removal of these screens for any reason will result in a $25 fine.
16. Each student is responsible for the general condition of the premises assigned to him or her, including damages, defacement, and general order. Charges for damages or defacement will be assessed to the occupants in addition to a monetary fine at the discretion of the Director of Residence Life. Charges for damages to defacement of any area in common use, such as bathroom, lounges, recreation room, or corridor may be assessed equally to the residents of the area.
17. Weapons are not allowed on campus (see Weapons Policy).
18. Sand is not allowed inside any residence halls, apartments, or anywhere in Greek houses.

Decoration Policy
1. Alterations, additions, “improvements”, or changes to the residential space or common areas within a residential area, including the exterior of a building are prohibited.
2. Changing, replacing, or altering appliances, shower or sink heads, faucets, or any other College owned property is prohibited.
3. No items, materials, or pictures which are visible from outside the window of the residential space may be hung or displayed in common spaces, over or covering windows, or obscuring or blocking exits (i.e. doors and windows).
4. Use of nails, screws, double sided sticky tape, or any method of affixing materials to the wall that will permanently alter the wall are forbidden.
5. Painting a residential space or common area is prohibited.
6. A student may not have in plain view distasteful, offensive, or pornographic pictures or posters in residential spaces.
7. Defacing College or private property including but not limited to installing ceiling fans, rewiring lights, adding locks to doors or windows, or altering wiring is prohibited.
8. Temporary decorations for federally recognized holidays are permitted, but must be removed promptly.
   a. Christmas Trees or “live cut” trees are not permitted
   b. All electronic decorations and lights should be turned off and unplugged overnight.
   c. Power cords cannot run between doors and door frames or under rugs or carpeting.
9. The Director of Residence Life shall have the final authority as to what material may be used in decorations, should questions arise.

Fire Prevention:
No occupant or visitors will be permitted to collect and/or assemble any amount of material which would constitute a fire hazard anywhere in the residence hall area.
1. There shall be no open flames or open fires of any type permitted in the residence hall area.
2. Incense and candles are not permitted.
3. Any person who starts an open fire or flame, creates a fire hazard of any kind by collecting explosive or highly flammable material in his or her room, or tampers with any fire safety equipment will be subject to a $75.00 fine, in addition to any maintenance cost, and will be subject to expulsion from the residence halls as well as further sanctions from the College.
4. Fireworks of any type are strictly forbidden anywhere on campus. Use of or possession of any type of fireworks will result in a $75.00 fine and/or expulsion from the residence halls.
5. Fog machines are not permitted in residence halls or anywhere in Greek houses.
6. Smoking must be at least fifty feet from any residence hall.
7. Cooking is not permitted in the residence hall rooms; cooking may only be done in the designated area provided. Unauthorized appliances may be confiscated by a residence life staff member, including toasters, ovens, hot plates, indoor grills and oil-based popcorn poppers. George Foreman type grills are permitted in the Hilltop Village Apartments.

ROOM SEARCHES
A. Room searches by civil authorities may be conducted in accordance with local, state, or federal law.
B. Room searches by College authorities may be conducted under the following circumstances:
   1. A college official, actually observing or hearing what he or she reasonably believes to be a violation of the Housing Agreement, the policies of The College, the Social Code, or of civil law, may seek authorization for a search.
   2. Campus Police may conduct a search of an individual, personal effects, or residential area, including any residence hall room or apartment with verbal authorization from another Campus Official. Searches can be authorized by any member of the Residence Life professional staff (i.e. Director, Assistant Director, Graduate Assistants, Hall Advisors), the Dean of Students, the Vice President for Student Development, any Student Development staff serving in the duty rotation, the Vice President for Administration, the Provost of the College, or the President of the College.
   3. Search authorization should be documented in writing, identifying the reason for the search, the officer conducting the search, the staff member who provided authorization, and the areas to be searched.
   4. If the occupants of the room are not present following a reasonable effort to make contact, the room may be entered by mean of pass key by Campus Police.
   5. A College official shall be held free from any liability for invasion of privacy, when, as a person of reasonable and prudent caution, and in cases of imminent danger, he or she may enter residence quarters for purposes of protecting the welfare of the College or the safety of its students and property.
   6. The occupant(s) of the room may remain present in the room during the search procedure unless, as determined by the issuing authority, the student hinders the efforts of the College official(s) conducting the search.

NOTE: Searches of automobiles will follow the same procedures.
RESIDENTIAL FINES
The College reserves the right to fine students for non-compliance with the Housing Agreement and campus policies. Below is a listing of possible fines. This list is intended to be a guide for the Housing Staff in assessing fines for violation of the Housing Agreement. It does not preclude the right of the institution to give greater or lesser fines for violations or for violations not listed when it is deemed appropriate. Additionally, this list is not all inclusive and additional fines will be determined at the discretion of the Director of Residence Life.

<table>
<thead>
<tr>
<th>Fine</th>
<th>Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5.00</td>
<td>Per item for cafeteria items found in room</td>
</tr>
<tr>
<td>$25.00</td>
<td>Missing a mandatory Hall meeting</td>
</tr>
<tr>
<td>$25.00</td>
<td>Quiet Hour Violation</td>
</tr>
<tr>
<td>$25.00</td>
<td>Removing window screen</td>
</tr>
<tr>
<td>$25.00</td>
<td>Possession or use of prohibited appliances/items as described in Handbook (confiscation on first offense)</td>
</tr>
<tr>
<td>$25.00</td>
<td>Possession of lounge furniture in an individual room</td>
</tr>
<tr>
<td>$25.00</td>
<td>Installing outside antennae</td>
</tr>
<tr>
<td>$25.00</td>
<td>Throwing objects from residential window</td>
</tr>
<tr>
<td>$25.00</td>
<td>Use of nails, screws, double sided tape, or other method of permanently altering a wall</td>
</tr>
<tr>
<td>$30.00</td>
<td>Trash left outside of apartments</td>
</tr>
<tr>
<td>$50.00</td>
<td>Improper Room Change</td>
</tr>
<tr>
<td>$50.00</td>
<td>Possession of candles, incense, or flammable liquids</td>
</tr>
<tr>
<td>$50.00</td>
<td>Littering</td>
</tr>
<tr>
<td>$50.00</td>
<td>Violation of Sign Posting Policy</td>
</tr>
<tr>
<td>$50.00</td>
<td>Installing a ceiling fan (fan will be confiscated on first offense)</td>
</tr>
<tr>
<td>$50.00</td>
<td>Smoking within fifty feet of a residence hall</td>
</tr>
<tr>
<td>$50.00</td>
<td>Smoking in room/residence hall</td>
</tr>
<tr>
<td>$50.00</td>
<td>Failure to cooperate with Housing Staff</td>
</tr>
<tr>
<td>$60.00</td>
<td>Replace lost key to residence hall room</td>
</tr>
<tr>
<td>$75.00</td>
<td>Vertical blind replacement</td>
</tr>
<tr>
<td>$75.00</td>
<td>Tampering with or setting off a fire alarm</td>
</tr>
<tr>
<td>$75.00</td>
<td>Possessing or discharging fireworks</td>
</tr>
<tr>
<td>$75.00</td>
<td>Damage to College Property plus replacement costs</td>
</tr>
<tr>
<td>$75.00</td>
<td>Refusing to cooperate during a fire drill or mandatory evacuation</td>
</tr>
<tr>
<td>$75.00</td>
<td>Failure to cooperate with Housing Staff during tornado drill or warning</td>
</tr>
<tr>
<td>$75.00</td>
<td>Discharging a fire extinguisher, plus cost of recharging the extinguisher</td>
</tr>
<tr>
<td>$75.00</td>
<td>Being on a window ledge, roof, or other restricted area</td>
</tr>
<tr>
<td>$75.00</td>
<td>Possession of firearms, knives, projectile devices (i.e., balloon launchers, pellet guns, cross bows, etc.), explosive materials plus confiscation</td>
</tr>
<tr>
<td>$100.00</td>
<td>Painting a residence hall room or apartment</td>
</tr>
<tr>
<td>$100.00</td>
<td>Replace lost key for a fraternity house</td>
</tr>
<tr>
<td>$100.00</td>
<td>Replace lost key for Hilltop Village Apartment</td>
</tr>
<tr>
<td>$250.00</td>
<td>Animal/pet in or outside of a residence hall</td>
</tr>
<tr>
<td>$500.00</td>
<td>Tampering with or setting off sprinkler system (plus cost of damages)</td>
</tr>
<tr>
<td>Cost + Labor</td>
<td>Replacement or repair of appliances due to neglect (Hilltop Village Apartments)</td>
</tr>
</tbody>
</table>

TERMS AND CONDITIONS
Cancellation Policy: If cancellation of a residential room reservation is necessary before the start of an academic year, the student must inform Residence Life by the deadlines set by that office. Students will incur no financial penalty for canceling a room reservation prior to the first set deadline. Failure to cancel a residential room reservation between the first and final deadline will result in a $500 penalty. Failure to cancel a room reservation by the final deadline will result in the student’s account being charged the full room rate for the fall term.

Late Check-In: Through the first five days after the term begins, a student who checks into the residence hall late will be charged for the full term. If it is necessary to check in after the first five days, and approval is secured from
the Director of Residence Life, room rent will be prorated. Advance notice must be given to the Office of Residence Life in cases of late registration to insure that the assigned room will be reserved.

**Room Deposit:** All resident students are required to submit a $100.00 room deposit before residence hall space will be assigned. Each resident must have a full $100.00 deposit at the beginning of each term. A request for refund of the housing deposit when leaving the residence hall permanently must be made with a mailing address listed. The room deposit request must be made within six months of the check-out date. Any student who moves without proper notification and authorization of proper housing officials, or fails to follow proper check in/check-out procedures will forfeit the room deposit. All fines or damage charges will be placed on the student’s account in the Student Account’s Office.

**Refunds:** Total rental charges for rooms in College accommodations are not refundable except for withdrawal from College Housing within the first five days of each term. After four weeks in residence the entire room rent must be paid. The exception is a medical or military withdrawal. In those cases, room rental charges will be prorated from the date of withdrawal.

**Releases:** Entering into a lease agreement with an outside leaser does not release the student from the financial obligation of his or her Housing Agreement. A student who moves from the residence hall into an apartment without proper authorization from the Director of Residence Life can be charged room rent in full in the same manner as any other resident student.

Permission to live off-campus can be requested from the Director of Residence Life. To request permission to live off-campus while still under 21 years of age, or before one’s junior year, the student must submit a letter of request from the student and a letter of request from the student’s parents or guardians. Marriage does not release the student from the financial obligation of his or her Housing Agreement. Release for serious matters such as medical or military reasons may be considered by the Director of Residence Life.

**Fraternity/Sorority House Releases:** Fraternity/sorority members may sign up to live in fraternity/sorority houses at the time of the scheduled Housing Assignment process without consideration of full occupancy of the residence halls.

**Termination of the Housing Contract:** The College reserves the right to terminate the Housing Agreement for violation of the Terms and Conditions of the Contract listed herein, or of The College’s Policies and Procedures, or of the Student Code of Rights and Responsibilities, or of civil law, or for health or social reasons, or, when in the judgment of The College, such termination is deemed necessary.

**GENERAL PROCEDURES**

**Keys**
All room keys are the property of the College. A student may not have duplicate keys or lend keys to persons who are not BSC students. Lost keys must be immediately reported. A $60.00 charge will be assessed for each lost key for residents in halls or sorority houses. A $100.00 charge will be assessed for a lost key in fraternity houses and the Hilltop Village Apartments. In addition, excessive lockouts will receive appropriate action to ensure students become responsible for their keys. No more than three lockouts are allowed throughout one semester without the implementation of penalties, including fines.

**Check-In Procedure**
At the beginning of the academic year, students will be required to sign a room inventory form that notes the condition of their rooms/apartments before receiving a key. All students are required to complete the published check-in procedures, including signing a Housing Agreement for that academic year.

**Holiday Closing**
The residence halls close during the December and Spring Breaks. During these times students are required to check-out of their residential space. The correct check-out procedures are sent to all students via their BSC email accounts. Failure to follow check-out procedures results in residence hall fines.
Mid-Year Check-Out
Any student who vacates his/her residential space during the regular course of the academic year must report to the Office of Residence Life to obtain a Permission to Check-Out Form. This form must be completed fully to avoid an improper room change charge of $50.00.

End of Year Check-Out
Each year during the Spring term, specific instructions and check-out methods for the end of year checkout are sent to all residential students via their BSC email accounts. Students are responsible for vacating their residential space by the date specified in the academic calendar. Students are also responsible for leaving their rooms or apartments in the same condition as they were found, including cleaning the space prior to departure. Failure to follow the procedures published by the Office of Residence Life will result in residential fines being placed on the student’s account with the Office of Student Accounts.

Break Housing
Break housing may be provided for qualified students during official school breaks. If offered, students qualifying for break-housing include:

1. Students from a foreign country.
2. Students whose homes are outside the Southeastern U.S. and who are unable to go home.
3. Students not from the Birmingham area who have a job that requires that they be here during this time. (A letter from the employer of the student and the student stating dates the student will be working must be received by the Office of Residence Life.)
4. Athletes who have games scheduled during this time.

When the College is able to offer break housing, an electronic link to the Break Housing Application will be sent to the BSC email accounts of all residential students several weeks before the break housing period begins. A separate application must be made for each break housing period. Each student approved for break housing will be charged a flat fee to remain on campus during the break housing period. The College is not required to provide break housing at any point during the academic year, including summer terms and will only do so when space can be accommodated. The Director of Residence Life reserves the right to remove any student from break housing who violates any Residence Life policy, Housing Agreement, or policy in the Code of Student Conduct during the break housing period. A refund of the break housing fee will not be issued to students removed for disciplinary reasons.

Upper-Class Room Assignments
Preference when making assignments usually given according to class and grade point average. However, upperclassmen who do not have a roommate for the upcoming year may lose their preference status or may be assigned a roommate or may be reassigned to a different room or residence hall by the Office of Residence Life.

Room Change
The Room Change Period occurs within the first six week of each term and will be announced by the Office of Residence Life. During this time, any resident wishing to change rooms may request to do so. The process is dependent upon space availability and is handled on a first come, first served basis within class ranks (e.g. seniors first, juniors second, etc.). No one may change rooms without going through the official room change process. During the room change period, a resident will obtain the proper paperwork from the Office of Residence Life which will allow him/her to change rooms. Failure to follow the proper room change procedures will result in a $50.00 improper room change fine.

Consolidation Process
The consolidation process is a time of matching up residents who are currently without roommates. During this time period students are responsible for finding their own roommates. The Office of Residence Life provides a list of possible roommates for the residents and will assist in the process if a request is made. All students who are without roommates must consolidate or pay for a private room.

If a student does not choose a roommate by the end of the consolidation period, he/she will automatically be billed for a private room. When a decision is made concerning a roommate choice, the student must notify the Office of
Residence Life. At that time the student will receive a Room Change Authorization Form. Room changes cannot be made without this form.

**Change of Rate of Occupancy**
If, two weeks after the start of term, one student is occupying double accommodations, he or she will automatically be charged a private room rate for the term. This amount is 50% more than the semiprivate rate in the residence halls. A student wishing to avoid this charge must inform the Director of Residence Life that he or she wants reassignment.

**Changes in the Terms and Conditions**
Changes may be recommended by the occupants in any residence hall or section thereof, resident staff, or both, so long as such changes are not contradictory to established College policy, have the approval of the Director of Residence Life, and are published so that due notice is provided. When approved by the Director of Residence Life, they will be considered College policy.

The College Reserves the Right to make other rules as it deems necessary for the protection and for the safety, health, comfort, and convenience of all residents without prior notification to residents. Residents are responsible for reviewing and understanding all policies and procedures.

**GENERAL PROVISIONS**

The College reserves the right to:
1. Change assignment or rate;
2. Enter a student’s room to perform routine inspections, repairs, or housekeeping during reasonable hours or at any time in the event of emergency;
3. Confiscate items which are a violation of the Housing Agreement, the policies and procedures of the College, the Student Code of Rights and Responsibilities, or civil law, that are in plain view in a student’s room, when that room has been entered as specified in the following section titled Room Search Policy;
4. A student may be charged and/or fined for violations of the above mentioned agreement, policies and procedures, Code or civil law, when that violation has been determined within the guidelines of the Room Search Policy;
5. Conduct investigations of rooms not involved in routine inspection at any time with a warrant for entry issued by an official of the College and served in compliance with the Room Search Policy;
6. Allow a College official to enter or follow a student into his or her room if the official actually observes or hears what he or she reasonably believes to be a violation of the Code or civil law or of this Agreement;
7. Conduct fire drills in residential spaces during the course of the year. The College reserves the right to conduct a fire drill at any hour it deems necessary. Any student who refuses to cooperate with Residence Life Staff in the course of a fire drill will be subject to the proceedings of the Social Council as deemed appropriate by the Office of Residence Life. Any student who refuses to leave a residential space during the course of a fire drill may be subject to expulsion from College housing.
IV. STUDENT CODE OF RIGHTS AND RESPONSIBILITIES OF BIRMINGHAM-SOUTHERN COLLEGE

Title I — Short Title
1.1. This shall be known as the “Student Code of Rights and Responsibilities of Birmingham-Southern College.”

Title II — Bill of Rights
2.1. The following enumeration of rights shall not be construed to deny or disparage other rights not in conflict with this Code of Rights and retained by students in their capacity as members of The College Community or as citizens of the State or of the United States. This Code shall not be construed in any manner which might run counter to a reasonable construction of the Charter and Bylaws of The College and the direction of the Board of Trustees, nor of the constitution and Bylaws of the Faculty, nor of the Constitution of the Student Body; nor shall it be construed, interpreted, or applied in any manner which would seem detrimental to the privileges, purposes, aims, and goals of Birmingham-Southern College as a private institution of higher learning.

2.1.1. Federal and state constitutional guarantees of free inquiry, freedom of expression, free assembly, and the right to privacy are specifically stated as guarantees on this campus.

2.1.2. Students are free to pursue their educational goals and to have appropriate opportunities for learning in the classroom and on the campus as shall be provided by The College.

2.1.3. No disciplinary sanctions may be imposed upon any student without notice to the respondent of the nature and cause of the charges, and the opportunity given to the student to be heard.

Title III — Definitions
3.1. When used in this Code of Rights,

3.1.1. The term “College” means Birmingham-Southern College, and, collectively, those responsible for its control and operation.

3.1.2. The term “student” includes all persons who are properly enrolled in courses in The College on a full-time or part-time basis in a regular or special curriculum who have been properly admitted to The College after a “bona fide” application and have been admitted to The College by the Office of Admissions as well as those who attend educational institutions other than BSC, but whose courses take place on the BSC campus, as well as those who are not officially enrolled for a particular term, but who have a continuing relationship with The College. Furthermore, anyone living in College residence halls will be considered a student in the areas of Social Conduct and subject to the authority of the Honor and Social Councils.

3.1.3. The term “instructor” means any person employed by The College to conduct classroom activities. In certain instances, a person may be both “student” and “instructor.” Determination of his or her status in a given situation will be made based on the surrounding facts.

3.1.4. The term “organization” means a number of persons who have registered with The College as set forth in Title VII of this Code.

3.1.5. The term “Student Press” means either an organization whose primary purpose is to publish and distribute any student oriented publication on campus or a regular publication of a student organization.

3.1.6. The term “components of The College” means the five elements of The College Community — trustees, administration, faculty, students, and alumni.

3.1.7. The term “shall” is used in the imperative sense.

3.1.8. The term “may” is used in the permissive sense.

3.1.9. All other terms have their natural meaning unless the context requires otherwise.

Title IV — Access to Higher Education
4.1. Within the limits of its facilities, The College shall be open to all applicants who are qualified according to the admission requirements which may be adopted and established from time to time.

4.1.1. The College shall inform students of the characteristics and levels of achievement of students which it considers desirable in its program.

4.1.2. An applicant may not be denied admission solely because of race, color, or national origin, gender, sexual orientation, disability, or age.
Title V — Classroom Expression

5.1. Discussion and expression of all views relevant to the subject matter is permitted in the classroom subject only to the responsibility of the instructor to maintain order and a climate conducive to learning, within the stated goals and purposes of The College.

5.1.1. Students are responsible for learning the content of any course for which they are enrolled.

5.1.2. Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.

5.2. Academic evaluation of student performances shall not be based on prejudicial or capricious ground.

5.3. Information concerning views of individual students, their beliefs, and political associations, acquired by professors in the course of their work as instructors, advisors, and counselors shall be considered matters of privacy and shall not be disclosed to unauthorized persons.

Title VI — Campus Expression

6.1. Discussion and expression not inconsistent with the laws of the State and the United States are permitted within the institution. Support of any cause by orderly means not disruptive to the operation of The College is permitted.

6.2. The College encourages expression of informative and differing viewpoints on issues and will support the presence on the campus of responsible persons representing various views. While The College aspires to maintain an open-speaker policy, the campus community must recognize its responsibility to prevent unreasonable harm to the institution through its speaker programs. This responsibility ultimately rests with the President of The College.

6.2.1. Under these guidelines, members of The College Community may use the facilities of The College at reasonable hours for the purpose of hearing speakers of their choice, provided:

6.2.1.A. The engagement is properly registered on the Master Calendar of The College ordinarily at least five class days before the date of the engagement.

6.2.1.B. Suitable facilities are available at that time.

6.2.1.C. The event is sponsored by a registered organization of the campus or by a group within the campus community which shall assume formally the responsibilities for the promotion of the event and for the good conduct of the meeting in the spirit of The College policy on fair inquiry and respect for the rights of all parties to be heard with decorum and courtesy.

6.2.1.D. The College shall not be liable for any expense connected with such event except as agreed to in advance.

6.2.2. It should be understood that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by The College. The College cannot protect any speaker from state or federal prosecution for alleged violation of civil or criminal laws.

Title VII — Campus Organizations

7.1. Organizations and groups may be established within The College for any lawful purpose. Affiliation with an extramural organization shall not, in itself, qualify or disqualify The College branch or chapter from institutional privileges.

7.2. A group shall become an organization when registered with The College. No group may be so registered or continue to be registered if its purposes or programs are in conflict with the policies and procedures of The College, this Code of Rights, or of the laws of the State or of the United States.

7.2.1. All groups that meet the following requirements shall be registered:

7.2.1.A. A list of officers and copies of the constitution and bylaws of the group shall be submitted to the Dean of Students. All changes and amendments shall be submitted within one week after they become effective.

7.2.1.B. Where there is affiliation with an extramural organization, that organization’s constitution and bylaws shall be filed with the appropriate College official or body, and all amendments thereto shall be submitted within a reasonable time after they become effective.

7.2.1.C. All sources of support funds shall be disclosed.

7.3. Membership in all College-related organizations, within the limits of their facilities, shall be open to any member of The College Community without regard to race, color, national origin, gender, sexual orientation, disability, or age, who subscribes to the stated aims and meets the stated obligations as enumerated in the constitution and bylaws of said organization.

7.4. Membership lists are confidential and solely for the use of the organization, except that names and addresses of officers shall be required as one of the conditions of eligibility for registration as an organization.

7.5. College facilities, if reasonably available, may be used by registered organizations, in accordance with all
campus policies and procedures, for regular business meetings, for social programs, and for programs open to the public.

7.6. The authority to allocate institutional funds derived from student fees for use by student organizations shall be delegated to the Student Government Association.

7.6.1. Student organizations seeking college funding may appeal to the SGA for approval.

7.6.2. Student organizations seeking college funding must comply with the following stipulations:

7.6.2.A. The requesting organization must be registered.

7.6.2.B. The requesting organization’s purpose must not be in conflict with the Mission Statement of The College.

7.6.2.C. The requesting organization’s purpose must not be legislative or include lobbying activities.

7.6.2.D. The event/purpose for the request must be open for all students who are interested in attending.

7.6.3. After eligibility is established, student organizations seeking college funding must submit a request for funds and budget to the SGA. A hearing must be scheduled by the SGA within fourteen days of the receipt of said request to hear the appeal for the funds.

Title VIII — Publications

8.1. A student, group, or organization may distribute written material on campus without prior approval provided that its origin is denoted and that such distribution is not inconsistent with the laws of the State or of the United States and does not disrupt the operation of The College.

8.2. The student press is to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. This editorial freedom requires a corollary obligation under the canons of responsible journalism, as stated in the bylaws of the Publications Board.

Title IX — Institutional Government

9.1. All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. Clearly defined means shall be provided for student expression on all institutional policies affecting academic and student affairs. Available mediums for such expressions shall include the standing committees of The College and the Student Legislature and its committees.

9.2. The role of the government and its responsibilities shall be made explicit. The principal definition of this role shall be found in the Constitution of the Student Body and in the Bylaws of the Student Government Association.

9.3. Students have a primary concern in the establishment of social policies and regulations and rules of conduct for student affairs. Students shall have the privilege of participation in the establishment and enforcing of social regulations to representation on Committees of The College dealing with student affairs.

9.4. Students shall be represented on selected standing and special committees of The College affecting student life in academic and curricular affairs, and in matters related to admissions and student discipline.

Title X — Protest

10.1. The right of peaceful protest is granted within the institutional community under the constitutional guarantees of the First Amendment to the United States Constitution, subject to the paramount rights of The College, the safety and rights of individuals, the protection of property, and the continuity of the educational process.

Title XI — Privacy

11.1. Students, as other citizens, have rights of privacy which extend to living quarters in residence halls, fraternity/sorority houses, and on-campus student apartments.

11.2. Search of student rooms by civil authorities may be conducted in accordance with local, state, or federal law.

11.3. Search of student rooms must adhere to the search procedures outlined in this handbook.

11.4. In order to proceed with the outlined procedures, a college official must be presented with that evidence, or set of circumstances, that would cause a person of reasonable prudence to believe that the search of a residence
hall or any other campus facility will disclose the actual or intended violation of the Policies and Procedures of
The College, the Student Code of Rights and Responsibilities or civil law, or the instruments or products of such a
violation.

**Title XII — Records**

12.1. The privacy of all student records shall be recognized insofar as files may only be maintained by college
staff who are employed for that purpose.

12.2. Administrative staff and faculty should respect confidential information about students which they
acquire in the course of their work.

12.3. Access to their own records and files is guaranteed every student subject to reasonable regulation as to time,
place, safety of record, and supervision. BSC complies with the provisions of the Family Educational Rights and

12.4. A student reserves the right to withhold information concerning campus memberships, political views,
social views, or any other associations not directly related to the educational process.

12.5. A student’s address, telephone number, e-mail address and photo identification may be released for general
publication in an institutionally recognized directory. Students reserve the right to withhold directory information
annually by notifying the Dean of Records and Research in writing. Such a request will remain in effect as long as
that student is enrolled or until further notification by the student.

12.6. Upon graduation or withdrawal from the institution, the student is assured that his or her records and files
shall continue to be handled under the provisions of the Code and that which is outlined in The College catalog.

**Title XIII — Use of The College Name**

13.1. No individual, group, or organization may use The College name without the express authorization of The
College except to identify the institutional affiliation. The use of such name does not imply support or approval by
The College, and College approval or disapproval of any policy may not be stated or implied by an individual group
or organization except after obtaining written consent from an administrative official of The College.

**Title XIV — Amendments of the Code**

14.1. An amendment to the Code of Rights and Responsibilities shall originate in the Student Legislature and
must be approved by two-thirds of the voting members.

14.2. Any proposed amendment to this document shall be examined by the Honor Council and the President of
The College. Upon approval by both, the amendment shall become effective.
V. The Constitution of the Student Body of Birmingham-Southern

COLLEGE PREAMBLE
The responsibility for the governance of Birmingham-Southern College is originally vested in a Board of Trustees appointed by the North Alabama West-Florida Conferences of the United Methodist Church. Without relinquishing its major responsibility and ultimate rights of decision, the Board of Trustees does, in fact, delegate its authority in the daily life of The College to a President appointed by the board. Without relinquishing this responsibility and authority to safeguard the security and welfare of The College, the President, in turn, delegates portions of this authority appropriately to certain administrative offices appointed by the President, and through a Code of Student Rights and Responsibilities, to a Student Body as it is selected for admission and self-organized as a component of this structure of delegations of authority.

To this structure of an academic democracy it is recognized that all of the authorities of any one component of The College derive from the Board of Trustees. In order that the students of The College may participate creatively and effectively and with full protection in the complex academic structure, we do ordain and establish this Constitution of the Student Body of Birmingham-Southern College as the official instrument of our specified authorities and responsibilities.

Article I
NAME
The official organization of the Student Body of Birmingham-Southern College shall be named the Student Government Association.

Article II
MEMBERSHIP
The membership of the Student Government Association shall consist of all regular students of Birmingham-Southern College, as determined by the Offices of Admission and Records.

Article III
THE STUDENT LEGISLATURE

Section 1 — Composition
The Student Legislature shall be the governing unit of the Student Government Association and shall consist of the following:
1. Four Officers—President, Executive Vice President, Secretary and Treasurer
2. Two Representatives from the Senior Class
3. Two Representatives from the Junior Class
4. Two Representatives from the Sophomore Class
5. Three Representatives from the Freshman Class
6. One Representative from each Residence Hall, excluding Freshmen Halls (total of 5 positions)
7. Two Commuter Representatives
8. Two Representative from The College’s Student Apartments
9. One Representative from the Fraternity Housing
10. One Representative from the Sorority Townhouses

Section 2 — Special Representatives
The Student Legislature may, by a two-thirds vote, provide for one voting representative elected by each group of students requesting representation based on interest and needs not represented through the aforementioned categories. Each special representative position shall expire with the term of office of the Student Legislature by which it was established.
Section 3 — Qualifications of Officers and Representatives
A. The President of the Student Government Association shall be a student in either the Junior or Senior Class at
the time of election or by the beginning of the next academic year. All officers shall have maintained an overall
grade point average of 2.5 at Birmingham-Southern. Each shall be chosen by a vote of the entire Student Body.
B. All representatives to the Student Legislature, except the three representatives from the Freshman Class, shall
have maintained an overall grade point average of 2.25 at Birmingham-Southern College.
C. No member of the Honor Council shall be eligible to serve in any position on the Student Legislature.
D. The Treasurer of the Student Government Association must be either a Sophomore, Junior, or Senior at the time
of election.
E. The President and Treasurer of the Student Government Association must have previously served on the Student
Government Association for at least one term at time of election. This must be verified by the Elections Board
of the Student Government Association with the assistance of Student Development.

Section 4 — Constituency
A. Residence hall representatives shall be elected at large by all students residing in The College’s residence halls.
Residents of the individual buildings will elect a representative for the building in which they reside. Residence
hall representatives shall reside in The College residence halls, as stipulated above, for the full term of office.
B. Each commuter representative shall be a commuter and shall be elected by all students who do not reside on
The College campus.
C. The representative from the Student Apartments shall reside in the Student Apartments and shall be elected
by all students residing in such housing.
D. The representative from the social fraternity/sorority housing shall reside in the housing provided by the social
fraternities/sororities, and shall be elected by all students residing in such housing.
E. No representative shall represent more than one constituency of the Student Legislature. Any representative
of the Student Legislature who, for any reason, ceases to be a member of the constituency he or she represents
shall forfeit his or her position on the Student Legislature.

Section 5 — Duties of the Officers of the Student Government Association
A. The President of the Student Government Association.
1. The President of the Student Government Association shall be the official representative of the Student
Body and shall be the acknowledged head of the Student Body in all student affairs and student relations
with the faculty and administration of The College
2. The President shall call all special meetings of the Student Legislature. The President shall preside over the
meetings, but shall have no vote unless the Student Legislature is equally divided.
3. The President shall be a member of the Elections Board and the Publications Board
B. The Executive Vice President of the Student Government Association.
1. The Executive Vice President shall assume all duties of the President in the absence of the
President. In the case of a vacancy in the office of the President, the Executive Vice President
shall assume the presidency until a new President is elected.
C. The Secretary of the Student Government Association.
1. The Secretary shall be responsible for notifying the Student Legislature of all meetings of the Student
Legislature, maintaining minutes of all meetings of the Student Legislature and filing all reports presented
to the Student Legislature.
D. The Treasurer of the Student Government Association.
1. The Treasurer shall handle and, in weekly reports, account for all funds under the control of the Student
Legislature
2. The Treasurer shall be a member of the Publications Board
3. The Treasurer shall obtain financial reports from all organizations receiving allotments from the Student
Legislature and present them along with the Treasurer’s report to the Student Legislature at the close of each
academic term. The Treasurer shall notify the organizations of the date the financial reports are due at least
two weeks in advance and shall withhold allocations until satisfactory reports for the previous term have
been received.
4. The Treasurer shall submit a budget request for the Student Legislature each year at the time that all
departmental requests are submitted. All budget requests from organizations funded by the Student
Government Association shall be submitted by the Treasurer.
Section 6 — Duties of the Student Legislature
A. The Student Legislature shall uphold the Code of Student Rights and Responsibilities and the Constitution of the Student Body.
B. The Student Legislature shall establish, by a two-thirds vote, a set of bylaws not inconsistent with the Code of Student Rights and Responsibilities or the Constitution of the Student Body.
C. The Student Legislature shall establish, through its bylaws, all committees and boards which it deems necessary, and authorize all such committees and boards to establish bylaws.
D. The Student Legislature shall act upon the recommendations of the Elections Board, the Publications Board, and all other committees and boards established in the bylaws of the Student Legislature.
E. The Student Legislature shall allocate and appropriate the Student Government Association funds and allocate funds, as it deems necessary, for any committees and boards established in its bylaws.
F. The Student Legislature shall elect the members of the Honor Council for the following year. This election shall be held during the spring term prior to elections.
G. The Student Legislature shall establish and abolish any lesser judicial bodies, as deemed necessary by the Honor Council.
H. The Student Legislature shall remove from office by a two-thirds vote any officer of the Student Government Association, any representatives to the Student Legislature, or any member of the Honor Council who fails to fulfill the responsibilities of his or her office.

Section 7 — The Faculty Advisor to the Student Legislature
The Faculty Advisor to the Student Legislature shall be elected by the Student Legislature each year at its first meeting. The Faculty Advisor shall counsel the Student Legislature in its deliberations and shall hold all privileges of debate, but shall not vote except in the election of the Honor Council.

Section 8 — Tenure of Office
The officers of the Student Government Association and representatives to the Student Legislature shall assume office following the Office of Residence Life housing selection process during the Spring term and shall remain in office one year.

Section 9 — Meeting Time
The meeting time of the Student Government Association shall be determined by a majority vote of the Executive Officers immediately following election. The Executive Officers may amend the meeting time once set, if deemed necessary by a majority vote of the Executive Officers. Meetings shall occur on Wednesday evenings.

Article IV
ELECTIONS

Section 1 — General Elections
A. A general election shall be held during the spring term, at which time all officers of the Student Government Association and representatives to the Student Legislature, except the representatives from the Freshman Class, shall be elected by the Student Body. The election of officers shall be held not less than one week nor more than two weeks prior to the election of the representatives to the Student Legislature.
B. The dates of the elections of officers of the Student Government Association, representatives to the Student Legislature, any elected editors of the student publications, and any other elected positions shall be determined by the Elections Board in accordance with the provision of this Constitution.
C. A candidate may enter the atrium once on voting day to vote and may only remain there for as long as is necessary to cast his/her vote.

Section 2 — Election of Representatives from the Freshman Class
An election to elect the representatives to the Student Legislature from the Freshman Class shall be held during the fall term.

Section 3 — Procedure for Filling Vacancies on the Student Legislature
Any officer of the Student Government Association or representative to the Student Legislature whose term of office is terminated for any reason before the end of the fall term shall be replaced within three weeks of the termination in an election by his or her constituency. If the vacancy is created during the Exploration term or during the spring term prior to the general election, the officer or representative shall be replaced in an election by the Student Legislature.
Article V
THE ELECTIONS BOARD

Section 1 — Composition
The Elections Board shall consist of the following:
1. The Chair of the Elections Board
2. The President of SGA
3. The Chair of the Publications Board
4. The Vice President for Student Development or Student Development representative
5. The President of the Honor Council or a member of the Honor Council appointed by the Chair.

Section 2 — The Chair of the Elections Board
The Chair of the Elections Board shall be appointed each year by the President of the Student Government Association and shall be presented to the Student Legislature for final approval.

Section 3 — Duties of the Elections Board
A. The Elections Board shall establish, by a two-thirds vote, a set of bylaws not inconsistent with the Code of Student Rights and Responsibilities, this Constitution, or the bylaws of the Student Legislature.
B. The Elections Board shall be responsible for the election of all Student Government Association officers and representatives to the Student Legislature. The Elections Board shall appoint the Honor Council as polling clerks and will select counters for each election. The Chair of the Elections Board or a person appointed by the Chair shall be present at the counting of the ballots in each election.
C. The Elections Board shall be responsible for the election of all additional posts established in the Constitution of the Student Body or the bylaws of the Student Legislature.
D. The Elections Board shall collect the names of all candidates for the elections of Student Government Association officers, Student Legislature representatives, publications editors and additional posts and publicly present these names to the appropriate constituency prior to the election.
E. The Elections Board shall be responsible for all elections of class officers. The election procedure in any election for class officers shall be determined by the Elections Board.
Article VI
THE PUBLICATIONS BOARD

Section 1 — Composition
The Publications Board shall consist of the following:
1. The President of SGA
2. The Treasurer of SGA
3. The editors of student publications
4. The Vice-President for Student Development or Student Development representative
5. The Faculty Advisors of the Student Publications, who shall be approved by the Publications Board
6. A Student appointed by the Student Legislature, president shall serve as Chair
7. Three students elected at large by the student body
8. The College Advisor of Student Publications, who shall be selected by the President of The College.

Section 2 — Officers of the Publications Board
A. The Chair of the Publications Board shall be appointed each year by the President of the Student Government Association and shall be presented to the Student Legislature for final approval. Chair shall be a member of the Student Legislature.
B. The Secretary of the Publications Board shall be appointed by the Chair of the Publications Board.

Section 3 — Authorities and Duties of the Publications Board
A. The Publications Board shall establish, by a two-thirds vote, a set of bylaws not inconsistent with the Code of Student Rights and Responsibilities, this Constitution, or the bylaws of the Student Legislature.
B. The Publications Board is authorized by this Constitution to supervise all publications funded by the Student Government Association.
C. The Publications Board shall be responsible to the Student Legislature for the performance of its authorities and duties.
D. Duties of the Publications Board:
   1. The Publications Board shall recommend to the Elections Board qualified candidates for the editorships of any publications which are elected by vote of the Student Body.
   2. The Publications Board shall recommend to the Treasurer of the Student Government Association the budgets of the publications seeking allocations from the Student Legislature.
   3. The Publications Board shall recommend to the Student Legislature all proposals for the establishment of any new student publications to receive allocations from the Student Legislature.
   4. The Publications Board shall appoint within two weeks after the election or appointment of the editors, a student business manager for the student publications. The business manager shall be immediately responsible to the Publications Board for the financial operation of the publications and ultimately responsible to the Treasurer of the Student Government Association and to the chief financial officer of The College.
   5. The Publications Board shall require the editors of all student publications under the jurisdiction of the Board to submit a schedule standard of work progress, and shall take such action as it deems necessary to ensure adherence to the schedules and the standards established.
   6. The Publications Board shall review, at least at the end of each year, those publication positions carrying scholarships, and recommend any changes in scholarship amount or distribution that the Board shall deem appropriate.
   7. The Publications Board shall appoint a faculty advisor to work with the editor of each publication to aid in ensuring that each publication represents the best spirit of responsible and effective journalism as a cocurricular activity of the educational program of The College.
E. The Publications Board shall meet at least twice during each academic term and at least once during each Interim term.
F. The Secretary of the Publications Board shall keep full and accurate minutes of each meeting of the Board and shall distribute them promptly to all members of the Board and to the President of The College or to any other administrative officer of The College whom the President shall specify.
G. The Publications Board shall have the power to fill vacancies in the positions of editor, business manager or any position carrying a publication scholarship. The vacancy shall be filled within two weeks in an election by the majority vote of the Board.
H. The Publications Board shall have the power to remove by a two-thirds vote an editor, business manager or any person holding a publication scholarship on the grounds of incompetence, negligence, or failure to adhere to the standards of responsible and effective journalism as defined by the bylaws of the Publications Board.
I. The Publications Board shall determine the tenure of office of all editors and business managers of student publications and all persons holding publication scholarships.

Article VII
PETITION, REFERENDUM, AND RECALL

Section 1 — Procedure for Petitioning the Student Legislature
A. The petition for a referendum other than those for the election of class officers or for a constitutional amendment shall require the signatures of ten percent of the Student Body or any segment thereof to which the referendum would be administered exclusively. Petitions for referendum must allow at least two weeks for preparation of the referendum. Any petition for referendum which meets the above requirements shall be binding on the Student Legislature.
B. Any student petitions to the Student Legislature other than petitions calling for a referendum shall not be binding on the Student Legislature, but shall be presented in a regular meeting of the Student Legislature and shall be entered along with the pursuant discussion in the minutes of that meeting.

Section 2 — Procedure of Recalling an Officer of the Student Government Association or Representative to the Student Legislature.
A. An officer of the Student Government Association may be removed by a three-fourths vote of those voting in a recall referendum of the representative’s constituency.
B. A representative to the Student Legislature may be removed from office by a three-fourths majority of those voting in a recall referendum of the representative’s constituency.

Article VIII
AMENDMENTS

A. If one-fifth of the Student Body petitions the Student Legislature to call a general election for a vote upon an amendment to the Constitution of the Student Body, the election shall be held within two weeks of the date of the submission of the petition for amendment. This procedure shall be known as a referendum, and no approval of the Student Legislature shall be necessary.
B. An amendment to the Constitution of the Student Body originating in the Student Legislature must pass that body by a two-thirds vote. Having passed the Student Legislature, the amendment shall be published at least one week before the vote of the Student Body is taken.
C. All amendments to the Constitution of the Student Body must be passed by a two-thirds majority of the Students voting on the proposal.
D. Amendments approved by the Student Body shall be submitted to the President of The College for final approval. At his or her discretion the President may refer the approval of an amendment to the Board of Trustees of The College.
E. Changes in the language of the Constitution of the Student Body for the purpose of clarifying but not changing its meaning or intention may be made by a two-thirds vote of the Student Legislature without the approval of the Student Body or the President of The College.

Article IX
RATIFICATION

This Constitution shall become effective immediately upon approval of the Student Legislature by a two-thirds majority and the Student Body by a two-thirds majority of those voting, and upon approval of the Board of Trustees of The College.
I. THE PUBLICATIONS BOARD

A. Definition: The Publications Board, acting in accordance with these bylaws, shall act as an advisory board and have authority over the operations of all publications at Birmingham-Southern College that are supported with funds of the Student Government Association. Its duties shall include (but are not limited to) overseeing the selection and removal of editors and other salary-supported positions that are not elected by the student body, approval of contracts, keeping of accounts and the books of the publications, and any other power incidental to insuring the welfare of BSC publications.

B. Membership: The Publications Board shall be composed of Representative of Student Development, the Representative of The College President, The Faculty Advisor of the Publications, three students, the editors of the publications, the President and Treasurer of the Student Government Association, and the Student Chairperson. Specifications are as follows:

1. Faculty/administration members of the Board shall be from The College community of BSC and are selected according to the SGA Constitution. The Publications Board may make recommendations to the President for the administrative position. These members are appointed to serve on the Board each year in the spring for a one year term.

2. The student members shall be attending BSC as full-time students at the time of their terms, and shall be elected by the student body. Vacancies shall be filled by new elections except for vacancies which occur in the last semester of a term which shall be filled by a vote of the Publications Board. Three students shall be elected every year in the spring for one-year terms. The three student representatives at large on the Publications Board shall not also serve as an assistant editor, Ad Manager, or Business Manager of the student publications.

3. The SGA President and Treasurer shall serve as voting members of the Board.

4. The editors shall serve on the Board during their terms of office and shall attend all meetings, and participate actively in all discussions of the Board. They shall vote in all matters that come before the Board except on disciplinary matters of salaries affecting themselves.

5. The terms of membership of all Board members shall begin with their appointment or election with the exception of all editors who will begin their terms as of May 1. A reduction or increase in the number of publications shall result in a corresponding change in the number of student editors without the need for amending this section of the bylaws.

C. Officers:

1. CHAIRPERSON: Nominations for the Chair shall be made by the President of the SGA to be approved by the SGA. The Chair shall assume office on May 1. The Chair shall be the chief executive officer of the Board and shall preside at all of its meetings, have general supervision over the management of the Board’s business, and see that all orders and resolutions of the Board are carried into effect. The Chair will give notice of meetings, perform any other duties required by the Board as a whole, be in charge of all of the Board’s papers, and send copies of the minutes to each Board member as well as the President of The College. The Chair shall be nominated and approved by the Board for a one-year term each spring, following the election of the new Board. The Chair will record the minutes, including attendance, and votes of the proceedings in writing and keep a permanent file concerning the business and proceedings of the Board. He/She shall be responsible for the signing of requisitions and check requests. Billing deposits to accounts. This position may be reelected.

D. Meetings: Normally the Publications Board shall meet once a month during the academic year. At all meetings, a quorum of eight including the Chair must be present for any business to be transacted. Special meetings of the Board may be called by the Chair or at the request of any two members. Meetings shall be conducted under Robert’s Rules of Order.

II. THE PUBLICATIONS SUPERVISED BY THE BOARD

A. Publications: The present divisions of the Board are constituted by the Hilltop News, the Southern Accent, Quad, and Southern Academic Review, and The Compass.

These five student publications are currently supported by the SGA and are supervised by the Publications Board and by these bylaws. Brief descriptions follow.
1. The *Hilltop News*, the student newspaper, is a bi-weekly publication unless other arrangements are approved by the Board, and is distributed beginning no later than the second week of classes in the fall and spring terms. It is to be published at least six times per term. It is not published during holiday periods and the week of final exams in either term. Publication during the Interim term is left to the discretion of the editor. The *Hilltop News* is published under the editorship of a full-time student at BSC who is appointed each year by the Board. The Board also appoints the copy editor, layout editor, news editor, business manager, and the photographer. Other staff positions may be appointed by the editor with the approval of the board.

2. The *Southern Accent*, the student yearbook, is published under the editorship of a full-time BSC student appointed by the Board. The *Southern Accent* is published annually and is distributed at the beginning of the fall term. The *Southern Accent* production manager, layout editor, copy editor, ad manager, one photographer, and section editors are appointed by the Board.

3. *Quad*, a journal of literature and art, is published under the editorship of a full-time BSC student appointed by the Board. *Quad* is published at least once per year and distributed before the end of the spring term. The *Quad* prose editor, poetry editor, and art editor are appointed by the Board. Publication of additional issues of the *Quad* is left to the discretion and financial ability of the editor. *Quad* is free as long as subsidized by the SGA.

4. *Southern Academic Review*, a scholarly journal that publishes articles of academic interests written by students, is published under the editorship of a full-time BSC student appointed by the Board. *SAR* is published once a year and distributed by May 1. The three section editors are appointed by the Board. *Southern Academic Review* is free as long as subsidized by the SGA.

5. The *Compass* is an academic journal of leadership and service featuring articles written by students. Typically, one submission from a faculty member or community leader is also included in each edition. The *Compass* is published annually in the spring. The complex and multi-disciplinary natures of leadership and service are examined through research papers, investigative articles, and narrative essays.

B. New Publications: Students proposing a new publication must furnish the Publication Board with a pilot edition representative of the tone and typical contents of the publication and a written statement indicating the new publication’s staff’s willingness and ability to meet the following requirements:

1. The Purpose of the publication must conform to the best interest of The College as a whole.
   a. The people proposing the publication must clearly state its purpose and justify its existence on campus.
   b. The people proposing the publication must clearly state or define the readership (student body, faculty, general public, etc.) it is primarily intended to reach.
   c. The people proposing the publication must clearly indicate the sources of its content — that is, whether it is to be written by students, faculty, administration, or another source. If it is proposed at the start to accept regular contributions from any outsider, the name must be given in the proposal as well as the name of any new service, syndicate, or organization that is sponsoring him/her, and all must be clearly identified.

2. The Publication must give students an opportunity to develop skills in creative, informative or journalistic writing and/or art and graphics.

3. The Publication must have sound financial support.
   a. The proposers of the publication must state the planned circulation and frequency of publication.
   b. They must further state the sources of all financial support for the publication.
   c. The proposers of the publication must give reasonable assurance that such support will be available throughout the academic year or until the final proposed edition has been paid for.

4. The Board will appoint a faculty/staff advisor to the new publication.

5. The publication must be supported by a willing and competent staff which is able to see that the publication meets all requirements of the Board.

6. The people proposing the publication must state the names and titles of all proposed officers of said publication.

7. The Publications Board shall study all properly submitted proposals for new publications and reach a decision within six weeks. If a proposal is disapproved, the Board must present in writing clear and adequate reasons for its decision.
III. PUBLICATIONS OFFICERS

A. Recruitment: Recruitment of editors, ad managers, and photographers shall begin in February of each year. In that month, the Board shall begin a selection process for these positions. All candidates are to be reviewed, including candidates who are unopposed. Selection processes, which may include interview and application, will be decided by the Board.

B. Eligibility: Any full-time student of Birmingham-Southern College who is not on probation of any kind shall be eligible to be elected to a publication position. A candidate for a publication position must have at least a 2.0 cumulative GPA, except for the publication editors, who must have a 2.5 cumulative GPA.

C. Election: On or before April 30 each year, the Board shall select the editors, ad manager, editorial staff, Publications Business Manager, and photographers of the publication.

D. Duties: The following are the specifically outlined duties of each publication officer.

1. The Hilltop News
   a. The Hilltop News Editor assumes the responsibility for the total content of the paper, and supervises its production in all phases. The editor shall work directly with each of the assistant editors in fulfilling his/her duties and is responsible for all final decisions concerning content or production. The editor shall propose a budget each spring for approval by the Board and the SGA. The editor shall report at each Publications Board meeting on any staff, financial, editorial, or production problems and concerns. The editor shall work with the new editor on a training and briefing basis from his/her selection until May 1. The newly elected editor will produce the last two issues of an academic year.
   b. News/Managing Editor: The news/managing editor is responsible for working with the editor to develop story ideas and to assign stories to writers. He/She should write articles when necessary and shall not be compensated as a regular staff writer. The news editor is responsible for collecting all stories assigned each week.
   c. Copy Editor: The copy editor is responsible for working with the editor in editing stories before publication. He/She supervises and does file management and typewriting on the HP-9000 Hilltop News Account. The copy editor is responsible for helping the editor write and produce headlines.
   d. Layout Editor: The layout editor is responsible for the physical production of the paper. He/She should work with the editor to determine the desired layout of the paper. He/She is also responsible for laying out advertisements when necessary.
   e. Business Manager: The business manager is responsible for selling advertisement to be placed in the newspaper. He/She reports weekly to the editor and Publications Business Manager on advertisements to be run in each issue. The Business Manager is responsible for record keeping and billing on all accounts. Checks are to be sent to the attention of the Business Manager c/o Student Development.
   f. Features Editor: Assigns articles for features sections and reports each week to the editor.
   g. OP Editor: Responsible for getting all columns together for editorial section. In addition, the OP Editor is responsible for writing a column in the editorial section.
   h. Sports Editor: Assigns articles for the sports section and reports each week to the editor.
   i. A&E Editor: Responsible for reporting on events happening at BSC and in the Birmingham community.
   j. Photography Editor: Responsible for taking and developing photos for articles and using Photoshop.

2. Southern Accent
   a. Editor: Assumes responsibility for the yearbook and its contents, creates an overall concept of the yearbook, decides on publisher and keeps correspondence with the company, arranges for class pictures to be taken, organizes meetings, assigns jobs to other editors and photographers, arranges deadlines and makes sure they are met, makes sure staff is working, is responsible for selling and distributing yearbooks, makes reports to the Board concerning any problems with the yearbook, and may help train new editor.
   b. Copy Editor: Finds people to write and type copy, arranges for proofreading, works with editor in deciding where to place copy, also will work with layout editor and other duties according to editor.
   c. Section Editors: Responsible for creating the pages in order to complete their section. Also responsible for contacting photographers in order to have pictures for their section.
   d. Photographers: Take pictures, develop and print film, organize darkroom, and get supplies for photographing. Photographers must be available on demand.

3. Quad
   a. Editor: The editor shall assume responsibility for the editing, planning, production (including financial arrangements), and distribution of Quad. The editor determines the basic content, format, and physical
appearance of the publication. The editor will work with the art editor, poetry editor, and prose editor to solicit material suitable for publication. The editor, upon direction from the Publications Board, will work with the new Quad editor from his/her selection until May 1. The editor will report to the Board at each session concerning staff editorial, financial, or production problems — and will provide information concerning progress and plans for future editions.

b. Art Editor: The art editor is responsible for soliciting photography and art for publication in Quad. The art editor will assist in typesetting, layout, and distribution of the publication.

c. Poetry Editor: The poetry editor is responsible for soliciting poetry for publication in Quad. The poetry editor also will assist in typesetting, layout, and distribution of the publication.

d. Prose Editor: The prose editor is responsible for soliciting short stories, character sketches, one-act plays, and other prose for publication in Quad. The prose editor also will assist in typesetting, layout, and distribution of the publication.

4. Southern Academic Review

a. Editor: The Editor shall assume responsibility for the total content of the Review. He/she shall supervise its appearance, both editorially and in advertising; consult with students and faculty on major points of manuscripts; make final proof of text and layout; and manage relations with printers. He/She shall assume final responsibility for printing and distribution of the Review, including financial arrangements, and shall report to each Board meeting concerning any staff, financial, editorial, or production problems, as well as providing information about the content in future editions. He/She shall propose a budget to the Board and the SGA before each term. He/She shall brief and train the new editor from his selection until May 1.

b. Selection Editors: Assist in typesetting, layout, and selection of work.

5. The Compass

a. Editor-in-Chief: The editor will work with the assistant editor to solicit articles for The Compass from students, faculty, and community leaders for publication. The Editor-in-Chief will manage the assistant editor selection process, including publicity, applications, and interviews. He or she will work with the staff advisor and assistant editor to select articles and edit each article. The editor will prepare the articles for publication, write biographical information on each author, develop the introduction, and proofread the articles before final printing. The editors are also responsible for distribution of the publications.

a. Assistant Editor: The Assistant Editor will work with the Editor to solicit articles for The Compass from students, faculty, and community leaders for publication, edit each article, and proofread the articles before publication. Provided that these duties are satisfactorily completed, the Assistant Editor will become Editor-in-Chief of the publication for the following year.

IV. ATTENDANCE

A member of the Publications Board may not miss more than three regularly scheduled meetings or two meetings in a row per term. Violation of this attendance policy may result in the following:

A. Student Representative: Removal from the Board.

B. Editors: A financial scholarship penalty equal to the percentage of unallowed meetings missed prior to the scholarship review in the term.

C. Business Manager of Student Publications: A financial penalty from the approved payment for selling ads, that is equal to the percentage of unallowed meetings prior to the scholarship review in the term.

D. SGA Treasurer: Letter of concern with copy sent to SGA members.

E. SGA President: Letter of concern with copy sent to SGA members.

F. Faculty Advisor: Letter of concern or removal from the Board.

G. College Advisor of Student Publications: Letter of concern to Advisor and/or letter requesting removal from the Board to The College President.

H. Associate Vice President for Student Development: Letter of concern to The College President. A penalty can be wavered by a two-thirds vote of the Board.
V. FINANCES
A. Salaries
The Board is not required to approve the total designated amount approved by the Student Government Association. The Board has the discretion to revoke any or the entire amount which has been previously approved if it is deemed appropriate.

1. The *Hilltop News*
   a. The editor, news editor, copy editor, layout editor, and photographer of the *Hilltop News* shall receive a salary not to exceed the amount funded by the Student Government Association.
   b. The *Hilltop News* ad manager shall receive upon receipt of a designated dollar amount in advertising revenue, a twenty-two percent share of the dollar value of all advertising. (That is, eleven percent for soliciting advertisement and eleven percent for billing.) No commission is paid on advertisements that remain uncollected. If ads are solicited by a sales representative in the sales force the representative shall receive only eleven percent commission. The designated dollar amount is to be set by the editor of the *Hilltop News* and approved by the Board.

2. *Southern Accent*
   a. The *Southern Accent* editor, layout editor, copy editor, section editors, and two photographers shall receive a salary not to exceed the amount provided for by the Student Government Association as approved by the Board.
   b. The *Southern Accent* ad manager shall receive his/her scholarship upon receipt of a designated minimum dollar amount in advertising revenue. The ad manager shall receive 22% of all revenue collected. If additional pages of the yearbook are bought, the staff members shall receive 50% of the ad manager’s commission on the advertisements they sell.

3. *Quad*
The editor, art editor, prose editor, and poetry editor shall receive a salary not to exceed the amount provided by the SGA as approved by the Board.

4. *Southern Academic Review*
The editor, and field editors of SAR shall receive a salary not to exceed the amount provided by the SGA as approved by the Board.

5. *The Compass*
   a. The Editor shall receive a one-time stipend salary of $400.00
   b. The Assistant Editor shall receive a one-time stipend salary of $200.00.

B. Performance Review
Editors, and editorial staff will be evaluated by the Board for their performances in their positions toward the midpoint of each semester and toward the end of the semester. An editor must submit in writing an evaluation of his/her performance as editor and evaluations of the performances of the editorial staff one week prior to the performance review. Editorial staff will also submit evaluations of their performances one week prior to the performance review.

C. Penalties
An editor may be present during discussion about his performance, but must leave during closed, additional discussion and voting. If a motion is made that penalizes the editor, the editor must be invited back into the meeting before the vote of the motion. The Chair will inform the editor of the motion and charges against him/her. The editor will have a chance for rebuttal. After discussion the editor must leave when the vote is taken. The editor must have a reconsideration of the decision by the Board within one week.

If an editorial staff member’s salary is reduced, he/she will be informed of the Board’s decision and given a copy of the editor’s evaluation of the staff member’s performance. The editorial staff member may have a reconsideration of the decision by the Board within one week.

D. Publications Budget
After the Board approves the budget presented by the Publications Business Manager and editor, the Board shall
submit the budget to the SGA for funding. The Board has the power to amend the submitted budgets submitted by the editor. However, the Board does not have the authority to reallocate funds from one publication to another publication. The Board must approve an editor’s request for additional funds before he/she presents the request to the SGA.

E. Staff Compensation

Any compensation paid by the staff members must be approved by the Board.

1. The Hilltop News
   d. The editor is responsible for requesting all staff member’s compensation. The editor and the Board should follow these guidelines in compensating staff.
   e. Before paying any staff member, the editor must have the Publication Board’s approval for his/her list of salary amounts.
   f. The editor must notify the Board of any contracts made for service with individuals.
   g. The Board may question any amount.

2. Whatever the source of salary money, the editor should follow the guidelines below in determining each staff member’s compensation:
   a. No person should be paid for writing a piece which falls into one of the following categories:
      - unsolicited opinion or commentary
      - letter to the editor
   b. Staff members should be paid according to the quality of their writing in those articles, the amount of re-writing and typing they have left to the editor, the amount of research they have been required to do, the thoroughness of their research, and their adherence to deadlines. The editor shall make the evaluations and submit recommendations to the Board.

3. The staff may be paid from one or both of the following sources:
   a. Student Government Association budgeted funds. As a part of the Hilltop News budget, the SGA allocates a certain amount of money for staff salaries, the editor should develop a plan for fair distribution of the entire amount among members of his/her staff. The editor must present his/her plan to the Publications Board for discussion and final approval. No money should be spent from such a fund without approval of the Board.
   b. Money raised through advertising. Money raised through advertising may be used at the editor’s discretion for supplies or equipment not paid for through the SGA’s budget. However, money raised beyond the amount needed to cover operating costs unless there are extenuating circumstances, in which case the Publications Board must discuss and approve the expenditure.
   c. At present, no other editors compensate their staff other than Board-approved scholarships.

VI. JOURNALISTIC STANDARDS


VII. AMENDMENTS AND RESOLUTIONS

These bylaws may be amended by the affirmative vote of two-thirds of the entire membership of the Board at any meeting, provided that the notice for such meeting contained the substance of the proposed amendment. Resolutions concerning the operation and regulation of publications shall be effective as of the date of adoption, unless the resolution specifies another date.

VIII. TERMINATION OF A PUBLICATION

The termination process is similar to that of the dismissal of a publication officer. However, the Board can only recommend to the SGA for the termination of a publication, for the Board does not have the power to actually authorize the termination.

— ADOPTED: May, 1987
APPENDIX A
NATIONAL COUNCIL OF COLLEGE PUBLICATIONS ADVISORS CODE OF PROFESSIONAL
STANDARDS FOR ADVISORS

Revised 1980

In this era, each day brings increasing pressures on the campus press and on advisors to college publications. It is more obvious than ever that these advisors need to be professionals and that those who are in administrative positions to employ advisors need to be aware of this Code of Professional Standards for Advisors when selecting new persons for these positions.

The First Amendment to the Constitution established freedom of the press as an inherent right of the public. Those First Amendment rights are also guaranteed to college and university student publications and their staffs. The right of student journalists to print without fear of censorship or threat of prior restraint has been affirmed in the courts. It is the duty of student publications advisors to ensure the vigorous and free exercise of the First Amendment rights of the student press in their own individual situations.

I. ETHICS OF ADVISORSHIP

Ethics of the Professional Journalist:
The student press should be viewed as a training ground for the profession. Therefore, student journalists, as the professional press, must be free to exercise their craft under First Amendment guarantees with no restraints beyond the limitations of ethical and legal responsibilities in matters of libel, obscenity and invasion of privacy.

The journalist serves the public best with timely, factual and complete news reports and gives first duty to fairness and accuracy. Accordingly, the advisor should encourage the staff toward editing an intelligent publication that presents a complete and unbiased report, and that reflects accurate reporting and editorial opinions based on verified facts.

As the counterpart in the profession, the student journalist should be as free as other citizens to probe every facet of the campus community, the nation and the world without fear of reprisal.

The advisor should be able to, in this context, lead the student/journalist to a full knowledge and understanding of the ethics, and, most importantly, the responsibilities of the profession of journalism. The advisor should, therefore, fully understand the nature and function of contemporary journalism and all recent court cases upholding First and Fourteenth Amendment rights of student journalists.

Ethics of the Professional Educator:
The advisor serves primarily as a teacher whose chief responsibility is to give competent advice to staff members and to be readily available to them. As a teacher, the advisor is a professional educator whose responsibility is to explain and demonstrate. The advisor must also be respected for his or her professional ability and integrity.

An academic community requires freedom to exchange information and ideas. The advisor should promote, initiate and sustain institutional policies which will provide students the freedom to establish their own publications and to conduct them free of censorship or faculty or administrative determination of content or editorial policy.

Ethics of the Professional Manager:
Increasingly, student publications advisors are fulfilling roles as publications managers, responsible for both the total fiscal stability of the publication and for its technological and other production capabilities, as well as for the editorial side. An adequate and stable financial basis is a prerequisite for the free and effective functioning of the student press and it is the responsibility of the advisor as manager to work with the staff to ensure strong business and advertising policies and firm accounting practices. Student publications staffs are increasingly finding that adding their own production equipment is cost-effective and enhances their abilities for free expression by controlling what they do and when they do it.

The advisor as manager should have or obtain a background in modern technology and its capabilities as well as in business and management. Fiscal and managerial stability more effectively enable the student press to function with freedom from outside pressures and with a greater guarantee of being able to exercise First Amendment rights.
II. RESPONSIBILITIES OF THE ADVISOR

To the Student:

As a supervisor, the advisor must guide rather than censor. Availability of the advisor is of utmost importance. The advisor should let it be known that he or she is willing to give guidance, provide counseling and be there when needed. He or she shares knowledge of journalism with the staff. As a supervisor, he or she helps students understand that the publication must come out on schedule, that deadlines must be met and that professional standards and ethics should be followed at all times. He or she uses the supervisory position to instruct, knowing that he or she is in a position to teach more and do a better job than when in a formal classroom setting.

It is important that the advisor be knowledgeable in the production techniques of the publication he or she advises. This role involves primary concern with the total quality of the publication rather than the day-to-day operation which is properly handled by student staff members.

As a counselor, the advisor has the responsibility to guide students to an understanding of the nature, the functions and the ethics of the student press. As a natural corollary, it is the advisor’s job to have firm, professional contacts in the community so he or she can serve as an effective liaison between the professional media and the students, both in making available the best possible models and in providing career information.

As a teacher, and this is perhaps the most important job of the advisor, the advisor should provide instruction that will result in a better publication. The effective advisor tries to emphasize individual instruction and allows for individual differences in staff members’ abilities to learn. He or she points out weak areas and works with students to strengthen their abilities in these areas. The advisor makes students confident of what they can do. He or she tries to shape student minds in the direction of a realistic future career. Most important, the advisor must make sure that every staff member has an opportunity to develop as fully as possible his/her potential within the framework of the publication.

To the Administration:

The advisor functions as a liaison with the administration for an understanding of the ethics and responsibilities of a free press and of student publications. In this role, he or she must ensure full communication to administrators of the First Amendment rights of students to print without censorship or prior restraint and the duty of the institution to therefore allow full and vigorous freedom of expression.

The advisor must ensure an honest understanding of each side and its objectives by the other and a belief in the principles of full exchange of information in all cases.

If he or she acts as business manager, the advisor should help assure and maintain the fiscal stability of the publication and should ensure that the publication reaches its long-range financial goals.

As editorial advisor, his or her role is to encourage the student staff to be accurate, fair, complete, intelligent and reasonable in the carrying out of their publications functions.

As a production manager, the advisor should provide both technical and fiscal advice so that the product is a quality one.

To Colleagues:

The advisor is a member of the institution’s professional staff with obligations to his or her profession, both as a college teacher and as an advisor. As a liaison with regard to the role of student press, he or she must function as an advisor to other faculty and college staff members about the nature and functions of The College press.

The advisor should, at all times, remain a respected professional educator and in that role can best provide, through example and through dialogue, an effective basis for the successful functioning of ethical student publications.
III. STANDARDS AND PREPARATION

Education
The ideal minimum standard for a publication advisor should be a master’s degree in journalism. However, if he or she has a bachelor’s degree in journalism and a master’s in another field, or possesses a minor in journalism, it is recommended that course work include the following areas:

- Newswriting Reporting
- Editing and Makeup
- Communications Law
- Photojournalism
- Editorial Problems and Policies
- Theory of Mass Communications
- Advertising-Economics of the Media
- History of American Journalism
- Graphic Production Techniques
- Advising Student Publications
- Mass Media and Society

In addition to journalistic course work, the person assigned to advise student publications should have some experience in working in the professional media, particularly in the area of advisorship. In this regard, the kind of professional experience is more important than the length of service and the following professional work is strongly recommended: reporting, editing, advertising and photojournalism. In addition, if the advisor has any responsibility for the production capabilities or financial base of the publication, the person should have or acquire a background in relevant business areas, including accounting, marketing, management, advertising and systems production.

It is strongly recommended that those involved in advising, both as new and as experienced advisors, gain or renew media work experience during summer breaks in the academic year. A clear combination of both academic course work in journalism and professional media experience, as well as business skills, best fit an individual to be a competent advisor.

Related Experience:

In addition to the basic academic and professional media background, certain other experiences are strongly recommended.

First, work on student publications or a graduate assistantship working with a student publication would be valid background.

Second, an internship and/or course or courses for advisors are recommended for those who have had previous experience, and a combination of these plus a professionally-related seminar is a recommended requirement for those who have not had previous experience. All advisors should be strongly encouraged to take courses or serve an internship at various intervals in their career. An advisor should strongly consider a refresher course every four years. On a regular basis, advisors could participate in a short term observation or exchange session with experienced advisors.

Third, professionally related seminars and membership in and attendance at state, regional and national organizations and conferences should be an integral part of each advisor’s participation during the year. The advisor should be an active contributor to and participant in these meetings which offer the best opportunity for exchange with other advisors.
Fourth, previous advising experience, even at a high school with a quality journalism program, is desirable in someone being considered for an advisorship position. This type of experience, if successful, could compensate for initial deficiencies in educational background.

APPENDIX B
NATIONAL CONFERENCE OF EDITORIAL WRITERS BASIC STATEMENT OF PRINCIPLES

Adopted New York City, October 22, 1949

Journalism in general, editorial writing in particular, is more than another way of making money. It is a profession devoted to the public welfare and to public service. The chief duty of its practitioners is to provide the information and guidance toward sound judgments which are essential to the healthy functioning of a democracy. Therefore the editorial writer owes it to his integrity and that of his profession to observe the following injunctions:
1. The editorial writer should present facts honestly and fully. It is dishonest and unworthy of him to base an editorial on half-truth. He should never consciously mislead a reader, distort a situation or place any person in a false light.
2. The editorial writer should draw objective conclusions from the stated facts, basing them upon the weight of evidence and upon his considered concept of the greatest good.
3. The editorial writer should never be motivated by personal interest, nor use his influence to seek special favors for himself or for others. He should hold himself above any possible taint or corruption, whatever its source.
4. The editorial writer should realize that he is not infallible. Therefore, so far as it is in his power, he should give a voice to those who disagree with him — in a public letters column and by other suitable devices.
5. The editorial writer should regularly review his own conclusions in the light of all obtainable information. He should never hesitate to correct them should he find them to be based on previous misconceptions.
6. The editorial writer should have the courage of well-founded conviction and a democratic philosophy of life. He should never write or publish anything that goes against his conscience. Many editorial pages are the products of more than one mind, however, and sound collective judgement can be achieved only through sound individual judgements. Therefore, thoughtful individual opinions should be respected.
7. The editorial writer should support his colleagues in their adherence to the highest standards of professional integrity. His reputation is their reputation, and theirs is his.

APPENDIX C
CODE OF ETHICS OR CANONS OF JOURNALISM AMERICAN SOCIETY OF NEWSPAPER EDITORS

The primary function of newspapers is to communicate to the human race what its members do, feel and think. Journalism, therefore, demands of its practitioners the widest range of intelligence, or knowledge, and of experience, as well as natural and trained powers of observation and reasoning. To its opportunities as a chronicle and indissolubly linked its obligations as teacher and interpreter.

To the end of finding some means of codifying sound practice and just aspirations of American Journalism, these canons are set forth:

I. RESPONSIBILITY — The right of a newspaper to attract and hold readers is restricted by nothing but considerations of public welfare. The use a newspaper makes of the share of public attention it gains serves to determine its sense of responsibility, which it shares with every member of its staff. A journalist who uses his power for any selfish or otherwise unworthy purpose is faithless to a high trust.

II. FREEDOM OF THE PRESS — Freedom of the press is to be guarded as a vital right of mankind. It is the unquestionable right to discuss whatever is not explicitly forbidden by law, including the wisdom of any restrictive statute.
III. INDEPENDENCE — Freedom from all obligations except that of fidelity to the public interest is vital.
1. Promotion of any private interest contrary to the general welfare, for whatever reason, is not compatible with honest journalism. So-called news communications from private sources should not be published without public notice of their source or else substantiation of their claims to value as news, both in form and substance.
2. Partisanship, in editorial comment which knowingly departs from the truth, does violence to the best spirit of American journalism; in the news columns it is subversive of a fundamental principle of the profession.

IV. SINCERITY, TRUTHFULNESS, ACCURACY — Good faith with the reader is the foundation of all journalism worthy of the name.
1. By every consideration of good faith a newspaper is constrained to be truthful. It is not to be excused for lack of thoroughness or accuracy within its control, or failure to obtain command of these essential qualities.
2. Headlines should be fully warranted by the contents of the articles which they surmount.

V. IMPARTIALITY — Sound practice makes clear distinction between news reports and expressions of opinion. News reports should be free from opinion or bias of any kind.
1. This rule does not apply to so-called special articles unmistakably devoted to advocacy or characterized by a signature authorizing the writer’s own conclusions and interpretation.

VI. FAIR PLAY — A newspaper should not publish unofficial charges affecting reputation or moral character without opportunity given to the accused to be heard; right practice demands the giving of such opportunity in all cases of serious accusation outside judicial proceedings.
1. A newspaper should not invade private rights or feeling without sure warrant of public right as distinguished from public curiosity.
2. It is the privilege, as it is the duty, of a newspaper to make prompt and complete correction of its own serious mistakes of fact or opinion, whatever their origin.

VII. DECENCY — A newspaper cannot escape conviction of insincerity if while professing high moral purpose it supplies incentives to base conduct, such as are to be found in details of crime and vice, publication of which is not demonstrably for the general good. Lacking authority to enforce its canons the journalism here represented can but express the hope that deliberate pandering to vicious instincts will encounter effective public disapproval or yield to the influence of a preponderant professional condemnation.

APPENDIX D
PUBLICATIONS STANDARDS CODE BIRMINGHAM-SOUTHERN COLLEGE PUBLICATIONS
1. Each article in a Birmingham-Southern publication should make clear the distinction between facts and the writer’s interpretation of the facts. In general, and especially in cases where articles are dealing with controversial issues, all facts should be documented. When public opinion polls are used, the manner in which the sample was chosen and the ways by which the results were interpreted should be disclosed.
All solicited comments and quotations from speeches or public discussions by the public officials, officers of the administration, faculty members, student leaders and the like should be checked for accuracy — preferably with the person involved before they appear in print. When quotations or comments are solicited, it should be made clear that what is being said may appear in print. Each writer or reporter will be expected to define clearly the context of such quotations.
In short, it is assumed that Birmingham-Southern College publications and their staff members will measure themselves against the ideals of honor and intellectual integrity that are the recognized standards in any true academic community.
2. All editors and their staff members must familiarize themselves with the laws and legal restrictions concerning pornography and libel and advertising and must operate in compliance with these laws.
In all matters the editors will supervise their publications with a sound sense of ethical and professional responsibility toward all their readers. The editors are elected to their positions on these assumptions.
3. Student publications should not infringe upon the privacy and rights of individuals. Particularly, publications should not attack the character or question the motives of individuals without substantial evidence, and should not violate the confidence of an individual or group.
4. The student publications should be equally available to all members of the academic community.
5. All writing in student publications should conform to the standards of grammatical, orthographical, and mechanical correctness that the Department of English determines relevant.

6. Editors and their staff members are expected to familiarize themselves with the “Basic Statement of Principle” of the National Conference of Editorial Writers and the “Code of Ethics or Canons of Journalism” of the American Society of Newspaper Editors, which are included as Appendices to this Standards Code.

8. Failure of publication to maintain the standards herein defined or of staff members to perform responsibly may, in due course, result in the dismissal of the staff members and/or the publication.

ELECTIONS BOARD BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION

I. THE ELECTIONS BOARD AND MEETINGS
A. The members of the Elections Board are the following:
   1. The Chair of the Elections Board (Appointed by the SGA President, and approved by the Legislature).
   2. The President of the SGA.
   3. The Chairperson of the Internal Review Committee.
   4. Vice President for Student Development or Student Development Representative
   5. The President of the Honor Council.
B. The Chairperson of the Elections Board shall preside over all meetings of the Board.
C. All meetings of the Elections Board shall be conducted according to Robert’s Rules of Order, Revised.
D. Quorum shall consist of a simple majority.
E. Any charges that shall call a special session of the Elections Board must be lodged no later than two (2) weeks after the election in question. A special session of the Elections Board may be called by any candidate who has suspicions of illegality in an election or arbitrary enforcement of campaigning. A charge must be made to the Chairperson of the Elections Board requesting that a meeting of the Elections Board be called. A meeting will then be called at the earliest possible time and the candidate will be able to state his/her case. Should it be necessary for the Elections Board Chairperson to present a counterargument, he/she will relinquish the presiding powers of the Board to the SGA President. The decisions of the Elections Board on the legality of an election are final, pending appeal to the Honor Council.
F. In the event of resignation or removal of an Elections Board Chairperson, a formal announcement of resignation or removal shall be made to the SGA Student Legislature by the SGA President. A new Elections Board Chairperson may then be appointed by the President, pending approval of the Legislature, on either a permanent or temporary basis (with the prospect of a permanent chairperson to be appointed).
G. The Elections Board Chairperson shall remain neutral in all aspects in giving support to candidates running for office. The Elections Board Chairperson, in consultation with the Student Development Representative, shall decide all questions of procedure and interpretation arising under the constitution or election bylaws. A decision of the Chairperson may be overruled by a majority (3 members) of the Elections Board. If the Elections Board Chairperson is determined not to be neutral during an election, the Chairperson may be removed from the Board by a majority vote of the Board because of questionable actions during an election. That member can be removed from the Board by a majority vote of the Board.
H. Any member of the Elections Board (from SGA President, Honor Council President or Publications Board Chairperson) who wishes to actively assist a candidate during an election shall remove himself/herself from the Elections Board. The member’s replacement shall be chosen by the Elections Board Chairperson from the member’s associated group, pending approval from the Elections Board.
I. Any member of the Elections Board who does not remove himself/herself from the Board when a candidate was assisted by the Board member in campaigning, will be asked to appear before the Board because of questionable actions during an election. That member can be removed from the Board by a majority vote of the Board.

II. ELECTIONS
A. Sign-up, Forums and Elections shall be as specified:
   1. The dates and times of any election sign-ups, election, and campaign period shall be announced to the student body via email no less than one week prior to the day of the election. The hours of the polling booth on election day shall be 10:00 a.m. – 5:00 p.m. unless otherwise specified by the Elections Board in consultation with the Student Development representative and the student body is notified of such change.
2. Candidates wishing to run for office must sign their intent on a form and include contact information. This form shall be located in the front area of the Office of Student Development, or at an appropriate location determined by the EB in consultation with the Student Development Representative and the student body is notified of such change.

3. The Candidates for SGA offices and Freshmen Representatives may hold a forum in order to acquaint the student body and the freshman class, respectively, with those running. The time and place of these forums shall be determined and supervised by the Elections Board.

4. Candidates for SGA officers and representatives shall be currently enrolled and must meet a minimum academic standard: 2.5 GPA for candidates running for SGA officer positions and 2.25 for candidates running for representative positions.

5. Unopposed Candidates: In the event that any candidate is signed-up unopposed, the Elections Board Chairperson will post this fact prominently to the student body. No election will be held unless a write-in candidate informs the Elections Board Chairperson of his/her intention to run.

6. Write-in Candidates: Any student wishing to run as a write-in candidate must meet the same requirements and follow the same rules as the other candidates. This person must submit in writing his/her intention to run as a write-in candidate within 24 hours of notification to the student body of unopposed position(s), to the Elections Board Chairperson.

B. Each candidate is bound by the Birmingham-Southern College Honor Code. Any misleading information given by the candidate or a candidate’s representative whether it is about the candidate running or another candidate running in the election will be considered a violation of the Honor Code.

C. Ballots shall instruct the voter to number the candidates preferentially, with one as top choice, two as second choice, etc. for at least as many candidates as there are positions to be filled.

D. The votes shall be tabulated as follows:
   1. The first choice of each ballot is credited as one vote to the appropriate candidate in the first round. If any candidate receives a simple majority of the number of ballots cast, he/she is automatically declared the winner. Elimination continues only if more than one position is to be filled. If no candidate receives a majority, the candidates obtaining the least number of votes is eliminated.
   2. Each ballot casting a first round vote for the candidate eliminated in the first round constitutes one vote in the second round. The next choice on the ballot is credited, and the second round votes are added to the first round votes. The candidate having the least number of total votes is eliminated. Elimination rounds continue until the positions filled by the candidates remaining equals the number of positions to be filled.
   3. In the case of a tie in any round of elimination, each ballot is rated in order to break the tie. A first preference vote candidate receives a one, a second preference candidate a 2, etc. Then the rating votes are eliminated.
   4. If one of the ballots has no further preferences in an elimination round, the ballot is disallowed and the number of votes tallied in computing the majority is reduced by one.
   6. The names of the winning candidates in each election shall be emailed to the campus community the day following the results.
   7. The number of votes in each round received by all candidates in a race will be given to the candidates in that race upon their request. Candidates may pick up the results after 1:00 p.m. on the day after the voting.
   8. If all processes of preferential voting are exhausted and a tie remains, the tie can be broken if campaign violations have occurred. The candidate with the fewer violations will be declared the winner. If none of the candidates in the tie have violations or have an equal number of violations and a true tie remains, another election will be held the following week with voting to occur one week after the initial election. All campaign rules apply to the new election and only the candidates in the tie may run.

III. CAMPAIGNING and MATERIALS
   A. A candidate wishing to run for office must attend the mandatory Pre-Election Rules meeting. This meeting shall take place at 5:30 p.m. on the Wednesday before elections, or a time to be determined by the Elections Board and announced to all candidates by the Elections Board Chairperson. In the event a candidate is
not available to attend the mandatory meeting, he or she may send a representative in their place. The Elections Board Chairperson must be notified in writing by the candidate who will represent him/her at the meeting by 4:00 p.m. the day of the meeting. A representative may not represent more than one candidate.

B. All candidates for office must submit a Campaign Form at a time determined by the Elections Board Chairperson. This form shall include a picture, brief biographical questions about the candidate and platform points on why he/she is running for office. These forms will be organized and distributed to the student body as “Election News” via email and hard copies displayed in The Cafeteria. This form shall be the only paper used during the campaign process. See section III. D. below for more information.

C. The total costs of all campaign materials and activities are not to exceed the following amounts:

1. President $100.00
2. Vice President $75.00
3. Secretary $75.00
4. Treasurer $75.00
5. All other members of the Legislature, etc. $50.00

An itemized budget of the total amount spent must be submitted by e-mail by each candidate to the Elections Board Chairperson by 4:00 p.m. on Wednesday, the day before the elections, or a time determined by the Election Board Chairperson and communicated at the Pre-Election Rules meeting. The budget amount is to include items paid for by the candidate and items donated to the campaign. An e-mail must be submitted even if no expenses are incurred. A candidate will be penalized for failure to comply with this. Candidates must provide receipts if anything is questioned.

D. Campaign Materials are any materials (buttons, pens, t-shirts, food items, etc.) that encourage support for a candidate running for office. No posters, banners, yard signs or handbills are allowed to be hung, distributed, or displayed in any building or space on campus, unless otherwise approved by Student Development and the Elections Board. (For example, the Elections Board Chairperson facilitates the printing of biographical posters or flyers of all candidates to be displayed in the Norton Atrium, Residence Halls or other prominent area.) Campaign materials may not be placed on the campus grass by stakes or A-frames, on the campus fence, on bulletin boards, fastened to trees, put on bushes, etc.

E. Candidates are each limited to a maximum of 1/2 page of advertising in the school newspaper.

F. Campaigning on Facebook, Twitter, or similar social networks is allowed. However, all campaigning by the candidates and their constituents must be in good taste. No other forms of mass communicating are allowed by the Candidate and/or constituents to the student body, such as campus email, mass text messaging, including GroupMe or similar means.

G. Any materials or activities not mentioned above are subject to the approval of the Elections Board.

H. The Norton Atrium will be neutral for the entirety of the elections. No candidate may display posters there (unless the Elections Board chooses to display information on all candidates), nor may a candidate campaign, distribute, or place campaign materials in the atrium. The only exception to this is the “Election News.” On Election Day, a candidate may only enter the Atrium once, and that is in order to vote, and may only be in that area for the amount of time that is required to vote.

I. No campaigning is to take place prior to the beginning of the term in which the election takes place. After spring term begins, any activities associated with elections and prior to signups must be approved by the Elections Board Chairperson.

J. Campaign materials may be utilized at a time determined by the Elections Board. All candidates will be notified of the timeline at the Pre-Election Rules meeting and must end by 5:00 p.m. the day of election.

K. All candidates must campaign independently. There is to be no joint campaigning during the election process.

L. It is the responsibility of the candidate (either signed or write-in) to remove all campaign materials. It is not the responsibility of the Elections Board Chairperson to remove such materials or call the candidate to remove such materials. The Chairperson will note campaign materials as defined above.

M. Write-in candidates are subject to the same rules and campaign procedures which apply to signed official candidates. A write-in candidate is subject to the same qualifications as a signed official candidate.

N. Penalties for infractions of the rules are enforced using a point system and are as follows:
1. If a candidate or his/her representative does not attend the pre-election meeting, a penalty of 25 points will be assessed and be disqualified immediately.

2. Any candidate displaying campaign materials in the Atrium is disqualified from the election.

3. Any campaign materials, including posters, banners, flyers, signs, or anything not allowed or found to violate Section III D. above will be removed, and any candidate placing item(s) in these areas will be subject to a penalty of no less than 5 points, per occurrence, from the EB and will be responsible for any damages done to the surface(s).

4. If the candidate fails to submit an itemized e-mailed budget by the deadline indicated in the Pre-Election Rules meeting, a penalty of 15 points will be assessed. Should the candidate fail to submit an itemized-mailed budget by the time votes are being counted, an additional 5-point penalty will be assessed. If all the budgets have not been submitted by the time votes have been counted, the EB may choose not to announce the election results until the matter has been resolved.

5. If a candidate enters Norton Atrium more than once on Election Day during active voting hours, that candidate shall be assessed a 25 point penalty and be disqualified immediately.

6. If a candidate does not turn in a Campaign Form, a penalty of 15 points will be assessed.

7. If a candidate is found in violation of the mass messaging rule stated in Section III F., a penalty of 5 points per occurrence will be assessed.

8. If a candidate is found to be campaigning before the allowed time, or has not cleaned up his/her materials by the deadline, a penalty of 10 points will be assessed.

9. If a candidate is found to be actively campaigning jointly with another candidate, both candidates will be assessed a penalty of 10 points.

10. Any penalties for other infractions of the election rules will be determined at the discretion of the Elections Board.

11. Any candidate with a point penalty total of 25 or more will be disqualified entirely.

IV. AMENDMENTS

The Bylaws may be amended by a four-fifths vote of the Elections Board.
General Regulations

BOOKSTORE

BSC BOOKSTORE REFUND POLICY
Unless you drop the course, textbooks must be returned by the next business day from date of purchase. Receipt required.*

Textbooks may be returned within the second week of classes with a receipt and proof that the class, for which the books were purchased, has been dropped. (Bring a current copy of your TheSIS class schedule and student ID).

NO RECEIPT = NO REFUND

If the textbook was purchased new and has not been damaged or written in, the Bookstore will refund the full purchase price. If the textbook has been damaged or written in, the Bookstore will refund half the purchase price. It is up to the Bookstore personnel to determine the condition of returned textbooks. Shrink-wrapped material must be unopened to be considered new.

Course packets are only refundable by dropping the class within the first two weeks of class and must be in original shrink-wrap. You must also present a copy of your TheSIS class schedule showing that you have dropped the class in order to receive a refund on a course packet.

Refunds will be given in the same manner as purchased with the exception of a check.

If you have trouble with a textbook bought from us (bad binding, missing pages, etc.), bring the book back immediately and we will repair or replace it. We will not exchange or refund it at the end of the term. We will decrease the buyback price on a damaged book to cover necessary repairs (or not buy it at all).

*Exploration term and summer term books may be returned within 5 days from the first official day of class if the course is dropped. Otherwise, books must be returned by the next business day.
BOOK BUYBACK (How to Sell Your books to the Bookstore)

Where
By the front entrance of the bookstore.

When
December and May. Check with the Bookstore for specific dates and times.

How
The bookstore will buy your textbook for half the purchased price if the following conditions are met:
• You must present your BSC student ID to sell your books.
• Your professor has ordered the book for the next term prior to buyback.
• The bookstore is not overstocked (there are enough copies for the next class).
• The book is in usable condition. Books with missing pages, missing covers, water damaged pages, and/or loose sections cannot be bought back.
• If you bought a package (textbook bundled with supplementary material) all parts of the package must be included when selling it back.

The bookstore does not purchase course packets, study guides, work books or lab manuals.

If the Bookstore cannot buy your book
The bookstore has a national used book vendor to conduct each buy back. They may need your book if we are overstocked or it's a current edition and if it is not being used again. They will not pay you half price as the Bookstore would, but you have the option of keeping your book or trying to sell it at the next buy back. (Some courses are only offered once a year or every two years and the professor may or may not order the textbook again. By holding your book there is the chance it could go into a new edition.)

Please remember the purpose of buy back is to save you money by providing used books for the next term, not to buy books that are no longer used.
VEHICLES ON CAMPUS

PARKING
The College has one main entrance which is known as the Bruno Entrance and is open 24 hours a day. Anyone entering the campus must check in with the officer to register his/her vehicle. Campus Police may request that all passengers in a vehicle register as guests. Campus Police also may contact the BSC student to confirm the visitors as their guests. If you are a student you must register your car and display the proper decal. Cars with decals will be waved through the entrance. It is important for you to have your car registered and to display the proper decal. Please contact Campus Police if you need assistance removing decals from prior years. All students register their cars during academic registration; however, if you need to register your car any other time, you may do so by going to the cashier’s window on the first floor of the Student Services building. Parking decals are $80.00. After you have registered your car, you must affix the parking decal permanently in the lower left hand corner of your windshield.

PARKING AREAS:
1. Legal parking spaces are defined by brackets. All other areas are not intended for parking.
2. Students may park only in bracketed parking places with white/unpainted curbs.
3. Students may park in green spaces after 5:00 p.m. as long as they move their vehicle before 7:00 a.m.
4. No students, faculty or staff may park in the United Methodist Lot except when directed by campus police.
5. The parking lot immediately behind the Admission Welcome Center is reserved 24/7 for campus visitors and is not available for general parking even on weekends.
6. No one may park in loading zones except to load and unload possessions from their vehicles. This is a ten-minute zone at all times.
7. At no time will you be permitted to park in tow away zones designated by either a striped area or a chain.
8. Faculty and Staff may park in either green or white/unpainted spaces.
9. Guests of students may park in designated white/unpainted spaces. Guests may also use green spaces from 5:00 p.m. until 7:00 a.m. NOTICE: Students will be responsible for fines issued to their guests.
10. Parking zones are as follows:
    White/Unpainted/Designated Parking Spaces – Student
    Green – Faculty/Staff
    Red – Reserved
    Blue - Disabled

PARKING/DRIVING FINES:
30 Improper Parking $ 35.00
31 Parking/Driving on Grass* $ 35.00
32 Parking/Driving on Sidewalks* $ 35.00
33 Handicapped $ 100.00
34 Methodist Lot $ 50.00
35 House Director/Head Resident $ 50.00
36 Non-Designated Parking Areas $ 50.00 plus towing
37 Faculty/Staff Zone $ 35.00
38 Loading Zone** $ 35.00 plus towing
39 Visitor Space $ 50.00
40 Reserved Space $ 50.00
41 No Decal $ 75.00 (unless purchased within 1 week)
42 Expired Decal $ 75.00
43 Moving Violation $ 75.00
44 Reckless Driving $ 100.00
45 DUI $ 250.00 minimum***
46 Motorcycle Helmet Violation $ 20.00

* Plus Cost of Damage and Repairs
** Ten Minute Maximum Time Limit
*** Plus Loss of On-Campus Driving Privileges
Should a student receive more than 14 tickets in the same academic year, subsequent tickets will double in amount. If a student receives 20 or more tickets in the same academic year, that student will lose their driving privileges for an amount of time decided upon by the Dean of Students. Further, the student may be referred to the Social Council for review. DUI violations will result in a fine and loss of driving privileges for an unspecified amount of time. Additional sanctions may be applied as well.

**TICKET APPEAL POLICY**
Students may appeal a parking/traffic ticket by completing the online form available on at the BSC Campus Police webpage: [www.bsc.edu/administration/police/appeal.htm](http://www.bsc.edu/administration/police/appeal.htm). The completed form will automatically be filed for review by the Parking/Traffic Appeals committee. Appeals must be filed within ten class days from the date of the citation.

**TRUCK PASSENGER POLICY**
The Campus Police discourages passengers from riding in the beds of pick-up trucks. However, if necessity dictates that individuals must ride in this manner, all passengers must be seated flatly on the lower surface of the bed. Riding on the sides of the truck bed, or on the external area of any vehicle is strictly prohibited.

**DINING SERVICES**

**Meal Plans** - All students who reside in on-campus housing, including residence halls, apartments, and Greek houses are required to participate in the college’s dining program. The meal plans provided vary depending on a student’s residential location. All students classified as commuters are required to have a commuter meal plan consisting of declining balance dollars that can be used in any on-campus dining location. Descriptions of all plans and requirements may be found by visiting [http://www.bsc.edu/administration/finance/bursars.html](http://www.bsc.edu/administration/finance/bursars.html) or by calling the Bursar’s Office.

Students who have a medical condition that requires a special diet or services from Dining Services, or who have religious requirements may request a meal plan modification. These requests will be reviewed by the Office of Accessibility and meal plan modifications may be granted for students with documented disabilities, chronic medical conditions, or religious dietary observances. Details of meal plan modification guidelines may be obtained by visiting [http://www.bsc.edu/campus/accomodations/meals.html](http://www.bsc.edu/campus/accomodations/meals.html).
# Academic Calendar 2017-18

## Fall Term 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 15; Wednesday, August 16</td>
<td>New Faculty Orientation</td>
</tr>
<tr>
<td>Thursday, August 17</td>
<td>Opening of School Faculty/Staff Assembly</td>
</tr>
<tr>
<td>Friday, August 18</td>
<td>New Students Arrive on Campus</td>
</tr>
<tr>
<td></td>
<td>Residence Halls Open for New Students at 8:00 a.m.</td>
</tr>
<tr>
<td>Friday, August 18 – Tuesday, August 22</td>
<td>Orientation for New Students</td>
</tr>
<tr>
<td>Friday, August 18</td>
<td>Convocation for New Students and Parents</td>
</tr>
<tr>
<td>Sunday, August 20</td>
<td>Residence Halls Open for Returning Students at 10:00 a.m.</td>
</tr>
<tr>
<td>Wednesday, August 23</td>
<td>First Day of Fall-Term Classes</td>
</tr>
<tr>
<td>Monday, September 4</td>
<td>Labor Day (No Classes)</td>
</tr>
<tr>
<td>Wednesday, September 6</td>
<td>Last Day for Enrolled Students to Add a Course, to Select S/U Option, and to Change a Course from Grade to Audit</td>
</tr>
<tr>
<td>Wednesday, September 13</td>
<td>Last Day to Withdraw from BSC with Tuition Adjustment</td>
</tr>
<tr>
<td>Monday, October 2</td>
<td>Professors Report Mid-Term Assessments</td>
</tr>
<tr>
<td>Tuesday, October 3</td>
<td>Mid-Term Assessments Available on TheSIS</td>
</tr>
<tr>
<td>Thursday, October 5 – Sunday, October 8</td>
<td>Fall Break</td>
</tr>
<tr>
<td>Wednesday, October 11</td>
<td>Last Day to Drop a Course with Grade of “W”</td>
</tr>
<tr>
<td>Wednesday, November 22 – Sunday, November 26</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>Wednesday, November 29</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Thursday, November 30; Saturday, December 2; Sunday, December 3</td>
<td>Reading Days</td>
</tr>
<tr>
<td>Friday, December 1; Monday, December 4; Tuesday, December 5; Wednesday, December 6; Thursday, December 7</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>Friday, December 8 – Tuesday, January 2</td>
<td>Christmas Break</td>
</tr>
<tr>
<td></td>
<td>Residence Halls Close Friday, December 8, at Noon</td>
</tr>
<tr>
<td>Monday, December 11</td>
<td>Professors Report Fall-Term Grades</td>
</tr>
<tr>
<td>Wednesday, December 13</td>
<td>Grades Available on TheSIS</td>
</tr>
</tbody>
</table>
### Exploration Term 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 2</td>
<td>Residence Halls Open for Exploration Term at 10:00 a.m.</td>
</tr>
<tr>
<td>Wednesday, January 3</td>
<td>First Day of Exploration Term – All Classes Meet at 1:00 p.m.</td>
</tr>
<tr>
<td>Friday, January 5</td>
<td>Last Day for All Students to Drop without a Grade or Add a Course</td>
</tr>
<tr>
<td>Monday, January 15</td>
<td>Martin Luther King Jr. Day (No Classes)</td>
</tr>
<tr>
<td>Tuesday, January 16</td>
<td>Last Day to Drop a Course with Grade of “W”</td>
</tr>
<tr>
<td>Wednesday, January 31</td>
<td>Last Day of Exploration Term</td>
</tr>
<tr>
<td>Thursday, February 1 – Sunday, February 4</td>
<td>Winter Break</td>
</tr>
<tr>
<td>Friday, February 9</td>
<td>Professors Report Exploration-Term Grades</td>
</tr>
<tr>
<td>Tuesday, February 13</td>
<td>Grades Available on TheSIS</td>
</tr>
</tbody>
</table>
### ACADEMIC CALENDAR 2017-18

#### Spring Term 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, February 4</td>
<td>Residence Halls Open for New and Readmitted Students at Noon</td>
</tr>
<tr>
<td>Monday, February 5</td>
<td>First Day of Spring-Term Classes</td>
</tr>
<tr>
<td>Monday, February 19</td>
<td>Last Day for Enrolled Students to Add a Course, to Select S/U Option, and to Change a Course from Grade to Audit</td>
</tr>
<tr>
<td>Monday, February 26</td>
<td>Last Day to Withdraw from BSC with Tuition Adjustment</td>
</tr>
<tr>
<td>Monday, March 5</td>
<td>Last Day to Withdraw from BSC with Tuition Adjustment</td>
</tr>
<tr>
<td>Monday, March 19</td>
<td>Professors Report Mid-Term Assessments</td>
</tr>
<tr>
<td>Wednesday, March 21</td>
<td>Mid-Term Assessments Available on TheSIS</td>
</tr>
</tbody>
</table>
| Saturday, March 24 – Monday, April 2 | Spring Break  
Residence Halls Close Saturday, March 24, at Noon  
Residence Halls Open Monday, April 2, at 10:00 a.m. |
| Wednesday, April 4       | Last Day to Drop a Course with Grade of “W”             |
| Thursday, May 10         | Honors Day                                              |
| Monday, May 14           | Last Day of Classes                                     |
| Tuesday, May 15; Saturday, May 19; Sunday, May 20 | Reading Days |
| Wednesday, May 16; Thursday, May 17; Friday, May 18; Monday, May 21; Tuesday, May 22 | Final Examinations |
| Wednesday, May 23 by 9:00 a.m. | Professors Report Grades of Seniors  
Residence Halls Close for Non-Graduating Students at Noon |
| Friday, May 25           | Commencement                                            |
| Saturday, May 26         | Residence Halls Close for Graduating Students at Noon    |
| Monday, May 28           | Memorial Day Holiday                                    |
| Wednesday, May 30        | Professors Report Grades of First-Year Students, Sophomores, and Juniors |
| Friday, June 1           | Grades Available on TheSIS                              |
## Summer Term 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 11</td>
<td>Residence Halls Open for Summer-Session Students at 10:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>Registration for Summer-Term Courses</td>
</tr>
<tr>
<td>Tuesday, June 12</td>
<td>First Day of Summer-Term Classes</td>
</tr>
<tr>
<td>Thursday, June 14</td>
<td>Last Day for Enrolled Students to Add a Course, Select S/U Option and to Change a Course from Grade to Audit</td>
</tr>
<tr>
<td>Tuesday, June 19</td>
<td>Last Day to Withdraw from BSC with Tuition Adjustment</td>
</tr>
<tr>
<td></td>
<td>Last Day to Drop a Course without a Grade*</td>
</tr>
<tr>
<td>Wednesday, July 4</td>
<td>Independence Day (No Classes)</td>
</tr>
<tr>
<td>Thursday, July 5</td>
<td>Last Day to Drop a Course with Grade of “W”*</td>
</tr>
<tr>
<td>Friday, July 20</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Saturday, July 21; Sunday, July 22</td>
<td>Reading Days</td>
</tr>
<tr>
<td>Monday, July 23; Tuesday, July 24</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>Wednesday, July 25</td>
<td>Residence Halls Close for Summer-Session Students at Noon</td>
</tr>
<tr>
<td>Monday, July 30</td>
<td>Professors Report Summer-Term Grades</td>
</tr>
<tr>
<td>Wednesday, August 1</td>
<td>Grades Available on TheSIS</td>
</tr>
</tbody>
</table>

*A student dropping all courses must complete a Withdrawal Form available in the Provost’s Office.
Calendar approved October, 2016.
All dates are subject to change.
Campus Map

1  Sports Center/Southern Environmental Center/Dance Studios
2  Hill Music Building
3  Harbert Building
4  Phillips Administration Building
5  Munger Memorial Hall
6  Stockham Building
7  Stephens Science Center
8  Berte Humanities Center
9  Norton Campus Center
10 Kennedy Art Center/Azar Art Studios
11 College Theatre
12 Rush Learning Center/N.E. Miles Library
13 Student Services Building/Bill Battle Coliseum
14 Admission Welcome Center
15 Meyer Planetarium
16 Yeilding Chapel
17 Olin Computer Science/Mathematics Center
18 Striplin Fitness and Recreation Center
19 Edwards Bell Tower
20 Alumni Plaza and Fountain
21 Bruno Residence Hall
22 Margaret Daniel Residence Hall
23 Cullen Daniel Residence Hall
24 New Men’s Residence Hall
25 Bill and Lyndra Daniel Residence Hall
26 Hanson Residence Hall
27 Lakeview Residence Halls
28 President’s Home
29 Sorority Townhouses
30 United Methodist Church
31 North Alabama Conference Center
32 Greensboro Road (Faculty/Staff Housing)
33 Urban Environmental Park
34 EcoScape
35 Striplin Baseball Complex
36 Soccer Park
37 Intramural Fields
38 Tennis Complex
39 Softball Park
40 Panther Stadium
41 Athletics Complex
42 Hilltop Village Apartments
43 Fraternity Row
44 Bruno Entrance/Campus Police
45 Hilltop Village Pool
For more information, contact:

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www.bsc.edu/campus/studev/index.cfm