

The Key

2022-2023

The Key

The Hampden-Sydney College Student Handbook

2022–2023
Volume 127, No. 2

The mission of Hampden-Sydney College has been, since stated by its founders in 1775, “to form good men and good citizens in an atmosphere of sound learning.”

For more than two centuries Hampden-Sydney College has held true to the ideals of her founders, educating leader after leader for country and Commonwealth, all good men and good citizens formed in an atmosphere of sound learning.

Published by The Office of Student Affairs

Hampden-Sydney College · Brown Student Center, Suite 5 · Hampden-Sydney, VA 23943
(434) 223-6128 · FAX (434) 223-6040 · www.hsc.edu

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Accreditation

Hampden-Sydney College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate degrees. Questions about the accreditation of Hampden-Sydney College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Statement of Acknowledgment

Each student enrolled at Hampden-Sydney College acknowledged that he will abide by the rules and policies promulgated within *The Key*. This handbook is intended to provide students with a practical guide to the policies and procedures of Hampden-Sydney College. It is required that all students will make use of this handbook, will become familiar with its contents, and will govern themselves therewith. *The Key* provides the structure by which the student body shall self-govern itself. However, because *The Key* is not intended to cover all topics or circumstances, Hampden-Sydney College reserves the right to respond to specific situations in whatever manner it believes best suits the needs of the College. In the event of any conflict between information provided in this handbook and the Articles and Bylaws of the College, the Articles and Bylaws shall control.

Official Version of *The Key*

All policies governing student life reflected in such documents as "The Student Government Constitution," "The Student Justice System," and the "Interfraternity Council Statutes" are subject to review and amendment by the procedures outlined in these documents. Since this may occur between the publication of one *Key* and the next, the online version of *The Key* shall be the official version and should be used as the definitive reference. The Webmaster or Key administrator, upon posting changes to the "The Student Government Constitution" or "The Student Justice System," will notify the student body.

Official Communications

The College employs your Hampden-Sydney College email account and post office box to communicate critical College information for which you are held responsible. You are expected to check each daily.

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College Songs

Glass of the Finest

Here's to old Hampden-Sydney,
A glass of the finest,
Red ruby, Rhenish filled up to the brim!
Her sons, they are many,
Unrivalled by any,
With hearts o'erflowing we will sing this hymn

*Rah! Rah! H-S Rah!
Our old Alma Mater's sons we are;
We will herald the story,
And die for the glory,
For Red and Grey are ever waving high.*

As frosh we explore her,
As sophs we adore her,
And carve our names upon her ancient wall;
As juniors patrol her,
As seniors extol her,
We'll trust Alma Mater's power in all.

*Rah! Rah! H-S Rah!
Our old Alma Mater's sons we are;
We will herald the story,
And die for the glory,*

For Red and Grey are ever waving high.

The Hampden-Sydney Hymn

Here's to old Hampden-Sydney,
The Garnet and the Grey
And her sons by the thousands
Who revere her name today;
Our old alma mater,
We'll e'er be true to thee
And we'll spread with song and story
The fame of H-SC!

John Hampden
1594–1643



Algernon Sydney
1622–1683



Section I: *The College*

Expectations of Hampden-Sydney Students

At Hampden-Sydney College, all students are expected to abide by our two governing statements, the Honor Code and the Code of Student Conduct, about which each and every student is educated and by which he swears to abide on his very first day on campus. To be sure, these are the bedrock of a Hampden-Sydney man's life on the Hill and beyond. While these two codes provide students with clear guidelines for what is considered acceptable behavior by the Student Government, they do not encompass the only standards of conduct expected of the Hampden-Sydney man. For most, it is simple not to lie, cheat, steal, or violate the rules that govern student life. What is more difficult, though, is understanding and exemplifying what it means to be the true gentleman-scholar. The following is to serve as a short primer on the practices that typify such a characteristic. Upon matriculation, each Hampden-Sydney student is expected to:

- Treat others with respect.
- Act as a dignified representative of the College, its people, and its values at all times and in all places.
- Understand his place on campus; he should show deference to his older peers and unflinching respect to all figures of authority.
- Dress appropriately for all occasions, so as not to offend or show disrespect to his company; he may refer to Shomo's *To Manner Born, To Manners Bred* for sartorial guidance.
- Know the history, traditions, and current events of Hampden-Sydney College; it is useful to read Brinkley's *On This Hill* as well as *The Record* and *The Tiger*.

- Make an effort to get to know his professors outside of the classroom; speaking to a professor after class or scheduling to meet him or her during office hours, for example, are simple ways to make a good impression and have meaningful conversations.
- Greet all persons whom he passes on his way to class, the Commons, his dorm, or anywhere else on campus; this is one of the longest-standing and most revered practices at the College and is a special sign of brotherhood and respect.

Thomas H. Shomo writes in his unofficial manual of the Hampden-Sydney man's way of life, *To Manner Born, To Manners Bred*:

This campus is a little world, and for our students it is their special place for four years. They know, however, that it will not be their world forever, and they are preparing themselves to be 'good men and good citizens' as understood in the 18th century and in the 21st century. It is a treasured thing for a youth to have a special place in which to become a man—a beautiful place where honor is a virtue, civility a habit, and learning a goal. (Afterward, Sixth Edition)

Hampden-Sydney truly is a special place—one that transforms the men who come here and graduate from here. It is sure that dutiful commitment to the practices above will inculcate in the fledgling Hampden-Sydney student a will to live better and to make the most of his brief time on the Hill, and he will be transformed.

History, Traditions, and Insignia

Founding

The mission of Hampden-Sydney College has been, since stated by its Founders in 1775, "to form good men and good citizens." In continuous operation since the first classes were held on November 10, 1775, the College is one of the oldest institutions of higher learning in the United States and holds the oldest (1783) private charter in the South.

The first president, **Samuel Stanhope Smith** (1775–1779), chose the name Hampden-Sydney to symbolize devotion to the principles of representative government and full civil and religious freedom, which the Englishmen John Hampden (1594–1643) and Algernon Sydney (1622–1683) had supported and for which they had given their lives. They were widely

invoked as hero-martyrs by American colonial patriots, and their names immediately associated the College with the cause of independence championed by Patrick Henry, James Madison, and the other less well-known but equally vigorous patriots who comprised the College's first Board of Trustees.

The first students committed themselves to the revolutionary effort, organized a militia-company, drilled regularly, and went off to the defense of Williamsburg in 1777 and Petersburg in 1778. Their uniform was a hunting-shirt, dyed purple with the juice of pokeberries, and gray trousers. Garnet and gray were adopted as the College's colors when sports teams were introduced in the 19th century.

Early History

The College, first proposed in 1771, was formally organized in February 1775, when the Presbytery of Hanover, meeting at Nathaniel Venable's Slate Hill plantation, accepted a gift of 100 acres for the College, elected Trustees and named as President the Rev. Samuel Stanhope Smith, College of New Jersey (Princeton) Class of 1769. Within only ten months, Smith secured an adequate subscription of funds and an enrollment of 110 students. Intending to model the new college after his alma mater, he journeyed to Princeton to secure the first faculty and visited Philadelphia to enlist support and to purchase a library and scientific apparatus. Students and faculty gathered for the opening of the

first winter term on November 10, 1775.

The College matured physically and academically through the first half of the nineteenth century.

Jonathon P. Cushing (1821–1835) oversaw the move from the College's original buildings to "New College," now Cushing Hall. Union Theological Seminary (now Union Presbyterian Seminary) was founded at Hampden-Sydney in 1822 and occupied the current Venable Hall and the south end of the present campus until its relocation to Richmond in 1898. The Medical College of Virginia (now the Virginia Commonwealth University School of Medicine) was opened in Richmond in 1838 as the medical department of Hampden-Sydney College.

The Civil War Through World War II

The Civil War and its aftermath were difficult years for Hampden-Sydney. The longest-tenured of its presidents, **J. M. P. Atkinson**, served from before the war through Reconstruction (1857–1883). He performed the remarkable feat of keeping the College open and solvent, while upholding academic standards.

Once again, at the outset of war the student body organized a company. These men, officially mustered as Company G, 20th Virginia Regiment, "The Hampden-Sydney Boys," saw action in Rich Mountain in West Virginia (July 9–11, 1861), were captured, and were paroled by General George B. McClellan on the condition that they return to their studies. The College did not close during the Civil War.

During the presidencies of Dr. Atkinson and his successor, **Dr. Richard McIlwaine**, many features of current student life were introduced—social fraternities, sports teams, and student government. After the Seminary moved to Richmond, Major Richard M. Venable, Class of 1857, bought its buildings and gave them to the College, doubling the physical plant.

Hampden-Sydney was led through the Great Depression and World War II and their aftermath by Presidents Joseph D. Eggleston (1919–1939) and **Edgar G. Gammon** (1939–1955). In the years following World War II, the College increased in enrollment, financial strength, and academic stature. In the late 1950s academic majors were established.

The Past Half-Century

Under President **W. Taylor Reveley II** (1963–1977), the core curriculum was established, the size of the student body and faculty increased, the physical plant was expanded, and required weekly chapel services and college-wide assemblies were abolished. The first African-American student was admitted in 1968.

Under President **Josiah Bunting III** (1977–1987), the Rhetoric Program was instituted (1978) and the current Honors Program was established.

Under President **Samuel V. Wilson** (1992–2000), fine arts became a full department with programs for majors. The Center for Leadership in the Public Interest was established and was named for President Wilson upon his retirement.

The administration of President **Walter M. Bortz III** (2000–2009) was a period of the greatest expansion of college facilities since the 1960s and '70s, including the construction of a new library that was later named in his honor. The academic program was revised to include minors, and a concentration in environmental studies was added

Dr. Christopher B. Howard, the College's first African-American president, served from 2009 to 2016. Under his leadership, the College embarked on a new strategic plan to guide future development of Hampden-Sydney as a model liberal arts college recognized for excellence in educating men for the twenty-first century.

In 2016, **Dr. John L. (Larry) Stimpert** was named 25th President of Hampden-Sydney College. Programmatic enhancements during his tenure include Compass, the College's emphasis on experiential learning; the Wilson Leadership Fellows Program; the Flemming Center for Entrepreneurship and Innovation; and new majors in engineering physics and biochemistry and molecular biology. Physical additions to campus include the Brown Student Center, the Viar-Christ Center for the Arts in Brinkley Hall, the Pannill Center for Rhetoric and Communication, the new residence hall complex next to Lake Chalgrove, and the Pauley Science Center.

Phrases Associated with the College

To form good men and good citizens in an atmosphere of sound learning.

"To form good men and good citizens" was the original mission of Hampden-Sydney College established by the Founders in 1775. "In an atmosphere of sound learning" first appeared in the Academic Catalogue in 1972. Together they constitute the College's current mission.

Huc venite iuvenes ut exeatis viri
The Latin motto on the College gates is translated: "Come here as youths so that you may leave as men."
In ancient Rome a male was considered a

boy (*puer*) until he was 14, at which time he was designated a youth (*juvenis*). With this status, a youth acquired every legal capacity that depended on age alone, with the exception of the capacity for public office. The youth could contract marriage, thus becoming a *paterfamilias*; he was also liable to military service and entitled to vote in the *comitia*. However, youths were also given some special legal protections.
To make a parallel to the Roman tradition, one's college years are not an extension of childhood; they are a period of accepting adult responsibility in preparation for manhood and full participation as a citizen.

Administration Offices and Services

M. Peebles Harrison '89
Chairman of the Board of Trustees

Dr. John L. (Larry) Stimpert
President of the College · Atkinson Hall, 1st Floor

Angela T. Clark
Executive Assistant to the President & Board of Trustees · Atkinson Hall, 1st Floor

Jane E. Griswold
Assistant to the President · Atkinson Hall, 1st Floor

P. Kenneth Copeland, Jr.
Vice President for Business Affairs & Finance · Cabell House, 1st Floor

Heather Lee Krajewski
Vice President for College Advancement · Estcourt, 1st Floor

Jeffery S. Norris
Vice President for Enrollment · Graham Hall, 1st Floor

Dr. Richard M. Pantele '13
Dean of Students
Brown Student Center, 3rd Floor

Desiree E. Lee
Executive Assistant to the Office of Student Affairs
Brown Student Center, 3rd Floor

Walter C. (Mike) McDermott III
Dean of the Faculty · Atkinson Hall, 1st Floor

Martha C. Hilton
Executive Assistant to the Dean of the Faculty · Atkinson Hall, 1st Floor

Chad E. Eisele
Director of Athletics · Kirk Athletic Center, 2nd Floor

Gordon W. Neal '09
Director of Communications & Marketing · Johns, Ground Floor

Registrar · Atkinson Hall, 2nd Floor
Dawn L. Congleton, Registrar
Cynthia O. Toone, Assistant Registrar

Office of Student Affairs

Office includes staff in the Brown Student Center, the Chaplain's Office, Public Safety and Police, Student Health and Counseling Center.

Brown Student Center

Richard M. Pantele '13 , <i>Dean of Students</i>	Scott T. Schmolesky , <i>Director of High Adventure</i>
R. Dwayne Bowyer '92 , <i>Associate Dean of Students for Student Conduct & Character and Director of Greek Life</i>	Rev. M. Keith Leach '81 , <i>College Chaplain</i>
Renae Mancastroppa , <i>Associate Dean of Student Development and Wellbeing</i>	Clarence D. Merckerson , <i>Director of Counseling Services</i>
Sandra P. (Sandy) Cooke , <i>Director of Student Affairs Operations, Orientation, and Civic Engagement</i>	Jesse T. Schrader , <i>Associate Dean of Students for Campus & Residential Life</i>
Thomas M. Fowler , <i>Director of Public Safety and Chief of Police</i>	Desiree E. Lee , <i>Executive Assistant to the Office of Student Affairs</i>
Kimberly R. Ball , RN BSN, <i>Director of Student Health Services</i>	

College Church.....

The Rev. M. Keith Leach '81, *College Chaplain*

The College Chaplain is available for spiritual guidance and religious advice as well as for confidential conversations about personal, social, and family issues.

To meet with the Chaplain, call (434) 223-6269. You are also invited to visit the Chaplain's office in

the basement of College Church. You are welcome to attend Sunday morning worship at College Church. Church attendance is not required for meeting with the Chaplain.

Student Health Services.....

204 College Road (Joyner House) · (434) 223-6167 · Open M, Tu, W, & F-7:30am-4pm; Thu-9:30am-6pm

Kimberly R. Ball, RN BSN
Director of Student Health Services

Martha C. Bowyer, BSN, RN
Parttime College Health Nurse

Timothy W. Corbett, MD
College Contract Physician

C. Denise Faircloth, LPN
Nurse, Receptionist

Nancy M. Hudgins, BSN, RN
Primary College Health Nurse

Confidentiality.....

In accordance with the guidelines of the Health Insurance Policy Portability and Accountability Act of 1996 (HIPAA), the Counseling Center does not release any health information unless there is a signed release by the student (18 years or older).

Student Health.....

Medical emergency or accident: Call 911

Dr. Corbett sees patients on Monday-Tuesday from 7:30am-11:30am, Wednesday from 7:30am-2:30pm, Thursday from 3pm-6pm, and Friday from 7:30am-9am. Students are seen by appointment only. At other times, students are assessed, treated and/or referred by the professional nursing staff.

Student Health is available for the treatment of illnesses and injuries. When it is necessary, the staff will refer students to other facilities that are equipped to give more extensive care. Student Health is an outpatient facility only and should not be considered a comprehensive health care center. When students need overnight hospitalization, they will usually be admitted to Centra Southside Community Hospital.

Student Health does not provide prescription medicines. Prescriptions may be filled in any local pharmacy. Students are responsible for those charges.

Students who are referred to or who choose to consult with a health care provider outside Student Health are responsible for those charges.

Student Health does not provide transportation to other facilities.

Student Health should be informed of the details of accidents and illnesses suffered by the students on and off campus, even if no medical assistance is provided by Student Health.

Student Health provides information on many health-related subjects, and the staff is available to provide educational programs for campus groups.

Student Health provides physician's services only when the College is in regular session. Services begin when students arrive at the beginning of each semester and end the last day of the examination period each semester. Student Health is staffed by a nurse during May term, with limited hours. Please call ahead to check availability.

The Emergency Room at Centra Southside Community Hospital is designed to treat medical emergencies. It is expensive and inefficient to go there for routine medical care; therefore, students should try to seek medical assistance during regular Student Health hours or at Centra Medical Group, whenever possible.

Reporting of Illness, Medical Excuses.....

Students are responsible for contacting their professors and advisors when any illness or injury prevents them from attending class, class-related activities, or exams.

Students are advised to call Student Health for appropriate treatment/follow-up, as well as to sign a medical information release form in the event

professors contact Student Health for verification of the student's ailment. If the student was treated at an off-campus medical entity, he will need to submit official documentation from the licensed healthcare provider (MD, PA, or FNP). Documentation from healthcare provider who is also a family member is not accepted.

Student Health does not provide any medical excuses for missed academic responsibilities. On occasion, it does direct the Office of Student Affairs to notify professors and advisors of a prolonged illness or debilitation resulting from an injury.

Ongoing communication between the student and his professors is imperative when it comes to any missed academic responsibilities as the result of an illness/injury.

Counseling Services

220 College Road (Thompson House) · (434) 223-6411 · Open Monday–Friday, 8:30am–5pm

Clarence D. Merckerson, PhD, LPC-S, CRC
Director of Counseling Services

Jonathan Shular, LPC
College Counselor

Adrienne Traylor, BBA
*Counseling Center Care Coordinator and
Title IX Prevention and Education Planner*

The undergraduate experience at Hampden-Sydney challenges students academically, affords them considerable freedom of choice, and requires significant personal growth. To be successful, a student must be healthy in both body and mind, and make sound lifestyle choices. The Counseling Center offers support for mental health challenges as well as coaching for personal growth and development.

Crisis intervention services are available on a 24-hour basis. For mental health emergencies after office hours, please contact a member of the Resident Advisor staff or Campus Police at (434) 223-6164 and they will contact the on-call counselor.

Counseling services are provided to assist students with their adjustment to college life and

their resolution of personal concerns. Typical student concerns include adjustment to transition and change, uncertainty about values and goals, lack of motivation, poor attention or concentration, relationship conflicts, LGBTQ, family concerns, grief and loss, anxiety, depression, and substance use concerns. All information shared is strictly confidential and is shared with no one else without the student’s written consent except in cases of a life-threatening emergency. Referrals are made as appropriate to other sources of assistance, both on and off campus.

For an appointment, call (434) 223-6411 or simply walk in during the normal business hours of 8:30am until 5:00pm.

College Services

Facilities.....

Kevin Miller, *Director of Facilities Management*

Maintenance requests:

Phone: 434-223-7000 | Website: workorder.hsc.edu | Email: facilities@hsc.edu

I.D. Cards

New or replacement I.D. cards can be obtained from the Facilities Management Service Desk. You can purchase a replacement I.D. card from Facilities Customer Service.

Fire Safety and Emergency Management Services

Fire Safety, Facilities Management

Non-emergencies: (434) 223-7260 • Emergencies: Call 911

John Shelton, *Fire Safety Supervisor*
Travis Graves, *Fire Safety Technician*

Fire Safety services:

- fire drills
- room inspections
- code enforcement
- fire suppression/detection maintenance

Business Office.....

Cabell House: **P. Kenneth Copeland, Jr.**, *VP for Business Affairs and Finance*

Financial Aid

Graham Hall: **Zita M. Barree**, *Director of Financial Aid*
Rosa C. Thomas, *Associate Director of Financial Aid*
Mary S. Hickman, *Assistant Director of Financial Aid*
Anna M. Jamerson, *Counseling Assistant & Data Coordinator*

- All matters pertaining to financial assistance from the College as well as state and federal programs.

- Aid Application Assistance:
Free Application for Federal Student Aid (FAFSA)
Virginia Tuition Assistance Grant Program (VTAG)
Federal Student and Parent Loan Applications
Tuition Exchange
Private Loan Applications
- Scholarship search
- Veteran's benefits certification, including Yellow Ribbon.
- Financial aid matters related to study abroad programs.
- For an appointment call (434) 223-6119, contact Anna Jamerson at ajamerson@hsc.edu, or visit the office.

Public Safety and Police

Bush House

Non-Emergencies: (434) 223-6164 • Emergency: Call 911

Thomas M. Fowler, *Director of Public Safety &
Chief of Police*

Noel Malave, *Deputy Chief of Police*

Bobby L. Simmons, *Lieutenant/Patrol Commander*

Percie Lee Stone, *Public Information Services*

Coordinator

Jennie S. Jenkins, *Emergency Management and
Clery Compliance Coordinator*

Responsibilities of Law Enforcement Officers and the Public Information Services Coordinator:

- Register motor vehicles, boats/trailers, and bikes
- Ticketing and towing of vehicles on campus when in violation of parking regulations
- College Switchboard and dispatch
- Sign out keys for Parents & Friends Lounge and Crawley Forum
- Submit parking ticket appeals
- Tracking the number of tickets students receive throughout an academic year
- Room Unlocks
- Vehicle unlocks and jumpstarts
- Crime prevention
- Criminal investigation
- Planning for and working at events, including sports
- Patrol
- Traffic enforcement
- Gun locker services

The Department of Public Safety and Police updates the Daily Crime Log within two business days and includes all crimes reported to the department. The log is available during business hours at Hampden-Sydney College Department of Public Safety and Police at 88 Atkinson Avenue. A hard copy of this log can be requested in the Campus Safety office. The daily Crime log is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Registrar

Atkinson Hall, 2nd Floor: *Registrar*

Matters pertaining to enrollment and graduation including grades, grade-point averages, and class standings:

- Academic transcripts
- Registration (adding and dropping classes)
- Class and exam schedules
- Transfer credits
- Cooperative programs
- Enrollment verification
- Graduation clearance

Work Study

Human Resources, Gilkeson House: Jennifer Steinke, Payroll Manager, jsteinke@hsc.edu
Linda G. Layne, Human Resources Generalist, llayne@hsc.edu

College Facilities

Esther Thomas Atkinson Museum

Angela J. Way, *Director & Curator*

Open Tuesday–Friday, 10am–12pm and 1pm–5pm. Also open on Special Event Saturdays.

To visit the Museum or for group meetings at times other than regular open hours, call (434) 223-6134 or contact Ms. Way at away@hsc.edu.

Walter M. Bortz III Library

Shaunna E. Hunter, *Director of the Library*

Library Policies

Books: Students may check out books for four weeks. Other than McNaughton popular reading titles, they may be renewed for one additional four-week period, provided that another patron has not requested the book. Students engaged in long-term research projects may arrange longer loan periods with a staff member. Renewing items can be done by bringing the book to the Circulation Desk, logging into their library account and renewing it online, or by providing the barcode number over the phone (434) 223-7227. There is no limit on the number of books that students can check out. However, users are strongly encouraged to return books when they are finished so that others may have access to them.

Media Items: Feature films, documentaries and CDs circulate for three days and may be renewed once in person or by telephone at (434) 223-6293. Students may check out five DVDs at a time. The Fuqua Technology Commons also has an array of cameras, audio recorders, tripods, clickers, laptops and various peripherals that circulate, some for in-library use only. Users are strongly encouraged to return items that they are not using as we have a limited amount of equipment.

Overdue Items: There are no fines for overdue books or media items. However, students with

No vaping, e-cigarettes, smoking, or other products of any kind is allowed. Generally a quiet atmosphere is desirable; please respect others who are working diligently.

John B. Fuqua Computing Center.....

Bortz Library, Lower Level: Todd Pugh, *Director of Computing*

Computing Center Helpdesk (434) 223-6911 or (434) 223-6373
Monday–Friday, 8:30am–5pm

Computer Services.....

The Hampden-Sydney Computing Center provides various services from software and hardware computer support, wireless and/or wired network connections, and cable television. We offer software and hardware support, troubleshooting, and repair for most computer systems including PCs and Macs at no cost. The Hampden-Sydney Computing Center is Dell certified to provide onsite hardware warranty repairs. Hardware repairs for other manufacturers and out of warranty systems are available on a

overdue items are not permitted to check out additional items until the overdue items are either returned or renewed in person, online, or by phone as described above. Students with overdue items will be allowed to check out materials on course reserve. All users will be expected to pay replacement costs on all damaged, destroyed, or lost materials. Students who leave campus at the end of an academic year without returning library items will be billed for replacement costs. These charges may also be billed to student accounts.

Course Reserves: Reserve items are loaned according to an instructor’s specifications (most are in-library use only, while some are overnight reserves). Reserve books and videos are available at the Circulation Desk on the second floor of the library.

Research and Technology Help: Patrons can get assistance with any type of research question on the main floor of the library. Research help is available 8am – 5pm Monday through Friday as well as 6pm – 10pm Monday through Thursday. Library staff will be available to assist with class research projects, help finding books and articles, and more. Users can also get help with Microsoft Office 365 products,Canvas, and other technology issues in the Fuqua Technology Commons during regular business hours.

case by case basis for both PCs and Macs. The Computing Center provides instructions for installing Microsoft Office 365 and is available at no cost to students. For information on purchasing a computer, you may go to the Computing Center website (www.hsc.edu/computing-center) for recommended configurations. If you have other technology related questions, call the Computing Center Helpdesk at (434) 223-6911 or (434) 223-6373.

Appropriate Use of Electronic Resources

See Appendix O of the Student Justice System.

Wi-Fi.....

Wi-Fi is available in all academic and administrative buildings, as well as all college-owned student housing. Personal routers are not allowed or supported, as they can interfere with the College Wi-Fi network signal and render the College Wi-Fi network unusable for yourself and others. For this reason, the Computing Center

reserves the right to disable network access to personal routers without warning. If you encounter an issue with the College Wi-Fi service and feel that you need to use a personal router, contact the Help Desk for assistance as there is usually a solution that can be accommodated to restore sufficient Wi-Fi service to your location.

Athletics and Tiger Recreation _____

Varsity Athletics

The Tigers field NCAA sponsored varsity teams in baseball, basketball, cross country, football, golf, lacrosse, long distance track, soccer, swimming and tennis.

Intramurals

The Hampden-Sydney College IM Sports include basketball, dodgeball, handball, flag football, soccer, kickball, volleyball, softball, ping pong, racquetball and video game tournaments. For further information, contact the Intramural Director at (434) 223-7271.

Fitness Center

The Fitness Center, home of Tiger Recreation-Fitness & Sports, in Kirby Field House, is designed to promote a healthy lifestyle in a relaxing atmosphere. For cardiovascular workout, the Center includes a My Fitness Entertainment System with seven 32" televisions that offer viewing to six treadmills, seven elliptical trainers, four bicycles, two stair climbers, and one Concept II rower.

The Fitness Center also caters to the weightlifter with a complete line of free weight equipment, Hammer Strength systems and Life Fitness

selectorized equipment. There are also multiple locations to work the important core muscles (abs, lower back, etc.). TRX Suspension Trainers and a 70 lb. heavy bag are also available for use.

The Aerobics Room (located on the second floor) is stocked with the latest group exercise and personal use fitness equipment. There are three regulation-sized racquetball courts. Leggett Pool, our six lane, 25 meter pool, is also available and provides excellent exercise and recreational opportunities.

Fleet Gymnasium.....

Three regulation-sized basketball courts in Fleet Gym are open for use by members and guests of TigeRec whenever Kirby Field House is open. The only exceptions occur when intercollegiate competition or sports events are scheduled or time is set aside for use by an intercollegiate team. Please note that some of the varsity team reservations are for rainy days or other special occasions, and the gym is often unavailable for use during those hours.

Student Government _____

Hampden-Sydney has a long tradition of student involvement in College affairs. There are a number of elected positions for Student Government, the Senate, and the Court. There are also many appointed positions — students serve as members of the faculty's Academic Affairs, Student Affairs, Lectures and Programs, and Athletic Committees.

In addition, students are named to various task forces, to *ad hoc* committees, and often, to search committees seeking key College officers. All students are expected to participate in the self-government that is prized so highly on our campus. The Constitution of the Student Government is a useful resource and is found in Section II of *The Key*.

Executive Branch.....

The President is the chief executive officer of the student body, with overall responsibility for student welfare and specific responsibility for upholding the Honor Code. He is assisted by the Secretary-Treasurer, who chairs the Student Finance Board. Both of these are elected positions. The President appoints a cabinet, consisting of the various chairmen of the executive committees, and he also appoints students to a number of College committees.

- President:** Loyal "Trey" Grimes
- Chairman of CAC:** Benjamin Neal Hager
- Chairman of Student Court:** Ian Charles Novak
- Chairman of Senate:** Noah Hunter Moore
- Secretary-Treasurer:** Alexander Michael Rubino

Student Court

The judicial power of Student Government is vested in the Student Court, a body composed of members elected by classes. The Court tries cases arising from violations of the Code of Student Conduct and the Honor Code. The roles of the Student Government Officers are described in Section II, Article IV. The roles for Court investigators and advisors are described below.

- Seniors:**
Ian Charles Novak, *Chairman*
Albert Martin Blackburn
Svent Soren Bossart
Benjamin Parker Rose
- Juniors:**
Greyson Jack Hurley
George Agee Langhammer
Bryson Trevor Smith
- Sophomores:**
Connor Jacob Bond
Luis Mario Meza
Cole William Renfrow

The Role of the Student Court Investigator

The duties of the investigator are to collect facts from the accused, witnesses, and the person(s) making the charge and to prepare a coherent, balanced account of same for presentation before the Court at the trial. He should bring in the accuser and pertinent witnesses to give first-hand accounts and to be questioned by the accused, the student advisor, and members of the Court. During the trial,

the investigator has a moderately prosecutorial role in that he is obligated to point out discrepancies, to push for clarifications, and to make sure all the facts are presented. He also should keep the President of Student Government (for Honor cases), the Chairman of the Student Court (for Code of Conduct cases), and the Dean of Students informed daily on the progress of the investigation.

Role of the Student Court Advisor

The Student Court Advisor should understand the philosophy of the Honor Code and the Code of Student Conduct and the principles on which they are based. The Codes are means to an end of developing a responsible, honest person—a good man and a good citizen.

His role is much like that of the investigator in that he should try to bring out the facts, understandably from the perspective of the defendant, but he in no way should attempt to undermine the Honor Code or Code of Student Conduct to which both the defendant and the advisor have obligations and loyalties. He is not to be an advocate any more than the Investigator is to be a strong prosecutor.

He should understand the role of the Investigator, the Student Government President (if an Honor case), Court procedures, and the proper way to conduct his business in the pre-trial and post-trial stages, as well as during the trial itself.

There is no privileged communication between advisor and defendant or advisor and witnesses.

The advisor and the defendant are under the Honor Code at all times, and an advisor may not hold back, for instance, a private admission of guilt by a defendant who is maintaining his innocence before the Court or during the investigatory phase of the case. Also, an advisor may not knowingly participate in the presentation of a false-story defense before the Court or in the investigatory phase without himself violating the Honor Code. The advisor may certainly discuss the range of penalties possible in a given case with a defendant or other Student Government officials, but he should not engage with the defendant or other persons in trying to predict what penalty a defendant may get if he pleads innocent and is found guilty, versus pleading guilty. In other words, his role is to try to ensure a fair trial and a balanced and honest defense for the defendant. He is not there to undermine the very Honor System he himself has sworn to uphold, in order to "get someone off."

Student Senate

senate@hsc.edu

The Student Senate transacts all student body business and, as far as such powers are delegated to it by the faculty and trustees, it has legislative jurisdiction over various phases of student campus life. Class senators make up the membership of the Student Senate.

Seniors:

Noah Hunter Moore, *Chairman*
Alexander Kaneklides
Harry Gerald Flouhouse
Daniel John Marsden, *Chaplain*
Dominic Gregory Pastore

Juniors:

Thomas Bishop
Benjamin Scott Teachey
Preston Jameson Willett

Sophomores:

Andrew Wallace Blankenship
Samuel Read Detrick
Franklin Charles West

Freshmen:

Sterling Austin
Brady Hillis
Devan Modak

College Activities Council (CAC)

The College Activities Council (CAC), a branch of Student Government, plans social activities and events for students in the form of concerts, tournaments, etc.

Seniors

Benjamin N. Hager,
Chairman
Jacob G. Kern
Carson G. Roth

Juniors

William P. Harrison
William G. Krueger

Sophomores

Charles E. Adams
Connor T. Kitson
John A. Stephanian

Advisor

Richard M. Pantele, '13

Student Finance Board

The Student Finance Board, a committee of the Student Government of Hampden-Sydney College, allocates funds to, and governs the finances of, student-run clubs and organizations. Clubs that fail to maintain accurate financial records, that improperly spend student funds, or that fail to meet deadlines set by the SFB diminish their chances for future funding. Each club and organization is required to have a faculty or staff advisor and constitution in order to receive funds from the SFB. The SFB will take into consideration those clubs that are actively seeking a faculty advisor but are unable to find one at the time of the funding deadline set by the SFB.

Chairman: Ian Baker Lichacz

Section II: *Rules Governing Student Life*

Regulations Governing Student Life

All student clubs and organizations must support the educational mission of the College and be approved by the Office of Student Affairs. Most student clubs and organizations have been granted funding by the Student Senate, through the Student Finance Board, and are subject to its regulations.

Groups that are self-supporting, while still requiring approval by the Dean of Students for their existence, do not fall under the governance of the SFB.

Both funded and independent groups are equally valuable to the campus community.

I. Policy on Recognition of Clubs and Organizations.....

The Student Senate transacts all student body business and, as far as such powers are delegated to it by the faculty and trustees, it has legislative jurisdiction over various phases of student campus life. One such area involves the recognition of

funded clubs and organizations on the Hampden-Sydney campus. Thus, the Student Senate reserves the right to refuse recognition to any group when, in the Senate's judgment, the group does not meet the purpose and mission of Hampden-Sydney College.

Procedures for Initiating a Club

1. All clubs and organizations must be student-led.
2. Organizers should meet with the Associate Dean responsible for Clubs and Organizations to discuss their plans to establish a club or organization.
3. Organizers should schedule an organizational meeting to assist in assessing interest.
4. A written proposal must be submitted to the Associate Dean requesting the formation of a club or organization. Included with this proposal should be the following items:
 - a. Constitution;
 - b. Goals and objectives;
 - c. A list of interested students with email addresses;
 - d. The name, campus phone, email address, and box number of an advisor.
5. Upon receipt of an organization's proposal, the Associate Dean will review the material. If the proposal is complete, and if the organization wishes funding from the SFB, he shall contact the Chairman of the Student Senate to ask the Senate to review the organization's proposal. If the organization does not request funding from the SFB, he will forward the proposal to the Dean of Students for approval.
6. The Senate shall, with an organization representative present at the meeting, discuss the proposal and then, in private, vote on recognition for said organization.
7. A copy of the proposal and supporting documentation shall be retained by the Associate Dean responsible for Clubs and Organizations when a club's establishment is approved by the Student Senate.
8. All clubs and organizations are governed by the Senate Judiciary Committee, which has the power to impose sanctions over clubs and organizations for behaviors that fail to represent student life in a positive manner. Possible sanctions for inappropriate behaviors are outlined in Article III, Section 7, of the Student Government Constitution.

Requirements for Active Status

The following items are required of all funded clubs and organizations at Hampden-Sydney College. Failure to comply with these regulations may result in financial penalties, loss of College privileges, or revocation of "recognized status" by the Student Senate.

- 1. Membership and participation within a club or organization must be free from discrimination based upon race, ethnicity, religion, age, national origin, handicap, sexual orientation, or veteran status, pursuant to the College's Policy on non-discrimination.
- 2. Each club and organization is required to have a constitution which governs its organization. It must be on file with the Associate Dean responsible for clubs and organizations.
- 3. Each club or organization must have a faculty/staff advisor actively involved with the group. This includes, but is not limited to, having the advisor review and sign the Student Finance Board Allocation Request, oversee the financial dealings of the organization, and provide guidance and counsel to the officers and other members.
- 4. It is expected that each organization balance its financial books with the financial statement and immediately contact the Business Office if inconsistencies develop or if questions arise. It is the policy of Hampden-Sydney College to prepare and maintain a balanced budget. The College and the Student Finance Board will not tolerate negative balances from any organization without the rare written authorization of the Associate Dean responsible for clubs and organizations.
- 5. Each year the College website and *The Key*, the College's student handbook, are revised. Each club and organization is responsible for submitting revisions to that material as it pertains to its organization.
- 6. Each club and organization is expected to send a representative to all meetings of the SFB when requested and return all required paperwork on time.
- 7. Each club and organization is expected to have an updated roster by the time of Student Finance Board Club Allocations.
- 8. Each club and organization is expected to have at least three meetings a semester (special exemptions may granted by the Senate Chairman or the Secretary-Treasurer of the Student Body to those who have trips that require the use of most or all of their funds).
- 9. There must be at least 10 members per club. Special exemptions to this rule may granted or revoked by a majority vote of the Student Senate.

Provisions for Inactive Status:

- 1. Any club or organization that fails to satisfy the above Requirements for more than one semester shall be declared Inactive.
- 2. Inactive Status means a club or organization surrenders the balance of its SFB account to be placed in the SFB general account.
- 3. Any club or organization that has become Inactive by failing to comply with the above Requirements may appeal its Inactive Status in a meeting attended by the club officers, its faculty/staff advisor, and the SFB.

II. Licensing Policy

Hampden-Sydney College has a licensing arrangement that protects the use of the College's trademarks and other symbols that are associated with the College. Merchandise must be purchased/manufactured using an approved licensee. The

licensee is responsible for submitting the product/artwork to our licensing partner, Licensing Resource Group. For more information about our licensed vendors, please visit:
www.hsc.edu/business-office

III. Square Card Reader Device Policy.....

Article I. Square Card Reader Availability

Section 1. Authorized Users

- a. Student Government leaders, including the following:
 1. Student Government President
 2. Student Court Chairman
 3. Student Senate Chairman
 4. College Activities Council Chairman
 5. Secretary-Treasurer of the Student Government
 6. Inter-Fraternity Council Chairman
- b. Presidents and chairmen of organizations, including:
 1. All social and academic fraternities
 2. All actively chartered clubs, verified by the master list in the Business Office
- c. Any other individuals deemed acceptable to be authorized by the Student Government officials noted in Part a.

Article II. Terms of Usage

Section 1. Checking out the device

- a. Devices may be checked out by authorized users from the Cashier at the Business Office.
- b. By signing the card agreement provided by this policy, the user understands that he is liable for any unauthorized charges that occur during the time of his organization's possession.
- c. An organization may only check out one device at a time.

Section 2. Payment

- a. The Business Office will process all payments through the College's bank account, and will direct money into individual club accounts. However, it is the responsibility of the officers of the organization using the device to settle their account at the end of each business day to verify that the sales total is accurate.
- b. Square charges 2.75% (rate subject to change) on every transaction, so users must factor in the cost and expect that they will be receiving 97.25% (amount subject to change) of their total sales.

Section 3. Returning the Device

- a. Readers must be returned to the Business Office at the end of each business day.
- b. If a reader is lost or stolen, it must be immediately reported to the Business Office and the Secretary-Treasurer of the Student Government.

Section 4. Penalties

- a. Misuse, including fraudulent activity, destruction or loss of a device may result in the revocation of an organization's ability to use a reader or receive funding from the Student Finance Board for the foreseeable future.

Student Government Constitution

Preamble.....

In order to bring students into a more active participation and a greater awareness of their college and its goals, in order to organize a community social activities program, in order to enforce the Honor Code and the Code of Student Conduct and other regulations, in order to increase student participation in the academic affairs of the College, we, the student body, do establish this constitution.

Article I.....

The name of this organization shall be the Student Government of Hampden-Sydney College.

Article II.....

The membership of this organization shall consist of all fully-enrolled students of Hampden-Sydney College.

Article III. The Legislative

Section 1.

All legislative powers herein granted except those pertaining to the Honor Code shall be vested in a Student Senate.

Section 2. Composition of the Student Senate

- 1. The Student Senate shall be composed of three senators from each of the four classes and a Chairman who represents all grade levels. Therefore, the body shall be comprised of thirteen members.
- 2. When vacancies occur in the representation of the Student Senate, the executive authority within it shall provide for re-elections to fill such vacancies.
- 3. The executive authority of the Student Senate shall be vested in the hands of a chairman, elected by the Student Senate from within its membership. The election of the Chairman shall occur simultaneously with the other Executive Officers at a public meeting of the Student Senate. The new Chairman's term shall begin on April 1st.
- 4. The Student Senate shall have a recording secretary elected from within its membership. The secretary shall record the proceedings of the Student Senate and shall deposit the notes in the library at the end of the year.
- 5. The Student Senate may determine the rules of its proceedings, punish its members for disorderly behavior, and with the concurrence of three-fourths, expel a member.
- 6. The Student Senate shall have a Vice-Chairman elected from within its membership. He shall be considered an executive officer of the Senate. The Vice-Chairman shall be unable to call for Senate meetings, but he shall have the power to run meetings called by the Chairman in the Chairman's absence.
- 7. The Chairman of the Student Senate shall have the power to appoint and remove non-executive officers of the Student Senate. Such offices include but are not limited to a Director of Media Relations to run the Senate Website, a Chaplin to lead prayers at the start of meetings, or any other officer deemed necessary. Officers must be appointed within the Student Body.

Section 3. Powers of the Student Senate

- 1. To grant or annul charters of all campus clubs and organizations except social fraternities, the Interfraternity Council, the Inter-Religious Council, and honorary fraternities according to the rules passed by the Student Senate.
- 2. To adopt legislation concerning vandalism and disorderly conduct consistent with college policies and regulations.
- 3. To provide for committees deemed necessary to execute its business, to promote communications within the student body, and to strengthen student-faculty-administration relations.
- 4. To review the budget submitted to it by the Student Finance Board and recommend changes to the Student Finance Board both at the beginning of the year and during the year.
- 5. To investigate matters affecting the welfare of the student body and to recommend to college or student personnel appropriate actions intended to foster the best interests of the student body and the College.
- 6. To initiate impeachment proceedings against any member of Student Government for neglect of duty or for bringing discredit upon Student Government or the College. It shall also have the obligation to bring about impeachment proceedings in these situations.
- 7. To require that the President of Student Government call a meeting of the student body if a majority of the Student Senate votes to call a meeting of the student body.

Section 4.

No student shall be denied the right to appear before the Student Senate.

Section 5.

All regular meetings of the Student Senate shall be open to members of the student body.

Section 6.

The Student Senate shall have monthly meetings and shall meet whenever called by the Chairman of the Student Senate or the President of Student Government.

Section 7. Senate Judiciary Committee

1. The membership of the Senate Judiciary Committee shall consist of the Chairman of the Student Senate, who shall serve as Chairman of the Committee, the Secretary-Treasurer of the Student Body, and another member of the Student Senate appointed by the Chairman. When an infraction by a club occurs, the Senate Judiciary Committee has the power to investigate the matter, and levy a punishment deemed appropriate by the Committee to fit the infraction, bearing in mind that the punishment should attempt to reform the problems within the organization. Two alternate members shall be chosen respectively from the Student Senate and the Student Finance Board.
2. The Senate Judiciary Appeals Committee will consist of the entire Student Senate and the Assistant Dean responsible for Clubs and Organizations. The Associate Dean shall not have a vote during appeal proceedings. The grounds for appealing a decision will be as follows: a violation of due process, a punishment that is too harsh, and/or a lack of sufficient evidence to reach a fair judgment.
3. The Senate Judiciary Committee, by the authority of the Board of Trustees, shall have jurisdiction over matters concerning infractions by clubs including clubs and organizations with themed or campus housing. At no other time can a punishment be levied on a club or organization with or without themed or campus housing unless tried and found guilty by the Senate Judiciary Committee. The jurisdiction of the Senate Judiciary Committee excludes fraternities that are members of The Interfraternity Council.
4. The Senate Judiciary Committee and The Senate Judiciary Appeals Committee shall operate under the regulations of The Standing Rules of the Senate Judiciary Committee.

Standing Rules of the Senate Judiciary Committee

I. Composition

- A. In accordance with Article 3.7 of the Hampden-Sydney College Student Government Constitution, meetings of the Senate Judiciary Committee shall be conducted by these Standing Rules.
- B. Members of the Senate Judiciary Committee shall each have one vote. The Senate Judiciary Committee may not conduct business or regular meetings unless all members, as specified in Article 3.7.1 of the Hampden-Sydney College Student Government Constitution, are present.
- C. If a member of the Senate Judiciary Committee refuses to attend a scheduled meeting called by the Chairman of Student Senate, he shall face grounds for impeachment. If the Chairman of the Student Senate refuses to call a meeting of the Senate Judiciary Committee after the request of the other two seated members, he shall face grounds for impeachment.

II. Officers

- A. The Secretary-Treasurer shall act as Secretary of all Senate Judiciary Committee proceedings.
- B. The Chairman of the Student Senate shall open, suspend and close proceedings, direct the work of the Senate Judiciary Committee, see that the Rules are observed, call upon the speakers, make known the results of voting and declare the sessions closed. The Chairman's decisions on these matters shall be final and shall be accepted without discussion. The Chairman of the Student Senate does not reserve the right to forgo any motion to vote called by another member of the Senate Judiciary Committee.

III. Agenda

- A. The agenda of the Senate Judiciary Committee shall be communicated by the Secretary-Treasurer to all persons present at proceedings.

IV. Proceedings

- A. Clubs and/or organizations that are investigated by the Senate Judiciary Committee are allowed a maximum of three representatives and the club advisor present at Senate Judiciary Committee proceedings.
- B. Each representative of a club or organization present at Student Judiciary Meeting must be an active member within the club or organization in question.
- C. Representatives of clubs and organizations or experts may be invited as observers by any member of the Senate Judiciary Committee to observe and participate in the investigation of the clubs and organizations.
- D. Observers not specified above may only speak with the permission of the Chairman of the Student Senate. Any observer who causes disruption to the proceeding may be asked to leave.
- E. As stated within Article 3.7 of the Hampden-Sydney College Student Government Constitution, the Senate Judiciary Committee may impose any range of punishments on a club or organization not limited to shutdown of a club, social closing of themed or campus housing, or suspension of funds allocated to it by the Student Finance Board.
- F. Members of the Student Judiciary Committee must agree on a punishment, if deemed necessary, by the means of a two-thirds vote of its membership.

V. Amendment

- A. The Senate Judiciary Committee shall adopt and amend the Standing Rules by unanimous consent of all members of The Committee.
- B. These standing rules have been adopted on February 5, 2012 upon signature of the three current members of the Senate Judiciary Committee.

Article IV. The Executive

Section 1.

- 1. The executive power shall be vested in the President of Student Government. Other officers shall be the Secretary-Treasurer and members of the President’s cabinet and the Chairman of the Senate.
- 2. The President and the Secretary-Treasurer shall be nominated and elected as provided for in Article VII.
- 3. The Chairman of the College Activities Council shall be in charge of organizing the social activities of the college community Social Activities Program. All financial arrangements must be made through, and approved by, the Business Office of the College. This account should be kept separate from the funds of the Student Government.

Section 2.

The President shall be the chief executive officer of the student body, and he shall promote the general welfare of the student body. He shall, if necessary, appoint ad hoc committees to investigate student concerns and he shall report to the student body on the affairs of the student government and the College. He shall appoint his cabinet, which shall consist of the various chairmen of the executive committees. The President shall also have the duty to call student body meetings on the request of the Student Senate or on his own.

Section 3.

The Secretary-Treasurer shall record the proceedings of the cabinet meetings, handle correspondence, manage the finances of student government, and present a bi-semester report to the Student Senate. The Secretary-Treasurer shall also serve as Treasurer of the College Activities Council, dispensing the funds of that organization at the request of the College Activities Council after approval has been gained from the College Business Office. These transactions are to be included in the bi-semester report to the Student Senate.

The Student Finance Board shall consist of:

- a. The Secretary-Treasurer, Chairman;
- b. One member appointed by the Secretary-Treasurer;
- c. One member appointed by the President of the Student Government;
- d. Two Student Senators, appointed by the Chairman of the Student Senate. Their term of office shall be August to May.
- e. The Associate Dean responsible for Activities, ex officio, non-voting.

The duties of the Student Finance Board shall be to administer and account for the funds collected by the Student Activities Fee. As a result, the Student Finance Board will:

- a. Consult with the Vice President for Business Affairs and Dean of Students throughout their term in regards to the status of the Student Activities Fee account.
- b. Design request forms and set recommended guidelines for organizations submitting funding requests.
- c. At a time shortly after the executive elections in the spring, accept and consider budget requests
- d. Make a record of all allocations made to campus organizations easily accessible to the campus community.

The Student Finance Board will be responsible for deciding the budget allocations and any changes during the year, except when one appropriation or total funding of a club is halted by a two-thirds majority of all Student Body voters in an immediate special election, that shall be called by the Student Body President after receiving a petition of two hundred students or one-sixth of the student body,

whichever number is greater. The result of the special election shall be kept by the Student Body Secretary-Treasurer; however, if the funding of a club is altered by a special election, the result may be repealed by a majority of all Student Body voters in a special election, upon the recommendation of two-thirds of the Student Senate. A report of the budget allocations made is to be submitted to the Student Senate.

Section 4.

The cabinet officers, committees, and their duties shall be:

1. The Chairman of the Student Committee on Academics and Curriculum, who shall be responsible for coordinating student participation in the academic and policy-making decisions of the College. He shall also be responsible for directing student investigation into the possibilities of creating new courses, programs, and policies concerning academic matters in the college community. In addition, course evaluation and studies of present academic policies and courses shall be the responsibility of the chairman of this committee.
2. The Chairman of the Student Admissions Council shall coordinate student participation in the admissions program of the College. He, with the assistance of the Dean of Admissions, shall be responsible for appointing students to the Student Admissions Committee.
3. A Chairman of the Orientation Committee shall be appointed by the President of the Student Government. The Orientation Chairman's term shall begin January 1 of each school year. He will have the power to appoint two members of the student body to the Orientation Committee. These appointments shall be made with the approval of the President of the Student Government. The Orientation Committee shall be responsible for the planning and execution of new student orientation for both spring and fall semesters.
4. The Chairman of Elections and Student Surveys shall be responsible for handling all elections within the Student Government. He shall also have the responsibility of conducting student opinion polls on issues discussed in the college community.

Section 5.

The President of Student Government shall have the power to fill all vacancies in the executive branch.

Section 6.

The President of Student Government shall have the power to call the Student Senate into special session.

Section 7.

In case of inability of the President of Student Government to discharge the powers and duties of said office, the same shall devolve on the Chairman of the Student Senate.

Article V. The Judiciary

Section 1.

The judicial power of Student Government shall be vested in the Student Court.

Section 2.

The Student Court shall be composed of nine to twelve members, three elected from each class, the chairman being elected from the rising senior class as provided for in Article VII.

Section 3.

The Student Court shall decide guilt or innocence and assess penalties in cases involving student misconduct and violations of the Code of Student Conduct, Student Senate regulations, and college rules and regulations not handled by the college authorities.

Section 4.

Normally, infractions related to the landlord function of the College shall be handled by the Dean of Students in conjunction with the Chairman of the Student Court. In cases involving serious infractions of rules or persons who have previously violated these rules, the Dean of Students shall confer with the Chairman of the Student Court; the case will be referred to the Student Court for adjudication, unless the Dean and Chairman adjudicate the case in the name of the Student Court, assessing penalties less severe than suspension.

Section 5.

The Student Court, by authority of the Board of Trustees and faculty, shall have jurisdiction over matters concerning breaches of the Honor Code. Breaches of the Honor Code include stealing, lying, cheating, plagiarism, failure to report an Honor Code offense, and other offenses explained in *The Key*.

Section 6.

The President of Student Government, after conducting an initial investigation, shall decide whether a case concerns a potential violation of the Honor Code. If the President determines a potential violation has occurred, he will assign an Investigator and set a Court date. If the President believes a case does not merit a consideration by the Student Court, he must first confer with the Dean of Students and the Chairman of the Student Court and obtain their confirmation of his opinion. At that time he will provide the Dean and the Chairman with a written summary of his investigation and his reasons the case should not go to trial.

Section 7.

No student shall be denied the right of appeal as granted in the charter and bylaws of the Board of Trustees of the College in Honor Code violations and in judiciary cases involving penalties as severe as suspension. In such cases, the Appeals Committee is the appellate body of the first level. The final appellate body is the Board of Trustees Governance Committee. In cases involving penalties below suspension, the College Appeals Committee is the final authority. A majority vote decides cases of appeal.

Section 8.

1. The Student Court, respecting the rights of students to a fair trial, shall determine the rules of procedure. In the organizational meeting to be held within one week after assuming office, the Student Court shall study and then adopt or revise the procedures of the previous court.
2. No student shall be denied the right to have a student advisor, without legal training.
3. No student shall be expelled or suspended without the concurrence of the college authorities in non-Honor Code cases.
4. No student shall be called before the Student Court without every effort having been made to deliver to the accused a written statement of the charges against him at least twenty-four hours in advance of the trial.
5. The Student Court shall have regularly scheduled meetings at such a time and such intervals as shall be determined at its first organizational meeting.
6. In trials involving Honor Code or Code of Student Conduct violations, of the Court members sitting in a particular case, a minimum of all but one must vote in favor for there to be a conviction. The punishment shall be determined by simple majority vote. Quorum: at least seven members of the Court must be present at the conduct of a trial unless the trial is held before the freshman class has elected its Court representatives, in which case five members shall constitute a quorum.
7. All guilty verdicts and subsequent punishments shall be posted on the electronic Bulletin Board.
8. Under extraordinary circumstances, trials may occur through online or zoom-type procedures.

Section 9.

The Student Court shall try impeachment charges, which are initiated by the Student Senate.

Section 10.

Every student is on his honor to investigate any suspected breach of the Honor Code which he observes. If his investigation seems to substantiate a possible violation of the Honor Code, he may confront the accused directly or submit a statement to the President of Student Government. Once the accused has been confronted by either the accuser, the Student Court investigator, or the President of Student Government, a trial shall be scheduled and held if, after the investigation, charges are filed. If the accused is not present at the trial without adequate cause, the trial shall be held, the evidence examined, and a decision made as to innocence or guilt (and penalty) with a record of the decision placed in the Student Court file.

Section 11.

Any student convicted of a breach of the Honor Code shall be dismissed from the College permanently or suspended from the College with the option to apply for re-enrollment no earlier than the end of the semester of conviction. In making this decision, the Student Court shall not be bound in any way by decisions rendered in previous cases.

Section 12.

In the case of absence or a vacancy on the Student Court, an alternate member for that or any other class shall fill the position of the regular member.

Article VI. College Activities

Section 1.

The power over social college activities and events shall be vested in the College Activities Council (CAC).

1. The College Activities Council, an independent branch of the Student Government, plans social entertainment for students. The Council, comprised of representatives elected from various classes, strives to provide a variety of activities which will serve the multiple interests on campus.
2. The Chairman is the executive authority of the College Activities Council, elected by the student body in accordance with Article VII, Section 4.4. The Chairman will be in charge of Major Productions of the CAC as defined. The Chairman shall have the authority to call meetings of the CAC, appoint its subcommittee members, and has the ability to create ad hoc committees of necessity.
3. Following the General Procedures outlined in Article VII, Section 1, and occurring three weeks before the examination period begins in the second semester, the rising senior, junior, and sophomore classes shall elect three representatives to serve as members of the College Activities Council to work with the CAC Chairman in meeting his duties. The freshman class shall elect its representatives to the College Activities Council by the end of September.
4. Each elected member of the CAC shall be appointed to one of the subcommittees. CAC members not assigned to one of the following positions may be assigned any position as needed based on the needs of the CAC in any given year. The CAC shall consist of:
 - a. One Chairman
 - b. One Vice-Chairman (must be an underclassman)
 - c. One Director of Operations
 - d. One Secretary
 - e. One Treasurer (the Secretary-Treasurer described in Article IV of the Student Government Constitution)
 - f. Two Small Tournaments Directors
 - g. Two Tiger Inn Events Directors
 - h. Two Marketing Directors
5. The Officers of the College Activities Council shall include the Chairman, Vice Chairman, Director of Operations, and Treasurer (the Secretary Treasurer of the Student Body).

Article VII. Nominations and Elections

Section 1. General Procedures

1. All elections shall be conducted by the Committee on Elections and Student Surveys.
2. All petitions or nominations must be submitted to the Chairman of the Committee on Elections and Student Surveys no less than one week in advance of the primary ballot. With the sole exclusion of first semester freshmen, students seeking election to student government must, at the time of the election, have at least a 2.2 cumulative grade point average. All individuals seeking to run for office will be screened by a dean in the Office of Student Affairs.
3. To be placed on the primary ballot for either the Student Senate, the College Activities Council, or the Student Court, each prospective candidate must first meet with the President of the Student Government, the Chairman of the Student Court, the Chairman of the Student Senate, or the Chairman of the College Activities Council at a time specified by the President of the Student Government, to be informed of his duties if elected. At this meeting each prospective candidate would also receive a certified petition form which must be signed by fifty (50) classmates who endorse his candidacy.
4. A student may sign more than one candidate's petition. If a prospective candidate meets these requirements, then he shall be considered an official candidate for office. Only official candidates will be considered in the elections.
5. If seven (7) or more candidates run for any office, a primary election will determine the five (5) candidates who will be placed on the final election ballot. If fewer than seven (7) candidates run for any office, one final election will supplant the primary election.
6. No more than two ballots shall be conducted in any one week.
7. In the event of a tie for the fifth (5th) position in the primary election, all those tied for the fifth (5th) position will be included on the final ballot.

8. A final election will determine the three (3) elected candidates for any office. In the event of a tie for the third (3rd) position in the final election for any office, there will be a run-off election to determine the candidate elected to the third (3rd) position.

All elections will be determined by a simple plurality.

Section 2. Student Senate

1. Three weeks before the examination period begins in the second semester, the rising senior, junior, and sophomore classes shall elect their three Senators to serve as members of the Student Senate.
2. The freshman class shall elect its Senators by the end of September.

Section 3. Student Court

1. Elections for membership on the Student Court shall begin three weeks before the second-semester examination period.
2. In the event of a tie for the second (2nd) position on the Student Court, there will be a run-off election to determine the holders of the second (2nd) and third (3rd) positions. The top vote-getting candidate will hold the second (2nd) position and the next highest vote-getting candidate will hold the third (3rd), or alternate, position.
3. The freshman class shall elect its Student Court representatives during the last week of January. Freshman Court members serve through their sophomore year.

3. The Committee on Elections and Student Surveys shall provide a debate for all Student Senate elections, but only after a primary, if necessary, has taken place. The time, date, and location for these debates, not including first semester freshman elections, shall be decided by the Committee on Elections and Student Surveys.

4. In the case of a vacancy in the office of Student Court Chairman, the Student Government President will appoint an interim chairman from within the Student Court. The primary criteria for this appointment will be experience and previous performance on the Student Court. Though these criteria must be considered, the ultimate decision rests with the Student Body President. The interim chairman will serve until a school-wide election can be held to determine a successor, and the persons who were eligible to vote in the previous general election will be the only ones to vote in the special election.

Section 4. Officers of the Student Government

1. To have their names listed on the official primary ballot, candidates for the offices of President and Secretary-Treasurer of Student Government and Chairman of the Student Court shall petition the student body to obtain a list of names and signatures of at least fifty supporters.
2. The election of Student Government offices shall begin in the third week of February.
3. In the case of a vacancy in the office of Secretary-Treasurer, the Student Finance Board and the Associate Dean who supervises this position will nominate an interim successor. The interim successor will hold the office until a school-wide election can be held. The persons who were eligible to vote in the previous general election will be the only ones to vote in the special election.
4. The Chairman of the CAC for the upcoming year will be elected by the student body. Each nominee must be subject to a screening interview with the Associate Dean who supervises this position.
- a. Three weeks before the examination period begins in the second semester, the rising senior, junior, and sophomore classes shall elect three representatives to serve as members of the College Activities Council to work with the CAC Chairman in meeting his duties.
- b. The freshman class shall elect its representatives to the College Activities Council by the end of September.
5. In the case of a vacancy in the office of CAC Chairman, the College Activities Council and the Associate Dean who supervises this position will appoint an interim successor. The interim successor will hold the office until a school-wide election can be held. As with the normal election process, the possible candidates must be subject to a screening interview. The persons who were eligible to vote in the previous general election will be the only ones to vote in the special election.

Section 5.

The newly-elected officers of Student Government shall take office the first week after Spring Break. The former officers shall act as advisers to the newly-elected officers.

Section 6.

Officers of Student Government and members of the Student Senate and Student Court shall be inaugurated at the first meeting of the Student Senate, to be held no later than the last week before the second-semester examination period begins. Or, the inauguration may take place at the beginning of college in the fall. The President of the College or the Dean of Students shall administer the following oath to the officers and members-elect:

"I do faithfully promise to execute to the best of my ability the duties entrusted to me as an officer of Student Government (a member of the Student Senate, a member of the Student Court) of Hampden-Sydney."

The newly-elected Student Court and Student Senate shall not take office until the academic year following their election.

Article VIII. Amendments

Section 1.

Amendments to or revisions of this constitution, with the exception of Article V, consistent with the policies, procedures, and bylaws of the College may be proposed by a vote of two-thirds of the

Student Senate and shall become effective when ratified by a majority ballot vote of the student body within one month of the proposal.

Section 2.

All amendments concerning Article V [The Judiciary] of this Constitution consistent with the policies, procedures, and bylaws of the College must be proposed by a combined vote of two-thirds of the combined membership of the Student Court

and Student Senate, and shall become effective when ratified by a majority ballot vote of the student body within one month of the proposal. (Article VII, Student Government Constitution: rev. 4-21-04)

Section 3.

All amendments concerning Article VI [College Activities] of this Constitution consistent with the policies, procedures, and bylaws of the College must be proposed by a combined vote of two-thirds of the combined membership of the College

Activities Council and Student Senate, and shall become effective when ratified by a majority ballot vote of the student body within one month of the proposal.

Section 4.

All amendments concerning both Article V [The Judiciary] and Article VI [College Activities] of this Constitution consistent with the policies, procedures, and bylaws of the College must be proposed by a combined vote of two-thirds of the combined membership of the Student Court, College Activities

Council, and Student Senate, and shall become effective when ratified by a majority ballot vote of the student body within one month of the proposal. (Article VII, Student Government Constitution: rev. 4-21-04)

Adopted March, 1972

Section 5.

Senators will acquire an absence if they miss a regular meeting of the Student Senate as defined by being more than 15 minutes late to it or leaving prior to adjournment. All absences shall be initially unexcused. Absences may be excused by the Chairman of the Student Senate if the Chairman deems the reason for the absence as being sufficient cause for missing a meeting. No absence shall be unexcused if the Chairman is not informed of the reason for the absence prior to said meeting beginning. The Chairman shall notify the Senate during said meeting of all requests for absences

to be excused. If a Senator moves to overrule the decision of the Chair and receives a second—either to make an unexcused absence excused or to make an excused absence unexcused—then a majority vote of the Senate will determine if the absence is excused. Upon receiving two unexcused absences in one semester, then a Senator immediately loses his office, and the Chairman of Elections and Surveys Committee will be responsible for holding a special election to fill the now vacant Senate seat within two weeks of the Senator being removed.

Student Justice System

I. Preamble

In May of 1783, the General Assembly of Virginia granted a corporate charter to "The President and Trustees of Hampden-Sydney College." Since November of 1775 the College had operated as an unincorporated academy. The charter, under which the College still operates, conferred upon the Trustees the power:

"from time to time, under their common seal, to make and establish such By-laws, rules and ordinances, not being contrary to the Act or laws of this Commonwealth, as by them may be thought necessary for the good order and government of the faculty, administration and students of the College."

By-laws adopted by the Trustees pursuant to the charter designate the President as the executive and presiding officer of the College and Chair of the Faculty. The President is directly responsible to the Trustees in all matters regarding the operation of the College.

The By-laws grant to the Faculty jurisdiction over all matters of student discipline that may result in a student's separation from the College. The Faculty is also given the authority, which it has exercised, to delegate to the Student Government, under rules and regulations approved by the Faculty, such disciplinary matters.

From this delegation of authority, tempered by two hundred years of tradition and experience, has evolved Hampden-Sydney's system of student governance and justice. The delegation by the Faculty of responsibility and authority to Student Government does not represent abdication of authority by the Trustees, Administration, or the Faculty, but is a part of the process of developing "good men and good citizens." The purpose of the rules contained herein is to define in advance the standards of conduct for Hampden-Sydney students. These rules do not presume to define every act which is punishable, as it is

assumed that every student well knows what behavior is generally regarded as lawful, reasonable, and responsible conduct in our society. Every student is expected to conduct himself in good taste in accordance with commonly held values of society and as a responsible member of the Hampden-Sydney community. The development of self-discipline in socially acceptable conduct is as much a part of the process of education as is attendance in class and the performance of class assignments. As the chief executive officer of the College, the President is authorized to act in any student disciplinary matter when, in his judgment, it is in the best interest of the College for him to do so. If the Student Government fails to act responsibly in any situation, the President is fully authorized to intervene in such manner as he deems appropriate. Such intervention should, in most cases, occur before a case is heard by the Appeals Committee. Inasmuch as the College fully supports responsible student governance, however, the President will intervene only in circumstances which, in the President's view, are extraordinary.

The Student Justice System is embodied in two sets of student-originated standards, the Honor Code and the Code of Student Conduct. The Honor Code deals with dishonorable conduct which falls into the broad categories of lying, cheating, or stealing.

Any action of the Student Government shall be promptly reported to the President, who shall also advise the Faculty.

The policies and procedures in this section are intended to fully conform with applicable federal, state and local laws including, but not limited to, Title IX of the Education Amendments of 1972 and the Jeanne Clery Act of 1990, as amended by the Violence Against Women Reauthorization Act of 2013 (to the extent such laws apply to the College). In the event of a conflict, however, the applicable law or regulation shall control and supersede any contrary provision in *The Key* or in this section. (Amended April 17, 2015)

II. The Honor Code

At the center of life at Hampden-Sydney College is the Honor Code. Each student pledges not to lie, cheat, steal, or tolerate those who do. The Honor Code defines all of a student's interactions - academic, professional, and social. The Honor Code applies in all times and in all places.

A. General Description

At matriculation, each student is required to sign a statement acknowledging that he understands what is expected of him under the Hampden-Sydney Honor System and is aware of the consequences of a breach of the Honor Code.

A professor may or may not require that a formal pledge be signed on a given piece of work, but a student's name on a paper indicates that the

The Honor Code should not be viewed as a set of rules. It espouses a set of ethical principles which make it possible for all to live in a community of mutual trust and respect. These principles constantly practiced as a student will be internalized and become the core of one's lifelong ethical standards.

student is claiming the work as his own, regardless of whether a written pledge is required. All work is subject to the Honor Code, except where the professor indicates otherwise. Where a written pledge is required, it will read as follows:

On my honor, I have neither given nor received any aid on this work, nor am I aware of any breach of the Honor Code that

I shall not immediately report.

[Signature]

As indicated in the Preamble, the Honor Code's applicability is not limited to cheating on academic work. It relates to lying, cheating, and stealing of any variety, at any place and any time. A student's obligation under the Honor Code does not start

or stop at the edge of the campus. It applies in all places, year-round.

All Honor Code cases are heard by the Student Court. The Honor Code makes each student as responsible for reporting violations of the Code of which he is aware as he is for refraining from violating the Code himself.

B. Offenses under the Honor Code

1. Cheating: Giving or receiving unauthorized aid on any type of test, quiz, or assignment. Cheating shall include turning in a single paper for two or more classes or courses, or a paper previously submitted at the College or any other school, without appropriate authorization.
2. Lying: Presenting false information with the intent of deceiving, including the use of false identification; uttering a falsehood or conveying a false image or impression for a fraudulent or immoral purpose.
3. Stealing: The wrongful taking or retention, or the fraudulent misuse, of the property of another. Fraudulent conduct involving forged or worthless checks, credit cards, identification cards, library materials, bicycles, or computers. See Appendix A.
4. Plagiarism: Presenting as one's own the writing or research of others. Appendix B sets out guidelines for determining whether plagiarism has been committed. See Appendix B.
5. Failing to Report a Breach: Being aware that an Honor Code offense may have been committed and failing to report the same.
6. Attempts: An attempt to commit one of the foregoing infractions of the Honor Code will be regarded as a commission of the infraction.
7. Participation: Any participation in the commission or attempted commission of an infraction will be regarded as a commission of the infraction.

C. Reporting an Offense

All suspected Honor Code violations should be reported to the President of Student Government as promptly as is practical. It is recommended that, before making such a report, the suspecting person ask the suspect to turn himself in to the President of

Student Government. The suspecting person should promptly follow up with the President of Student Government to determine whether the suspect has reported the infraction.

D. Punishment

The penalties for a breach of the Honor Code range from Honor Probation, Suspension, and Expulsion from the College. The Chairman of the Student Court reports the imposition of a penalty to the Dean of Students, who, unless prohibited from doing so by Law, informs at least one parent of the convicted student, after giving the student a reasonable amount of time to first contact said parent.

1. **Honor Probation:** A specified period during which a student's honor and conduct will be closely scrutinized. Certain privileges may be suspended. Violation of the terms of the probation or of the Honor Code is likely to result in suspension or expulsion from the College.
2. **Suspension:** Temporary dismissal for one, two, or three semesters. The student may apply to the College for reenrollment at the end of the period of suspension with no assurance that such application will be granted.
3. **Expulsion:** Permanent dismissal.

E. Honor Probation Action Plan

A student sanctioned with an Honor Probation will have to fulfill the terms of an Honor Probation Action Plan during the period of the probation. The Student Court or its representative(s) will work with a committee to develop this plan. The committee may include the Dean of Students, the accusing faculty/staff member, representatives of other relevant campus entities, such as Counseling Services, Civic Engagement, Academic Success, Substance Education, Campus Police, athletic programs, or others. The sanctioned student will

also take part in the development of the action plan. All Honor Probation Action Plans share a similar goal structure: remorse, restitution and reflection. These goals are achieved through different means in different cases. An action plan might encourage remorse by having a student publicly apologize to a class, work alongside someone harmed by his actions, or face the suspension of privileges. An action plan might encourage restitution by having a student do service work related to the offense (presenting

a talk on cheating for H-SC students or students in the community), or develop a community project giving back to the community that has been harmed (a fundraiser perhaps, or a clean-up campaign). Finally, an action plan might encourage reflection by having a student compose an essay about the offense and lessons learned or creating new ways for future students to avoid such mistakes. The essay would be presented to a relevant audience. While all Honor Probation Action Plans share this tripartite structure, no two are alike, and the Honor Probation Action

Plan committee will work together to create an appropriate plan in each case that meets the overall criteria. The Student Court may mandate a certain number of community service hours according to the severity of the offense—not to exceed 200 hours. The Court may take into account aggravating or mitigating circumstances. An Honor Probation will be entered into the offending student's record for determining sanctions for future violations. The formal Honor Probation Action Plan letter will be mailed to at least one parent of the sanctioned student.

F. Recording of Grades in an Honor Code or Code of Conduct Conviction Standard Procedure:

When a student is convicted of either an academic honor offense, or a code of conduct offense, the punishment (suspension or expulsion) becomes effective retroactive to the time at which the offense occurred. If a student is convicted of cheating or plagiarism in a course, he receives an 'F' in that course, and a 'W' in all other courses in that semester, plus any suspension or expulsion. If a student is sanctioned with a grade of 'F' in a course due to an Honor violation, any term of suspension will begin with the semester in which the 'F' was assigned.

If a student chooses to appeal his conviction, he is allowed to continue working in all his courses. If his conviction is overturned on appeal, he receives

the grades earned in all of his courses. However, if his conviction is upheld on appeal, then his punishment becomes effective from the time at which the offense occurred.

Although he receives an 'F' in the course where the cheating or plagiarism occurred, no explicit mention of a suspension or expulsion for the Honor Code conviction appears on the student's academic transcript. In contrast, when a student is suspended or placed on probation for academic reasons, the academic suspension or probation is specifically noted on the student's transcript. This distinction occurs because the transcript reflects a student's academic, not overall, record at the College.

III. The Code of Student Conduct.....

The Code of Student Conduct deals with conduct which infringes on the rights of others, is unlawful, or violates the peace and harmony of the College community. Ignorance of the two codes does not excuse infractions.

A. Infractions of the Code of Student Conduct

1. Disruptive Behavior: Obstruction or disruption of campus activities or other disturbance of the peace. Reckless driving. Violating directives of the College regarding the time, place, and manner of demonstrations, protests, or meetings. Inciting to violence or engaging in protests or demonstrations involving indecent conduct or language. Interference with any search of person, property, or quarters which has been authorized by the Dean of Students or other proper authority.

2. Trespass: Unauthorized entry or occupancy of the property of others, including College facilities and the quarters of other students.

3. Law Breaking: Conduct which violates any state, federal, or local law, regardless of whether such conduct takes place on or off the campus, and regardless of whether there has been any trial and/or conviction for such conduct in a court of law.

4. Acts of Violence: Fighting, physical assault, unlawful detention, or interference with the freedom of movement of another person. The use of reasonable force to protect oneself or others from an unprovoked assault shall not be a violation of this provision.

5. Hazing: Engaging in intimidating, demeaning, embarrassing, or abusive conduct of a physical or verbal nature toward one or more students in a manner which is commonly referred to as hazing.

6. Harassment: Overt acts of misconduct which reflect racial, religious, ethnic, gender, or sexual-orientation bias. Other harassing conduct of a vicious, aggravated, or menacing nature. See Appendix H.

7. Lewd Behavior: Lewd, obscene, or indecent conduct or expression.

8. Substance Misuse: Illegal use, sale, or possession of alcohol or other drugs or drug paraphernalia. Offensive, disruptive, destructive, hazardous, or vulgar conduct related to any substance misuse. Violating motor vehicle laws relating to driving while impaired. Use or consumption of alcohol in inappropriate campus locations as described in the College's alcohol policy. See Appendix C, Appendix D, and Appendix E.

9. Kegs and Common Containers: Possession or use of beer kegs or other alcoholic beverage common containers on campus without appropriate

written authority from the College. Virginia's keg registration law requires that a person of legal age register his purchase of a keg of beer and also that he acknowledge under penalty of law that he will not permit anyone under legal age to consume any beer from that keg. No form of alcoholic beverage is permitted as a prize for raffles, contests, etc. See Appendix D and Appendix E.

10. Medical Amnesty Policy: See Appendix F.

11. Hazardous Acts: Conduct which creates conditions which are or might be injurious to persons or property.

12. Sexual Misconduct: In addition to sexual misconduct which is prohibited by law, this offense includes any non-consensual or public sexual contact as well as all forms of sexual harassment. Appendix G contains information about certain types of conduct which would constitute violations of this provision. Sexual Misconduct cases are no longer processed through Student Court. For more information, please refer to the Appendix G and review the College's Sexual Misconduct Policy available on our website.

13. Property Damage, Misuse: Damage to or loss of property attributable to willful or grossly negligent conduct. Unauthorized use of private or College property, including computers and bikes.

14. Firearms, Fireworks, Explosives: Possession or use of firearms, including pistols, handguns, air guns, pellet guns, bows and arrows, crossbows, tasers, and paintball guns, in fraternity houses, on College property (or in motor vehicles which are on College roads or property) except in compliance with College regulations for the storage and transportation of same. Possession or use of fireworks or explosives. See Appendix K.

15. Overdrawn Funds: Passage of a check by a student who knew or should have known that the check or bank account was not backed by sufficient funds. Where dishonesty is suspected, the matter will be treated as a potential violation of the Honor Code's prohibitions against lying or

stealing. Special rules regarding the passage of insufficient funds are set forth in Appendix N.

16. Housing Regulations: See Appendix I.

17. Use of Vehicles for College Business: See Appendix J.

18. Motor Vehicles, Boat/Trailers, and Bicycle Regulations: See policy beginning on page 62.

19. Dining Hall (Pannill Commons) and Tiger Inn Regulations: See Appendix L.

20. Notices and Signs: See Appendix M.

21. Computing and Electronic Telecommunications System: See Appendix O.

22. Groups: The Code of Student Conduct may be treated by the Student Court as having been violated by fraternities and other student organizations where any such organization has encouraged, participated in, or failed to take reasonable steps to prevent violations of this Code.

23. Contempt of Student Justice System: Failing to cooperate with a Student Court investigation, disorderly conduct at any Student Justice System hearing, and refusing to testify at any such hearing (except on grounds of self-incrimination). Failing to comply with the terms of any punishment imposed by the Student Court.

24. Miscellany: The foregoing infractions are not intended to constitute an all-inclusive list of offenses for which a student may be tried under the Code of Student Conduct. It is the intent, rather, to provide some examples of the types of behavior which are punishable hereunder. Any misbehavior deemed by the Student Court to violate the spirit of this Code shall be dealt with as though it were expressly prohibited herein. The Chairman of the Student Court and the Dean of Students, at their discretion, may choose not to charge a student with respect to an off-campus violation of the Code of Student Conduct where they deem such violation to be minor in nature. It is expected, however, that off-campus actions which adversely reflect on the College and its students will be prosecuted.

B. Reporting an Offense

The Chairman of the Student Court or the Dean of Students may receive reports of offenses from students or from any other source.

C. Punishment

1. In ascending order of severity, the punishments which may be dispensed by the Student Court under this Code are as follows:

a. Admonition: An oral or written warning that the Code of Student Conduct has been violated and that repetition of the conduct will result in additional disciplinary action.

b. Reprimand: A written censure indicating the likelihood of more severe disciplinary action

in the event further infractions occur within a specified period.

c. Probation

i. Disciplinary Probation: A specified period during which a student's conduct will be closely scrutinized. Certain privileges may be suspended. Violation of the terms of the probation or of the Code is likely to result in suspension or expulsion from the College.

ii. Alcohol Probation: A specific period during which a student may neither possess nor consume alcohol on campus, nor may he return to campus after having consumed alcohol.

- d. Suspension:** Temporary dismissal for one, two or three semesters. The student may apply to the College for reenrollment at the end of the period of suspension with no assurance that such application will be granted.
- e. Expulsion:** Permanent dismissal.

2. Other Punishment: In addition to, or in lieu of, the above-described punishments, the Student Court may impose fines of up to \$300; withdraw privileges (including the privilege of rooming, boarding, and/or operating or maintaining a motor vehicle on the campus); make work assignments both on campus and community service off campus not to exceed 200 hours total; require restitution; and place someone on Alcohol Probation. Alcohol Probation means that during the stipulated period a student is prohibited from possessing or consuming alcohol on campus and may not cause problems on campus as a result, even partially, of his having been drinking alcohol off campus. The affected student's RA will be informed.

Unless otherwise prohibited by law, parents

are normally informed of most cases, especially if Disciplinary Probation or Alcohol Probation are imposed as a sanction.

The Court shall match the punishment with what it perceives to be the severity of the offense. In setting punishment, the Court may, but is not required to, take into account such aggravating or mitigating circumstances as whether the offender has a record of misbehavior, has made restitution or otherwise taken corrective action, has been punished in other forums, and the like. Any punishment rendered hereunder shall be entered in the student's record for determining sanctions in case of future violations. A letter will be mailed to at least one parent of any Honor or Code of Conduct sanction(s).

In all cases involving punishment which includes separation from the College, the Dean of Students shall, unless prohibited from doing so by Law, inform at least one parent of the convicted student after giving the student a reasonable amount of time to first contact said parent.

D. Summary Suspension

The Dean of Students, at his discretion, may summarily suspend a student in advance of trial (i) where there is reasonable cause to believe that his continuing presence at the College may be injurious to the person or property of himself or others, (ii)

pending trial of the student on felonious or other serious criminal charges, or (iii) if the student is disrupting the educational processes of the College. In such cases, a trial will be held as soon as is practical.

IV. The Student Court.....

A. Composition

The Student Court shall normally be composed of nine men. Each year each of the four classes will elect two Court representatives and one alternate from among their members. (Until Freshman representatives have taken their seats, the Court shall be composed of seven students.) A Court Chairman will be chosen from the rising Senior Class at

annual student elections. The Chairman shall be the presiding officer, as well as a voting member, of the Court. The seat of an absent Court representative shall be filled by an alternate representative without regard to which academic classes the absentee and the substitute represent.

B. Jurisdiction

The Student Court shall have jurisdiction over all matters which do or may constitute violations of the Honor Code or Code of Student Conduct pursuant and subject to the delegation of such jurisdiction to it by the Faculty and/or the President as set forth in the College By-Laws.

C. Court Officers

The Chairman of the Student Court, at the beginning of each school year, shall appoint a group of students from whom individuals may be appointed to investigate, present, or defend cases coming before the Student Court, provided, however, that the President of Student Government or his designee shall be the preliminary investigator

of alleged Honor Code violations. Students with any legal training shall not be eligible for such appointments. The Chairman of the Court may also appoint court reporters to make records of Court proceedings and such other officers as he deems necessary or appropriate for the conduct of its business.

V. The Judicial Process

A. General

1. Investigations: When advised of a potential breach of the Honor Code the President of Student Government shall promptly determine whether there is sufficient evidence of a violation

of the Honor Code to warrant investigation. If so, he shall, within 48 hours of such determination: (i) advise the Dean of Students of such potential breach, and (ii) appoint, from among the court

officers described in Paragraph IV.C., a student to complete the investigation and to present the case to the Student Court. When advised of a potential breach of the Code of Student Conduct, the Chairman of the Student Court and the Dean of Students shall promptly determine whether there is sufficient evidence of a violation of the Code of Student Conduct to warrant investigation. If so, the Chairman of the Student Court shall designate a student to complete the investigation and to present the case to the Student Court.

- 2. Searches:** When the Dean of Students, or other appropriate member of the College administration, has reason to believe that an Honor Code violation has occurred, or that a violation of the Code of Student Conduct has occurred or is continuing (which violation, if

proved, would be serious enough to warrant disciplinary probation or suspension), and if he believes further that a search of a suspect's person, property, or quarters would aid the investigation, then such College official may authorize a search of the suspect's person, property, and residence room. Campus Police may also be called to assist.

- 3. Fines:** Fines assessed to students by the Student Justice System for Code of Conduct violations are to be paid by the student to Hampden-Sydney College in the Business Office by the due date stated in the sanction letter. Failure to make payments by the due date will result in contempt of the Student Justice System charges and the referral of the fine to the student's account in the Business Office.

B. Presentation and Defense of Cases

The designee of the President of Student Government shall present cases heard by the Student Court. An accused shall have the right to select a student advisor from the court officer group described in Paragraph IV.C. above to assist him in his defense. If he prefers, an accused may be represented by

a student (with no prior legal training) who is not a designated member of said group. No third parties shall be permitted in the court room during a trial and the accused shall not be permitted to suspend the trial in order to consult with a third party.

C. Summary Disposition

Reported violations of the Code of Student Conduct which are not deemed by the Chairman of the Court and the Dean of Students to be serious enough to warrant suspension or expulsion may be dealt with by the Chairman and the Dean, acting for the Student Court as a summary tribunal. The Chairman and Dean may also determine that the

evidence of a violation of such Code lacks merit or is insufficient to warrant prosecution. At the next meeting of the Court the Chairman shall give a report to the Court, in appropriate detail, of any matters which have been disposed of by summary process or which have been determined to be unsuitable for prosecution.

D. Notice of Charges and Trials

When the President of Student Government, in an Honor Code matter, or the Chairman of the Student Court and Dean of Students, in a Code of Student conduct matter, has or have determined that there is sufficient evidence of a violation of such Codes to warrant prosecution by the Court, the President or Chairman, as appropriate, shall prepare written charges. The accused student shall be immediately notified in writing of the specific charges against him and of the time and place set by the Student

Court for the trial thereon. Such notice shall be delivered to the student at least twenty-four hours before the hearing. All such cases shall be brought to trial as soon as is practical. However, for good cause shown, e.g., the complexity of the issues, the unavailability of witnesses, illness, etc., the Chairman, at his discretion, may grant the accused's request for a greater notification period or for a reasonable postponement of a scheduled trial.

E. Trials

- 1. General:** Once the Student Government President or the Student Court Chairman determines that there is sufficient evidence to warrant a trial, the Dean of Students will be notified. Trials need not be held in strict compliance with legal rules of evidence but rather should be conducted based on general principles of fairness and reasonableness. Lawyers or other third parties may not participate in trials before the Student Court or in appellate proceedings. Every reasonable effort should be made by the Student Justice System to investigate and adjudicate all cases in a timely manner. In all but unusual circumstances, cases should be tried by the

Court within 30 days from the date the offense is brought to the attention of the President of the Student Government or Chairman of the Student Court. Any delay caused or contributed to by the student or witnesses called on his behalf should not be a factor at trial or on appeal. The accused may not attempt to influence any witness, Court member or member of any appellate body to his advantage. Any such attempt should be reported to the President of the Student Government if an honor trial or the Chairman of the Student Court in a student conduct case. Should such attempts be deemed as tampering by the applicable student leader, a presumption of guilt shall be made

2. Quorum: At least seven members of the Court must be present at the conduct of a trial unless the trial is held before the freshman class has elected its Court representatives, in which case five members shall constitute a quorum.

3. Evidentiary Standard and Prior Acts: A preponderance of the evidence is the standard on which the Court's convictions shall be based. Information regarding acts of prior misconduct shall not be received as evidence of guilt but may be considered by the Court in determining the punishment to be assessed.

4. Witnesses: Except as otherwise provided by Law, an accused student shall have the right to cross-examine any witness who testifies at a trial. If a report of, or information about, an offense is provided to the Chairman by an individual who fails or refuses to testify at the trial, then such information will not be communicated to the full Court or received or considered as evidence at the trial.

5. Presentation of the Defense: The accused shall be given reasonable opportunity to testify and/or to offer the sworn oral or written testimony of other(s) on his behalf. It is for the Court to determine the probative value of written statements offered by the accused from affiants who were not subject to cross-examination at the trial. Should the accused make no offer to refute the charges against him, the Court may draw from such circumstance any inference it deems appropriate. The unavailability of defense witnesses or their refusal to testify shall not result in a delay of a trial beyond a reasonable period.

6. Recordation: All trials are electronically recorded. These recordings may be transcribed or otherwise used by appellate bodies but no other party.

7. Required Vote for Conviction, Punishment: Of the Court members sitting in a particular case, a minimum of all but one must vote in favor for there to be a conviction. The punishment shall be determined by simple majority vote.

8. Decision: The Chairman of the Student Court, in each case where an accused student has been convicted, shall, within 48 hours of the trial, reduce its decision to writing, which writing shall include a clear recitation of the Court's verdict, the findings on which the verdict was based, the punishment assessed, and the rationale therefore. This trial summary statement shall be promptly delivered to the Dean of Students and shall be available to appellants upon their request.

9. Confidentiality: All trials by the Student Court shall be confidential and all persons attending the proceedings, including the accused, shall be obligated not to disclose any of the evidence or the findings except as hereinafter provided. Only persons summoned to participate or who

otherwise are permitted to be present by the Student Court may attend the trial. Witnesses shall be sequestered and shall be available for follow up until the trial has been completed. A breach of this confidentiality requirement shall be punishable under the contempt provision of the Code of Student Conduct, Paragraph III. A.(23).

10. Reports of Results: If a student is found guilty, a notice of such finding, which does not include the name of the convicted student, shall be promptly posted on the Student Government electronic bulletin boards.

11. Trials of Graduates, Spring Semester Seniors: Where an alleged Honor Code violation, or a Code of Student Conduct violation which, if proved, would be serious enough to warrant suspension or expulsion, is not duly reported and prosecuted until after a student graduates from the College, such prosecution will be conducted with the former student being invited to defend himself (or tried in absentia if he elects not to appear). Any decision rendered against such former student shall be entered in his student record. When a Spring Semester Senior is accused of such a violation at or near the end of the semester and there is insufficient time before commencement for the conduct of the investigation and trial, the accused, if otherwise eligible for graduation, will be allowed to participate in commencement activities and the graduation ceremony. However, an actual diploma will not be awarded unless and until the Student Court proceeding shall have been resolved on terms which permit the student to be able to graduate. Such proceeding shall be conducted as soon after commencement as it is practicable to do so. Graduating Student Court members shall retain their seats on the Court for the purpose of hearing such cases.

12. End of Semester Offenses: When an alleged violation of either code, which, if proved, would be serious enough to warrant suspension or expulsion, is not discovered until at or after the end of the semester, every effort will be made by the President of the Student Government and the Student Court, respectively, to investigate and try the matter immediately, as appropriate, regardless of whether school may, or may not, be in session. Graduating Court members and other involved individuals shall retain their roles in the proceedings for the purpose of dealing with such cases fairly and expeditiously. In the event that a trial cannot take place until the beginning of the following semester, the Student Body President will, at minimum:

- a. determine if the evidence warrants prosecution;
- b. certify the charges to the Court and notify the accused;
- c. assign an Investigator to develop the case over the Semester Break.

These actions will be taken before the Student Body President leaves for the Semester Break. The Court will make every effort to try the case before, or soon after, the day of matriculation for the semester following the

F. Administrative Review

In any Code of Student Conduct case where the Student Court has ordered the expulsion or suspension of a student, such punishment shall not become effective without the concurrence of the Dean of Students acting for the President of the College. If the Dean, after a reasonable review of trial materials, recordings and consultations with Court members, does not concur with the punishment

offense. As long as the provisions of the foregoing paragraph have been carried out any delay shall not prejudice the prosecution or defense of the trial.

which has been ordered, he may remand the matter to the Student Court with instructions that the Court assess a lesser punishment or, as an alternative, the Dean may enter a final order in the matter. This Administrative Review is in addition to the possible intervention of the College President as described in Section I hereof.

G. Appeals

A convicted student whose punishment is suspension or expulsion may appeal his conviction to the Appeals Committee of the Faculty (the "Appeals Committee") as a matter of right. In cases

involving less severe punishment, the Appeals Committee, at its discretion, may elect to entertain an appeal and in

such instances it shall be the final appellate authority. In suspension or expulsion cases, the convicted student may appeal an unfavorable decision of the Appeals Committee to the Governance Committee of the Board of Trustees. Notice of appeal must be given in writing within forty-eight hours after the pronouncement of a Student Court or Appeals Committee decision. Notice of appeal to the Appeals Committee shall be given to the Dean of the Faculty. Notice of appeal to the Trustees shall be given to the Office of the President of the College. Following proper notice, the appellant may submit a written statement or written rationale for the appeal which normally should not exceed 1,200 words. This additional material must be submitted to the appropriate Office (Dean of the Faculty or the President) within one week (five working days) of the decision by the Student Court or the Appeals Committee. In extenuating circumstances, this time period may be extended by the Dean of the Faculty. A copy of this statement shall be delivered to the Chairman of the Student Court. The Chairman shall then submit to the appropriate appellate body a reply statement which normally should not exceed 1,200 words in length and a copy of such reply statement will be provided to the accused. Neither of the two appellate bodies will hear evidence or act as trial courts. They will confine their consideration of the appeal to a review of the record of the earlier proceedings and the written statements referenced in this paragraph; provided, however, the Governance Committee may, on action, assume original jurisdiction of any cases

brought to its attention by appeal. The appellate body, in unusual circumstances may, at its discretion, request, and allot specified amounts of time for, oral arguments by the convicted student or his student advisor and by an appropriate representative of the Student Court. All appeals should progress to a conclusion as soon as is practicable. The Appeals Committee and the Governance Committee should endeavor to hear appeals within 45 days of the date of an adverse appealable decision. The appellate body may take any one of the following actions:

- a. affirm the Student Court decision in whole or in part;
- b. send the case back to the Student Court for retrial of one or more of the issues presented;
- c. affirm the determination of guilt but reduce the penalty;
- d. reverse the finding of the Student Court and dismiss the charges.

The only grounds on which either appellate committee may reverse or modify a Student Court decision are that:

- a. the accused was not afforded the due process protection provided for herein;
- b. the penalty imposed was too harsh for the offense;
- c. there was insufficient evidence to support the verdict.

A simple majority vote of the members in attendance at an appellate body hearing (where a quorum is present) shall be required for the reversal of a Student Court decision. Tie votes will constitute affirmation of the decision of the tribunal from which the case was appealed.

H. Appeals Committee

The membership of the Appeals Committee is as follows:

- Three faculty members, who shall be appointed for staggered three-year terms by the President of the College with one of said faculty members being designated by the President as Chairman of the Committee. One additional faculty member shall be appointed by the President of the College to serve a

one-year term as an alternate. Appointments for the succeeding academic year (July 1–June 30) shall be made before the end of the second semester.

- No more than two students, who shall be members of the Junior or Senior class and who shall be appointed for a one-year term by the President of Student Government shall serve on the Appeals Committee. One additional student shall be appointed for a one-year term as an alternate by the President of

Three faculty and two student members shall constitute a quorum. A majority of the Governance Committee of the Board of Trustees shall constitute a quorum.

I. Annual Code Reviews

To enable the College to respond to changing conditions and to ensure continued student support of the Student Justice System, new Student Government leaders and College Administration should review,

Student Government. Appointments of students for the succeeding academic year (July 1–June 30) shall be made before the end of the second semester. Neither the President of Student Government nor the Chairman of the Interfraternity Council, the Chairman of the Student Court, the Chairman of the Student Senate, nor any member of the Student Court may be a member of the Committee.

on an annual basis, the codes and other material set forth herein and make such recommendations as they deem appropriate.

J. Amendment

The Student Court or the Executive Committee of the Faculty may propose amendments to this document and to the codes contained herein, provided that, except as hereinafter provided, no amendment shall become effective until the same shall have been approved by both of said bodies and by the Board of Trustees of the College. Any amendment deemed by the Dean of Students to be of a minor nature may be effectuated upon the concurrence of the Chairman of the Student Court,

the Executive Committee of the Faculty, and the Dean of Students. The Student Court Chairman, when he deems an amendment to be of a major nature, may, at his discretion, condition his approval upon the favorable outcome of a student body referendum. Any amendment hereto which would have the effect of modifying the Student Government Constitution must be adopted in accordance with Article VIII of that Constitution.

Appendices of The Student Justice System

Appendix A: Stealing

Stealing includes, but is not limited to, the following:

1. Illegally downloading online media.
2. Defrauding any type of telephone system.
3. Taking books or other library materials out of the library without checking them out at the desk, depending on the interpretation of the evidence and intent by the President of Student Government.
4. Removing any section of library material, such as tearing or cutting a page, or pages, or part(s) of a page.
5. Unauthorized access to, or use of, the College computer files, including attempts to gain unauthorized use or access. Unauthorized use of a computer is defined as using someone else's account or someone else's file without the permission of the account holder, the owner of the file, or a computing center official.
6. Taking of another student's property (including a bicycle) or College property without the express permission of the owner.

Appendix B: Plagiarism

Plagiarism and the Proper Documentation of Written Work

Plagiarism, which is a violation of the Honor Code, is presenting as one's own the writing or research of others. Three devices used to avoid plagiarism are quotation marks, citations, and lists of Works Cited.

Quotation marks must be used to acknowledge all direct (word-for-word) quotations, no matter how short, especially of striking words and phrases. For long quotations (usually four lines or more)

indentation of the quoted lines is a standard substitution for quotation marks.

Neither quotation marks nor citations are used when both the idea and its wording come from the student's own mind, as the products of creative or analytical thought. Citations are also not required when the statement is common knowledge. Common knowledge is to be understood as those easily verifiable facts available in the experience of

educated persons and in a standard desk dictionary (e.g., the birth and death dates of a prominent person cited in a biographical entry in a standard dictionary or encyclopedia). But common knowledge does not include the content of encyclopedia articles, for these are often original scholarly works, sometimes even signed by the author; encyclopedia articles must therefore be documented if used. In a particular field of study, common knowledge may have a wider application; it may include, for example, certain basic assumptions regarding textual criticism in Biblical studies, even though the same assumptions would not be common knowledge in another field. Note that all borrowings from electronic sources—for example, from CD-ROMs, email, or the World Wide Web—must be acknowledged like other primary and secondary sources. Consult the Rhetoric handbook or ask your instructor about the proper form for such documentation.

Properly formed citations with a list of Works Cited in correct Modern Language Association (MLA), American Psychological Association (APA), or Chicago bibliographic form at the end of the essay must be used to acknowledge the source of

direct quotations; of any borrowed fact, idea, or concept; or of any copied table, chart, diagram, or other arrangement of facts or statistics (see the Rhetoric Program handbook for details about the different documentation styles). Similarly, proper documentation is necessary for material from sources that are paraphrased or summarized (note that paraphrase means “to put entirely in one’s own words,” not merely to alter a word or two here and there).

On some occasions for a particular assignment, a professor may allow her or his students to omit documentation, especially if the assignment specifies the sources to be used. Those students, however, must not assume that such allowance permits them to ignore on other occasions the standard practices of documentation in writing and scholarship.

Every writer should keep in mind that his or her name as author on a paper, whether submitted to a professor in a course or to an editor for publication, is an implicit claim to full authorship of the contents; readers have the right to expect authors to point out any exceptions to full authorship. When in doubt, always acknowledge the source or ask your professor for assistance.

Policy for Plagiarism and “Draft” Work

All work submitted to a professor is considered pledged work, whether or not the submitted work will receive a grade. “Draft” work refers to work that is *currently in the process of being written and has not yet been formally submitted to a professor*. Some professors require that early versions of a paper be formally submitted before a final submitted version is graded. While professors may refer to these versions as “drafts” in syllabi, assignment sheets, or spoken comments, these submitted papers are not considered “drafts” by the Honor Court; they are considered pledged work since they have been formally submitted to a professor. The Court considers a “draft” to be student work that has not been submitted to a professor.

For example, if a student brings a draft to a professor for consultation *before that draft is formally submitted in any way*, the discovery of incorrectly attributed or cited content in the draft by the professor is *not* grounds for referral to the student justice system. Should a student be referred to the student justice system at this point in the drafting process, the following procedure will occur: a representative of the Honor Court will meet with both the student and the professor and explain that if this document, in its current form, were formally submitted in any way, it would most likely be considered plagiarism by the Court.

Professors have discretion in deciding whether

to refer cases of apparent plagiarism to the student justice system when students formally submit earlier versions of an assignment before a final version is to be collected and graded. The reason for this discretion is that, because of the nature of the assignment and the sequential way in which it is being submitted (that is, an assignment’s being submitted in several versions or parts over a period of time, rather than all at once), the individual professor is best able to determine the context of apparent plagiarism.

For example, if a student seems genuinely to have made a clumsy error in this early version of a paper, the professor may simply notify him of the error—with the warning that this error or others like it in future submissions may be referred to the student justice system. Alternately, if the apparent plagiarism does not appear to be the result of an error—for example, a student’s purchasing a paper online and submitting it as his own work—the professor may immediately refer the student to the student justice system.

Once a student has been referred to the student justice system because of an issue detected in submitted work—as opposed to “draft” work as described above—the student justice system will follow the normal procedures of bringing cases to trial.

A Note on Plagiarism

The following comments are intended as a helpful supplement to the official College statement on plagiarism. They should be read carefully.

What makes plagiarism particularly inexcusable

is that it is so easy to avoid; it cannot be unwittingly committed if reasonable care is exercised and simple honesty is practiced. Two levels of practice in acknowledging one’s indebtedness to others are

recognized, and in fact both may appropriately be used in the same piece of work. On the more formal level there is standard editorial convention in the use and form of parenthetical references (e.g., Ward 63) and in the use of quotation marks and indentation of quotations. These devices supplement the use of the less formal casual attribution (e.g., "John Randolph of Roanoke once said...") and minimal acknowledgment (e.g., "In *The Aspern Papers*, Henry James has Mrs. Prest say..."). Good judgment, based on the observation of the practice of authoritative writers, careful attention to the directions of instructors, and close adherence to the forms prescribed in handbooks and style-sheets, should be sufficient to equip students to present the results of their work—whether research or creative—properly.

Especially helpful in much undergraduate work is the blanket endnote, since this frequently resolves the problem of what is considered "common knowledge," in addition to eliminating excessive parenthetical references. Thus, in an endnote to the first sentence of an essay entitled "The Place of John Dryden in English Satirical Literature," it would be quite proper to say: "Unless otherwise specified, all biographical information about Dryden and all bibliographical data about his works come from A. W. Ward, "Dryden," *The Cambridge History of English Literature*, ed. A. W. Ward and A. R. Waller, (Cambridge: Cambridge University Press, 1933) VIII: 1–64." The limitation of the parenthetical reference must be scrupulously observed—it covers all, but only, "biographical information" and "bibliographical data"; Ward's critical evaluations and literary assessments are not included, and any use of them (whether by quotation or by paraphrase) must be separately acknowledged (e.g., Ward 52). Indeed, if your instructor told you "to find out something about" Dryden as a satirist, merely to quote and paraphrase might satisfy her or him.

But if your instructor told you to read certain works of Dryden and then to express yourself on the subject, it would be (a) a failure to complete the assignment for you to quote or paraphrase (and even to consult) Ward, even with acknowledgment, and (b) flagrant plagiarism to use his Article without acknowledgment. In any case, a full List of Works Cited, in the form specified in the Rhetoric handbook, must be included. The only way to avoid the dilemma is to get specific instructions and to follow them; when in doubt, ask the instructor.

With regard to paraphrase, it is safe to say that most instructors do not want it; if they will, begrudgingly, accept it, they expect the source of the information and the prototype of the expression to be faithfully acknowledged. They can also easily detect a paraphrase. For one thing, they do not expect you to bring to their courses a rich endowment of scholarship and reflection on the subject-matter. They know that you are, frankly, going to have to look up even the names of Dryden's satirical works; they know that you are, equally frankly, incapable both of the kind of evaluation of Dryden that won A. W. Ward international recognition and of his rather stilted but impeccable expression. It is foolish as well as dishonest to try to deceive them.

You are expected to learn by reading as well as by listening and thinking; it is only reasonable to expect you to acknowledge, in conventional ways, that this is what you are doing. You are also expected to learn to express yourself; as this skill grows through use, conscious paraphrase will become less necessary as well as more obvious—to you and to your instructors. Throughout this learning process, follow one simple rule: when in doubt, acknowledge the source.

John L. Brinkley '59
Professor Emeritus of Classics
Hampden-Sydney College

Appendix C: Substance Misuse.....

Key College Regulations:

1. Students will be arrested by Campus Police officers for driving under the influence and will be taken to court and disciplined by the College. Note that the civil and criminal courts of localities and the Commonwealth are systems separate from, and independent of, the College. Thus, there is no double jeopardy in a student's being tried by both a county court and by the Student Court for the same offense.

2. Students who drive in a hazardous and/or destructive manner during or following the consumption of alcoholic beverages or illegal substances will be subject to serious disciplinary action. If a student is found involved, the normal sanctions include: Disciplinary and/or Alcohol Probation, a minimum \$50 fine, and loss of motor vehicle privileges for at least the remainder of the semester in which the event occurs and the next full semester. Any motor vehicle registered to the student or student's parent or guardian or any other vehicle which the student has authorization to operate must be taken home. In some instances, the vehicle may be allowed to be moved off campus or left with Campus Police. The disciplined student may not operate any motor vehicle on College property. He may operate other students' motor vehicles only off campus, and his vehicle may be operated only off campus. He may not be a passenger in or on his own motor vehicle on campus.

3. Concerning illegal drugs, note that Virginia law extends the "Drug-Free School Zone" law to college and university campuses; this extension makes it a felony charge for the manufacture, sale, distribution, or possession of illegal drugs on or near a college or university campus. Conviction can result in penalties ranging from one to five years in prison and a fine up to \$100,000, as

well as the withdrawal of certain basic citizenship rights.

4. Normally, a student will be arrested by Campus Police officers if he is involved with illegal drugs.

However, Federal, State and County Authorities have jurisdiction on College property and can make misdemeanor and felony arrests.

Key Virginia Laws Concerning Alcohol:

1. A person must be at least 21 years of age legally to possess, consume, or purchase alcoholic beverages.
2. A person of legal age (21 or over) may not lawfully buy alcohol for, or give alcohol to, a person under 21 years of age.
3. A person with a BAC (Blood Alcohol Content) of .08 or higher is considered to be Driving Under the Influence and at the time of arrest will have his license suspended for one week. For those under 21 years of age, a BAC (Blood Alcohol Content) of .02 is considered to be Driving Under the Influence.

Key Virginia Laws Concerning Tobacco and Nicotine Products:

1. The purchase or possession of tobacco products, nicotine vapor products, and alternative nicotine products by a person under 21 years of age or sale of tobacco products, nicotine vapor products, and alternative nicotine products to persons under 21 years of age is prohibited.
2. No person less than 21 years of age shall purchase, attempt to purchase, or possess any tobacco product, nicotine vapor product, or alternative nicotine product.
3. A violation of the above law is punishable by a civil penalty not to exceed \$100 for a first violation and a civil penalty not to exceed \$250 for a second or subsequent violation. A court may, as an alternative to the civil penalty, and upon motion of the defendant, prescribe the performance of up to 20 hours of community service for a first violation of subsection B and up to 40 hours of community service for a second or subsequent violation. If the defendant fails or refuses to complete the community service as prescribed, the court may impose the civil penalty.

Appendix D: College Alcohol Policy at Hampden-Sydney College

Hampden-Sydney College expects any group of students—either formally or informally organized—to conform to the laws of the Commonwealth of Virginia, the Code of Student Conduct, and this policy statement. The host(s) of any event at which

alcohol is present or served may be held responsible for the actions and well-being of his guests. The host is encouraged to assist in making arrangements for the safety of those who appear to be impaired.

A. State Alcohol Law

Key features of the Laws of the Commonwealth of Virginia include:

1. You must be 21 years old or older to purchase or consume alcoholic beverages.
2. You may not drink in any unlicensed public place. This means anywhere the public can go, not just a publicly owned place.
3. If you attempt to operate a motor vehicle after consuming alcoholic beverages, you may be charged with Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) if your blood alcohol content is 0.08% or above.
4. Virginia's Keg Registration Law requires that a person of legal age register when he purchases a keg. It also cautions the registrant not to permit anyone under legal age to consume any beer from that keg.
5. If you are under 21 years of age, driving with a BAC of at least 0.02 but less than 0.08 will be punishable by a fine of up to \$500 and a six-month suspension of one's driver's license.
6. Your driver's license automatically will be revoked for seven days if you refuse a breath test or have a BAC of 0.08 or higher. Also, there is no option of requesting a blood test instead of a breath test for an alcohol-related offense.

B. College Alcohol Requirements

1. No student group, organization, or fraternity, other than the College Activities Council in a licensed event, may use funds from its treasury to purchase alcohol for any purpose or co-sponsor an event where alcohol is served or provided. Also, no individuals, acting alone or in groups, may collect, donate, or use their own money to purchase or provide alcohol for any student organization event, social or otherwise. This means no alcohol may be provided or served by any student organization or fraternity except the CAC as noted above.
 2. No individual sponsoring an approved social event, e.g., in the residence hall, may provide alcohol.
 3. All approved social events, individually-sponsored or under the aegis of a student organization or fraternity, shall be B.Y.O.B. or dry events. The expectation for B.Y.O.B. events is that only those persons of legal age will bring alcohol.
 4. No kegs of beer or other common containers of alcoholic beverages are permitted in residence halls, cottages, fraternity houses, or other areas where parties are permitted unless written authorization is made by the appropriate College official, in advance.
 5. No alcoholic beverage may be consumed in public on the Hampden-Sydney College campus, nor may open containers of alcoholic beverages be transported on or upon public areas. There may be no public display of alcoholic beverages. Violators are subject to arrest.
 6. Alcoholic beverages may be possessed and consumed by those of legal age in the following locations: designated tailgate areas at football games, private residence hall rooms (except in "dry" residence halls); cottages, fraternity houses, and, with the approval of the occupant, faculty, departmental, and administrative offices. Other locations may also be used for official College functions and registered social functions with the approval of the Dean of Students or his designee.
 7. Alcoholic beverages may be sold to those of legal age at properly licensed events and at licensed establishments. Meriwether-Godsey, the College's food service, holds the only permanent ABC license on campus. Therefore, if any public function Meriwether-Godsey caters also involves the serving of alcohol, Meriwether-Godsey must provide the alcohol, bartenders, etc., all in conformity with ABC regulations.
- ALCOHOLIC BEVERAGES OVER 15% ABV ARE STRICTLY PROHIBITED UNLESS SERVED BY A LICENSED AND INSURED THIRD PARTY VENDOR.**
8. Guidelines for public and private social events:
 - a. No College funds may be used to provide alcoholic beverages at any function where a significant proportion of students is to be present, unless they are of legal age.
 - b. All student functions where alcohol is to be consumed and where the expected attendance is to exceed twelve people shall be duly registered with the Office of Student Affairs by 4 pm on the business day before the function is to be held.
 - c. Faculty and staff are expected to know and abide by the tenets of this Policy in planning social events. Questions concerning these regulations should be directed to the Dean of the Faculty.
 - d-i. When alcoholic beverages are present, non-alcoholic beverages and food may also be required.
 - d-ii. When mixed drinks are provided at an approved function, the persons serving drinks will be instructed to serve drinks that have been properly measured according to normally accepted, standard proportions. Standard (1-1/2 ounce) measuring jiggers will be provided. All bartenders or servers must be of legal age.
 - e. Designated non-drinking persons, the number (no fewer than two) to be proportioned to the expected attendance, shall be present at all registered events to assist those responsible for the event.
 - f-i. The College expects those students who have not reached the legal drinking age to refuse an alcoholic beverage when it is offered. It is also expected that the host will be sensitive to the age of his guests and will provide non-alcoholic beverages to underage students.
 - f-ii. Driving under-the-influence of alcohol will not be tolerated and will be prosecuted to the full extent of the law.
 - g. No event shall include any form of "drinking contest" or game such as beer pong in its activities or promotions.
 - h. No alcoholic beverages may be awarded as prizes or incentives.
 - i. Campus Police may visit registered events periodically to check with the responsible party, primarily to offer assistance. If a violation of the law or College policy is observed, the Campus Police may report the matter to the appropriate College official and/or take action as needed.

9. Fraternities and student clubs and organizations: Fraternity and club parties shall be closed to all but members and their invited guests. Fraternity events with alcohol present are restricted to a 3:1 ratio (three guests maximum for every one brother).
10. Athletic events:
 - a. The consumption of alcoholic beverages is prohibited unless it occurs in designated tailgating areas during designated times, and only in conformity with the law.
 - b. Picnics and coolers are permitted on the hillside area surrounding Everett Stadium during football games and in the stadium. No alcohol permitted.
- c. Any public display of alcohol is prohibited.
- d. Violation of College policy or local or state law related to alcohol will result, at a minimum, in confiscation of the alcohol and, at a maximum, in arrest.
11. Publications and advertising: When the use of alcoholic beverages is depicted or mentioned in any publication or advertisement, only examples of controlled and legal situations will be shown or mentioned. Under no circumstances will advertisements, posters, or invitations intended for public viewing mention or depict alcohol, e.g., no use of terms such as beer bash, happy hour, etc.

C. Adjudicating Violations

1. The College recognizes that ultimately each individual must be held responsible for his own actions; the use of alcohol and subsequent intoxication are never acceptable excuses for improper behavior.
2. Student violations of this Policy will be judged by the Student Court following regularly established disciplinary procedures. Sanctions for disciplinary violations are described in *The Key* and may range from admonition to expulsion.
3. Violations of this Policy by faculty and staff will be reviewed by the President and the Dean of the Faculty.

D. General

1. The College has a responsibility to provide an environment in which persons who do not choose to use alcoholic beverages are comfortable and unpressured.
2. Alcohol information and education are available to any person or group upon request.
3. The College recognizes that alcohol-related problems may arise when alcoholic beverages are used; therefore, programs to assist students and employees who have alcohol-related problems will be available; educational programs will be presented to those students who have disciplinary problems related to alcohol abuse; and workshops will be available to help faculty and staff members recognize the signs of problem drinking.

E. Legal Requirements and Definitions

1. If any person shall take a drink of alcoholic beverages or shall tender a drink thereof to another, whether accepted or not, at or in any public place, he shall be guilty of a Class 4 misdemeanor.
 Drinking in public generally is interpreted to mean consuming an alcoholic beverage in plain view from a public road.
 Public place shall mean any place, building or conveyance to which the public has, or is permitted to have, access, including restaurants, soda fountains, hotel dining rooms, lobbies and corridors of hotels, and any highway, street, lane, park or place of public resort or amusement. Unless the public place is under license, no drinking is permitted there. (4.1-308)
2. No one may sell (or otherwise provide) any alcoholic beverages to anyone and at the time of such sale know or have reason to believe that the person to whom the sale is made is underage or intoxicated.
3. If any underage person purchases or possesses any alcoholic beverage, he shall be guilty of a misdemeanor.
 If convicted, in addition to the usual penalties, such person's license to operate a motor vehicle in Virginia may be suspended for a period of not more than one year. Under these circumstances, the alcoholic beverage will be confiscated. (4.1-305)

4.

If any person purchases any alcoholic beverage for another person and at the time of such purchase knows or has reason to believe that the person for whom such beverage was purchased is underage, he shall be guilty of a misdemeanor. (4.1 – 306)
5.

Any underage person who knowingly uses or attempts to use a forged, deceptive or otherwise non-genuine driver's license to obtain alcoholic beverages shall have his driver's license or privilege to operate a motor vehicle revoked for a period of not less than thirty days or more than one year. (46.2–347) Any Hampden-Sydney student who falsifies documents or uses a non-valid, fake, altered or forged ID card or similar item of identification will be charged with a violation of the Honor Code.
6.

Drinking while operating a motor vehicle: It is unlawful for any person to consume an alcoholic beverage while driving a motor vehicle. (Class 4 misdemeanor, 18.2–323.1)

Appendix E: Implementation of the College Alcohol Policy

General

This material supplements the College Alcohol Policy; it is provided to clarify the Policy's rules and standards. These guidelines and procedures were developed by a campus-wide, representative committee as reasonable standards to enhance a positive campus environment. All individuals (faculty, staff, students, alumni, visitors, and guests) and organizations must adhere to these guidelines to be in compliance.

The Code of Student Conduct clearly recognizes students as adults; they are expected to obey the law and take personal responsibility for their conduct. Accordingly, the primary responsibility for knowing and abiding by the law

and this Policy is that of the individual.

Students and student groups should be aware that they are subject to disciplinary action for violating this Policy, the law, and/or any of the various Codes of Student Conduct, Interfraternity Council Constitution and Statutes, and similar documents.

Anyone, whether student, employee, alumnus, visitor, or guest, who chooses to consume alcoholic beverages, is expected to obey the law and this Policy, with appropriate sensitivity to the consequences of his actions to himself, others, and the general College community.

Everyone's cooperation is appreciated.

Use of College Funds

No College funds may be used to provide alcohol at any event sponsored by the College or any of its employees acting in their official capacities if a significant proportion of those in attendance is

made up of underage students. This may apply to receptions after a speech, a departmental picnic, or the entertainment of students in one's home, for instance.

Alcohol Policy at Tiger Inn

1.

The Tiger Inn, the student restaurant located in the Brown Student Center, is licensed to sell beer and wine, on premise.
2.

IDs are checked. No beer or wine is sold to anyone without an ID which certifies the purchaser is of legal age.
3.

No one underage is permitted to consume alcoholic beverages in this facility, and no one of age is allowed to give or share alcoholic beverages with anyone who is underage.
4.

Only alcoholic beverages bought in the Tiger Inn may be consumed in the Tiger Inn. Alcoholic beverages bought for off-premises consumption must be transported out of the Tiger Inn, unopened and in a closed container, where it must remain while being carried on the campus to its destination. Any violation will result in, at a minimum, the confiscation and disposal of the alcohol by staff and possibly eviction and disciplinary action.
5.

No alcoholic beverages may be in the possession of, or consumed by, students in any other area of the Brown Student Center without special permission from the Dean of Students. Alcoholic beverages purchased for consumption on site must be consumed in the immediate space of the Tiger Inn and the designated portion of the outdoor patio and may not be consumed in any other area of the Brown Student Center.
6.

Because the Tiger Inn is a licensed facility, those who violate ABC regulations are subject to being issued a summons to appear in the Prince Edward District Court to answer the charges.
7.

The use of tobacco products is not permitted in the Tiger Inn.

Alcohol Policy for Club or Fraternity Events

1. No club or fraternity may use funds from its treasury to purchase alcohol for any purpose or co-sponsor an event where alcohol is served or provided. Also, no individuals, acting alone or in groups, may collect, donate, or use their own money to purchase or provide alcohol for any club or fraternity event, social or otherwise. This means no alcohol may be provided/served by a club or fraternity. If a fraternity House Corporation on Homecoming or Family Weekend chooses to provide alcohol, adhering to College Policy and the law, it should make advance arrangements with the Associate Dean of Students.
2. All approved clubs or fraternity social events shall be B.Y.O.B., unless the event is dry. An adequate supply of non-alcoholic beverages and snack food may be required during the event.
3. If alcohol is present, the club or fraternity is responsible for compliance with local and state laws as well as the College Alcohol Policy and other relevant regulations.
4. If twelve or more people will be present and alcohol will be present, the event must be registered and approved as stipulated in the Policy.
5. The registration process will include, among other things, the following information and stipulations:
 - a. The event must be closed to anyone other than members, pledges, and invited guests. (N.B. Weeknight parties are by definition to be restricted in attendance-approximately 100 people present.)
 - b. The name(s) of the person(s) responsible for the event will be listed, and they will be accountable for upholding the law, the Policy, and all relevant regulations, and for acting in a liaison capacity with the Office of Student Affairs.
 - c. The names of at least two persons (possibly more, depending on the anticipated size of the crowd) who will be designated as "dries." They will be present the entire event, will not drink alcoholic beverages, will assist the persons responsible for the event in carrying out their duties, and will, in particular, make a good-faith effort to prevent anyone who may have drunk too much alcohol from harming himself or others by driving. They will also try to offer assistance to anyone who may need it in getting back to a room safely, securing a place to stay, etc.
 - d. The names of students who will check IDs, restrict access to the event, mark in some visible way (bracelet, stamp) those of legal age to drink, etc.
6. Alcoholic beverages should be checked into a central location and dispensed by a server or servers. There is to be no open access to alcoholic beverages by those in attendance.
7. No alcoholic beverages are to be dispensed outside the house, e.g., the yard, porch, deck, patio.

NIC Health and Safety Standards for Fraternity Events

It is required that all Greek organizations will follow and comply with the Alcohol and Drug Guidelines and the Health and Safety Standards set forth by the North American Interfraternity Conference. The following regulations must be followed by all Greek organizations.

In any activity or event sponsored or endorsed by the chapter/organization, including those that occur on or off organizational/chapter premises:

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must either be:
 - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - b. Brought by individual members and guests through a bring your own beverage ("BYOB") system. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.

7. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities and any ritual or ceremony.
10. The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

Taken from the NIC Health and Safety Standards

Sanctions

1. All IFC, Student Government, College, and Code of Student Conduct sanctions apply.
2. The IFC, Student Government, the Dean of Students or any other administrator by delegation, or Campus Police may close down an event in progress if there is lack of compliance and/or significant problems occur.

Public Drinking (on campus, in buildings, at sports events)

1. Virginia law prohibits consumption of alcoholic beverages, whether in primary or secondary containers, in unlicensed public areas.
2. The College does not permit consumption or transportation of alcoholic beverages in open primary or secondary containers on the grounds of the campus or in campus buildings unless the area or space has been specifically designated as approved for the legal presence and consumption of alcoholic beverages. (See list in Policy.) All other areas and spaces are considered public areas, and, therefore, alcohol is prohibited. Thus, as examples, you are asked not to carry alcoholic beverages on your way to or from a CAC event, football game, or fraternity party or into the Dining Hall or a College building. Also, no one is permitted to consume an alcoholic beverage while operating a motor vehicle. Violators are subject to arrest.

Special Events Sponsored by the College and Catered Events

1. The College's food service contractor is responsible for securing and holding the College's only permanent ABC license and is the named corporation on this license which covers all Hampden-Sydney events. Thus, any public College event (that is, an event not held in a private residence) which is catered by the College's food service contractor, and which will have alcoholic beverages present, must have the alcoholic beverages provided by the license holder (Meriwether-Godsey) and dispensed by trained bartenders employed by the College's food service contractor.
2. When the focus of entertainment by any office of the College or person representing the College is primarily on underage persons, no alcoholic beverages should be served.

Alcohol Policy for Off-Campus Student Functions

With regard to alcohol, individuals and groups should consider the College Alcohol Policy generally in effect and should use it as a guideline for responsible and lawful behavior.

The Code of Student Conduct, the Honor Code, and the Interfraternity Council Constitution and Statutes are in effect on and off campus; therefore,

at all times students and student groups are expected to conduct themselves as representatives of the College.

Even though the College cannot monitor areas outside the College, student organizations and individual students may be held accountable and responsible for their actions off-campus.

Private Consumption of Alcohol

1. A student of legal age may possess and consume alcohol within his or another student's residence hall room, apartment, suite, cottage, or fraternity house room unless the building or section has been designated as dry. This is considered an individual action, not part of an organized function; nevertheless, compliance with the law is expected.
2. No consumption of alcohol or transportation of an open primary or secondary alcohol container is permitted in unlicensed public areas. This means none of the above can take place in halls, lounges, lobbies, study or computer rooms, meeting rooms, laundry rooms, television rooms, bathrooms, porches, patios, yards, lawns, or parking lots of residence halls. Violators are subject to disciplinary action.
3. Persons in an informal social gathering where

alcohol is present and consumed, even though the number present is below the number requiring registration (more than twelve), are expected to comply with the College Alcohol Policy, the law, etc.

4. Individuals are subject to disciplinary action for drinking if they are underage and/or if their behavior while drinking, or as a result of drinking, even in private, brings them to the attention of anyone in authority (an RA, for instance). Anyone furnishing alcohol to an underage person in this context is also subject to disciplinary action.
5. Groups that permit underage drinking are also subject to disciplinary action.
6. No kegs of beer or common containers of alcoholic beverages of any kind are allowed.

Private Parties in Residence Hall Rooms and Parties Sponsored by Residence Hall Groups

1. Normally, no social gathering in a residence hall room may exceed a total of twelve persons. However, on a Friday or Saturday evening, under special circumstances, permission may be granted by the Dean of Students or his designee for a party to be held in a room or area or in another facility on campus. Under these circumstances (crowd to exceed twelve), the party must be registered, whether or not alcohol is to be present. All applicable provisions of the registration requirement must be met.
2. When such an event is registered and approved, it is understood that the function is open only to the sponsors and invited guests; it is not open to the public. A maximum number permitted to attend will be set and approved through the registration process.
3. Normally, an RA must be present or around during such a function, and no more than two events can be scheduled for the same area at the same, or similar, times.
4. When the site is in a residence hall, no consumption of alcohol or transportation of an open primary or secondary alcohol container is permitted in unlicensed public areas. This means none of the above can take place in halls, lounges, lobbies, study or computer rooms, meeting rooms,

laundry rooms, television rooms, bathrooms, porches, patios, yards, lawns, or parking lots. Violators are subject to disciplinary action.

5. No kegs of beer or common containers of alcoholic beverages of any kind are allowed.
6. The door to the room must be kept closed during the party, and the noise level must be kept to a minimum.
7. Non-alcoholic beverages and snack food may be required to be available in satisfactory quantities if alcohol is to be present.
8. Individuals are subject to disciplinary action for drinking if they are underage and/or if their behavior while drinking, or as a result of drinking, even in private, brings them to the attention of anyone in authority (an RA, for instance). Anyone furnishing alcohol to an underage person in this context is also subject to disciplinary action. Groups that permit underage drinking are also subject to disciplinary action.
9. Residents are encouraged to ask RAs and members of the Student Affairs staff for clarifications and for answers to any questions they may have concerning alcohol laws and policies.

Expectations of Student Clubs, Organizations, and Fraternities for Registered, Approved Events

1. At least two persons must be designated as the persons responsible for the event; they must be present throughout the entire event and must enforce the rules about size of crowd, access, alcohol, noise, conduct, hours of party, etc. N.B. These same standards generally apply to approved, registered residence hall events.
2. Persons must be assigned to control access to the event and to limit access to members, or organizing group, and invited guests. This means checking IDs and marking in a visible way (stamp or bracelet) those of legal age to drink alcoholic beverage(s). It may mean closing off access to the facility in order to effectively limit and control access.
3. Snack food and non-alcoholic beverages may be required to be available for the duration of the event.
4. Servers must be designated and be of legal age.
 - a. Alcoholic beverages should be checked into a central location and dispensed only by a server. There is to be no open access to alcoholic beverages by those in attendance.
 - b. Alcohol must be dispensed only from inside the room or facility, not outside in a yard, on a porch, deck, etc.
5. At least two persons (more, depending on crowd) are to be designated as "dries," persons who will be present for the entire event, will not drink alcoholic beverages, will assist the persons responsible for the event in carrying out their duties, and will, in particular, make a good-faith effort to prevent anyone who may have drunk too much alcohol from harming himself or others by driving. They will also try to offer assistance to anyone who may need it in getting back to a room safely, securing a place to stay, etc.
6. Campus Police may periodically drop by the site of an approved social activity and check with a person responsible for the party. The primary purpose of the visit will be to offer assistance; if, however, a violation of the law or College policy is noted, the Campus Police may report the matter to the appropriate College official and/or take action as needed.
7. The group is expected to clean up the facility, room, environs immediately after the party-in the case of a fraternity, no later than 10am the morning after the function.

NIC Standards for Fraternities

It is required that all Greek organizations will follow and comply with the Alcohol and Drug Guidelines set forth by the North American Interfraternity Conference. The following regulations must be followed by all Greek organizations.

In any activity or event sponsored or endorsed by the chapter/organization, including those that occur on or off organizational/chapter premises:

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must either be:
 - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - b. Brought by individual members and guests through a bring your own beverage ("BYOB") system. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
7. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.

8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities and any ritual or ceremony.
10. The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

Taken from the NIC Health and Safety Standards

Sanctions

1. All IFC, Student Government, College, and Code of Student Conduct sanctions apply.
2. The IFC, Student Government, the Dean of Students (or another administrator by delegation), or Campus Police may close down an event in progress if there is a lack of compliance and/or significant problems occur.
3. Permission to hold future events can be withheld.
4. Unauthorized kegs or common alcohol containers will be confiscated.

College Activities Council (CAC) Events

1. Any alcohol or alcoholic beverages brought to, or into, a CAC function will be confiscated and thrown away. Anyone violating alcohol rules is subject to being denied entrance, evicted without refund, and, possibly, subject to disciplinary action and arrest.
2. Anyone who is drunk at a CAC event will be immediately evicted with no refund. He is subject to disciplinary action and, at a minimum, will have his privilege to attend designated CAC functions revoked for the remainder of the academic year.
3. Anyone involved in disorderly or disruptive conduct (fighting, for instance) will be immediately evicted without refund and will be subject to both disciplinary action and arrest.
4. Public safety is a primary concern, and the Dean of Students, or his delegate, may close down an event if in his judgment this is necessary.

Appendix F: Medical Amnesty Policy

Amnesty Policy

Purpose:

The Medical Amnesty Policy is critical in that students, faculty, staff, and visitors of Hampden-Sydney College are encouraged to report all known or suspected medical emergencies immediately. The Medical Amnesty Policy (MAP) at Hampden-Sydney College was established to safeguard the health and well-being of students by encouraging students to make better and timelier decisions, and to feel empowered to report incidents involving substance use on campus. MAP allows students to report substance-related incidents without the fear of Student Court judiciary or monetary punishment from Hampden-Sydney College. This policy encourages students to take responsibility for themselves and those around them, increasing the likelihood of students calling emergency medical services and other supportive responders when needed, and to participate in substance-related education and counseling.

Hampden-Sydney College does not condone substance misuse. The MAP does not otherwise alter the College's policies with respect to alcohol or other drugs. The MAP is intended to encourage reporting of medical emergencies that tragically often accompany drug and alcohol misuse among students.

Hampden-Sydney College maintains a commitment to the health of its students by using the best resources, the student body, and the administration in order to ensure that substance-related emergencies are handled responsibly on the campus of Hampden-Sydney College. Hampden-Sydney College otherwise continues to adhere to the drug and alcohol policies stated in the Student Handbook and elsewhere.

Terms: The "caller" refers to the person responsible for contacting emergency medical services or other first responders and is not the person in need of

immediate medical attention. The “victim” refers to the person who is in need of immediate medical

Medical Emergency:

The Medical Amnesty Policy aims to prevent substance-related tragedies from occurring on the campus of Hampden-Sydney College. The caller and victim requesting emergency medical services or similar assistance, in the event of a substance-related emergency, will be exempt from judicial sanctions that may be imposed by the Student Court or any monetary penalties from Hampden-Sydney College, provided that they otherwise comply with the terms of this policy. Neither the caller nor the victim will be prosecuted through the College’s Student Court if he or she has consumed substances illicitly but has acted in an otherwise responsible manner and in accordance with this policy and all other policies in Hampden-Sydney College’s Code of Conduct.

Under this Policy, the caller and victim will be exempt from student judicial court sanctions or monetary penalties from the College related to the Code of Conduct, for the following acts:

attention. In the case that the caller is also the victim, the rules regarding the victim take precedence.

- 1. Underage consumption of alcohol
- 2. Public drunkenness
- 3. Possession of open containers of alcohol

NOTE: The caller and/or victim may lose his or her entitlement to amnesty and face consequences if:

- a. He or she refuses to cooperate or acts in a manner that disrupts EMS procedures.
- b. The caller fails to remain with the victim until emergency services personnel arrive.
- c. He or she violates the Honor Code.
- d. The Student Court Chairman determines that the report is a misuse of this policy.

Corrective Measures for Substance Misuse Victims:

The victim of the substance-related emergency is required to meet with the Associate Dean for Student Development and Well-being to establish an action plan, including but not limited to the following:

- Substance Education
- Counseling
- Wellness Exercises

Failure to comply with this requirement in a timely manner releases the student from the protection of the Medical Amnesty Policy and opens the student to possible sanctions by the Student Justice System under the Student Code of Conduct.

Approved by the Faculty in February 2014 and by the Trustees in May 2014.

Appendix G: Sexual Misconduct.....

See the official version of *The Key* online for the most current policy.

Introduction

Under the Code of Student Conduct, *consensual* sexual activity can constitute a breach of the Code where, for instance, such activity is unlawful or is carried on in public. Unwelcome sexual conduct, including acts perpetrated against another individual without consent constitute sexual misconduct, which is prohibited by College policy, as well as state and federal law. Acts of sexual misconduct may occur between students, between students and employees, or students and third-parties who are not employed by or students of the College. This appendix uses the term *Complainant* to refer to the person against whom actions were allegedly perpetrated (even if that person chooses not to make a formal complaint) and the term *Respondent* to refer to the person whose actions are being questioned.

The College encourages all members of the college community to be aware of both the consequences of sexual misconduct and the options available to those whom it impacts. The College urges those affected by sexual misconduct to seek assistance using any appropriate resources.

Through the Title IX Coordinator, its health service, residence life, and student affairs offices, the College offers educational programs to promote awareness of rape, acquaintance rape, and other forms of sexual misconduct.

A student respondent who is found responsible of sexual misconduct for acts that occurred on or off campus may be disciplined under the College’s Harassment, Discrimination, and Sexual Misconduct Policy and in some cases may be prosecuted under Virginia criminal statutes. Even if criminal justice authorities do not prosecute, the College can pursue disciplinary action, which could result in suspension or expulsion from the College. The College may pursue enforcement of its own policy, whether or not legal proceedings are underway or in prospect, and may use information from third-party sources, such as law enforcement agencies and the courts, to determine whether College rules or federal civil rights laws have been violated. The College will make no attempt to shield members in the College community from the law, nor will it intervene in legal proceedings on behalf of a member of the community.

Sexual misconduct encompasses a wide spectrum of misbehaviors, from the one-time use of a sexual slur, to violent sexual acts. Sexual misconduct can be verbal, visual, or physical and occurs when there is unwelcome conduct of a sexual nature. Sexual misconduct can also occur when there is unwelcome verbal, visual, or physical conduct, not necessarily of a sexual nature, that

is perpetrated because of another person's sex or sexual orientation. There is a lack of consent when acts are committed either by force, intimidation, or through use of another person's mental incapacity or physical helplessness. Minors can never consent to sexual activity. Students can never consent to sexual activity with a member of the College's faculty or staff (i.e., non-student employees).

Immediate Sources of Help

Students or guests who have been the target of sexual misconduct can receive immediate assistance. Depending on the circumstances and your wishes, one or more of the following courses of action may be open to you.

A. Safety—If you are not in a safe place, try to get to one.

- 1.** Campus Police can provide assistance anywhere on campus and on any College-owned property. A Complainant does not have to determine whether or not particular acts of sexual misconduct are violations of criminal law. Law enforcement officers can do this. Complainants are welcome to have a friend, parent, or other supporter present while making a report to Campus Police. Campus Police can be reached at the following address: Bush House: 88 Atkinson Avenue, Hampden-Sydney, VA 23943 (on the right, across from the Theta Chi House). Telephone: (434) 223-6164 or 911.
- a.** If the alleged assault occurred on campus, please report to Campus Police at (434) 223-6164 or 911. The 911 dispatcher will contact Campus Police personnel if you are unable to reach them.
- b.** If the alleged assault occurred in the Town of Farmville, please call the Farmville Police Department at (434) 392-3332.
- c.** If the alleged assault occurred elsewhere in Prince Edward County, please call the Prince Edward County Sheriff's Department at (434) 392-8101.
- d.** You can choose to report an alleged assault to any of the above departments anonymously.
- e.** You can choose not to report an alleged assault to the police.
- f.** Even if you choose not to report right away, you can change your mind and report later, although this may limit the amount of physical evidence that can be collected.

B. Blue Light Telephones.

The following locations are equipped with emergency blue light phones. The phone can either be manually dialed by pressing the black button to dial Campus Police at (434) 223-6164, or by pressing the red button which automatically dials 911.

- Walter Bortz Library Rear Parking Lot. Phone (434) 223-7298, Address: 257 Via Sacra, Hampden-Sydney, VA 23943.
- Venable Dormitory Parking Lot, Phone (434) 223-7208, Address: rear of Venable Hall, 77 Via Sacra, Hampden-Sydney, VA 23943.
- Theta Chi Fraternity House, Phone (434) 223-7209, Address: Curb in front of 117 Atkinson Avenue, Hampden-Sydney, VA 23943.
- The Walkway for Carpenter Z and Cushing Hall Dormitory, Phone (434) 223-7210, Address: 390 Crawley West, Hampden-Sydney, VA 23943.
- Alpha Dormitory Parking Lot, Phone (434) 223-7087, Address: 737 Alpha Drive, Hampden-Sydney, VA 23943.
- Crawley Forum Parking Lot, Phone (434) 223-7305, Address: 679 College Road, Hampden-Sydney, VA 23943.

C. Medical Concerns

- 1.** Emergency Room personnel at Centra Southside Community Hospital, at 800 Oak Street, in Farmville can provide you with immediate medical attention and provide information and assistance with concerns about pregnancy and sexually transmitted diseases.
- 2.** Personnel in Student Health Services are available on a non-emergency basis to provide support, information, and medical assistance.
- 3.** Even if you choose not to report the incident to the law enforcement or the Title IX Office, you should still seek medical and emotional support as you may do so anonymously and these supports can assist you in preserving evidence, in case you decide to report at a later time.

D. Emotional Support

Counselors are available through the Counseling Center. On-Campus Contacts:

Kimberly R. Ball, BSN RN
Director of Student Health Services
 Office: (434) 223-6167

Clarence Merckerson, PhD, LPC-S, CRC
Director of Counseling Services
 Office: (434) 223-6320

Campus Sexual Misconduct: Judicial Procedures

How does the process begin?

An action may be initiated when the Title IX Coordinator receives a complaint of sexual misconduct. A complaint can be made verbally or in writing by the Complainant, or by a third party, who either witnesses, or who has a reasonable belief that a violation of the College's Sexual Misconduct Policy has occurred. Third parties who may report an act of sexual misconduct include Campus Police and Responsible Employees. Responsible Employees are required to report to the Title IX Coordinator regarding any act(s) of sexual misconduct that comes to their attention. Responsible Employees include the College President, all Vice-Presidents, personnel in the Office of Student Affairs, all faculty, College Librarians, athletics coaches, all personnel in the Office of Academic Success or the Office of Human

Resources, all Residential Advisors, and Campus Police. After a complaint of sexual misconduct is received, the Title IX Coordinator, or a Deputy Title IX Coordinator will initiate a prompt, thorough, and impartial investigation of the complaint, including interviews with the Complainant and the Respondent, as well as other potential witnesses. The status of any criminal proceedings that may also be in progress will not cause the College to forgo an investigation of a complaint. A person impacted by sexual misconduct is not required to make a formal complaint to the College, or the police, and may receive strictly confidential assistance from any employee of the Wellness Center, any certified College athletic trainer, or the College Chaplains.

Who accuses a student Respondent in an institutional hearing—the College or the Complainant?

Following an investigation, the Title IX Coordinator or a Deputy Title IX Coordinator determines if the Complainant should move forward to a hearing.

How do the Complainant and the Respondent learn about the outcome of a hearing?

The Title IX Coordinator or a Deputy Title IX Coordinator will notify both the Complainant and the Respondent of the outcome of a hearing, including each party's rights of appeal.

What are the options of redress available to an individual impacted by sexual misconduct?

Once a complaint of sexual misconduct is received, the Title IX Coordinator or a Deputy Title IX Coordinator will meet with the Complainant to discuss interim measures. Interim measures could include provision of psychological counseling, changes in class schedules, housing assignments, or provision of a campus escort. Interim measures are also available to the Respondent and should be discussed with the Title IX Coordinator or Deputy Title IX Coordinator. The College encourages the Complainant in sexual misconduct cases to pursue remedies within our College system and in the state judicial system, where appropriate. These remedies include:

1. Filing a complaint with the College's Title IX Coordinator, so that the complaint can be investigated and adjudicated under the College's Title IX administrative resolution process.
2. Filing a complaint with the Commonwealth's Attorney, who will consider the case and decide whether to prosecute. In this option the state accuses the Respondent, and the complaining party may serve as a witness for the state.
3. Filing a complaint with the Office of Civil Rights in the U.S. Department of Education. www2.ed.gov/about/offices/list/ocr/complaintintro.html

Title IX Coordinator

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The Rights of the Complainant and the Respondent

To encourage reporting of sexual assault/sexual misconduct and to ensure fairness to all participants in the campus judicial process, the following is a list of rights of persons involved in campus sexual misconduct resolution proceedings.

A. The rights of the complainant:

1. The right to reasonable notice of or access to the College's policies and procedures.
2. The right to a timely investigation of all sexual misconduct complaints made to the College.
3. The right to have your privacy considered and respected.
4. The right to have an advisor of choice present in meetings, including investigative interviews and the hearing.
5. The right to be informed by College's Title IX Team of options to notify proper law enforcement authorities, and the option to be assisted in notifying such authorities, if so chosen. This also includes a right not to make a report, if so chosen, unless required by law.
6. The right to freedom from retaliation for making good faith complaints.
7. The right to be informed of counseling, medical, and advisory services, on campus or in the community.
8. The right to be notified of the time, date, and place of the scheduled hearing and the identities of the Hearing Panel members, no less than 10 days before the hearing is to take place; the right to have considered any timely challenges to the participation of any member for having a conflict of interest.
9. The right to review an investigative report prior to the hearing.
10. The right to request and have considered special arrangements and/or accommodations for the hearing, and to have the hearing closed to the public.
11. The right to be informed of the outcome of the hearing.
12. The right to request an appeal of the outcome of the hearing or recommended sanctions.

B. The rights of the Respondent:

1. The right of reasonable notice of or access to the College's policies and procedures.
2. The right to a timely investigation of all sexual misconduct complaints made to the College.
3. The right to have your privacy considered and respected.
4. The right to have an advisor of choice present in meetings, including investigative interviews and the hearing.
5. The right to be notified in timely manner of the rules or policies alleged to have been violated.
6. The right to be informed of counseling, medical, and advisory services, on campus or in the community.
7. The right to be notified of the time, date, and place of the scheduled hearing and the identities of the Hearing Panel members, no less than 10 days before the hearing is to take place; the right to have considered any timely challenges to the participation of any member for having a conflict of interest.
8. The right to review an investigative report prior to the hearing.

9. The right to request and have considered special arrangements and/or accommodations for the hearing, and to have the hearing closed to the public.
10. The right be informed of the outcome of the hearing.
11. The right to request an appeal of the outcome of the hearing or recommended sanctions.

All documents prepared in anticipation of the Hearing—including the Complaint; the Investigative Report; notice of the hearing; any pre-hearing submissions; documents, testimony, or other information introduced at the Hearing; and the Final Outcome Letter—may not be further disclosed, except as authorized by law (e.g., in a subpoena that is part of a criminal proceeding).

Appendix H: Harassment and Discrimination Policy

Every College staff member, faculty member, and student has the right to work and study in an environment free from discrimination and harassment and should be treated with dignity and respect. The College prohibits discrimination and harassment against applicants for employment or admission, students, faculty, or staff on the basis of race, religion, national or ethnic origin, age, sex, disability, sexual orientation, status as a veteran, or any other classification protected by local, state or federal law, as applicable.

The College’s policy against discrimination and harassment (“Policy”) incorporates protections afforded by Title IX of the Educational Amendments of 1972, which prohibits discrimination in educational programs and activities based on gender. The Policy also incorporates all other local, state, and federal laws, including Title VII of the Civil Rights Act of 1964. Any individual whose conduct violates the Policy will be subject to disciplinary action up to and including termination for the faculty and staff and expulsion for students.

Harassment is the creation of a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual’s work or education, or affect adversely an individual’s work or living conditions on campus. Illegal and improper harassment of individuals who are in any of the protected classifications identified above may include, for example:

1. Making unwelcome or offensive comments about a person’s clothing, body, or personal life;
2. Use of unwelcome or offensive nicknames or terms of endearment;
3. Offensive jokes or unwelcome innuendos;
4. Any suggestion that sexual favors, or status as being in any protected classification identified above, would affect one’s job, promotion, performance evaluations, grades, working, or educational conditions; or
5. Other conduct that creates a work or educational environment that may be considered offensive or hostile, even though some employees or students

might not find it objectionable.

Sexual harassment, in particular, may consist of unwelcome advances, requests for sexual favors, or other verbal or physical conduct when one or more of the following occur:

1. Submission to or rejection of such conduct is made a term or condition of an individual’s employment or academic success;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions; or
3. Such conduct has the purpose or effect of interfering with an individual’s work or academic performance or creates a hostile, intimidating, or offensive work or educational environment.

The Policy is about human respect, dignity, and compliance with laws pertaining thereto. Nothing herein is intended to inhibit the faculty in its pursuit of free inquiry or the teaching of, or use of material concerning, topics that may be deemed offensive by some, but that have a legitimate academic and intellectual purpose. In some instances creating an uncomfortable environment challenging prejudices and preconceptions may serve a legitimate educational purpose. Nothing in the Policy is intended to diminish the College’s commitment to academic freedom or freedom of expression, each of which is essential to the work of an educational institution.

The College has designated the Title IX Coordinator as its representative to handle issues arising under the Policy, including Title IX. Individuals who need further information or clarification of the Policy should contact the Title IX Coordinator directly. Staff, faculty, students, and others protected hereby who feel they have suffered discrimination or harassment in violation of the Policy should follow the Complaint Resolution Procedure below.

The Policy also applies to complaints of harassment or discrimination by persons aggrieved by third parties such as contractors or vendors serving the College. The College cannot always control the conduct of third parties, but will attempt to take action to remedy any such situations that may arise.

Complaint Resolution Procedure

(For ease in identifying individuals, the person making a complaint is referred to as the "Complainant," and the person about whom the complaint is being made is referred to as the "Respondent.")

The College will endeavor to respond to and resolve all complaints quickly and effectively. Individuals in the protected classifications who believe they have been harassed or discriminated against in violation of the Policy are encouraged to contact the Title IX Office.

Through the Procedure, the College will take necessary steps to prevent recurrence of any harassment and/or discrimination determined to have occurred, and will take necessary steps to correct the discriminatory effects of the conduct on the Complainant and others, if appropriate. During all stages of the Procedure, every effort will be made to ensure fundamental fairness to all parties involved.

Procedures for Informal Resolution

(The Informal Resolution process often provides an effective means of resolving most disputes. However, both the Complainant and the Respondent may terminate the Informal Resolution process at any time and initiate a Formal Complaint without prejudice.)

1. Informal resolution may be utilized if all the following conditions are met: The complaint does not involve a person under the age of 18; The complaint does not involve an allegation of HDSM by a non-student employee against a student; All parties agree in writing to participate in a specific form of informal resolution; The Assigned Coordinator determines that it is an appropriate mechanism for resolving the complaint.
2. Both parties have the right to end the informal resolution process at any time and proceed with the formal resolution process. Additionally, if the Assigned Coordinator makes a determination that the process is not moving towards an effective resolution of the complaint (i.e., one that prevents reoccurrence of HDSM and one that remedies its effects), the Assigned Coordinator may end the informal resolution and proceed to the formal resolution process.
3. If the informal resolution process reaches a successful conclusion, the College will maintain a record of the complaint and the agreement. Information that is part of this record, including the allegations and the results of the informal resolution process, may be considered if there are any subsequent allegations of HDSM against the Respondent.
4. The parties shall agree upon an approved individual to oversee and facilitate the informal resolution process ("Mediator"). The Assigned Coordinator may help identify appropriate personnel for the parties' consideration.
5. The Mediator will set the date of the first meeting after consulting with the Complainant and the Respondent.
6. The Complainant and the Respondent should not contact each other outside of the mediation. The Assigned Coordinator will stipulate exceptions, if appropriate. The Assigned Coordinator may implement supportive measures, as necessary, to reduce or eliminate contact between the parties in the Complaint during mediation (e.g., students' housing assignments or course schedules may be altered, employees may have their office assignments or work schedules altered).
7. Both the Complainant and the Respondent are expected to attend mediation meetings. If either party fails to appear, unless there are extenuating circumstances, the Mediator may determine that the complaint will proceed to the formal resolution process.
8. Both the Complainant and the Respondent may bring an Advisor to the mediation, who may be a friend, parent, mentor, an attorney, or any other person of their choosing. The Advisor will not speak to the Mediator, or to the other party. The Advisor, as well as either party to the complaint, may request pauses in the mediation so that they can speak in private.
9. If the mediation results in a resolution between the parties, the Assigned Coordinator will review it. The Assigned Coordinator will ascertain whether the resolution will prevent reoccurrence of HDSM and if it will remedy the effects of HDSM that may have occurred. If the Assigned Coordinator concludes that these requirements are met, the informal procedure will end and the complaint will be closed. If the parties are unable to reach a resolution, the formal resolution process outlined in Article VI of the Harassment,

in the complaint process. The College will make good faith efforts to protect the confidentiality of those involved in the Procedure to the extent permitted by law and to the extent that continued protection does not interfere with the College's ability to investigate allegations or to take corrective action.

The College prohibits retaliation against any individual who files a complaint (informal or formal) in good faith or participates in a harassment or discrimination inquiry. Disciplinary action will be taken against any individual who retaliates against a Complainant or participant in a harassment or discrimination inquiry, or who files a discrimination or harassment complaint in bad faith, or who maliciously or knowingly files false charges.

Respondent and Complainant may each choose someone in the College community to serve in an advisory role throughout the Procedure.

Discrimination, and Sexual Misconduct Policy will commence.

10. In order to comply with the Family Educational Rights and Privacy Act (FERPA) as well as any other applicable federal and state laws, and this Harassment, Discrimination, and Sexual Misconduct Policy's mandates regarding confidentiality, the mediation process is not open to anyone other than the Mediator, the Complainant, the Respondent, and their respective individual Advisors. Documents prepared to facilitate the mediation (including the investigative report and the notice of the mediation), and any

other information introduced at the mediation may not be disclosed outside of the mediation, unless it is required or authorized by law. Neither this section nor any other provision of the College's Harassment, Discrimination, and Sexual Misconduct Policy prohibits or discourages employees from bringing complaints to the Equal Employment Opportunity Commission ("EEOC"), the U.S. Department of Education's Office for Civil Rights (OCR), or the US Department of Labor.

11. Documentation. The College will retain any documentation of the mediation for at least 7 years

Procedures for Formal Resolution

A Hearing Panel will be convened as soon as practicable, given the 10 day period for parties to review the final investigative report. The Hearing Panel will conduct a live hearing during which it will interview and question the Complainant, the Respondent, as well as any witnesses, or other third parties whose testimony the Hearing Panel deems relevant. The hearing will also provide an opportunity for both the Complainant and Respondent to present evidence and call witnesses, and for their Advisors to conduct a cross-examination of the other party and any witnesses present.

1. The Hearing Panel. The Assigned Coordinator will appoint the Hearing Panel members. Investigators in a complaint will not serve on the Hearing Panel. One faculty member from the Grievance Committee will chair the Hearing Panel. The second panel member will be from a pool of staff trained to adjudicate HDSM complaints under this Policy. The Student Court Chair, or another member of the Student Court serves as the third member of the Panel. A faculty member will not serve on the Hearing Panel if a current or former academic advisee is a party in the complaint. Staff who have worked with or supervised a student who is a party in the complaint will not serve, nor will athletics coaches if a student-athlete is a party in the complaint.

2. Hearings that Include Third-Parties as Respondents. The College may have limited authority to conduct hearings or carry out internal discipline against third-party Respondents (i.e., those who are not enrolled at or employed by the College). Regardless of the College's ability to hold a hearing with a third-party Respondent present, the College will investigate complaints filed and implement appropriate remedies, possibly including referrals to outside institutions or law enforcement and/or other measures to remedy the effects of HDSM on the Complainant and the College community.

3. Notice of Composition of the Hearing Panel. Promptly after appointing the members of the Hearing Panel, the Assigned Coordinator will provide simultaneous written notice to the Complainant and the Respondent, identifying the individuals who will serve on, and chair the Hearing Panel. If only a portion of the alleged misconduct justifies continuing to the hearing process, the Assigned Coordinator will also specify in the notice which alleged conduct or

violations will be the subject of the hearing. The Assigned Coordinator will simultaneously notify the parties in writing if there will be a consolidation of HDSM complaints. Complaints may be consolidated when allegations arise from the same facts or circumstances and are made by one Complainant against multiple Respondents or by more than one Complainant against one or more Respondents.

4. Challenging the Membership of the Hearing Panel. Either the Complainant or the Respondent may challenge the participation of any, or all of the members of the Hearing Panel for having a conflict of interest, or for having a bias against Complainants or Respondents generally, or for having a bias against a specific Complainant or Respondent. Challenges can be made by submitting a petition, in writing, to the Assigned Coordinator. There is a 3 day time limit, following notification of the membership of the Hearing Panel for submitting a petition. The petition must state the specific reason(s) for the perceived conflict of interest or bias. The Assigned Coordinator will evaluate objections and determine whether to replace members of the Hearing Panel. Any changes in the membership of the Hearing Panel will be provided simultaneously in writing to the Complainant and the Respondent at least 3 days before the hearing is to take place. Once the membership of the Hearing Panel is finalized the Assigned Coordinator will provide the Panel with the following documents: the complaint, the Respondent's written response to the complaint, the investigative report, and any written responses that the parties submit regarding the investigative report.

5. Hearing Policies and Procedures

- a. Submission of Written Materials by the Complainant and the Respondent. The Assigned

Coordinator will advise both the Complainant and the Respondent that they have 3 days following notification of the composition of the Hearing Panel to provide the Assigned Coordinator with a list of witnesses, if any, that either party wants to provide information at the hearing along with a brief description of each witness's connection to and/or knowledge of the issues in dispute. Each party is responsible for providing the Assigned Coordinator with contact information for witnesses they intend to call during the hearing at this time. The College may not be able to compel witnesses to appear at a hearing, and the failure of a witness to appear shall not invalidate the complaint resolution process. If either party wishes to submit an expert analysis report at the hearing it should be submitted to the Assigned Coordinator at this time.

- b. Notice of the Hearing Date.** Within 7 days after all parties have been notified of the final composition of the Hearing Panel, the Assigned Coordinator will notify the Complainant, the Respondent, and any witnesses, or other third parties who will testify regarding the date, time, and location of the hearing. Both the Complainant and the Respondent will receive lists that include the names of all persons who will be interviewed during the Hearing.
- c. Failure to Appear.** Unless there are extenuating circumstances, if either the Complainant or the Respondent fails to appear before the Hearing Panel, the Hearing Panel will proceed to resolve the complaint based on evidence and testimony of those who are available to testify. The Assigned Coordinator will determine what constitutes extenuating circumstances.
- d. Language and Disability Accommodations.** Requests for language or disability-related accommodations must be submitted to the Assigned Coordinator no later than 3 days before the hearing. The Assigned Coordinator will attempt to accommodate such requests, to the extent that they don't create an undue technological or financial burden to the College, or to either party in the complaint.
- e. Live Hearing.** The hearing will be live, but the default hearing procedure will be for the Hearing Panel, the Complainant and their Advisor, the Respondent and their Advisor, and any witnesses to participate virtually, with technology enabling the hearing participants to see and hear each other. The Assigned Coordinator will assure that an audio-visual recording of the hearing is created and make it available to the parties after the hearing for their inspection and review.
- f. No Contact Prior to the Hearing.** The Complainant and the Respondent should not

contact each other or members of the Hearing Panel outside of the hearing. Supportive measures may be implemented by the Assigned Coordinator to reduce or eliminate contact between the parties in the complaint. For example, students' housing assignments or course schedules may be altered. Student employees may have their office assignments or work schedules altered for the duration of the hearing. Employees may have their office assignments or work schedules altered for the duration of the hearing.

- g. Evidentiary Matters.** The Complainant and the Respondent will have equal opportunities to present evidence during the hearing. Formal rules of evidence will not be observed during the hearing. In complaints alleging sexual misconduct, questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they are being introduced into the record for the purpose of proving that someone other than the Respondent committed the alleged conduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. The College recognizes that the mere fact of a current or previous consensual dating or sexual relationship between the two parties does not itself imply consent. The College will attempt to conduct the hearing in a manner that does not inflict additional trauma on the Complainant, the Respondent, or witnesses.
- h. Hearing Procedures.** The hearing will be open to a limited number of individuals, including the members of Hearing Panel, the Assigned Coordinator, the Complainant, the Respondent, and their respective Advisors. Witnesses will only be present for their own interviews. Both the Complainant and the Respondent will be provided equal opportunities to make opening and closing statements, to present witnesses, including fact and expert witnesses, and to proffer inculpatory and exculpatory evidence. The Hearing Panel will have an opportunity to ask questions of the parties and the witnesses in order to develop evidence through testimony. The Chair of the Hearing Panel will resolve any questions concerning procedure or the admission of evidence or testimony (including the relevancy and reliability of the evidence and testimony).

All witnesses are expected to provide truthful testimony. Students of Hampden-Sydney College are reminded of the Honor Code, which states: "The Hampden-Sydney student will not lie, cheat, or steal, nor tolerate those who do."

- i. Cross Examination.** In addition to questions posed by the Hearing Panel, each party's

Advisor will have an opportunity to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Both the Complainant and the Respondent will submit their preliminary lists of cross-examination questions in writing to the Assigned Coordinator 48 hours prior to the commencement of the hearing. Cross-examinations will be conducted by the Advisors and not the parties to the complaint. Cross-examinations will be direct, oral, and in real time. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Hearing Panel Chair will first determine whether the question is relevant and explain any decision to exclude a question deemed as not relevant. The Hearing Panel Chair will oversee cross-examination in order to proscribe aggressive or abusive questioning of any party or witness.

If a party does not have an Advisor present at the live hearing the College will provide one without fee from a pool of faculty and staff trained to serve as Advisors. The Advisor will conduct cross-examinations on the party's behalf. Requests for an Advisor should be made in writing to the Assigned Coordinator 7 days prior to the Hearing date, unless extenuating circumstances exist.

If a party or witness is unwilling to be cross-examined in the live hearing the Hearing Panel will not rely on any statements that were made by that party or witness in reaching a determination of responsibility for the alleged misconduct. However, the Hearing Panel will not make inferences regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer questions.

6. Hearing Outcome

- a.** The Decision of the Hearing Panel. Following the conclusion of the hearing, the members of the Hearing Panel will confer. A majority vote of the Hearing Panel will determine whether the evidence presented at the hearing, as well as the information provided in the investigative report, the parties' written statements (if any), and witness testimony establishes that it is more likely than not (i.e., more than 50 percent likely) that the Respondent committed the alleged HDSM. This preponderance of the evidence standard is the only evidentiary standard that may be used to resolve a complaint of HDSM. The Hearing Panel will immediately report their findings and rationale behind the same, along with recommended sanctions, if applicable, to the Assigned Coordinator.

The Hearing Panel will make a written determination of its findings which will be provided simultaneously and in writing to the Complainant and Respondent.

This document will include the following information: (1) Allegations of HDSM that constitute the complaint; (2) The procedural steps taken by the College from the receipt of the complaint through the determination (including notifications of the parties, interviews with the parties and witnesses, site visits, methods used to gather other evidence, and hearings held); (3) Findings of fact supporting the Hearing Panel's determination; (4) Conclusions regarding this Policy's application to the facts; (5) A rationale for the determination of responsibility made in each allegation; (6) Disciplinary sanctions to be imposed on the Respondent (if applicable); (7) A list of any remedies provided by the College to the Complainant that are designed to prevent HDSM from being a factor in the terms and conditions of an employee's employment, as well as restore or preserve equal access to the College's education programs or activities; (8) and the College's appeals procedures and bases for appeals.

The Hearing Panel Chair, or their designee, will draft the first 6 points of the written determination described above. The Assigned Coordinator will complete the written determination by adding points 7 and 8. If no appeal is filed, the written determination becomes a final determination on the date on which options to appeal expire. If an appeal is filed, the written determination becomes a final determination when the result of the appeal is issued.

- b.** Sanctions. The purpose of the College's response to a finding of HDSM is to eliminate it, prevent reoccurrences, and remedy its effects. Given their role as the decision-makers in the complaint resolution process, if a majority of Hearing Panel members conclude that a preponderance of the evidence supports a finding of HDSM under this Policy, they may recommend sanctions. The Assigned Coordinator will consider these recommendations and then determine sanctions to be applied to the Respondent.

Sanctions may be one of multiple College responses to acts of HDSM. Others may include educational interventions, changes in campus security practices – including increased monitoring of the location(s) where HDSM occurred. Sanctions adopted following a finding of HDSM will depend upon the nature and gravity of the charges, any record of prior discipline for HDSM, or both. If there is no appeal, sanctions will take effect immediately. In the case of an appeal, sanctions will not be effective until the resolution of the appeal. An exception to this Policy will apply if the Dean of the Students concludes that in order to protect the welfare of the Complainant or the College community it is advisable for any sanctions on a student-Respondent to be effective immediately and to continue in effect until the appeal process is concluded.

Sanctions applied to student-Respondents may include: disciplinary probation, expulsion from campus housing, issuing a no-contact order to the Respondent, mandated counseling, educational sanctions (e.g., bias awareness training), suspension, or expulsion from the College. If the allegations in the complaint include Sexual Violence and the sanction is suspension or expulsion, or if a Respondent withdraws from the College prior to a resolution of a complaint of Sexual Violence, then a notation will be made on the student's academic transcript. The notation will state: "Suspended, College prior to a resolution of a complaint of Sexual Violence, then a notation will be made on the student's academic transcript. The notation will state: "Suspended, Dismissed, or Withdrew while under investigation for an offense involving Sexual Violence in violation of Hampden-Sydney College's Code of Student Conduct." If a student who has been suspended completes the suspension and returns to the College as a student in good standing, the notation will be removed from their academic transcript. Once sanctions have been determined, the Assigned Coordinator will simultaneously notify the Complainant and the Respondent of the outcome of the hearing and sanctions imposed in writing. The full Hearing Panel report will follow.

c. Accommodations and Corrective Action.

Once the hearing has concluded, and if there has been a finding of HDSM the Assigned Coordinator will meet with the Complainant to determine what, if any accommodations should be made. The Assigned Coordinator will notify the Complainant in writing of the accommodations the College will provide. If any of these accommodations affect the Respondent, the Assigned Coordinator will notify the Respondent in writing. Any party may request, and the Assigned Coordinator may provide, additional accommodations or support services as warranted following the adjudication of a formal complaint.

d. Preventing Retaliation. Retaliation includes intimidation, threats, or coercion of individuals for the purpose of interfering with any rights or privileges under this Policy, or because an individual has made a report or complaint under this Policy or has participated, or refused to participate in any manner in a HDSM investigation or hearing.

Publicly releasing confidential documents (e.g., on social media) that are part of the complaint resolution process, including the complaint, the investigative report, the recording of the hearing, or Hearing Panel determination, may constitute retaliation under this Policy. In order to prevent retaliation the College will maintain confidentiality regarding the identities of any individual(s) who has made a report or filed a formal complaint of HDSM, any Complainant, any Respondent, and any witness, except as required by

law, or to carry out the purposes of this Policy (e.g., conduct of an investigation, hearing, or appeal).

Charges against a student for code of conduct violations that do not involve HDSM, but arise from the same facts or circumstances as a report or complaint of HDSM that are made for the purpose of interfering with any rights an individual has under this Policy constitute retaliation. Complaints alleging retaliation may be filed according to the grievance procedures for HDSM specified in this Policy.

The Assigned Coordinator will take steps to prevent retaliation against persons who participated, or were asked to participate in the resolution of a complaint under this Policy by briefing them on how to report retaliation and their options for filing a complaint under this Policy if they do become a target of retaliation, following up with them to ensure that there have been no retaliatory actions, and providing appropriate education for the College community, as necessary to prevent or eliminate retaliation.

- e. Outcome Letter.** Within 7 days following the conclusion of the hearing, the Assigned Coordinator will issue an outcome letter simultaneously to each party in the complaint. If sanctions are imposed, the outcome letter will describe the disciplinary actions taken, the date disciplinary actions are imposed, and the duration of the sanction(s). If there has been a finding of Sexual Violence against a student Respondent and the sanctions include suspension or expulsion, or if the student withdraws from the College prior to the completion of the complaint resolution process, the outcome letter will notify the Respondent that one of the following statements outlined in the next section will appear on Respondent's academic transcript.
- f. Confidentiality and Disclosure.** All documents prepared in anticipation of the hearing, including: the complaint, the investigative report, notice of the hearing, pre-hearing submissions, documents, testimony, or other information introduced at the hearing, and the final outcome letter may not be further disclosed, except as authorized by law).
- 7. Appeals**

The Complainant and/or the Respondent may appeal the decision of the Hearing Panel and/or the sanction imposed on the Respondent within 7 days from the date the outcome letter is received. Both the decision of the Hearing Panel and the sanction(s) imposed on the Respondent are open to appeal, and may be appealed simultaneously.

- a. Appeals of the Hearing Panel's Decision Regarding Responsibility. The only permissible grounds for an appeal are: (1) availability of new germane evidence that was not, despite the due diligence of the parties, available at the time of the hearing; (2) procedural irregularity during the resolution process that affected the outcome of the matter; and/or (3) the Assigned Coordinator, Investigator(s), or Hearing Panel members had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that affected the outcome of the complaint resolution process.
- b. Appeals of the Sanctions. The Complainant may appeal on grounds that the sanctions are insufficient to achieve the Policy's goals of eliminating acts of HDSM, preventing reoccurrence of such acts, and remedying the effects of HDSM, and the Respondent may appeal on the grounds that the sanctions are excessive.
- c. The Appeals Procedure. The Assigned Coordinator will ensure that the decision makers for appeals do not have a conflict of interest, or bias for or against Complainants or Respondents generally, or an individual Complainant or Respondent. The respective appellate decision-maker will immediately determine if the appeal is viable (e.g., submitted within the applicable

time limit and justified under one of the established bases for appeal) and simultaneously notify both parties in writing whether or not the appeal can go forward. Both parties will have 7 days from the decision-maker's notification to submit a written statement to the decision maker in support of, or challenging the outcome of the hearing.

Appeals must be made in writing to the Dean of Students, who will notify the Assigned Coordinator that an appeal has been received. After reviewing the evidence from the hearing, including the recording of the hearing, the Dean of Students will determine if: (1) the decision of the Hearing Panel should stand; or (2) the decision of the Hearing Panel should be overturned; or (3) additional evidence should be obtained before making an appellate decision. If the Dean of Students decides to overturn the decision of the Hearing Panel, or that additional evidence should be obtained, the Dean will consult with the Assigned Coordinator on the appropriate steps to take to come to a final resolution of the complaint. The Dean of Students will notify the Assigned Coordinator, the Complainant, and the Respondent simultaneously in writing of the decision and actions to be taken. There is no further appeal.

Appendix I: Housing Regulations

Residence hall life is one of the most valuable experiences of a student's college years. This environment of close association provides an opportunity to learn to balance properly the opposing claims of individual freedom and the rights of others. One element of good citizenship is sensitivity to the rights of others. Thus, you should be open to the requests of others to stop behavior that infringes on their rights. Even more desirable is the development of a sense of self-discipline so that you are intuitively aware that certain acts (e.g., loud playing of music) are ruled out because you know that they are bothersome to others.

A student may have his privilege to live on campus withdrawn for a specified period for any infraction of regulations which indicates unsatisfactory citizenship in the residence hall or fraternity house. In this event, the student may be removed from his campus housing, with no refund

of residence hall rent or change in his boarding contract allowed. He may have to live off campus if he is to remain enrolled in the College or he may be banned from his place of residence for specific hours of each day. In the event that he withdraws from the College, there shall be no refund. Written application for permission to live on campus again must be submitted to and approved by the Associate Dean of Students for Campus & Residential Life.

Disregard of the following standards, as well as other rules, may subject individuals and entire halls or sections of residence halls to disciplinary action. The entire Code of Student Conduct applies. All students should be familiar with the rules stated in the Housing Regulations.

Fraternity house and theme house resident advisors must live in Room #1 of their respective houses for the academic year.

1. Housing Policy

Hampden-Sydney College has a four-year residential requirement. Only registered students and College-assigned occupants may reside in College-owned facilities. All students are required to live on campus unless they have received a formal exemption from the College's housing policy. Exemptions are granted upon annual receipt of required written requests for the following reasons.

- Student is married, and commuting to campus from a home shared with a spouse.
- Student lives with parents/guardian and is commuting to campus from family home within 30 miles of campus, or within 45 minutes of Hampden-Sydney College.
- Student has completed eight, fulltime (12 credit hours

or more) semesters at Hampden-Sydney College.

The College may make exceptions to this housing policy for students wishing to live off campus, normally only when enrollment exceeds housing capacity. Students are advised that signing a lease or rental agreement with a third-party landlord does

not exempt them from the College's Housing Policy, and leases or rental agreements should not be signed unless an off-campus housing assignment has already been obtained during the annual housing selection process.

Housing Assignments

The College tries to grant the preference of each student in making housing assignments and roommate pairings. However, there may be occasions where some assignments have to be changed in the interest of the total housing program.

The Associate Dean of Students for Campus & Residential Life assigns roommates for freshmen. Mutual roommate requests submitted by June 1 will be granted.

Housing assignments for upperclassmen are determined by a room choosing process. This

process is managed by the Associate Dean of Students for Campus & Residential Life and will be updated as housing needs for the College change.

The demand for space in College housing can typically be greater than the supply of rooms available. Students will be assigned in a To Be Announced (TBA) space during housing registration if this issues persists. Their preference will be taken into consideration for housing assignment as space becomes available.

Room Changes

Requests to change rooms must follow the process laid out by the Associate Dean of Students for Campus & Residential Life. Student are encouraged to inquire about this process with said Dean in order to follow all requirements for the room change process.

Unapproved room changes will result in a fine of \$300 to any individual that moves residential spaces.

2. Social Regulations

Visitation Responsibilities

A roommate's right to free access to his room at all times must not be abrogated by visitation by guests. A roommate's concurrence is necessary in order for a room to be used for visitation. A roommate must not be deprived of his right to privacy, study time, or sleep because of a guest.

Parties

There are to be no organized parties, kegs of beer, or other common-container alcohol in residence halls without the permission of the Dean of Students or the Associate Dean of Students for Campus & Residential Life. This rule does not preclude groups or couples from getting together in a room on Friday or Saturday nights; however, they should not be noisy, should respect the rights of others, and should obey the law and alcohol policy. Socializing in rooms should be limited to no more than twelve people. Those who live in fraternity houses or campus cottages with adequate common space may host larger groups. The rule does mean that no one may organize a party or

invite persons to a social function in or around a residence hall without submitting a party registration form according to College policy and gaining the approval of the Associate Dean of Students for Campus & Residential Life.

College policy prohibits the drinking of alcoholic beverages in public on the campus or in College buildings. No alcoholic beverages-in either primary or secondary containers-may be present or consumed in public areas (halls, porches, etc.) in or around residence halls, and no alcohol may be provided or served by persons responsible for an approved, organized social activity or party.

Noise Level

At all times, especially on weeknights, the noise level in and around fraternity houses and residence halls shall be such that it neither disturbs neighbors nor keeps fellow students from their right to have quiet for study and rest.

The noise level should never be excessive in residence halls. Students, with the assistance of Resident Advisors/House Managers, are responsible for keeping order and maintaining quiet. In fraternities, the president should be responsible for enforcement. If the problem cannot be handled at this level, the offender(s) should be reported to the Dean of Students. Specifically in regard to

music and video games, while there is no desire to keep a student from enjoying his sound or gaming equipment, limits must be set which allow other students the freedom to study or sleep in the comfort of their rooms, free from outside disturbance. Abuse of the privilege to use a music player or game console will lead to restrictions or to the withdrawal of the privilege to have such equipment in the residence halls. This decision is made by the Dean of Students and the Chairman of the Student Court.

3. Property and Maintenance

Proper care of College property is expected of all students.

No College furniture is to be removed from any residence room.

No lofts are permitted other than the College dorm furniture that is specifically designed to be lofted.

The minimum charges stated below are not substitutes for disciplinary action. The full range of penalties of the Code of Student Conduct applies, including the possibility of eviction from the residence hall.

Smoking

Smoking and vaping are not permitted inside any Residence Hall, Fraternity House, College-Owned apartment or cottage, Pannill Commons, Brown Student Center, including the Tiger Inn. Students who are found smoking, or whose room contains evidence of smoking/vaping, are subject to fines and disciplinary action.

Appliances

You are not allowed to possess unauthorized cooking equipment, to include any kind of oven or toaster oven, hot plate or cooking unit, electric grill (George Foreman), skillet, fryer, or cooker, hot dog cookers, hamburger cookers, toasters, induction cook tops, or air fryers. Sanctions include confiscation of equipment. No cooking is allowed on grills or other implements on fire escapes, windowsills, stairwell landings or balconies, etc.

The following appliances are permissible: one half-size refrigerator (UL listed; up to 4.3 cubic feet) and one microwave oven (UL listed; up to 1000 Watts) per student room; coffee pots and coffee makers with thermostats; popcorn poppers; and blenders. Grills must be charcoal grills and can only be used on concrete patios, parking areas, or lawns; they must be ten (10) feet or more from any structure. Grills cannot be used on decks or porches.

No personal air conditioners are permitted in student living areas.

Dart Boards

You are not allowed to possess a dart board or darts; confiscation of the equipment and other sanctions will result, including restitution for damages.

Pets

No pets may be kept on campus by students living in residence halls, fraternity houses, or College-owned housing. No pets are allowed in other College buildings, and no pets belonging to students who live off-campus may be brought onto the campus unless they are on a leash. No warm-blooded, feathered, or poisonous animals, or snakes, caged or uncaged, are allowed in

the residence halls, College-owned cottages, or fraternity houses. They are also prohibited from visiting. Animals are both a health hazard and a nuisance for the hall community. The presence of a pet in a residence hall may result in fines and disciplinary referral to the Student Court Chairman. In some cases, it may be necessary to contact Prince Edward County Animal Control.

Cleanliness of Residence Halls and Vicinity

Students are encouraged to treat all College facilities as they would treat their own home and expect other students and guests to do the same.

Trash should never be excessive in the halls or public areas of residence halls. If Facilities Management personnel have to clean up excessive trash and debris inside a residence hall, a minimum \$50 fee will be assessed to students living on the hall, or to the students responsible.

The area around residence halls should be kept free of debris, glass, etc. Residents are expected to use trash receptacles and not to litter the grounds. A minimum fee of \$50 will be charged to a section, residence hall, or student responsible if there is excessive trash outside the residence halls and Facilities Management personnel have to clean it up.

No furniture (e.g., tables, chairs, sofas), boxes, or

other materials may be left outside of any building overnight. A minimum fee of \$50 will be charged to remove these objects, which are subject to confiscation.

No items (e.g., flags, banners, tapestries, posters, etc.) may be displayed in the windows or outside of any College-owned housing facilities.

Only College-issued blinds are approved for installation in windows.

If a student becomes aware of vandalism or damage caused by another student or guest, he is encouraged to report this information to his RA immediately so that the person(s) responsible may be held accountable. Likewise, if a student accidentally or intentionally vandalizes or damages property, he is expected to take responsibility for his actions and promptly report the incident to his RA.

Indoor Air Quality

Maintaining a satisfactory and healthy indoor environment and good indoor air quality in Southside Virginia's highly variable climate requires

a joint effort by Hampden-Sydney College staff and residence hall residents. No heating or air conditioning system is able to eliminate all pollen,

dust and allergens; therefore, effective maintenance and housekeeping practices must be followed by both students and staff to reduce humid conditions and prevent microbial growth, such as mold and mildew, within College housing.

Maintaining cleanliness in the residence hall living environment is essential for healthy air quality because microbial growth, such as mold and mildew, grows and thrives in wet or humid

conditions, including those created by food or other organic materials containing moisture, wet towels, wet clothing, water intrusion, or spills which are not cleaned up immediately. Mold or mildew growth can occur within 24-48 hours of a spill of any liquid or water intrusion, so clean-up of spills or reporting of water intrusion must be done promptly, and any items or activities that create excessive moisture are strictly prohibited from all College housing.

Damage of Undetermined Origin

Though RAs make efforts to investigate the origin of damage and vandalism in their area, it is not always possible to identify the person(s) responsible. In the event of damage of undetermined origin in or around a residence hall, or college-owned student residence,

the cost of repair will be split between the residents of a hall, section, or entire residence hall(s) as determined by the Dean of Students or the Associate Dean of Students for Housing and Residence Life. The minimum charge per person will be \$5.

Residence Hall Inspections

Residence halls are inspected from time to time by RAs, Office of Student Affairs staff, the Fire Safety Department, or the State Fire Marshal. The main purposes of inspections are to discover and determine responsibility for damage to, misuse of, and/or misappropriation of College property, and

to report matters needing maintenance. Obvious violations of College regulations in non-maintenance areas may be discovered and reported as a result of the inspection, but the inspection itself is not a search of one's room or belongings.

Room Check-in and Check-out

It is required that each student have his residence hall room inspected both when he occupies the room and when he vacates the room. Check-in inspections should be completed within 48 hours of a student moving in. Failure to do will result in a \$50 fine. When making a mid-year room change, students are also required to complete a room check-out with their RA, and a room check-in with their new RA. Students who leave the college during the semester, or at the end of the first semester must complete a check-out with their RA.

Fines and charges are assessed if the room is not clean, or if property is missing or damaged, when a student departs. Rooms that are not left in a condition fit for immediate reoccupation will be charged a cleaning fee of not less than \$25. Additional fines and charges are possible.

If seniors are checked out of their rooms before graduation, they may not remain in their rooms unless they have written permission to do so from the Associate Dean of Housing and Residence Life.

All students should be familiar with the rules stated in the Housing Agreement.

4. FIRE SAFETY

Rules and Prohibited Items

Fire extinguishers, heat and smoke detectors, pull stations, sprinkler heads and pipe, automatic door closers, evacuation signs, exit signs, smoke free building signs and emergency lights are all considered "life safety devices". Tampering with, vandalizing, or misuse of any of these devices is a chargeable Class 1 misdemeanor in Virginia (punishable by up to one year in jail and a \$2500 fine) and is considered a serious life safety offense by the College. This includes intentionally setting off a fire alarm (activating a pull station) when there is no fire, covering a smoke detector or sprinkler head,

falsely reporting a fire, the setting of a fire, failure to evacuate during a fire alarm activation or entering a building during a fire alarm activation. The lighting of fireworks is considered hazardous and is strictly prohibited, any of which is subject to a \$250.00 Fire Safety Violation fine.

Violation of any of these rules will result in a fine assessed by the Fire Safety Department or immediate eviction from the residence hall for a period to be determined by The Office of Student Affairs and the Chairman of the Student Court and the possibility of other serious disciplinary action.

Fire Safety Rules for all Student Living Areas

ALL STUDENTS ASSIGNED TO A SPACE, BEDROOMS AND COMMON AREAS, ARE RESPONSIBLE FOR VIOLATIONS IN SAID SPACE AND EACH MAY BE ASSESSED ANY NECESSARY FINES FOR VIOLATIONS FOUND IN SAID SPACE. BOTH STUDENTS LIVING IN A DOUBLE ROOM ARE RESPONSIBLE FOR ALL VIOLATIONS WITHIN THE ROOM. ALL STUDENTS LIVING IN AN APARTMENT, SUITE, OR FRATERNITY HOUSE ARE RESPONSIBLE FOR ALL VIOLATIONS WITHIN THE COMMON AREA OF THE APARTMENT, SUITE, OR FRATERNITY HOUSE.

1. There shall be no storage of any personal belongings (including bicycles), sports equipment, furniture, clothing, etc. in hallways, stairwells or landings, entrances, exits, and vestibules of any residence hall, cottage, or fraternity house (student living areas).
2. Emergency exit paths (egress) in the bedrooms, halls and entrances shall be maintained equal to the width of the door.
3. No items shall be hung from the ceiling or from sprinkler heads or sprinkler pipes.
4. No combustible material, flags, towels, tapestries, etc. may be hung in windows. Curtains and drapes shall be either non-combustible or flame resistant and be labeled as such stating the curtain meets NFPA-701.
5. Absolutely nothing shall be hung from or attached to the ceiling.
6. Each student may display unprotected either **ONE** 2'x3' paper poster **OR ONE** 3'x5' cloth flag, **FLAT ON THE WALL** only, of bedroom or common area (such as a living room). Items may NOT be displayed in windows, on doors, hanging from bunks on lofts or on the ceiling. Any additional flag or paper poster **MUST BE** displayed in a poster frame. Plastic, vinyl and foam board decorations are not allowed! There is no limit on metal signs, felt or wool banners.
7. There shall be no lumber, trash, combustible materials, flammable liquids, propane tanks, gasoline powered items, kerosene heaters or lamps stored or used in student living areas. This also includes decks, porches, and balconies.
8. Surge protector/power strip shall be protected with a built-in 15 amp circuit breaker (reset Switch) and shall be plugged directly into a wall outlet and not into another surge protector.
9. Extension cords are prohibited in any student living area.
10. Cube adapters and multi-tap adapters, lamps with outlets, bed risers with power cords, are not permitted in any student living area. * NOTE – cube adapter is the common use term for devices that plug into a wall outlet and offer multiple 110 volt ports for electrical devices but offer no over-current protection. An approved surge protector is therefore required.
11. Fresh-cut trees or greenery (i.e. Christmas trees or bamboo) are not permitted in student living areas.
12. Life Safety devices shall not be unplugged or tampered with or obstructed in any way. These include smoke detectors, heat detectors, sprinkler systems (piping and sprinkler heads), pull stations, exit and emergency lights, fire extinguishers and evacuation plans, which are found in both rooms and hallways of residences. They are for the safety of those within that room or building.
13. Incense is strictly prohibited in any student living areas.
14. Traditional candles are strictly prohibited in student living areas. Any candle found in a student living area will be confiscated. Battery-powered flameless candles are encouraged, candle warmers are allowed.
15. Open flames from any source are strictly prohibited inside student living areas.
16. Storage of goods or placement of furniture shall be at least 24 inches below the ceilings.
17. Halogen lamps are not permitted on campus.
18. Chocking or propping of stairwell doors in the open position is prohibited. Doors to student rooms may be chocked or propped open if the room is occupied; doors must be closed when no one is in the room.
19. Grills shall not be used or stored within 10 feet of any building. This includes decks, balconies, and porches.
20. Smoking (including E-cigarettes and vaping) is strictly prohibited in all college facilities.
21. Bunks, lofts and beds shall not be draped or enclosed.
22. Inflatable furniture such as couches and chairs are not allowed. Inflatable air mattresses may be used only on a temporary basis, such as for weekend guests, and after use shall be deflated and stored.
23. Please see Section 3 on Appliances for cooking equipment not allowed.
24. Electric space heaters are prohibited in student living areas.
25. Use of miniature Christmas lights may be used for decoration, no more than 3 strands of lights. Lights must be plugged directly into a wall outlet, attached flat to the wall, and never on the ceiling.
26. All outdoor open burning must be contained within a manufactured fire pit (not makeshift of stone blocks, or barrels). Portable fire pits on

campus will be used as follows

- a. The Use of Accelerants is Prohibited
- b. Only Wood May Be Burned
- c. Fires Must be Extinguished by 2AM
- d. Fire Pits must be at least 25 feet from any structure or flammable material
- e. Manufactured fire pits shall be no larger than 3' in diameter
- f. Bon fires and open pit burning is strictly prohibited.
- g. Observe the Virginia Department of Forestry burn law.

Fines and Inspections

Fire safety violations may carry a fine as well as any repair costs. Violations receive warnings for first time offenses (except class 1 violations), \$25 per violation for the second offense, and \$100 if the violation is not corrected or repeated. Third offense violations will be referred to the Student Justice System. The maximum fine for each inspection is \$500.00 per student.

The first fire inspection of the semester shall be conducted without the distribution of fines to students for fire code violations. The exception to this rule shall be in regard to tampering with fire safety equipment and smoking inside.

Class 1 Violations: Smoking in student residences, unattended burning candles, covering a smoke detector or sprinkler head, tampering with any fire safety equipment, failure to evacuate any time there is a fire alarm activation or entering a building during a fire alarm activation will result in an

Fire Safety Violation Appeals

Appeals must be filed within 60 days of the date of the fire safety violation notice (email); you should pick up and fill out an appeal form in the Business Office. Your completed appeal form will be submitted by the Business Office to the Fire Safety Violation Appeals Committee, which reviews appeals and will notify you of its decision. No

Fire Safety and Fire Drills

The College places a high priority on residence hall, apartment, cottage, and fraternity house safety. Twice each semester fire drills are held and everyone is expected to cooperate with the RAs and house managers who act as fire marshals. As described above, serious penalties are assessed against those violating fire and safety regulations or who in any way create a danger for others. Violations include failure to leave a building when a fire alarm is sounding, entering a building while the fire alarm is sounding or failure to cooperate with officials during a fire or fire drill. **Resident advisors are to establish a meeting place for their residents at least fifty feet from the building and determine who is not present. If it is suspected that a student may be inside the building, this information shall be immediately shared with fire and rescue personnel.**

As a resident of a residence hall, cottage, or fraternity house at Hampden-Sydney College, you

29. No storage of any kind is permitted in HVAC, electrical, or mechanical rooms.
30. Altering or removal of "No Smoking" and "Fire Department Connection (FDC)" signs is prohibited.
31. The usage of smoke machines/fog machines is prohibited in student housing.
32. No storage of upholstered furniture on decks, porches, or balconies.

immediate fine in the amount of \$250.

These fines are minimal and can be increased by the Chairman of the Student Court and the Dean of Students at any time based upon the special circumstances surrounding a particular event.

Authorized College personnel have the right to conduct room inspections to ascertain safety conditions and room damages **at any time**. Fire safety inspections occur on a continuous basis. Some are scheduled; others may occur as part of daily routine tasks, possibly in conjunction with test or repairs to the fire protection systems. Fire safety violations will be addressed at the time they are observed in an effort to maintain the highest level of safety and protection from fire for our students. Room inspections are also conducted as part of the annual safety inspection of student living areas by the Virginia State Fire Marshal.

appeals will be accepted after April 30.

If the appeal is accepted by the Committee, the fine will be canceled. Otherwise, you must then immediately pay the fine in the Business Office to avoid further disciplinary action for non-payment of the fine.

Re-occurring violations are not eligible for appeal.

have a responsibility to acquaint yourself with the following fire and fire drill procedures. Become familiar with all routes of escape available to you from your room. Always know two ways out! Most buildings are equipped with an evacuation plan. Become familiar with it. Should a fire occur, it will be too late to search for an exit.

If you detect a fire in your residence hall, evacuate the building, call 911 immediately and call your RA. If you hear an alarm sound you should:

1. Feel the door with the back of your hand. If your door is very hot, DO NOT OPEN THE DOOR. In this event, open your window and sit on the sill. Wait for help. If the door is cool to touch, open it and leave the building. Close the door behind you.
2. Use primary fire exits (stairs and main doors) whenever possible.

- 3. If your primary means of exit is blocked, use the secondary exit. Your RA will inform you of the primary and secondary exit routes for your part of the residence hall; you can also consult the evacuation plan mounted in your hall.
- 4. Close your door when evacuating the building. This procedure can prevent the needless spread of fire within the building.
- 5. Do not panic. Leave the building as quickly as possible, but without bolting or becoming a part of the problem.
- 6. Do not linger. Never remain inside a building

after a fire alarm has sounded. Treat all drills as fires. You will not likely be able to distinguish a drill from the real thing until it is too late! Again, get at least fifty feet from the building at the location designated by your RA and cooperate with firefighters and check in with your RA (when possible).

- 7. Do not return to the building until told to do so by a fire official or someone in charge.
- 8. Always report to your RA or house manager all dangerous and suspicious behavior that might contribute to a fire problem in your residence hall.

Appendix J: The Use of Vehicles for College Business

Students are not covered under the College's insurance if they are operating their personal vehicle or a borrowed vehicle while traveling on College business. When a student uses his personal vehicle to travel on College business, the student's personal insurance is responsible for all damages to the personal vehicle and any other vehicles or property, should the student be held responsible for such damages.

If a student drives a College-owned vehicle or a College-leased vehicle to conduct College business, coverage is provided under the College's insurance. College insurance provides coverage for all damages to the College's vehicle, a College-leased vehicle, and any other vehicles or property, should the student be held responsible for such damages.

Students planning to travel for the College should take into account these insurance provisions.

Appendix K: Firearms and Weapons Policy

Registration And Regulations

To ensure a safe campus community, all firearms/ bows and related items, including ammunition and arrows, must be registered with the Department of Public Safety and Police in the Bush House, where they are stored in an assigned gun locker. All firearms and archery equipment must be checked in with Campus Police immediately when brought on campus. They may not be stored in residences or vehicles at any time when on campus or on College-owned property. Check out your firearms/bows at Campus Police and when you return to campus, the firearm and archery equipment, including ammunition, must be immediately checked back in with Campus Police to be secured in the designated locker. Students may have up to three (3) firearms or archery pieces in the locker at any one time.

Approved firearms include rifles, shotguns and any archery equipment that meet Virginia Department of Game and Inland Fisheries' specific requirements to be considered legal for hunting use or sporting clays, skeet, or trap shooting. No firearm may hold more than five rounds. Firearms must be carried in a protective case while being transported.

Items prohibited at all times on campus or

College-owned property are handguns, pistols, BB/ CO2 guns or pistols or their like, compressed air guns or pistols, air-soft guns or pistols, stun guns, tomahawks or machetes, slingshots, blow guns, switchblade knives, butterfly knives, axes, metal/ brass knuckles, fireworks or explosives or chemicals that are explosive in nature (not under the control of an academic department), paintball guns, and any toy or replica thereof. This policy does not apply to law enforcement personnel. The College retains the final authority to evaluate potential dangers and determine what constitutes a dangerous and unauthorized weapon. Items deemed as dangerous and unauthorized weapons may be removed or confiscated at any time by Campus Police. Direct all questions regarding this policy to the Director of Public Safety & Chief of Police at 434-223-6164.

Violation of this policy may result in action by the Student Justice System including, but not limited to: a fine, the forfeiture of a student's privileges to keep firearms at the College, the confiscation of said firearm(s) until the student can reasonably return his firearm(s) to his home and verify he has done so, and possible eviction from campus housing.

Hampden-Sydney College Weapons Policy

It is the policy of Hampden-Sydney College to maintain a safe environment for all persons, including students, faculty, staff, and visitors. It is the College's policy to maintain a weapons free environment, and

prohibit the possession of weapons regardless of any permit that an individual (excluding law enforcement officers) may have which would otherwise authorize the individual to carry firearms.

Definitions

Weapons: This definition includes, but is not limited

to, handguns, pistols, BB/CO2 guns, compressed

air guns or pistols, rifles, muskets, long guns, stun guns, tomahawks or machetes, slingshots, archery equipment, blow guns, switchblade knives, butterfly knives, axes, metal/brass knuckles, fireworks, explosives, chemicals that are explosive (unless under

the control of a College academic department), paintball guns, any toy or replica thereof, and any other weapon deemed dangerous and unauthorized.

The College retains the final authority to evaluate potential dangers and what constitutes a weapon.

Applicability

This policy applies to all College faculty, staff, affiliates, contracted service representatives, members of the general public and all visitors attending events or entering buildings on campus and to all property owned, leased, operated or controlled by the College.

Please see Appendix K of the Hampden-Sydney College for the weapons policy for students.

Policy

- a. The possession or carrying of any weapon by any person other than a law enforcement officer, including licensed and non-licensed firearms, is prohibited at any time while on College owned, leased, operated, or controlled property.
- b. The transportation of firearms in College vehicles is prohibited (excluding law enforcement). This includes but is not limited to, (1) to and from work, (2) when conducting College business, and (3) at all times in College-owned or leased vehicles.

Search

The College reserves the right to conduct reasonable, unannounced searches of College premises, and personal searches of employees and others while entering, on, or leaving College premises, including, but not limited to, personal effects, vehicles, lockers, desks, tool boxes, clothing, meal containers, and baggage.

Sanctions

An employee who violates this policy will be subject to disciplinary action in accordance with the misconduct policies of the College, up to and including termination of employment. An affiliate who violates this policy will be subject to a revocation of affiliate status. A visitor who violates this policy will be subject to removal from campus and being barred from campus.

Exceptions

- a. College employees may store lawfully possessed firearms in their locked, personal vehicles while parking at work. Firearms must be stored in a securable container (glove box, console, trunk, etc.) and the vehicle must be locked at all times.
- b. This policy does not apply to law enforcement officers duly authorized to carry such weapons.

This policy is subject to review and revision by the Department of Public Safety and Police.

Appendix L: Dining Areas

Pannill Commons and the Tiger Inn are used by students, faculty, staff, community residents, and visitors to the campus. Every effort should be made to maintain a clean and pleasant atmosphere. Courtesy, decorum, good manners, and full cooperation with food service personnel are expected at all times. Shoes and shirts are required, and students are requested not to wear caps or hats in all areas of dining. Smoking (including E-cigarettes and vaping) are strictly prohibited in Pannill Commons and Tiger Inn. Pannill Commons and Tiger Inn prohibits the consumption of alcohol beverages from outside sources. Purchase and consumption of alcoholic beverages from the Tiger Inn can only be consumed in designated areas of the Tiger Inn.

Access to Pannill Commons board plan will be controlled by an identification card issued to all board plan participants. Misuse of the card is a violation of the Student Code of Conduct or the Honor Code, depending on the circumstances. All students must present their personal ID card in order to make any transactions or use debit or charge at all dining locations. MasterCard and Visa cards will also be accepted. Also, no one is allowed to use

another person's charge card at any time or under any circumstances.

All guests and non-boarding students are required to pay for all food consumed in Pannill Commons and the Tiger Inn. The board plan is not transferable from one student to another student or person. Only the person who has paid the board rate may eat his meal without paying the per-meal rate.

In general, there are no limits on second servings. The exception to this policy occurs when there are special, festive meals at which premium entrées are served. Students, dates, friends, etc., are not to eat in Pannill Commons and Tiger Inn without paying for their food and/or drink. Failure to pay for food is a Student Code of Conduct or the Honor Code Violation.

Throwing food or other objects will not be tolerated. Offenders will be fined (minimum \$50) and may be banned from the dining hall without refund of unused board. Additional disciplinary action may be assessed. Other prohibited actions include: bringing a pet into Pannill Commons (minimum fine \$50); failure to return dishes to the dish window (minimum fine \$20); taking food, glasses, or utensils out of Pannill Commons

(minimum fine \$25); failure to take proper care of the equipment; and failure to cooperate with management regulations, such as refusing to show

one's ID card when requested and entering the facility through an unauthorized entrance.

Appendix M: Notices and Signs

Unauthorized Removal and/or Destruction of Signs, Posters, or Notices

Any unauthorized removal and/or any defacement or destruction of such items is punishable under the Code of Student Conduct, Section III.A. 13, Property Damages, Misuse.

Time, Place, and Manner of Posting Notices on Campus

A. Timing

1. Normally, the posting of notices regarding upcoming programs and events or signs related to elections and political campaigns and events should occur no more than three weeks before the occasion.
2. All notices, posters, etc., related to such events should be taken down by the responsible agent within 24 hours after the event. The College reserves the right to take down such items as soon as the event has concluded.

B. Specific Rules

1. No placing of a sign or poster over an item already in place.
2. No placement on trees, fences, or the columns of buildings.
3. No placement on property not owned by the College, or on College land (e.g., posters on stakes) unless specific permission is given by the Director of Communications, at least 48 hours in advance of the event or intended date of posting.
4. No stapling, nailing, or the like to wood surfaces (e.g., doors). Thumbtacks on bulletin boards and masking tape on smooth surfaces are required.
5. Posters may be hung on the exterior doors of all residence halls and academic buildings. Posters may be hung by using painters tape ONLY. They may not be hung on exterior doors of Atkinson Hall, Atkinson Museum, Bortz Library, Cabell House, College Church, or the Wilson Center.
6. Posters may be hung on public bulletin boards in Gilmer Hall, Graham Hall, the Maples, Morton Hall, and Pauley Science Center.

Standards

Any sign or notice, whatever its purpose, should be consistent with Guidelines for Generating Publicity Materials (www.hsc.edu/communications-and-marketing/communications-policies/publicity-materials-guidelines).

Major Events

For political rallies, televised events, symposia, and noted speakers—those occasions which have an impact college-wide and beyond: Special arrangements for publicity and the event must be established at least 15 business days in advance, unless the timing is such as to make that unworkable. Initial contact should be made with the Director of Communications, who will

work with the responsible person directly or make a referral to another College official.

No posters, placards, or demonstrations are allowed in or around the site of a major event, unless prior approval is granted by the Vice President for Business Affairs and Finance, the Dean of Students, and the Director of Communications.

Appendix N: Overdrawn Funds

Any student who overdraws from his account at the College or in the general Farmville area will automatically and immediately have his on-campus check-cashing privileges revoked for the remainder of that semester and the next semester. The Business Office will charge a penalty fee of \$35 for a bounced check written on campus.

All students who overdraw their funds must attend the assigned meeting of the Overdrawn Funds Committee, composed of the Chairman, the Secretary-Treasurer of Student Government, and the President of Student Government.

This Committee will make a recommendation to the Dean of Students, who will make the final decision on whether or not to keep or revoke the withdrawal of check-cashing privileges. Only in extreme circumstances is an exception to the policy likely to be made.

Failure to attend meetings will be grounds for a student being disciplined and for a Student Court Investigator to investigate the situation and report the results to the President of Student Government, who will consider whether or not to press charges under the Honor System.

Appendix O: Appropriate Use of Electronic Resources

Purpose

To establish conditions for appropriate use of College computers, available information technology, and networks.

Scope

This policy is intended to promote the responsible and ethical use of the computing resources of Hampden-Sydney College. In light of the contribution that computers can make to furthering the educational and other objectives of the College, it is in the best interest of the community as a whole that computing resources be used in accordance with practices which ensure that the rights and privileges of all users are protected and the goals of the College are achieved. At Hampden-Sydney College, the procedures for protecting the privacy of students are the same whether face to face or online. As such, *The Key* as well as the Academic catalog provide written documentation of Hampden-Sydney College's adherence to the rules set forth in the Family Educational Rights to Privacy Act of 1974 (FERPA).

This policy applies to all computing systems and telecommunications resources owned,

leased, operated, or contracted by the College.

This includes all computing systems, laptops, tablets, cell phones, servers, and associated peripherals, software, and digital and/or voice communication equipment, regardless of whether used for administration, research, teaching, or other purposes. This policy also extends to any use of College facilities to access computer facilities elsewhere.

It should be noted that system administrators of various on-campus and off-campus computing resources and those responsible for access to those facilities may promulgate additional regulations to control their use, if not inconsistent with this policy. System administrators are responsible for publicizing any additional regulations concerning the authorized and appropriate use of the equipment for which they are responsible.

Responsibilities

As in all aspects of the College community, a user of computing resources should act honorably and in a manner consistent with ordinary ethical obligations. Cheating, stealing, making false or deceiving statements, plagiarism, vandalism, and harassment are just as wrong when done in the context of technology as they are in all other aspects of College conduct. Individuals should use only those technology resources they have been authorized through ordinary channels to use. They should use these facilities:

- In a manner consistent with the terms under which they were granted access to them
- In a way that respects the rights and privacy of other users
- So as not to interfere with or violate the normal, appropriate use of these resources and

- In a responsible and efficient manner.

College computing resources are not to be used for commercial purposes or non-College-related activities without prior written permission from appropriate College officials. Individuals should respect the rights and privacy of other authorized users. Thus they should respect the rights of other users in regards to security of files, confidentiality of data, and the ownership of their own work. Users should refrain from:

- Using the computer access privileges of others
- Accessing, copying, or modifying the files of others without their explicit written permission
- Any activity which violates local, state, or federal statute, and
- Sending harassing or libelous electronic messages.

Elements

All users must agree to, and abide by, the Appropriate Use of Electronic Resources Policy of Hampden-Sydney College. "User" is defined as any individual with authorized access to College computing and communications systems (data/telecommunications network).

- The User is responsible for being the sole beneficiary of electronic access to which he/she has been explicitly assigned (your email or web account, for example).
- The User agrees never to grant/authorize access to his/her explicitly assigned electronic access (no sharing of accounts or passwords).
- The User may not be paid, or otherwise profit, from the use of any College-provided technology resource or from any output produced from it. Further, the User may not promote any

commercial activity using College resources.

Commercial activities include, but are not limited to: advertisements, chain letters, and electronic commerce (Example: You cannot use the network connection in your residence hall or office to run or promote a business). Exceptions are made for single-item "For Sale" advertisements which may be of interest to the College community.

- College-owned technology resources may not be used for any activities that violate local, state, or federal statute (see "Enforcement" below).
- The User agrees to obtain written permission from photographed individuals prior to posting those images to sites within the hsc.edu domain.
- The User agrees to abide by official copyright policy of the College.

Enforcement

John B. Fuqua Computing Center consistently strives to enable users to employ technological resources in pursuit of fulfilling the College's overall mission. Additionally, the Computing Center bears the responsibility of protecting the privacy of the College's users, protecting the academic and business systems of the College, and assuring that all constituents represent the College in a legal and ethical manner, all while protecting the freedoms associated with an academic community. In protection of these pursuits, all complaints of illegal or unethical activity are investigated to the fullest extent legally possible.

In the event of a verified offense:

- System Administrator(s) and/or the Network Operations Center will disable the electronic access of the offender, under the direction of the Director of Computing.
- A written report of the alleged incident and findings of the electronic investigation are provided to the appropriate College official:
 1. Student Offenses: Dean of Students
 2. Staff Offenses: Vice President for Business Affairs
 3. Faculty Offenses: Dean of Faculty
 4. Guest Offenses: Vice President for Business Affairs
- Suspended electronic access is restored only upon notification from the appropriate College official.

Copyright Enforcement Process

Violations within the hsc.edu domain

Upon notification of copyright infringement, within the hsc.edu domain, to the designated Copyright Agent, the following procedures will be followed:

1. An email notice, followed by written notification, will be sent to the individual having responsibility for the account within which the alleged infringing material resides, indicating that the College has received notification of possible infringement of Copyright. Pending a response, online access for the responsible offender will be limited or terminated.
2. Upon notification to the alleged offender, the complainant will receive documentation indicating that the College has assumed the appropriate action.
3. The Copyright Agent will advise the appropriate

College official (i.e., the Dean of Faculty for academic issues, the Vice President of Business Affairs for staff issues, and the Dean of Students for student issues) of the nature of the risk to the College in the matter. That College officer will determine what additional action will be taken.

4. If an appropriate response is not indicated by the alleged offender within a reasonable amount of time, the appropriate college official will assume responsibility for the matter, and electronic access will be suspended by any means necessary.

Violations outside the hsc.edu domain

Upon notification to the designated Copyright Agent that Hampden-Sydney College copyright-protected material is being used without permission, the following procedures will be followed:

1. A written or email notice will be sent to the individual responsible for violation of the copyright. If that individual fails to respond in an appropriate fashion

Department of Public Safety and Police.....

Licensed Motor Vehicle, Boat/Trailer, and Bicycle Registration

All faculty, staff, and students are permitted one motor vehicle on campus. It must be properly registered with the Department of Public Safety and Police. No mini bikes, go carts, ATVs, dirt bikes, hover boards (self-balancing, electric-wheeled boards), unauthorized golf carts, etc. are allowed to be used or stored on campus or College-owned property. This includes motorcycles. To qualify for registration the motorcycle must be road worthy and properly licensed by the state of residence.

Registration of Vehicle and Decals (Mandatory)

Faculty, staff, and students must register their vehicle within 48 hours. Motorcycle owners must abide by the same regulations.

Affix decals on rear window in the bottom right corner or the back bumper.

Hangtags must be displayed on the rearview mirror while parked on campus.

Registration of Boat/Trailers (Mandatory)

Boat/trailer registration fee is \$145.00 for the academic year. Register with the Department of Public Safety and Police. Boat parking is at the back of C-Dorm Parking Lot.

Faculty and Staff

Faculty and full-time staff must register their vehicle online and pick up their blue decal at Campus Police.

Failure to register and display a decal may result in a ticket. Part-time staff must receive a blue hangtag, which allows parking in the designated lot.

Students:

May register a vehicle one time online. Pick up the decal at matriculation, or with Campus Police. Part-time students will receive a parking hangtag for the rearview mirror, and may be picked up at matriculation

or with Campus Police. Students may only have one vehicle on campus/college-owned property. Unregistered vehicles will be fined each time \$75.

Fees for Student Parking Registration

A \$290 parking registration fee is applied to every student's account. To waive the fee if you are not bringing a vehicle, use the online waiver form. If a student brings a vehicle on campus after waiving the fee, he/she must go to the Business Office and pay the

registration fee, register the vehicle online, and go to Campus Police to pick up the decal within 48 hours.

Second semester registration fee is \$145 for new and transfer students. Due within 48 hours of arriving on campus.

Fines and for Parking Violations

Pay fines at the Business Office from 8:30am–5pm, Monday through Friday, or put payment in the ticket envelope and drop it in H-SC mail. Parking tickets must be paid or appealed within 10 business days of issuance.

Violation fees:

\$25 1st offense
\$50 2nd offense
\$75 3rd offense
\$75 fine each time for no registration or decal
\$100 fine 4th offense
\$100 fine for each Fire or Handicapped Zone
infraction and subject to towing at owners expense.

\$250 fine 5th offense– violator will be ticketed for the offense and not allowed to operate a vehicle on College-owned property for the remainder of the academic year.

\$250 fine for 6+ tickets and vehicle towed at owner expense each subsequent time the violator's vehicle is found on College-owned property.

Designated Parking Areas

- Designated parking areas are in effect weekdays 8am–5pm. Parking 5pm Friday–8am Monday is open.
- Carpenter Parking Lots upper tier is designated for Grove Apartment residents and RA's. Only vehicles with an assigned "G" parking decal will be allowed in this parking lot. All others will be ticketed.

Faculty/Staff Parking: Designated Blue Parking Signs

Faculty/staff parking is designated by blue signage or blue painted curbing.

Student Parking: Designated Red Parking Signs

Students may park in any designated student parking area.

Handicap License/Temporary Medical Permit

A student may bring a physician's note or approval from the H-SC athletic trainer to the Health Center for consideration in issuing a temporary H-SC medical parking permit. The hangtag allows parking in handicapped spaces and faculty/staff areas.

Resident Parking Hangtag

Residents are those living in or in close proximity to the college, who are neither enrolled nor employed by the College, and need short term parking (1 hour) for business or meetings. Resident parking hangtags may be picked up at the Post Office. Residents may park in these areas:

Faculty/Staff
Open Parking

Guest Parking Hangtag

Guests are those neither enrolled nor employed by the College who are on campus for a short period of time. Guest parking hangtags may be picked up at Campus Police or most administrative offices and academic secretaries. Guests may park in these areas:

- Faculty/Staff
- Kirby Field House lot
- Anywhere marked Visitor Parking
- Guests staying with students on campus may park in student red parking areas.

Open Parking—Designated Blue/White/Red Parking Signs

Open Parking is for faculty/staff, students, and guests. Open Parking areas are found:

- Adjacent to College Church on the north side of Atkinson Avenue
- Kirby Field House parking lot
- Brown Student Center
- Bortz Library back parking lot.
- Short Term Parking—Designated Parking Signs

Short-Term Parking

Short-Term parking spaces are used strictly for conducting short-term business.

15 minutes	west (fence) side of College Road south of the Memorial Gate
1 hour	east (Atkinson Hall) side of College Road near Cabell House (the Business Office)
30 minutes	4 parking spaces in Graham Circle outside of the Admissions Office, Graham Hall
15 minutes	3 parking spaces on the Gilmer-side of the Brown Student Center lot
15 minutes	3 parking spaces on the Johns-side of the Brown Student Center lot

No Parking

No parking at Any Time: Ticketed and Are Subject to Towing at Violator's Expense

- Athletic field or property
- Grass, or bare ground area
- Sidewalks
- Via Sacra, except during designated special events
- College Road southbound with the exception of the 15-minute short term parking area
- SERVICE VEHICLES ONLY spaces
- POST OFFICE PARKING spaces
- Crawley Forum lot (Event Parking Only)
- Hampden House front and rear, reserved for meetings, events, and employees
- Graham Circle
- Gilkeson House parking lot. Human Resources business only.
- Crawley Forum front and rear loading areas.
- Pannill Drive, loading dock, or plaza of Pannill Commons main entrance.
- No Parking zone
- Handicapped space without proper documentation
- Designated loading dock or loading zone
- Service roads, fire hydrant, or fire lane
- In front of dumpsters
- At any yellow curbs

Motorcycle Parking Guidelines

Motorcycles: Shall not park on grass, sidewalks, under porches, colonnades, or in residence halls. They shall not be operated on walkways, grassy areas, or fields. Motorcycles found in buildings will be confiscated by Campus Police. Motorcycles must be parked in a legal parking space.

Ticket Transfers

If someone else gets a ticket driving your vehicle:

- Have that person pay the fine at the Business Office.
- See Campus Police and fill out a form to transfer the ticket from you to that student.

Temporary Use Permit

Faculty/staff/students bringing a vehicle for a short period of time may request a temporary parking hangtag at Campus Police at no charge, good for two weeks, not to exceed 3 permits a year, but never in succession.

Parking Ticket Appeals

You may file an appeal within 10 business days of the date the ticket was issued. The fine is charged to your account until a decision is made. No appeal is accepted after the last day of classes, first or second semester. You may file an appeal online at <https://secure4.hsc.edu/forms/view.php?id=40797> or pick up a form at Campus Police. Return the form to Campus Police within 10 business days of the date the ticket was issued.

If your appeal is approved by the Appeals Committee, you will be notified, and credited. If your appeal is denied, you will also be notified.

Bicycle Registration

Bicycles may be registered for free at Campus Police. The serial number and bicycle description is needed for registration.

Bicycle Regulations

Bicycles should be locked at all times when not in use.

Do not park bicycles inside any College buildings. They will be confiscated.

Bicycles used at night are required to have reflectors and lights.

Unlocked bicycles found on campus during breaks (summer, spring break, etc.) will be picked up and held at Campus Police. Those stored more than 30 days are considered abandoned property to be used, or disposed of, by the College.

Hampden-Sydney College Utility Cart Usage Policy

A. Purpose

To establish a policy for the safe use of utility carts by students and employees with limited mobility needs on campus, or while conducting approved College business. This policy sets forth the procedure for obtaining approval to operate the designated cart on College-owned property.

B. Scope

This policy covers all types of utility carts used for transportation of people with limited mobility issues or while conducting approved College business.

C. Definitions

Utility Cart. As used herein, the term shall apply to all unlicensed (unregistered) off-the-road carts operated on the campus, including golf carts.

D. Approval Procedure

1. Students with limited mobility issues must be referred to the Disability Services Coordinator for approval. The Disability Services Coordinator may consult with the Director of Student Health Center as necessary. The coordinator will determine the length of time the user will be allowed use of the cart. Student will read and sign usage policy form that will be kept on file by coordinator.
2. Employees with limited mobility issues must be referred to the Director of Human Resources. The director may request documentation from the employee's health provider verifying the need for cart use. The director will determine the length of time the user will be allowed use of the cart. Employee will read and sign usage policy form that will be kept on file in human resources office.
3. College department supervisors must approve employee (includes student employees) use of utility carts for approved College business purposes. Employee will read and sign usage policy form and forward to the Director of Human Resources.
4. The Department of Public Safety and Police will be notified when permission is granted to a student or employee to utilize a cart.

E. Guidelines for Cart Usage

1. No mini-bikes, motorized cycles, go-carts, ATVs, dirt bikes, hover boards (self-balancing, electric-wheeled boards), golf carts (unless approved by the Disability Services Coordinator or Director of Human Resources; cart must be battery powered), etc., are allowed to be used or stored on campus or College-owned property. (*The Key*, "Department of Public Safety and Police Licensed Motor Vehicle Registration and Parking Regulations")
2. The use of certain medications may restrict or prohibit the request for permission to operate a utility cart on College-owned property.
3. The procurement of a utility cart for use by students or employees with limited mobility needs will be the responsibility of the approved individual. Hampden-Sydney College will not provide vehicles of this type. All liability concerning the use of these vehicles on College-owned property shall be the responsibility of the operator. The operator or designee will be responsible for insuring the vehicle.
4. Utility carts may not be operated on state maintained roadways at any time. Carts may cross streets only at crosswalks.
5. College-owned utility carts operated by an employee performing job duties may drive on public roadways pursuant to Virginia Code 46.2-916.3, section B-3, which states "As necessary by employees of public or private two-year or four-year institutions of higher education if operating on highways within the property limits of such institutions, provided the golf cart or utility vehicle is being operated on highways with speed limits of 35 miles per hour or less." All college-owned utility carts must have an approved slow moving vehicle sign attached to the rear of the cart. Use of such carts on public roadways is prohibited after dark unless equipped with proper lighting.
6. Utility carts shall be parked so as not to obstruct normal egress from buildings or to block exits, handicapped ramps or paths of pedestrian travel on sidewalks. Utility carts may not be parked in handicapped spaces, reserved spaces (unless reserved for the utility cart) or fire lanes.
7. Utility carts are to be recharged only at designated recharge areas. The use of extension cords from inside buildings to carts is prohibited.
8. The utility cart may not be loaned to other students for personal use. The utility cart may only be operated when the approved person is occupying the vehicle.

- 9. Utility carts shall not be operated at night without properly working head and tail lights.
- 10. Any abuse of this policy shall be referred to the Disability Services Coordinator or the Director of Human Resources. The abusive behavior may be referred to the Hampden-Sydney College

Department of Public Safety and Police. The police department reserves the right to restrict the use of, or impound utility carts, if the cart is used in such a way that operator's safety or the safety of others is jeopardized. Unauthorized utility carts on College-owned property will be removed.

F. Office of Primary Responsibility

1. Responsible Department: Public Safety and Police As of: April 5, 2018

Regulations Governing Social Fraternities

I. College Policies Statement of Philosophy

Hampden-Sydney College is a small, independent liberal arts institution with a long-standing history of academic excellence and concern for the development of men with character. The common ground of all members of the College community is, therefore, the development of the intellects and character of its students. It is also the purpose of the College to enrich the personal lives of its students and enhance their ability to serve society as good men and good citizens.

It is with these aims in mind that the College has approved and supported the establishment of fraternities on the campus. Each recognized chapter has purposes stated by the national organization which are in harmony with those of the College. Fraternities, therefore, exist in order to complement and supplement the curriculum and programs offered by the College. Their role is to promote the pursuit of academic excellence and the development of character, to enrich the personal lives of their members, and further the ability of their members to serve society.

In this context, then, it is clear that the national fraternities, of which our local chapters are a part, share the values and goals of the College. Any additional goals our fraternities hold for themselves should be compatible with those of the institution, and the practices of all recognized organizations should contribute to an overall educational atmosphere. Hampden-Sydney's underlying philosophy towards rules and regulations is one of granting a maximum amount of individual freedom within a context of a residential campus and at the same time expecting a high degree of personal and corporate responsibility in order to maintain a campus atmosphere which is conducive to teaching, studying, learning and positive personal development.

Membership in a fraternity provides opportunities for students to broaden their educational experiences while at the College, and it also offers students an option which can enrich and supplement their personal lives. The College recognizes this and encourages the presence of fraternities and the contributions they can make to the life of the College.

There are, however, several governing principles that guide the formal relationship of fraternities to the College, among them being the following:

- 1. That the College authorizes the granting of a charter for the existence of a chapter on campus and also may withdraw that authorization;
- 2. That the Student Affairs Committee of the Faculty establishes regulations governing fraternity activities;
- 3. That regulations governing fraternity activities will ultimately be enforced by the Dean of Students;
- 4. That the Associate Dean of Students and the Interfraternity Council supervise all fraternities;
- 5. That the activities which occur at fraternity houses are subject to regulation by the College, as are the general activities of fraternities;
- 6. That fraternity houses are considered a part of the overall residential housing program of the College, and if fraternities are not able to fill their prescribed housing quotas, the College reserves the right under the lease agreement in an emergency situation to assign non-members to the houses as a last resort to solve pressing demand for housing;
- 7. That fraternities are expected to take care of their facilities and environs so that at all times they reflect positively on the fraternities and the College.

At the same time it is the responsibility of the College:

- 1. To provide fraternities with supervision;
- 2. To help them find fraternity advisors;
- 3. To provide them with resources for leadership training, scholarship improvement, problem-solving, and program planning;
- 4. To assist them in their planning to recruit members and communicate with their alumni.

(N.B. All fraternity houses are owned by the College and are leased back to the respective House Corporations. For all fraternities the Housing Regulations are in effect, and when applicable,

supersede Section II F, below. No new or existing fraternity is guaranteed housing.

assignments for fraternities are granted by the College.)

College Expectations for Greek Organizations

In order to help ensure that fraternities are supporting the aims of the institution, maximizing their contribution to the personal development of their members, and maintaining a sound organization, it is expected that each chapter will engage in the following activities:

- A. Scholarship:** The fraternity environment shall be conducive to study and supportive of each member's academic efforts. Programs should be planned around the academic needs of members, using College resources such as the Office of Academic Success, Office of Career Education and Vocational Reflection, the Writing Center, etc. Formal scholarship programs and activities such as tutoring and discussion groups; workshops concerning study skills, writing, career development, etc. are strongly encouraged. This is a serious concern of the College and is a necessary ingredient of a fraternity's contribution to and support of College objectives. The fraternity advisor should have a significant role to play in these endeavors.
- B. Rules and Regulations:** It is assumed that all fraternity members are aware of College regulations pertaining to fraternities; the Interfraternity Council Constitution and Statutes; the Code of Student Conduct; the Honor Code; local, state, and federal laws; and that they are following them. Further, it is important that each chapter have clearly-stated internal rules and appropriate standards which are responsibly enforced by the officers.
- C. Rush:** The purpose of rush is to present the fraternity option to Hampden-Sydney College students, primarily freshmen, who are not affiliated with a Greek organization. As such, it should be open and honest and introduce prospective members to all phases of a chapter's activities and to the personal and financial responsibilities that membership entails.
- D. Pledge/Associate Member Education:** In order to complement such a rush program, it is mandatory that each fraternity have a positive pledge/associate program. Educational and related activities are necessary if each new pledge/associate is to become familiar with and accept both the business and friendship aspects of his chapter. Examples of such activities include learning the history, purposes, and goals of the national fraternity; developing management skills; meeting financial obligations; and involvement in alcohol education programs and service projects. Also, the amount of time a pledge/associate spends in doing things with older brothers is important in developing attitudes of sharing and caring, creating a strong fraternal bond of brotherhood, and promoting a sense of responsibility toward the continuity of the fraternity for those who are to come after the pledges/
- associates in ensuing years. Conversely, practices which involve hazing (any activity of physical or psychological abuse that is degrading or humiliating to another person), the destruction or removal of property, the abuse of alcohol, or activities that do not encourage respect for others are not acceptable at Hampden-Sydney College.
- E. Finances and Chapter Operations:** Financial obligations of chapters and individuals within their chapters are expected to be met. Any fraternity not free of debt contracted through its annual operations by June 30 of each fiscal year will have its recognition to operate as a fraternity withdrawn until that indebtedness is eliminated. During the school year, any fraternity not meeting its financial obligations may be required to cease social programming until the indebtedness is removed or suitable means to pay off the debt have been established.
- F. Care of Property:** It is expected that the physical premises of each fraternity be maintained in good repair, inside and outside, at all times. Failure to keep the house and furnishings in good repair will lead to disciplinary action. There will be regular inspections of fraternity property. Finally, it is expected that all hazards to health or safety will be promptly eliminated.
- G. Social Activities:** Fraternities provide a variety of socializing activities which contribute to members' personal development and which serve an integrative function for the general campus community. In addition to hosting parties responsibly, each chapter should endeavor to provide a variety of activities which will expand each student's experiences. They might include interaction with faculty and administrators, citizens of Prince Edward County and the town of Farmville, and other campus organizations.
- H. External Relations:** Members and chapters must be concerned about their impact on their neighbors. Because fraternity houses are located in or near campus residential areas, extra care should be taken to respect neighbors' rights to privacy and quiet, and fraternities should be sensitive to the fact that excessive noise can have an impact on the general College community as well. Also, excellent opportunities exist for fraternities to make a positive impact through community and College service projects. In regard to interfraternity relations, every effort should be made to foster good relations and mutual respect among fraternities. Recognizing that alumni are a source of strength for both the College and the

fraternities, each fraternity should make an effort to keep in touch with its alumni and involve them in the programs of the fraternity.

- I. Programming: Fraternities should take advantage of College resources and of persons known through personal friendships and contacts with members to enhance the personal lives of their members by scheduling workshops or discussions on leadership, personal finances, careers, hobbies, gender issues, etc.
- J. Evaluation: Each fraternity should annually make the effort to ask itself whether or not it is realizing its full potential by serving its members and the College in areas indicated in this document. A self-evaluation could begin by members asking themselves such questions as:
 1. How successful is the chapter in supporting members' academic efforts?
 2. Does the chapter environment provide members sufficient opportunities to study and sleep?

3. What does the fraternity provide that could not be received outside the organization?
4. How many members are actively involved in planning and executing chapter activities?
5. How does the chapter interact with non-Greek students, members of other fraternities, faculty, administrators, and alumni?
6. What individual responsibilities does each member have to the fraternity?
7. How is the fraternity viewed by others?
8. How well is the chapter meeting its responsibilities to its members, the College, and the national office?
9. How well are the advisor and the College meeting their responsibilities to the chapter?

The College supports a strong, positive fraternity experience that is consistent with the mission and aims of Hampden-Sydney. It is to maintain and strengthen the system that this document has been developed and that the above expectations of the College for its fraternities have been established.

Interfraternity Council Policy on Greek Week Activities

Planning for Greek Week must take into consideration that all (individual fraternity and IFC) activities are to be held on campus, that Greek Week is not to be expanded* by activities on or off campus, directly or indirectly sponsored by fraternities or individuals, during the preceding or following week, that Greek Week is a normal academic week and activities must be confined to a reasonable period within the week and paced so as not to have a negative impact on classes, and that no activity shall be planned which constitutes

a danger to persons or property. Special emphasis should be given to planning events which give recognition to fraternities and fraternity men who have excelled and made significant contributions to fraternities and the College during the past year. The week should be a balanced celebration of the best of what fraternity life represents.

**In April of 1988, the IFC passed a rule that prohibits any fraternity from hosting or participating in any off-campus party on the Sunday preceding or following Greek Week.*

Statement of Official College Policy Concerning Illegal Drugs in Fraternities

Should a member or pledge at any time be caught using and/or possessing illegal drugs in or around a fraternity house or its environs, or should at any time a fraternity tolerate the use or possession of illegal drugs openly or covertly by anyone in or around its house and environs or at an off-campus fraternity function, the Interfraternity Council Judiciary Committee would take the following actions:

Notify the fraternity in question of the situation. The fraternity would be given 48 hours to report any individual(s) involved with the drug-related offense to the Interfraternity Council Judiciary Committee. The Honor Code shall be upheld throughout the course of the investigation and resolution. If the fraternity fails to report the individual(s) involved, the Interfraternity Council Judiciary Committee will place the fraternity under a twelve-week period of social closing.

The individual(s) turned over to the Interfraternity Council Judiciary Committee would then be turned over to the Student Court system with all information that became known from the initial accusation and following internal investigation.

1. All resolutions shall be reported to the Associate Dean of Students. The Interfraternity Council shall

then notify the national office of the accused fraternity and report the Interfraternity Council Judiciary Committee's resolution. The national fraternity can then place the chapter on probation, suspend the charter, or lift the charter (permanently), depending on the specific circumstances.

2. If the Interfraternity Council Judiciary Committee does not take satisfactory action as presented in this policy, the Associate Dean of Students shall act on behalf of the College to place the fraternity at least on probation and, possibly, to withdraw institutional recognition of the fraternity, in effect, closing the fraternity for a stated period of time, indefinitely, or permanently.

Should a member or pledge at any time be caught selling and/or distributing illegal drugs in or around a fraternity house or its environs, or should at any time a fraternity tolerate the sale and/or distribution of illegal drugs openly or covertly by anyone in or around its house and environs or at an off-campus fraternity function, the Associate Dean of Students will take the following actions:

1. Notify the national office of that fraternity and suggest that the national fraternity, depending on the specific

circumstances, place the chapter on probation, suspend the charter, or lift the charter (permanently).

2. Act on behalf of the College, to place the fraternity at least on probation and, possibly, to withdraw institutional recognition of the fraternity,

Fireplace Policy

Fireplaces are prohibited from all Hampden-Sydney College student residences, including fraternity houses, unless the following criteria are met:

1. One operable fireplace shall be allowed in each residence hall.
2. The fireplace is constructed in a safe manner, meeting all codes.
3. The fireplace is located in a common space. No fireplaces shall be allowed in student sleeping rooms.
4. The room in which the fireplace is located must be monitored with a smoke and heat detection system that meets all code requirements.
5. The room in which the fireplace is located and the building must be sprinkled.
6. There must be audible and visual alarm systems located within the room where the fireplace is located and on the exterior of the building.
7. The fireplace must be inspected and cleaned annually. This is a Hampden-Sydney College responsibility.
8. Each fraternity must maintain its liability insurance as stated under the terms of its lease with the College.

in effect, closing the fraternity for a stated period of time, indefinitely, or permanently. Individuals involved will be handled according to normally established procedures.

9. Fires must be contained within the fire box, which may not extend beyond the vertical plane of the header.
10. All flammable material (rugs, furniture, firewood, combustible material) must be kept at a safe distance.
11. Fireplace tools and screen must be used at all times.
12. Only firewood should be burned in the fireplace. Do not use pressure treated wood or plywood.
13. COLD ashes must be disposed of properly. Ash cans must be available and used both in the room and outside the building.
14. Users must be cognizant of location and function of the fire safety devices provided (fire extinguishers, smoke detectors, emergency lights, exit signs).
15. Evacuation plans must be properly displayed and all occupants must be familiar with the plans.
16. Users should be smart, safe, and use common sense.

Approved by the College Safety Committee April 23, 1998.

II. Interfraternity Council Constitution

Preamble

Fraternities are ultimately responsible to the College. The fraternity system is self-governing, though it is recognized that the operation of the fraternity system must be consistent with the policies, bylaws, and charter of the College.

Article I

The name of this organization shall be the Interfraternity Council of Hampden-Sydney College.

Article II

Section 1.

- a. The Council shall consist of the president and a representative of each fraternity at Hampden-Sydney College.
- b. Each fraternity shall have one vote only.

Section 2.

The new full Interfraternity Council shall take office at the first meeting in January.

Article III

Section 1.

The Interfraternity Council shall meet the first Tuesday in every month.

Section 3.

Presidents of two-thirds of the member fraternities shall constitute a quorum.

Section 2.

Special meetings may be called by the Chairman of the Council or by any three members thereof.

Section 4.

A majority vote of all voting members of the Council shall be required on all motions unless otherwise provided.

Article IV

Section 1.

The officers of the Interfraternity Council shall be a Chairman, a Vice Chairman, a Secretary-Treasurer, and an alternate to the Judiciary Committee.

Section 2.

- a. Both old and new members of the IFC will have nominating rights when nominations for officers of the Council are made at the IFC meeting in February.
- b. The officers shall be elected by a majority vote of the new members of the Council at the first meeting in February.
- c. Voting shall be by secret ballot.
- d. The new officers shall be installed at the first meeting in April.
- e. The term of each office shall be from the first meeting in April until the first meeting of the following April.
- f. The Chairman shall be paid an annual stipend of \$200, and the Vice Chairman and the Secretary-Treasurer shall receive \$100 each.

Section 3.

- a. The duties of the Chairman shall be to preside at all meetings, to chair and (at his discretion and in conjunction with the Associate Dean of Students) to act for the Judiciary Committee, to see that the laws of this Constitution and the Interfraternity Council Statutes are enforced, and to call special meetings of the Council.
- b. The duties of the Vice Chairman are to preside at IFC meetings in the absence of the Chairman and to serve as a member of the IFC Judiciary Committee, to assist the IFC Chairman as requested, and to serve as public relations liaison.
- c. The duties of the Secretary-Treasurer shall be to record minutes of all meetings, to notify members of the time and place of all meetings, to handle all correspondence of the Council, to collect all dues and fines, and to handle the general finances of the Council.

Section 4.

- a. A Judiciary Committee of the IFC shall be composed of the Chairman, Vice Chairman, and Secretary-Treasurer of the IFC, as well as an alternate.
- b. The Judiciary Committee shall be concerned with infractions of the IFC Statutes and any matters that bring discredit or that reflect negatively on individual fraternities or fraternities in general and shall undertake measures to insure that fraternity officers are performing their functions as outlined in the Statutes. The Judiciary Committee may impose singly or in combination penalties such as the following:

1. Issue a letter of warning.
2. Impose a monetary fine not to exceed \$100 per incident.
3. Impose a work, service, or education requirement.
4. Place a fraternity on probation.
5. Withdraw social and fraternity privileges (on and off campus), as follows:
 - i. Social Closing: No organized social activities may be conducted by the fraternity in the house, on campus or off campus. Women will not be allowed in the fraternity house unless they are guests of house residents. (It is assumed that each resident will have no more than one female guest at a time.) Brothers may gather in the house to conduct fraternity business, watch television, play cards, etc., but never should there be any evidence of a party with the attendant music, drinking, dancing, etc. It is expected that during such periods the brothers will have full responsibility for the maintenance of the house and grounds. Social closing shall not normally exceed one full semester. Violation of social closing will lead automatically to house closing.
 - ii. House Closing: The fraternity house and grounds are closed to all fraternity members and other students except residents of the house and a limited number of their guests. The fraternity is to hold no organized social functions on or off campus. The maintenance of the house and yard is the responsibility of its residents.
 - iii. Final Closing: Residents will be required to vacate the fraternity house, which will be off limits to all students. The house will be locked and secured by personnel from the Department of Buildings and Grounds, who will assume responsibility for the maintenance of the yard in accordance with the College Standards. This is an extreme action which would be taken in response to any equally grave disregard for accepted standards of conduct or as the final step when lesser sanctions have proven ineffectual. If this action is taken, the administration must concur and the national organization will be informed of the sanction and the reason or reasons for its being imposed.

- iv. Any decision of the Judiciary Committee may be appealed to the Interfraternity Council for a final review. The Council may, by a vote of three-quarters majority, revise any penalty imposed. Any Appeal must be initiated within one week of the initial decision by the Judiciary Committee.
- v. Judiciary decisions of the Interfraternity Council shall be reported to the Associate Dean of Students.

Section 5.

Other committees may be established by the Executive Committee of the Council to aid in conducting the duties of the Council.

Article V

Each fraternity shall pay to the Interfraternity Council annual dues of \$10 for each member. Upon initially pledging, each new pledge shall pay \$40 directly to the IFC. The funds collected shall be used to advance the total fraternity program. The due date will be set by the Secretary-Treasurer of the IFC. Failure to pay dues by this date may result in a penalty determined by the Judiciary Committee.

Article VI

Amendments to this Constitution require a three-fourths majority of the entire Council.

Article VII

Admission of a new fraternity to membership in the Council shall require a three-fourths majority vote of the entire Council in favor of the petition.

Article VIII

All measures passed by a majority vote of the Council at its regular meetings shall be entered into the Statutes from the time of their passage. These must be approved annually by the IFC.

III. Interfraternity Council Statutes

Article I. General

These Statutes establish the standards to which individual fraternities and the community of fraternities will conform. A fraternity is above all a brotherhood, and self-interest is always secondary to the common good; moreover, the interests of a fraternity must never supersede one's loyalty to and concern for the College. A fraternity man, like every Hampden-Sydney man, is honorable and responsible, attends to scholarship, willingly accepts positions of leadership or serves faithfully and ably those who lead, meets his financial obligations in a timely manner, accepts fully his responsibility to

uphold the standards of the community, is moderate in his social habits and encourages such behavior among his brothers. Fraternities must support and foster the goals of the academic community of which they are an integral part and protect their own reputation and that of the College from harm. No conduct shall be tolerated that reflects detrimentally upon the College or the community of fraternities.

The Interfraternity Council Judiciary Committee has jurisdiction over matters involving conduct by groups in the fraternity context.

Article II. Academic Responsibilities

The primary responsibility of every student is to commit sufficient time and effort to obtain a good education. Every fraternity shall promote in a substantial and visible fashion a way of life that aids each student in achieving this goal and that reinforces the fraternity's proper role as a part of

an academic community. The IFC recognizes and rewards academic excellence. Prior to the beginning of each semester the IFC in conjunction with the Office of the Dean of the Faculty will design a plan to implement the goals stated above.

Article III. Leadership

Strong leadership at every level is essential to a successful fraternity. The IFC will conduct workshops in the spring of each year for new fraternity officers. The purpose of these workshops will be to promote and foster individual leadership as well as cooperation among the fraternities.

Article IV. Community Service

Fraternities should be sensitive to the needs of the larger community of which they are a part. Each fraternity will conduct at least one community service project each semester.

Article V. Property

Section 1.

The care of fraternity property is the exercise of responsible campus citizenship and recognition of the current brotherhood's responsibility to future brothers. Wanton destruction of property (including a fraternity's own house, furnishings, and other property) will not be tolerated. If damage occurs, the president of the fraternity will take disciplinary action beyond restitution (such as a fine or revocation of social privileges) against the individuals responsible. This action will be reviewed by the IFC Judiciary Committee,* which may suggest further action or act independently to discipline the fraternity. If the IFC Judiciary Committee* finds the president unwilling to act or act effectively, the house will be placed on house closing. Under no circumstances is even minor damage or destruction considered acceptable.

Individuals involved in destructive acts in the fraternity context are under the jurisdiction of the Student Court and can be prosecuted under the Code of Student Conduct.

**In this, as in all disciplinary matters related to fraternities, the Chairman of the IFC and the Associate Dean of Students may act together for the Judiciary Committee (IFC Constitution Article IV, Section 3).*

Section 2.

Fraternity houses will be inspected on a regular basis. The purpose of these inspections is to assure that each house is safe, clean, in good repair and reasonably attractive.

Section 3.

Each fraternity is expected to clean its yard and environs, including its parking lot and the area adjacent to the road, after every social function.

Article VI. Finances

Section 1.

A fraternity should maintain accurate records of all financial transactions. Bills must be paid promptly and regularly. Financial obligations to house corporations and national offices must also be met promptly and in full. If it comes to the attention of the IFC that a fraternity has failed to meet its financial

Article VII. Social Activities

Section 1.

- a. Fraternity functions may never conflict with home, varsity, intercollegiate athletic contests, or major College events.
- b. Parties are not allowed on campus on Sundays.
- c. Noise shall never be excessive.

Section 2: Weeknight Parties

- a. During the week (5pm Monday to 3pm on Friday), fraternity houses are reserved for use of members, pledges, female guests, and a limited number of guests from the Hampden-Sydney community and their dates.

Section 4.

Areas adjacent to fraternity houses and the exterior and interior of houses should be clean at all times, and penalties may be imposed by the IFC or Associate Dean of Students at any time. If the problem is habitual, the house will be placed on house closing for an extended period.

Section 5.

Each house will be locked during holiday periods, including the summer. No student may enter a fraternity house during vacations without the prior permission of the Associate Dean of Students. The fraternity house may not be used to store personal items or furniture over the summer. Items left behind (with the exception of chapter owned items and furniture) will be discarded.

Section 6.

All fraternities share the responsibility for cleaning the area surrounding College Church each Sunday morning before 10AM. A schedule is prepared by the IFC.

Section 7.

Each fraternity may negotiate with Buildings and Grounds for the use of equipment according to College policy. Each fraternity is responsible for all equipment it borrows. The IFC and Buildings and Grounds personnel will share responsibility for cleaning the Circle during holidays and special weekends, as indicated in the yard-care plan.

responsibilities, the fraternity will have seven days to initiate action and thirty days to correct the problem or the house will be placed on social closing until the financial obligations are discharged or arrangements made which are satisfactory to creditors.

- b. Weeknight parties may not begin before 5pm.
- c. All weekday parties shall be inside the house, quiet, and unobtrusive and end by 1:30am.
- d. Bands (live music) and DJ's are not allowed in fraternity houses on weeknights (Monday–Thursday nights).
- e. Noise shall never be excessive.

Section 3: Weekend Parties

- a. Friday night
 - i. Parties may not begin before 3pm.
 - ii. Bands are allowed outside the house from 3pm until 8pm on Fridays.

- iii. Bands are allowed inside the Party Bunkers from 3pm on Friday until 2:30am on Saturday mornings.
- b. Saturday night
 - i. Parties may not begin before 2pm.
 - ii. Bands are allowed outside the house from 2pm to 8pm on Saturdays.
 - iii. Bands are allowed inside the Party Bunkers from 2pm on Saturdays until 2:30pm on Sunday mornings.
- c. Noise shall never be excessive.
- d. Bands (live music) are not allowed at any times other than those stated above.
- e. No more than four band parties are allowed on any given night.
- f. Fraternities must ensure that all responsible parties listed on the party form are fulfilling their duties throughout the duration of the event. The campus security may shut down an event if those Individuals listed on the party form are not carrying out their assigned duties.
- g. No bamboo is permitted as decoration for an event on fraternity circle.

Section 4: Off-campus Parties

- a. A fraternity is fully responsible for the conduct of members, pledges, and guests at its off-campus social functions.
- b. Off-campus social functions shall conform to the hours stated in Sections 1, 2, 3 and 5 of

Article VIII. Social Responsibilities

Every fraternity is responsible for the behavior of its members, pledges, and guests,* both at social functions and as they return to the community.

Section 1.

The president of the fraternity or his designees are responsible for maintaining proper conduct at every social function. The duties/expectations of the president or his designees are as follows:

- a. To maintain order and to uphold IFC Statutes and the Code of Student Conduct.
- b. To ask disruptive or undesirable persons to leave.†
- c. To call Campus Police, first, and the Associate Dean of Students, second, if disruptive or undesirable persons refuse to leave, or if significant trouble occurs.

Section 2.

The fraternity shall ensure that its members, pledges, and guests leaving social events are aware of their responsibilities as individual citizens of the community.

* A guest is an individual who has been invited to a specific function by a brother and whose presence is known to the president or officer responsible for the social activity.

† The IFC and the College will not hesitate to take legal action against individuals who trespass on fraternity property or disrupt social functions.

Article VII and to all IFC and College regulations governing social activities.

- c. Off-campus social functions shall demonstrate consideration for the rights and sensibilities of the neighboring community.
 - i. Parking and traffic shall not disrupt public roads or intrude upon private property.
 - ii. Noise shall never be excessive.
- d. The administration disapproves of any off campus social function which is not of a limited nature.

(N.B. Off-campus fraternity parties are discouraged because they often disrupt the community surrounding the campus and increase the potential for drinking and driving. Such activities must never become a regular part of a fraternity's social life.)

Section 5: Exceptions

- a. Any social event not covered by the hours and regulations above, or in exception to them, must be approved by the Chairman of the IFC and the Associate Dean of Students at least two (2) days before the event.
 - i. If a band is approved for outside the house on Friday or Saturday night, the music must stop at 1am.
- b. A fraternity should not make any obligation, financial or otherwise, which requires an exception to the above without the prior approval in writing of the Associate Dean of Students.

- d. To assist in the identification of persons who destroy property, violate laws and rules, and/or cause harm to, or abuse of, persons.
- e. To report to the Associate Dean of Students by noon the following day, or by noon Monday if the party is held on a Friday or Saturday night, any incident or wrongdoing which occurs at a social function. At the discretion of the IFC Judiciary Committee and/or of the Associate Dean of Students, failure to report can lead to withdrawal of social privileges.

Article IX. Alcoholic Beverages

Section 1.

If alcoholic beverages are consumed at a fraternity function, they must be consumed in a responsible manner and in an environment which does not encourage alcohol abuse. Alcoholic beverages are often a complement to many social activities; it is that attitude which every fraternity—and College—activity should foster. Alcoholic beverages must never be the focus of any activity. A fraternity must never promote or allow alcohol abuse or the violation of ABC regulations. The laws of the State of Virginia, ABC regulations, and these Statutes apply to all fraternity functions both on and off campus.

Both individuals and fraternities are civilly and criminally liable under the law

Section 2.

No fraternity may use funds from its treasury to purchase alcohol for any purpose or co-sponsor an event where alcohol is served or provided. Also, no individuals, acting alone or in groups, may collect, donate, or use their own money to purchase or provide alcohol for any fraternity event, social or otherwise. This means no alcohol may be provided/served by any fraternity.

Section 3.

All approved fraternity social events shall be B.Y.O.B. or dry events. The expectation for B.Y.O.B. events is that only those persons of legal age will possess and consume alcoholic beverages.

Section 4.

Only those students and guests who are of legal age may bring alcoholic beverages into a fraternity party. All guests and students of legal age must be given a wristband.

Section 5.

No kegs or other common containers of alcohol are permitted in fraternity houses or at other fraternity functions unless written authorization is made by the appropriate College official, in advance.

Section 6.

Signs and other advertisements of parties on and off campus shall make no reference to alcoholic beverages and shall always be in good taste, conforming to the College's policy on alcohol. They must be approved in advance by the Associate Dean of Students.

Section 7.

Failure to abide by these regulations or to demonstrate a regard for the consequences of alcohol abuse will result in the fraternity's being placed on social closing. The responsibility of the fraternity for the well-being of its guests extends beyond the location of any social activity. No one shall be allowed to leave a fraternity social activity unless he is able to function normally and safely.

Section 8.

In cooperation with the Student Health Center, every fraternity will develop a member education program on alcohol and alcohol abuse.

Section 9.

It is required that all Greek organizations will follow and comply with the Alcohol and Drug Guidelines and the Health and Safety Standards set forth by the North American Interfraternity Conference. The following regulations must be followed by all Greek organizations.

In any activity or event sponsored or endorsed by the chapter/organization, including those that occur on or off organizational/chapter premises:

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must either be:
 - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - b. Brought by individual members and guests through a bring your own beverage ("BYOB") system. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
7. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and

the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.

9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is

related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities and any ritual or ceremony.

10. The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

Taken from the NIC Health and Safety Standards

Article X. Membership

Section 1.

Fraternities are an important component of the social life at HSC for many students. In order to introduce new students to the HSC fraternity system, an Introduction to Fraternities will be held on the first Thursday of September in the evening at College Church. The Introduction to Fraternities meeting will entail an introduction of the Interfraternity Council and Recruitment Chairmen, an overview of the Recruitment and Pledge process and calendar, a charge to the freshmen from the IFC Chairman, and the distribution of the schedule for Open Houses and the Recruitment Brochure. Each fraternity will hold an Open House over the course of the following week. An Open House is an opportunity for an interested student to visit a fraternity house, mingle with the brothers in a formal setting, and learn what the fraternity is about and in what programs and activities the fraternity participates. Faculty advisors and local alumni will be invited to the Open House. The Open House will not be a party and will take place early in the evening with a one hour time limit.

No freshmen are permitted at fraternity houses or on Fraternity Circle until after the Introduction to Fraternities meeting on the first Thursday in September. No freshmen are permitted at events on fraternity circle during the Fall semester other than registered rush events and registered weekend social events.

Any fraternity which allows freshmen in the house before the Introduction to Fraternities meeting, or otherwise violates this statute, will be subject to sanctions by the Interfraternity Council's Judiciary Committee and the Office of Student Affairs. Any freshman who violates this statute will be subject to sanctions by the student justice system.

Section 2.

Each fraternity may hold two registered, formal rush events during the course of the first semester. These events are scheduled by the IFC. A fraternity may petition the Office of Student Affairs to hold one additional rush event.

Smokers will be held during the first full week of the second semester. These are also scheduled by the IFC.

A student must have a minimum GPA of 2.5 in order to accept a bid to join a fraternity. Exceptions can be made on a case by case basis per the discretion

of the Associate Dean of Students. Meetings with the Associate Dean of Students may be scheduled by contacting the Office of Student Affairs.

Section 3.

Each fraternity may have two registered rush events per month. These events are to be registered with the College in much the same manner as parties during the weekend are registered. These events will be alcohol free. A registered rush event may be volunteer work, Monday Night Football, cook outs, etc. These registered rush events will be monitored by the IFC and the Office of Student Affairs to ensure that they are in compliance with the IFC Statutes.

Section 4.

After Smokers and continuing throughout the academic year, a fraternity may extend bids to any full-time Hampden-Sydney student who is not a member or pledge of another social fraternity or of Alpha Chi Sigma. There may be no dual pledging or membership in a social fraternity and Alpha Chi Sigma. A man may pledge a fraternity at any time after Smokers (the IFC may establish a day upon which most bids are made and accepted). The IFC must be informed when a bid is made. A bid may be accepted only after clearance by the IFC. Failure to obtain proper clearance will void the bid. Proper forms may be obtained in the IFC office. Any individual or fraternity that does not comply with academic standards for pledging is subject to disciplinary action (\$300 fine, at least, for individuals, and closing for the fraternity).

Section 5.

Any transfer student with 15 semester hours of credit or more may pledge at any time during his first semester at the College.

Section 6.

Pledging: Fraternities place priority emphasis upon the scholastic achievement of their members. The Scholarship Chairman of each fraternity will communicate with the academic advisors of its pledges and, with the fraternity advisor, monitor the academic progress of pledges. Pledges who receive deficiency reports will be directed by the fraternity to participate in the academic support services

provided by the College, and their progress will be monitored by the Scholarship Chairman.

Section 7.

Fraternities are required to conduct formal initiations. Mental or physical hazing of any kind is prohibited.

No fraternity may pledge a student unless all members of the fraternity sign the anti-hazing agreement. Hazing is defined as any mental or physical abuse which, intentionally or unintentionally, humiliates or degrades an individual or threatens his health, safety, or mental or physical well-being. Any forced or voluntary activity including that which interferes with an individual's normal pursuit of his academic work is also unacceptable (e.g., abduction and/or abandonment away from campus). Any activity which involves the forced or voluntary consumption of alcohol or encourages the excessive consumption of alcoholic beverages is extremely

dangerous and will not be tolerated. It should be noted that Virginia is one of the states which prohibits hazing by law, and those guilty of hazing are subject to prosecution and expulsion from the College.

No one may remain in the status of a pledge for more than four weeks. A pledge may be initiated only if he meets the following requirements:

a 2.5 grade point average for the semester prior to initiation; and

an accumulated grade-point average equal to or above that which the College requires to avoid academic probation; and

submission of his name to the Associate Dean of Students for clearance before initiation. Failure to obtain proper clearance will result in the fraternity being fined \$100 per initiate and notification to the national office to void the initiation.

Proper forms are available in the IFC office.

Article XI

Section 1.

These statutes may be amended by a three-fourths majority vote of the IFC.

Section 2.

All statutes are subject to the approval of the Faculty and its Student Affairs Committee.

Section 3.

When a violation of the IFC Statutes is alleged to have occurred, the Chairman of the IFC or his designee must investigate the incident and report to the Associate Dean of Students within 72 hours.

At the discretion of the IFC Judiciary Committee and/or the Associate Dean of Students, appropriate action may be taken against fraternities that violate these statutes.

Actions of the IFC Judiciary Committee are subject to review by the Associate Dean of Students and the Dean of Students, who may concur or act independently on statute violations.

Section 4.

These statutes must be reviewed by the Student Affairs Committee of the Faculty at the request of the IFC or the Executive Committee of the Faculty.

Approved by the faculty in December 1984.

Section III:

Student Activities and Organizations

Want to get involved?

There are many opportunities at Hampden-Sydney to have fun, to develop your skills and knowledge, and to connect with other students and the surrounding community.

Student Leadership

At Hampden-Sydney, every student has the opportunity to develop his abilities to lead. We offer many paths to explore and sharpen your skills. All of them will strengthen your ability to work effectively with others and to make a difference in your community, your workplace, and the world. Develop

and hone your leadership skills by becoming active in athletics, student government, the resident advisor program, clubs, and fraternities. In addition, you can enroll in the certificate programs in leadership offered by the Wilson Center and the Office of Student Affairs.

Student Organizations

Students have a wide array of clubs and organizations from which to choose. Student organizations provide a great opportunity to develop leadership skills and explore new interests. There are groups focused on sports and recreation, on service,

politics, religion, and the arts. There are honor societies and social fraternities. And if you don't find a club that fits your interest, you can always create one! Visit the Office of Student Affairs for more information.

Events and Activities

Every week there are activities provided by the student-run College Activities Council (CAC), by student clubs, and by campus programs. For a list of what's happening, check out the following sources:

- Online Calendars: There is an official all-events calendar on the College website at www.hsc.edu/calendars.
- Electronic Bulletin Boards: Located in Pannill Commons and many campus buildings, these display a list and posters for many of the week's events.

Student Leadership

Student leadership is supported across a range of College programs. The Wilson Center for Leadership provides several academic programs in leadership. The Office of Student Affairs provides a major point of connection for students interested in exploring leadership outside the classroom, offering students opportunities to serve as resident advisors, participate in a Beyond the Hill trip, lead and serve

the student government, and join numerous clubs and organizations. Additionally, students may serve the College as members of the Garnet & Grey Society and the President's Men. Our mission is to form good men and good citizens, and we believe that every student should have the opportunity to explore and develop those skills.

Clubs & Organizations

Get involved! Explore our student-run organizations and the opportunities each of them has to offer you. Student organizations and student government provide excellent opportunities for practicing the skills and principles taught in the classroom and used in life beyond "The Hill."

Two Types of Clubs: Funded and Independent.....

All student clubs and organizations must support the educational mission of the College and be approved by the Office of Student Affairs. The regulations governing clubs and organizations can be found in Section II of *The Key*. Most student clubs and organizations have been granted funding by the Student Senate, through the Student Finance Board, and are subject to its regulations. Groups which

are self-supporting, while still requiring approval by the Dean of Students for their existence, do not fall under the governance of the SFB; these independent clubs are marked by an asterisk (*) in the list below. Both funded and independent groups are equally valuable to the campus community.

Academic & Pre-Professional

Alpha Chi Sigma* (Chemistry Fraternity)	Future Educators Club	Pre-Health Society
Architectural Society	German Club	Pre-Law Society
Classics Club	Math/CS Club	Society of Physics Students
Delta Sigma Chi	Phi Alpha Delta (Pre-Law Fraternity)	Spanish Club
French Club	Pre-Business Society	Student Investment Club

Arts, Drama & Music

Acousticals	Film Club	Men’s Chorus*
Animation Society	Jongleurs	Music Interest Club (MIC)

Debate, Politics & International Affairs

College Republicans	Madisonian Society	Students for Liberty
Hampden-Sydney College Young Democrats	Student Advocates for Hopeful Politics	Union-Philanthropic Society

Multi-Cultural Life

International Club	Society for the Preservation of Southern Heritage	Unity Alliance
Minority Student Union (MSU)		

Public Service

ARC (Animal Rescue Community)	Habitat for Humanity	President’s Men*
Circle K International	Hampden-Sydney Mentor Program	Rotaract
Garnet & Grey Society*	Hampden-Sydney Volunteer Fire Department*	Student Museum Board*
		The Student Network

Publications & Broadcasting

Board of Publications*	The Hampden-Sydney Tiger*
Garnet	Tiger Radio

Religious Life

Baptist Collegiate Ministries	Fellowship of Christian Athletes (FCA)	Jewish Student Organization
Catholic Campus Ministry	Inter-Varsity Christian Fellowship (IVCF)	Orthodox Christian Ministry
Cogito	Islamic Society	Wesley Foundation
Episcopal-Lutheran Campus Ministry		Young Life

Sports & Recreation

Anglers Club	Club Rugby	Street Hockey Club
Baseball Club	Club Soccer	Swim and Water Polo Club
Chess and Strategy Game Club	Ducks Unlimited	Tiger Athletic Club
Clay Target Club	Fishing Club	Venture Crew
Club Fencing	Fly-Fishing Club	Wrestling Club
Club Golf	Outsiders Club	*Not funded by the Student Finance Board
Club Lacrosse	Paintball Club	

The President’s Men

The President’s Men serve as ambassadors of the President and representatives of the College. Members have distinctive opportunities to participate in various College and Alumni events. The men serve as an extension of the Staff and assist with events on and off campus for alumni and friends of the College. Benefits of membership include valuable networking opportunities with Alumni and enhanced

communication skills. Members serve the College through the Office of the President. Members should be in good academic standing and active on campus through other clubs and organizations.
Advisor Angela Clark

The Garnet & Grey Society

The Garnet & Grey Society is a volunteer group of dedicated students who promote Hampden-Sydney College by giving campus tours to prospective students and their parents, assisting in phone-a-thons, hosting prospective students overnight, manning

Open House programs, and helping to entertain visiting dignitaries to the campus. The positions are filled yearly, with selection taking place in the spring. Students must file a letter of application with the Dean of Admissions. An interview is required.

Honor Societies

Phi Beta Kappa (ΦBK)

The Eta of Virginia chapter of the Phi Beta Kappa Society annually elects a limited number of juniors and seniors to membership. In electing these members, the Chapter seeks to recognize academic attainment, moral character, responsible citizenship, and a broad intellectual curiosity. No more than

10% of a prospective graduating class can be elected.

President Dr. Julia E. Palmer

Secretary-Treasurer Dr. Jennifer E. Vitale

Omicron Delta Kappa (ΟΔΚ)

Omicron Delta Kappa is a national leadership honor society for college men and women. It was founded in 1914 at Washington & Lee University to recognize and encourage superior scholarship and leadership by men and women of exemplary character. Membership in ODK is a mark of highest distinction and honor.

The Lambda Circle was founded at Hampden-Sydney on April 12, 1924, and is the eleventh oldest of the society's more than 200 circles. The members of Omicron Delta Kappa seek to use their personal influence as campus leaders to better campus life and to encourage high standards in all activities. Men selected for membership are tapped

in the fall and spring.

In addition to regular selection of members, the Circle awards each fall a \$1,500 scholarship to a sophomore in recognition of constructive leadership and academic achievement during his freshman year, and each spring, the Cohen Citizenship Award to a senior who by his actions and example has contributed significantly to the betterment of the College community.

President Zachary P. Mace '23

Vice-President Caleb B. Manu '23

Circle Advisor

Circle Coordinator Dr. Michael J. Wolyniak

Alpha Psi Omega (ΑΨΩ)

Alpha Psi Omega is a national honor society recognizing outstanding work in the theatre arts. The Hampden-Sydney chapter was established in 1932, and was chartered as the Delta Delta Cast. The fraternity was reactivated in the Spring of 1995. Members meet their criteria by acting, directing, designing, or working in technical areas for a

minimum of three Fine Arts Department/Jongleurs productions. Members must also exhibit dedication, a working knowledge of all areas of theatre production, and outstanding ability in their particular field of interest.

Advisor Prof. Matthew R. Dubroff

Chi Beta Phi (XBΦ)

Founded at Randolph-Macon College in 1916 and installed as Gamma Chapter at Hampden-Sydney in 1921, Chi Beta Phi is a national honorary scientific fraternity. It exists to recognize excellence in scientific endeavors and to encourage participation in scientific fields. A bid to membership may be

extended to students who have shown a continued study of the natural sciences and mathematics.

Among its activities, the fraternity sponsors speakers to help spread scientific knowledge and appreciation.

Advisor Dr. Herbert J. Sipe, Jr.

Eta Sigma Phi (ΗΣΦ)

Eta Sigma Phi, the national honorary classical society, was founded at the University of Chicago in 1914, and Beta Theta chapter was established on the Hill in 1942. Its membership includes those who have demonstrated high proficiency in the study of classical languages.

Advisor Classics faculty

Omicron Delta Epsilon (ΟΔΕ)

Omicron Delta Epsilon is a national honorary fraternity in economics. The Iota of Virginia chapter was established at Hampden-Sydney in 1971 to stimulate interest in the study and application of

economics and to recognize outstanding economics students.

Advisor

Phi Alpha Theta (ΦΑΘ)

Phi Alpha Theta is an international honor society in history which encourages the study of history through research, good teaching, and the exchange of ideas among historians. Members are students

and professors elected to the society upon the basis of excellence in the study or writing of history.

Advisor Dr. John C. Coombs

Phi Sigma Iota (ΦΣΙ).....

Phi Sigma Iota, the international foreign language honor society, was founded in 1917 to recognize, in the words of its constitution, "outstanding ability and attainments in the study and teaching of foreign languages," to stimulate "advanced pursuits and

individual research in this discipline," and to promote "a cultural enrichment and sentiment of international amity derived from the knowledge and use of foreign languages."

Advisor Dr. Julia E. Palmer

Pi Mu Epsilon (ΠΜΕ)

Pi Mu Epsilon is a national honorary mathematics society. Founded in 1914 at Syracuse University, Pi Mu Epsilon exists for the purpose of promoting and recognizing scholarly achievement in mathematics.

Hampden-Sydney's chapter, the Eta of Virginia, was installed on May 10, 1982.

Advisor Dr. Rebecca Jayne

Pi Sigma Alpha (ΠΣΑ).....

Theta Omicron chapter of Pi Sigma Alpha, the national political science honor society, was established at Hampden-Sydney College during the 1977-1978 academic year. Pi Sigma Alpha recognizes students who adhere to high standards

of scholarship and attain academic distinction in the study of *government and foreign affairs*.

Advisor Dr. Celia Carroll Jones

Psi Chi International (ΨΧ).....

Psi Chi is the international honor society in psychology, open to undergraduate and graduate psychology students of good character who show serious involvement with the science of psychology

and have excelled academically in course work in this area.

Advisor Dr. Jennifer Vitale

Sigma Tau Delta (ΣΤΔ)

An international honorary society in English, Sigma Tau Delta was founded in 1924 and chartered at Hampden-Sydney in 1990. It recognizes excellence and encourages further

achievement in English language and literature studies, and it seeks to foster creative and critical writing.

Advisor Dr. Abigail T. Horne

Theta Alpha Kappa (ΘΑΚ)

Theta Alpha Kappa is a national honorary society founded to promote the academic study of religion. The local chapter inducted its first class of Hampden-

Sydney students in 1991.

Advisor Dr. Jeffrey A. Vogel

Society for Collegiate Journalists.....

The Society for Collegiate Journalists (formerly Pi Delta Epsilon) is a national collegiate honorary fraternity. The Society recognizes outstanding achievements in or contributions to journalism and strives to encourage good journalistic practices in undergraduate institutions. It was founded at Syracuse University in 1909, and a chapter was installed at Hampden-Sydney in 1939. The

Society charter was reactivated in 1999. Students who have contributed substantially to *The Garnet*, *The Tiger*, or *Tiger Radio*, and are in good academic standing are eligible for membership in the society. In 2010, the Hampden-Sydney chapter received the Edward E. McDonald Award for National Chapter of the Year.

Advisor TBD

Social Fraternities

Fraternities have existed at Hampden-Sydney for over 150 years, and as of Spring 2020 **nearly half** of all students are active members. There are **ten** social fraternities at Hampden-Sydney with national affiliation. In order of their establishment at the College, the fraternities are Sigma Alpha Epsilon (**ΣΑΕ**), Chi Phi (**ΧΦ**), Phi Gamma Delta (**ΦΓΔ**), Sigma Chi (**ΣΧ**), Kappa Sigma (**ΚΣ**), Pi Kappa Alpha (**ΠΚΑ**), Kappa Alpha (**ΚΑ**), Theta Chi (**ΘΧ**), Sigma Nu (**ΣΝ**), and Delta Kappa Epsilon

(**ΔΚΕ**). Pi Kappa Alpha (**ΠΚΑ**) was re-founded as a colony at Hampden-Sydney in 2011, and Delta Kappa Epsilon (**ΔΚΕ**) was founded as a colony at Hampden-Sydney in 2012. A social-professional fraternity for students interested in chemistry, Alpha Chi Sigma (**ΑΧΣ**), was founded in 1971.

The social fraternity system at Hampden-Sydney is governed by the Interfraternity Council, which is responsible for coordinating fraternity activities and upholding the IFC Statutes.

Interfraternity Council Officers

Chairman

J. Callahan Mitchell '22

Vice-Chairman

John Gurley '22

Secretary-Treasurer

Nash Carrington '22

Judiciary Alternate

Svent Bossart '23

Greek Life

Fraternities have existed at Hampden-Sydney for over 150 years, and as of Spring 2017 about **49%** of all students are active members. There are **10** social fraternities at Hampden-Sydney with national affiliation.

Chi Phi

Founded in 1824

Epsilon Chapter

Established at Hampden-Sydney in 1867

President: Mr. William Karslake '22

Academic Advisor: Dr. Warner R. Winborne '88

Kappa Alpha

Founded in 1865

Alpha Tau Chapter

Established at Hampden-Sydney in 1899

President: Mr. Davis Byler '21

Academic Advisor: Dean Jason M. Ferguson '96

Kappa Sigma

Founded in 1869

Upsilon Chapter

Established at Hampden-Sydney in 1883

Re-Chartered in 2019

President: Mr. C. West Falls '22

Academic Advisor: Mr. Jordan V. White '13

Pi Kappa Alpha

Founded in 1868

Iota Chapter

Established at Hampden-Sydney in 1885

Re-Chartered in 2015

President: Mr. Woody Parson '22

Academic Advisor: Rev. Keith Leach '81

Phi Gamma Delta

Founded in 1848

Delta Deuteron Chapter

Established at Hampden-Sydney in 1870

Re-chartered in 1967

President: Mr. Andrew Gustafson '22

Advisor: Dr. John C. Coombs

Sigma Alpha Epsilon

Founded in 1856

Virginia Upsilon Chapter

Established at Hampden-Sydney in 1860

Re-chartered in 1971

President: TBD

Advisor: Dr. Richard Pantele

Sigma Chi

Founded in 1855

Sigma Sigma Chapter

Established at Hampden-Sydney in 1872

Re-chartered at Hampden-Sydney in 1931 and 1984

President: Mr. Andrew Smith '22

Advisor: TBD

Sigma Nu

Founded in 1869

Eta Pi Chapter

Founded in 1962 as Delta Epsilon Fraternity

Became Delta Epsilon Colony of the Sigma Nu

Fraternity in 1963

Became a Chapter of Sigma Nu in 1965

Re-Colonized in 1998

President: Mr. Cameron Smith '22

Advisor: Dr. Dirk R. Johnson

Theta Chi

Founded in 1856
Nu Chapter (formerly Delta Delta Fraternity or
Delta Deuteron)
Established at Hampden-Sydney in 1911

Delta Kappa Epsilon

Founded in 1844
Zeta Gamma Chapter
Established at Hampden-Sydney in 2012

Re-chartered in 1999
President: Mr. Peter Orgain '22
Advisor: Mr. Cameron Marshall '12

President: Mr. Joseph Naggy '22
Advisor: TBD

Important Notices

Notice of Non-Discriminatory Policy

Hampden-Sydney College, while exempted from Subpart C of the Title IX regulation with respect to its admission and recruitment activities, does not discriminate on the basis of race, color, sex, religion, age, national origin, disability, sexual orientation, or veteran status in the operation of its educational programs and with respect to employment. For information on this non-discrimination policy, contact:

Sue V. Carter
Chief Human Resources Officer
Box 25
Hampden-Sydney College
Hampden-Sydney, Virginia 23943
Telephone (434) 223-6220

Notice of Solicitation Policy

The College does not permit any type of business solicitation on campus without written authorization from the Dean of Students and/or the Vice President for Business Affairs and Finance, who confer before a decision is reached. This applies to individuals, students, and non-students, and campus or non-campus groups or organizations, as well as electronic, print, or voice solicitation. Unauthorized solicitors should be promptly reported to the Dean of Students.

Notice of Student Copyright Protection Policy

Intellectual property produced by a student as part of his course work, thesis or honors research, other than funded research for which the College has obligations to others, is owned by the student, as are all copyrights, and revenue derived from it. Intellectual property created by a student in the course of his employment by the College on a specific project, except for a thesis written by him, as well as intellectual property developed with College resources to the extent that use exceeds what is normally provided students, are the property of the College.

Notice of Digital Copyright Infringement Policy

Hampden-Sydney College recognizes and respects intellectual property rights. It is part of our mission to maintain the highest standards of legal and ethical conduct, which are characteristic of good men and good citizens. Therefore, we are committed to fulfilling our legal obligation regarding utilization of copyright-protected works. Upon discovery of Copyright infringements on this site, the copyright holder must submit a signed notice of infringement to the institution, identifying the copyrighted material. The copyright holder must provide contact information (address, phone number, and e-mail address) and a statement that the infringing material is being used without consent. Upon a receipt of proper notification of copyright infringement, the College's designated Copyright Agent will take action as outlined in the Digital Millennium Copyright Act of 1998. The copyright owner should submit copyright infringement documentation to:

College Webmaster
Copyright Agent
P.O. Box 88
Hampden-Sydney College
Hampden-Sydney, VA 23943
(434) 223-6856
copyright-agent@hsc.edu

Notice of Student Appeals and Complaint Policy

The College has established procedures for addressing written student appeals and is responsible for demonstrating that it follows those procedures when resolving student appeals.

There are a number of policies for specific types of appeals, as listed below:

1. There is a policy for students who wish to appeal the level of their financial award. (Financial Aid Web Page)
2. Students who believe they have been the subject of harassment or discrimination should specify their grievance under the Code of Student Conduct to the Dean of Students. (Harassment and Discrimination Policy, *The Key*)
3. There is a formal procedure for those students who wish to appeal a conviction by the Student Court for a violation of the Honor Code or the Code of Student Conduct resulting in suspension or expulsion. (The Judicial Process, *The Key*)
4. There is a formal procedure for those students who wish to appeal a parking ticket. (Motor Vehicle and Bicycle Regulations, *The Key*)
5. There is a formal procedure for those students who wish to appeal a grade (Grade Appeal Policy, *Academic Catalogue*).
6. There is a formal procedure for those students who wish to appeal a fire safety violation. (Housing Regulations, *The Key*)

There are also procedures for filing complaints with the College on any other matter of concern. In addition, students may file complaints against the College with its accrediting organization, the Southern Association of Colleges and Schools (SACSCOC). Lastly, students may also file a complaint against the accrediting organization itself. The procedures for these types of complaints are found in the Student Complaint Policy.

Student Complaint Policy

The Southern Association of Colleges and Schools (SACSCOC) requires its accredited institutions to have in place student complaint policies and procedures that are reasonable, fairly administered, and well publicized. The Commission also requires, in accord with federal regulations, that each institution maintains a record of complaints received by the institution. The record of complaints may be

reviewed and evaluated by the Commission as part of the institution's decennial evaluation or when other SACSCOC Committees are on campus. Students may wish to file complaints against the College with SACSCOC and may also file complaints against the SACSCOC Board of Directors, staff and visiting teams. The three procedures for filing complaints are highlighted below:

Purpose of the Complaint Procedures.....

H-SC is required to have adequate procedures for addressing student complaints and for maintaining records of student complaints by both SACSCOC and the Federal Department of Education.

Responsibility for Compiling and Responding to Complaints to H-SC

The Dean of Students has line accountability and responsibility for the process of reporting the results of the student complaints and makes regular reports, as appropriate to the President and the Senior Cabinet.

Additionally, the office of the Dean of Student Affairs serves as the permanent repository for all student complaints regarding H-SC.

A. Procedures for Writing Formal Student Complaint against H-SC

1. H-SC has several appeals processes delineated in *The Key* (Student Handbook) consistent with best practices in private liberal arts educational institutions. In all cases, students are encouraged to complete these processes prior to lodging a formal written complaint.
2. In every case, students are encouraged to speak with appropriate faculty, administrators, or students in order to seek resolution prior to filing a complaint.
3. All formal written complaints must be filed using the document entitled, HampdenSydney College Student Complaint Form. The form and instructions are available on the College website. Paper copies are available in the Office of Student Affairs at no cost to students. The Dean of Students in the Office of Student Affairs will be available to meet to assist in filing complaints.
4. All completed HampdenSydney College Student Complaint Forms and supporting documentation are to be submitted to the Dean of Students who will review the documents for completeness. Complaints against the Office of Student Affairs are submitted to the Dean of Faculty, rather than the Dean of Students.
5. The Dean of Students will review Student Complaints and all documentation and

investigate the issues raised therein. Additional documentation and personal visits with students, faculty, and administrators may be requested.

6. The Dean of Students will respond to the complainant in writing within 14 business days.
7. A student may appeal a decision made by the Dean of Students via notification by letter or email correspondence. The
8. All Student Complaints will be kept on file in the office of Student Affairs for ten years. A report of all Student Complaints shall be made quarterly to the Senior Cabinet.

President will review all documentation and may request interviews with the students, faculty, or administration. The President will respond within 14 business days in writing to the complaint.

B. The Procedure for Filing a Complaint Against the College with SAC-SCOC

The College has published the entire Procedure for Filing a Complaint Against the College with SACSCOC with all pertinent documents on the College website and provided a link to SACSCOC web page containing the Policy.

C. Procedure for Filing Complaints Against SACSCOC Board of Trustees and Staff

The College has published the entire Procedure for Filing a Complaint Against the SACSCOC Board of Trustees and Staff and all pertinent documents on the College website and provided a link to SACSCOC web page containing the Policy.

Student Rights Under the Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within forty-five days of the day the College receives a request for access. Students should submit to the Registrar, the Dean of Students, the Director of Career Education and Vocational Reflection (placement records only), the chair of the Health Sciences Committee, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student may ask the College to amend a record that he believes is inaccurate or misleading. He should write the College official responsible for the record, clearly identify the part of the record he wants changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits personal disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support-staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting 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 responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hampden-Sydney College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington D.C. 20202-4605**

Public Information

The College considers the following information public information: name of student, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, and other similar information.

No later than one week before classes begin in the fall (or before enrollment if one enters second semester or in the May Term), a student may submit a written statement to the Registrar stating that he does not want specified information about him included as public or directory information. The request will be honored.

Academic Records, Privacy, And The Buckley Amendment

Institutions of higher education accumulate and maintain extensive records concerning the characteristics, activities, and accomplishments of their students. These records pose special problems for those concerned with personal privacy, problems that derive from a basic tension between the rights and needs of individuals and the legitimate demands of institutions in which they participate. In choosing to pursue a college education, the student is often hopeful that this experience will contribute to the attainment of career objectives and is keenly aware that his performance will be viewed and evaluated by others. At the same time, the right to privacy asserts that individuals have a legitimate interest in controlling what information about themselves they will reveal to others and what uses may be made of this information.

For its part, the College has a legitimate interest in obtaining information necessary to carry out its

functions and to fulfill its obligations to the student. For these reasons, the following policies and procedures are published so that this information will be available to all members of the College community. All statements herein apply only to the official records of the institution pertaining to current and former students, and these policies are in conformity with the Family Educational Rights and Privacy Act of 1974 as amended (Buckley Amendment). The text of the law is available at codes.lp.findlaw.com/uscode/20/31/III/4/1232g.

Briefly, the purposes of the Act are to ensure college students access to their educational records as limited and defined by the Act, and to protect students' rights to privacy by limiting the transferability of their records without their consent. The rights in the Act are, essentially, accorded to the college student himself.

Confidentiality

All members of the faculty, administration, and clerical and other staff are expected to respect confidential information about students which they acquire in the course of their work.

Access to Records

Student access to records is limited to records maintained by the Registrar (academic records); by the Dean of Students; by the Director of The Ferguson Career Center (placement records only); and by the Health Sciences Committee.

Definitions

For the purposes of this policy the term "educational records" means those records, files, documents, and other materials maintained by the College which contain information directly related to a student.

The term "educational records" does not include:

1. Financial records of the parents of the student or any information contained therein.
2. Confidential letters and statements of recommendation which were placed in the education records before January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended.
3. Confidential recommendations
 - a. Respecting admission to any educational agency or institution;
 - b. Respecting an application for employment;
 - c. Respecting the receipt of an honor or honorary recognition if the student has signed a waiver

of his right of access. A student may sign a statement waiving his right of access for any or all of these three types of recommendation letters. The general waiver would eliminate the need to face the question of waiver of access on each letter that may be written for admission to graduate or professional school, employment, etc. If a student waives his right of access to any or all of these three categories, he may request that the College notify him of the names of all persons making confidential recommendations. The College will use these recommendations solely for the purpose for which they were specifically intended.

- 4. Records of institutional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.
- 5. The records and documents of the campus police (who do not have access to educational records) which are maintained solely for law enforcement purposes and are not made available to persons other than law enforcement officials of the same jurisdiction.
- 6. Records which are created or maintained by a physician, psychologist, psychiatrist, or other recognized professional or para-professional acting in his professional or para-professional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment; provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.
- 7. Records such as the alumni records gathered after a student leaves the College are not considered educational records, and therefore students do not have access to them.

Procedure for Examining Records

A student wishing to inspect and review specified educational records pertaining to himself should submit the request in writing to the particular office in which the records are maintained. To the extent that the law permits, the request will be granted as soon as possible, no later than forty-five days after the written request is made.

If desired, a student will be granted an opportunity to challenge the content of his records in an informal hearing between the student and the College personnel involved. If satisfactory adjustments cannot be agreed upon by the student and the author of the information challenged, the College official in charge of the particular office in which the records are kept will meet with the parties to attempt to resolve the matter by correcting, deleting, or allowing refutation of allegedly inaccurate, misleading, or otherwise inappropriate data in the content of the records. If the matter cannot be resolved informally, at the request of the

student, a hearing will be conducted by a College official without a direct interest in the outcome of the hearing, normally the Dean of Students. A student has the right to file a written complaint directly with the following office:

**Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington D.C. 20202-4605**

If a student desires copies of educational records to which he has access as allowed by this policy, he shall be furnished copies at a rate covering the cost to the institution, \$.10 per page copied, plus postage, if any.

With the exceptions as noted, no one from outside the College has access to educational records.

Release Of Records

The College will not release educational records (or personally identifiable information contained therein other than what is considered public information as defined in this policy statement) of a student without the written consent of the student to any individual, agency, or organization other than the following:

- Other College officials, including teachers, who have legitimate education interests, e.g., the educational background of the student.
- Officials of other schools in which the student seeks, or intends, to enroll.
- Authorized representatives of the Comptroller General of the United States, the Secretary or assistant (D.O.E.) and administrative head of an education agency, state educational authorities, the Commissioner of Education, and the Director of the National Institute of Education.
- College officials dealing with a student's applications for, or receipt of, financial aid.
- State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974.
- Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and on the condition that such information will be destroyed when no longer needed for the purpose for which it is conducted.
- Accrediting organizations in order to carry out their accrediting functions.
- Parents of a dependent student of such parents as defined in section 152 of the Internal Revenue Code of 1954.

- Subject to regulations of the Secretary in connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons. Other than the exceptions listed above under Release of Records and Public Information, the College will not release in writing, or provide access to, any personally identifiable information in education records unless:
- There is written consent from the student specifying the records to be released, the reasons for such release, and to whom or what class of parties

the records are to be furnished. The student shall receive a copy of the records, if requested.

- Such information is furnished in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the College.

Note: A student whose account is delinquent is not entitled to issuance of an official transcript or diploma.

Release of Grade Reports and Disciplinary Action to, and Consultation with, Parents and Guardians

Realizing that parents and guardians have a legitimate interest in the progress of their sons and daughters, the College routinely mails copies of deficiency reports (for freshmen and first-semester sophomores), and notices of significant disciplinary action taken against a student, to parents and guardians. A financially independent student (as defined by the Internal Revenue Code) may submit a written request to the Dean of Students asking that the College not send designated information to parents or

guardians, and this request will be honored.

The College recognizes the legitimate interests of parents and guardians to consult with the professional staff about the academic and personal well-being of their sons and daughters. This consultation will be carried out consistent with basic College policy respecting the rights of confidentiality of the student. Whenever a student is separated from the College for academic, disciplinary, or other reasons, the College notifies the parents or guardians.

Record of Release of or Access to Educational Records

A record of all requests for educational information is maintained in each office where applicable student records are kept. The form includes information on the name of the inquirer, institution, or agency; the date of the request;

the purpose or legitimate interest that each person, institution, or agency has in obtaining this information; and the disposition of the record. A student may see this record.

Educational Records Maintained by the College, the College Official in Charge, College Personnel Who Have Access and the Purposes for Which They Have Access

The College does not expunge academic records after a student leaves college or is graduated. These records are maintained either electronically or in a storage facility for possible future reference. Most other records are kept for up to five years.

Academic, administrative, and clerical personnel of the College having a legitimate and demonstrable need for information concerning students as a result of their duties in the College are permitted access to those records directly related to their duties and

functions. Whenever possible, the information needed by such persons should be provided by the officials responsible for the records, without permitting direct access to the records themselves.

If academic records and personnel folders are relevant to student courts, social fraternities, student government, or honor societies, the necessary information will be provided only when authorized by the appropriate College official.

A. Records in the Office of the Registrar. The Registrar is responsible for the maintenance of academic records, including:

- | | |
|---|---|
| <ul style="list-style-type: none"> a. High School transcripts b. Hampden-Sydney College transcripts c. Transcripts from colleges attended other than Hampden-Sydney d. Advanced Placement exam scores | <ul style="list-style-type: none"> e. International Baccalaureate exam scores f. Major/minor declaration forms g. Copies of letters granting credit and/or waiver/substitution of academic requirements. |
|---|---|

B. Records in the Office of Student Affairs. The Dean of Students is responsible for the maintenance of the following records:

1. Some materials related to the admission process: application form, autobiography, and copies of correspondence of both confidential and non-confidential nature.

2. Copies of letters notifying the student of disciplinary action taken against him.

3. Copies of letters of commendation for honors, Dean's List, etc.
4. Copies of letters sent to the student warning him of poor class attendance.

5. Copies of letters of academic suspension and the like.

6. Copies of letters of recommendation written by the Dean of Students to graduate/professional schools or prospective employers.

C. Records in the Ferguson Career Center. The Director of Career Center is responsible for the maintenance of placement records, including résumés and letters of recommendation for employment and graduate or professional school.

D. Records in the Office of the Chair of the Health Sciences Committee of the Faculty. The Chair of the Health Sciences Committee of the Faculty is responsible for the maintenance of recommendations for and evaluations of applicants to medical or dental school made by professors and administrators and the recommendation statement made by the Health Sciences Committee to medical or dental schools.

Note: All officers listed in this section receive mail at the following address:
Hampden-Sydney College
Hampden-Sydney, Virginia 23943

Visitor Policy

The purpose of this policy is to establish guidance and procedures for visitors to Hampden-Sydney College ("the College"). The College and its facilities are privately owned and not public property.

Definitions

A *visitor* is defined as any person who is not a currently enrolled student at the College, alumnus, faculty, staff, campus resident, contractor personnel working on campus, or public utility/cable/telephone employee. Emergency first-response personnel (police, fire, emergency medical technicians, and other emergency responders)

are not considered to be visitors while on duty or performing emergency duties.

The College campus is defined as all grounds, buildings, facilities, and other real estate and property owned, leased, or under the control and jurisdiction of the College.

Access to Campus

1. General Public

Visitors may enter the campus from sunrise to sunset daily. Campus visitors may enter academic buildings, athletic facilities, and other facilities only during normal business hours, or in accordance with published facility hours and policies. Visitors may not enter College student residence halls,

fraternities, and other living spaces unless they are guests of students residing in those locations or have written authorization from the Office of Student Affairs. Visitors under eighteen years old must be accompanied by an adult, unless on a College-sanctioned visitation.

2. On-Campus Events

Visitors may attend academic, athletic, and other events on campus, and will be admitted subject to

parking availability, seating capacity, invitation, and other restrictions.

3. Community Use of Athletic Facilities for Recreation

Recreational use of campus athletic facilities for walking, jogging, bicycling, outdoor courts and fields, and indoor facilities is allowed, subject to the time restrictions above and in accordance with

the Athletic Facilities Rental Policy and other policies established by the Athletics Department and Tiger Recreation Fitness & Sports ("TigeRec"). Application, release of liability, and certificate of insurance forms

and payments should be submitted to the College Business Operations Manager seven (7) days in advance of use of facilities. Recreational use may

4. Restricted Areas

Visitors are not allowed in areas with machinery in operation, construction sites, private homes or residences owned by the College (unless invited and/or in a guest capacity), restricted access locations such as faculty/student laboratories (unless

not interfere with scheduled campus events. At all times, the College's students have priority for the use of facilities.

authorized by faculty), emergency incidents, and other places deemed to be "off limits" by campus authorities, including College officials and the Department of Public Safety and Police.

5. Friends and Children of Employees

Work-site visits by friends, children, or other relatives of employees should be limited to casual visits of short duration. It is inappropriate, other than

in a valid family emergency, to bring children to the workplace.

Standards of Conduct.....

1. The College is an institution of higher learning. Any activity detrimental to the academic mission of the College is prohibited.
2. All persons on College property are required to abide by College policies and shall identify themselves upon request to College officials, police officers, or appropriate College employees acting in the performance of their duties.
3. Visitors are expected to conduct themselves in accordance with federal, state, and local laws.
4. Visitors are expected to be appropriately dressed. Shirts and shoes are required at all times. Clothing bearing obscene, lewd, or inflammatory messages, or other apparel which may be disrespectful of or detract from the decorum, tradition, and reputation of the College is prohibited, and may subject the wearer to removal from the campus.

Office of Primary Responsibility

1. Responsible Department: Office of the President
2. Responsible Official: Dean of the Faculty

Critical Incident Management Plan

Introduction/Overview

Purpose

The purpose of the Critical Incident Management Plan is to provide guidance for a coordinated approach to preparing for, responding to, and managing an emergency incident at Hampden-Sydney College. Ensuring the safety and well-being of students, faculty, staff, and visitors is the primary goal of College administrators and the Department of Public Safety and Police.

Members of the Critical Incident Management

Team (CIMT) will review the Critical Incident Management Plan on an annual basis and revise as needed. Before a date is set for review of the plan, notification will be sent to the Critical Incident Management Team.

Additionally, the plan will be reviewed as appropriate following an event that requires the activation of the Critical Incident Management Team.

Shared Responsibility

Although this document addresses the College's plan for emergency incidents, and the responsibilities of the Critical Incident Management Team, it also requires the participation of those in the community. Safety and security are the shared responsibility

of everyone in the campus community. Federal government and Commonwealth of Virginia concepts of emergency management recognize that emergency management is relational. It is everyone's responsibility.

Emergency Response

Hampden-Sydney College police officers are trained to respond to emergency incidents on campus by using the principles and procedures of the National Incident Management System (NIMS). NIMS is a standardized, on-scene, all-hazards incident management approach that allows for a coordinated and integrated response to an emergency incident. When a serious incident occurs

that causes an immediate threat to the campus, first responders to the scene are normally the H-SC Police Department, adjoining law enforcement agencies, local fire departments, and local Emergency Medical Services (EMS). They respond, assess the situation, and work together to manage the incident. Depending on the nature of the incident, other H-SC personnel, state, and federal agencies might be

involved in responding to the incident.

If the emergency incident warrants additional resources and/or requires decisions to be made

Critical Incident Management Team (CIMT)

The CIMT is comprised of key College administrators and other support personnel who are responsible for providing a coordinated approach to preparing for, responding to, and managing an emergency incident at Hampden-Sydney College.

During an emergency incident, the public safety official at the incident scene, who is acting as the incident commander, will initiate communication with the Emergency Management Coordinator. This communication is to ensure support and resources are available for scene management and that accurate information is provided to College officials for prompt decision making, and to the community for protective actions.

When time and circumstances permit, the Dean of Students makes recommendations to the President of the College. If the President is inaccessible, then the Dean of Students makes recommendations to the Dean of the Faculty. The CIMT executes the President's (or Dean of the Faculty's) decisions and directives to ensure the safety and security of students, faculty, and staff.

Operations:

Any member of the CIMT should initiate contact with the team at any time regarding emergency incidents. Additionally, any member should take the initiative to convene a meeting of the CIMT whenever it is necessary to do so before, during, or after an emergency incident. The CIMT makes appropriate decisions and executes those decisions to ensure the safety and security of students, faculty, and staff.

Emergency Notification System (ENS)

Hampden-Sydney College relies on an approach which integrates emergency management, police, information technology, and communications principles and practices to notify the campus community of emergencies.

In the event of a campus-wide emergency, the College uses its "Emergency Notification System (ENS)" to notify the campus community. The system is used for emergency communications.

In the event of an emergency, the ENS will send critical information, news, and instructions as follows:

- A message will be sent to all student, faculty, and staff H-SC email addresses.
- A text message will be sent to all H-SC student, faculty, and staff cell phones that have not been opted out of the ENS.
- A message will be posted to the home page of the H-SC web site.
- A message will be posted on the computer monitor of all administrative and laboratory computers.

for the welfare of the campus community and/or property, the H-SC Critical Incident Management Team (CIMT) will convene.

CIMT members are as follows:

Dean of Students: Mr. Richard Pantele

Director of Public Safety and Chief of Police:

Mr. Mark Fowler

Emergency Management Coordinator:

Mrs. Jennie Jenkins

Dean of the Faculty: Dr. Mike McDermott

Director of Facilities Management:

Mr. Kevin Miller

Director of Human Resources: Mrs. Sue Carter

Director of the Computer Center: Mr. Todd Pugh

Associate Dean of Students: Mr. Dwayne Bowyer

Director of Communications: Mr. Gordon Neal

Vice President for Business Affairs and Finance:

Mr. Ken Copeland

Director of the Student Health Center:

Mrs. Kimberly Ball

Director of Counseling: Dr. Clarence Merkerson

Fire Safety Supervisor: Mr. John Shelton

- A message will be posted on the electronic bulletin boards in Bortz Library, the Buildings and Grounds building, Graham Hall, Morton Hall, and Pannill Commons.

Additionally, critical information, news, and instructions may be communicated through the following means, if deemed appropriate:

- A message will be recorded on the employee emergency/weather notification phone line, which is accessible for faculty, staff, and students by calling 434-223-7003 to hear the message.
- Student Resident Advisors will be contacted and they will help spread a message to their residents.

Please note: The College will treat student, faculty, and staff cell phone numbers as confidential information and will not share, make available, sell, or trade your data with any other entity.

Additional Safety and Security Measures

Depending on the nature of the emergency, the following steps may be implemented if deemed appropriate:

- The H-SC Department of Public Safety and Police will contact other law enforcement agencies such as the Farmville Police Department, Prince Edward County Sheriff's Department, Longwood University Police Department, and the Virginia State Police. The College has functional Mutual Aid Agreements with each of these agencies.
- The Police Department will control campus entrances and block entries or exits, if circumstances warrant and sufficient resources exist.

Please note: Hampden-Sydney College has open access and is geographically integrated in the surrounding community. Under any circumstances, it will be difficult—and perhaps impossible—to completely control access to and from the College by on-campus or off-campus persons.

Missing Student Notification Policy

The Higher Education Opportunity Act of 2008 (HEOA) requires the College to establish a missing student notification policy and related procedure for all students living in on campus housing. The policy

is meant to inform residential students of the parties that the College should notify in the event that the residential student is missing. The procedure lays out how such notifications are to occur.

Missing Person Notification Policy: Designating a “Missing Person Contact”

At the start of the academic year all newly admitted residential students will be given an opportunity during the registration process and/or during their first mandatory residence hall meeting to fill out an Emergency Contact and Missing Student Notification Form. By filling out this form, the residential student has the option to designate an individual (the “Missing Person Contact”) to be contacted by the College no more than 24 hours

after the time that the student is determined to be missing. The Missing Person Contact Information will remain valid for the duration of the residential student's academic career at the College unless changed or revoked by the residential student. The Missing Person Contact Information will be held confidentially, and will not be released except to law enforcement agents in the course of a missing person investigation.

Additional Contacts

In addition to the Missing Person Contact and within 24 hours of the student having been determined missing, the College will also contact or attempt to contact the following parties:

1. Additional individual(s) listed as “Emergency Contacts” on the Resident Student's Emergency Contact and Missing Student Notification Form maintained at the office of the Dean of Students.
2. The appropriate law enforcement agencies that have jurisdiction in the area that the student went missing, regardless of whether they have identified a contact person, or is above the age of 18, or is an emancipated minor; and
3. If the student is under the age of 18 (and not an emancipated minor), the Resident Student's parent(s) or guardian(s) and any other designated contact person.
4. All notifications will be made in accordance with the Missing Person Notification Procedure set forth below.

Missing Person Notification Procedure:

Any individual on campus who has information that a Resident Student may be missing should notify the Hampden-Sydney College Department of Public Safety & Police (“Campus Police”) immediately. Upon such notification, Campus Police will see to it that the following procedure is carried out in order to ensure all appropriate parties have been notified:

1. As soon as Campus Police is made aware of a possible missing Resident Student, Campus Police will notify the Office of Student Affairs.
2. If immediate search efforts are unsuccessful in locating the Resident Student in a reasonable amount of time OR it is immediately apparent that the Resident Student is a missing person (e.g. witnessed abduction), OR it has been established that the Resident Student has been missing for more than 24 hours, the Resident Student will be deemed missing and the Campus Police will contact the appropriate county and state law enforcement agencies to report the Resident Student as a missing person. As needed, and with assistance from H- SC officials, the Campus Police will coordinate with these law enforcement agencies to initiate a missing persons investigation.

3. No later than 24 hours after Campus Police has determined the Resident Student to be missing, the Dean of Students or his designee will notify the appropriate parties as listed in the Missing Person Notification Policy section above. The Dean of Students or his designee shall also ensure these parties are informed of any updates on the status of the missing Resident Student.

4. If anyone has any reason to believe a residential student may be missing, contact Campus Police at (434) 223-6164.

For any questions or concerns regarding this Missing Student Notification Policy and Procedure please contact the Office of Student Affairs at (434) 223-6128.

Emergency Contact Information

In the event of an emergency, call 911 for an immediate response.

Law Enforcement

Hampden-Sydney College Police Department (434) 223-6164	Longwood University Police Department (434) 395-2091
Prince Edward County Sheriff's Department (434) 392-8101	National Response Center & Terrorist Hotline (800) 424-8802
Farmville Police Department (434) 392-3332	FBI in Richmond, VA (804) 261-1044
Virginia State Police (800) 552-9965 or (800) 552-0962	

Fire

Hampden-Sydney Volunteer Fire Department (434) 223-2392	Farmville Fire Department (434) 392-6543
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Health Services

H-SC Student Health Services (434) 223-6167	Blue Ridge Poison Center (800) 222-1222
Centra Southside Community Hospital (CSCH) (434) 392-8811	Centra Medical Group, Urgent Care (434) 315-5340

Emergency Health Services

Centra Southside Community Hospital (CSCH) (434) 392-8811	Crossroads Community Services (434) 392-3938 or (800) 548-1688
Centra Southside Community Hospital Emergency Dept (434) 315-2530	Center for Disease Control (800) 232-4636
Blue Ridge Poison Center (800) 222-1222	
Emergency Health Transportation Prince Edward County Volunteer Rescue Squad (434) 392-6973	Delta Response Team Farmville (434) 665-6069
Paladin Medical Transport Inc. (ambulance) (434) 315-5620	

Useful Telephone Numbers

Administrative office hours: 8:30am–5pm, Monday–Friday
College Switchboard (All administrative and faculty offices)
(434) 223-6000

Online directories are accessible from the H-SC homepage:
www.hsc.edu

Emergencies 911

Public Safety & Police (434) 223-6164	Prince Edward County Sheriff's Department (434) 392-8101
Farmville Police (434) 392-3332	Hampden-Sydney Student Health Center (434) 223-6167

Office of Student Affairs

Mr. Richard Pantele '13, Dean of Students
(434) 223-6043

Mr. R. Dwayne Bowyer '92, Associate Dean of Students for Student Conduct & Character and Director of Greek Life
(434) 223-6127

Mr. Jesse T. Schrader, Associate Dean of Students for Campus & Residential Life
(434) 223-6667

Ms. Renae Mancastroppa, Associate Dean of Student Development and Wellbeing
(434) 223-6318

Academic Matters

Dr. Walter C. (Mike) McDermott III, Dean of the Faculty
(434) 223-6112

Dr. Eric G. Dinmore, Associate Dean of the Faculty
(434) 223-6118

Ms. Lisa Burns, Director of Academic Success
(434) 223-6188

Counseling Center (Weekdays 8:30am–5pm)

Adrienne Traylor, BBA, Title IX Prevention and Education Planner
(434) 223-6411

Counseling (8:30am–5pm)
(434) 223-6411

Clarence D. Merckerson, PhD, LPC-S, CRC, Director of Counseling Services
(434) 223-6320

Student Health Services (Monday–Friday)

M, Tu, W, & F—7:30am–4pm; Thu—9:30am–6pm
(434) 223-6167

Kimberly Ball, RN BSN, Director of Student Health Services

Nancy Hudgins, BSN RN, Primary College Health Nurse

Ms. Sandy Cooke, Director of Student Affairs Operations, Orientation, and Civic Engagement
(434) 223-6340

Mr. Scott Schmolesky, Director of High Adventure
(434) 223-6717

Ms. Desiree E. Lee, Executive Assistant to Student Affairs
(434) 223-6129

Ms. Connie Hicks, Academic Counselor
(434) 223-6687

Mr. Carter Shotwell, Academic Counselor
(434) 223-6324

Jonathan Shular, LPC, College Counselor
(434) 223-6673

The Rev. M. Keith Leach '81, College Chaplain
(434) 223-6269

Martha Bowyer, RN MSN, Part-Time College Health Nurse

C. Denise Faircloth, LPN, Nurse, Receptionist

Timothy Corbett, MD, College Physician

Financial Matters

Business Office (434) 223-6216 | Billing Questions (434) 223-6223 | Financial Aid (434) 223-6119

Maintenance or Mechanical Problems

Maintenance Work Orders
Phone: 434-223-7000 | Website: workorder.hsc.edu

Emergency Maintenance
7am–4pm (434) 223-7000 | After-hours (434) 223-6164

Other Useful Numbers

Bortz Library
(434) 223-6190

Fitness Center
(434) 223-6699

Computer Help Desk and Work Order Hotline
(434) 223-6911

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Campus Map

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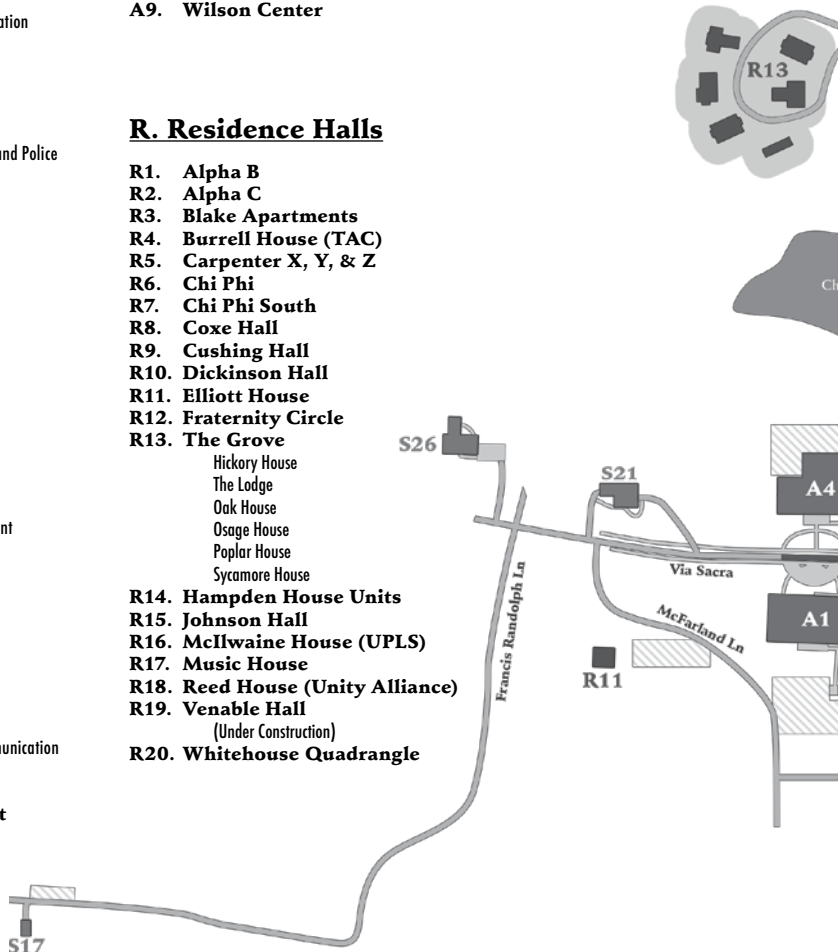
- S1. Atkinson Hall**
President
Dean of the Faculty
Associate Dean of the Faculty
Assistant Deans of the Faculty
Registrar
Associate Dean of Institutional Effectiveness
- S2. Atkinson Museum**
- S3. The Birthplace**
- S4. Blake A**
Faculty Offices
Global Education and Study Abroad
- S5. Brown Student Center**
Ferguson Career Center
Fleming Center for Entrepreneurship and Innovation
Post Office
Student Affairs
Student Government
Tiger Inn & Coffee Shop
- S6. Bush House**
Department of Public Safety and Police
- S7. Cabell House**
Business Office
- S8. Coleman Cottage**
- S9. Crawley Forum**
Viar Room
- S10. Estcourt**
College Advancement
Director of College Events
- S11. Fire Department**
- S12. Gilkeson Hall**
Human Resources
- S13. Graham Hall**
Admission
Campus Store
Financial Aid
- S14. Hampden House**
Alumni and Parent Engagement
Information Kiosk
- S15. The Manse**
Chaplain's House
- S16. Middlecourt**
President's House
- S17. The Observatory**
- S18. Pannill Commons**
Board Room
Chairman's Room
Center for Rhetoric and Communication
Main Dining Room
- S19. Penshurst**
- S20. Facilities Management**
FM Customer Service
Fire Safety
ID Center
Key Department
Central Warehouse
- S21. Thornton Place**
- S22. Watkins Bell Tower**
- S23. Wauchope**
Women's Guest House
- S24. Student Counseling Services**
- S25. Student Health Services**
Title IX Coordinator
- S26. Westmerton**
- S27. Carriage House**
(Under Construction)

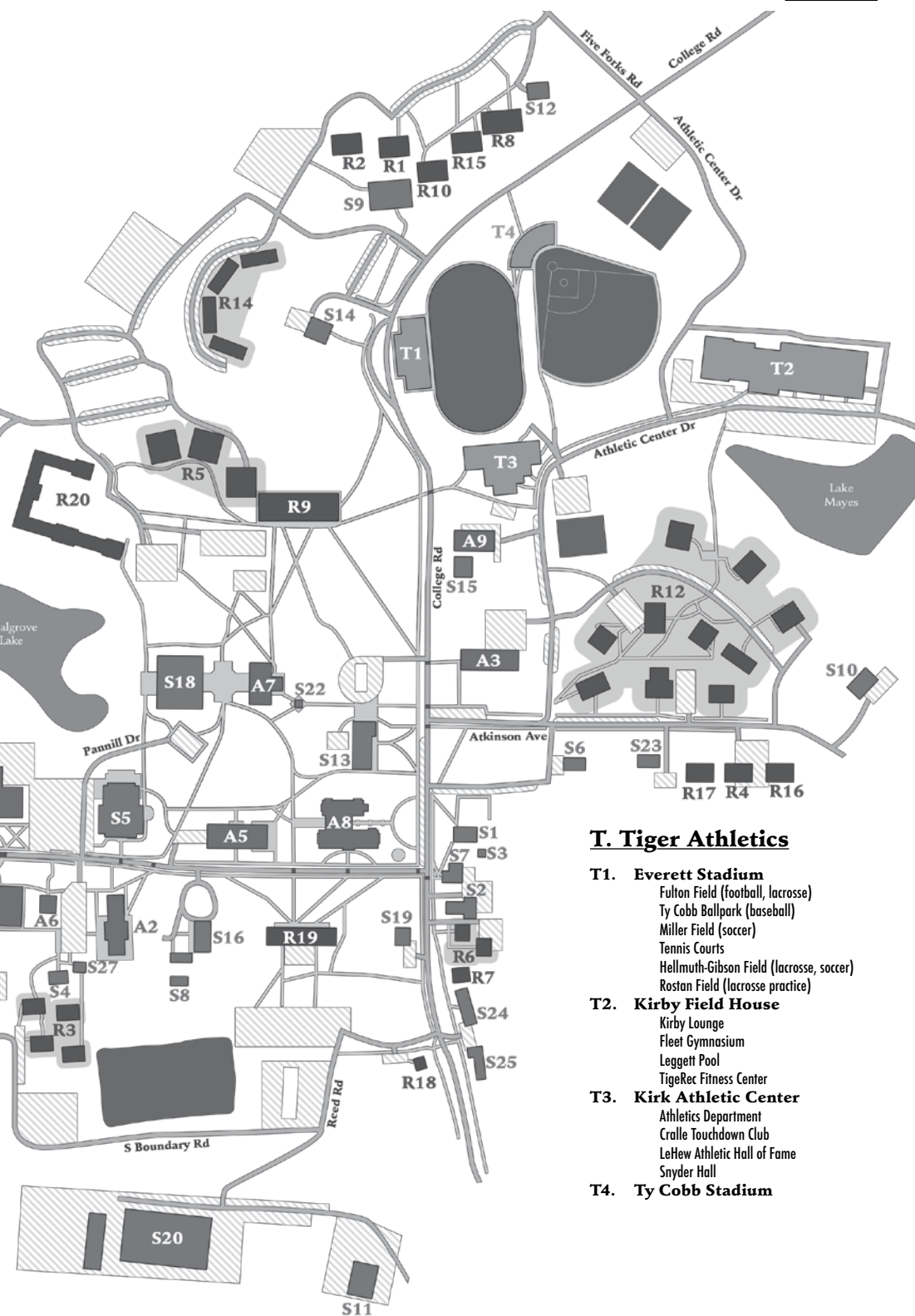
A. Academic Buildings

- A1. Bortz Library**
Fuqua Computing Center
Fuqua Technology Commons
Office of Academic Success
- A2. Brinkley Hall**
Joe Viar and Bonnie Christ Center for the Arts
- A3. College Church**
College Chaplain
- A4. Gilmer Hall**
- A5. Johns Auditorium**
Fine Arts
Communications Office
- A6. The Maples**
- A7. Morton Hall**
- A8. Pauley Science Center**
- A9. Wilson Center**

R. Residence Halls

- R1. Alpha B**
- R2. Alpha C**
- R3. Blake Apartments**
- R4. Burrell House (TAC)**
- R5. Carpenter X, Y, & Z**
- R6. Chi Phi**
- R7. Chi Phi South**
- R8. Coxe Hall**
- R9. Cushing Hall**
- R10. Dickinson Hall**
- R11. Elliott House**
- R12. Fraternity Circle**
- R13. The Grove**
Hickory House
The Lodge
Oak House
Osage House
Poplar House
Sycamore House
- R14. Hampden House Units**
- R15. Johnson Hall**
- R16. McIlwaine House (UPLS)**
- R17. Music House**
- R18. Reed House (Unity Alliance)**
- R19. Venable Hall**
(Under Construction)
- R20. Whitehouse Quadrangle**





T. Tiger Athletics

- T1. Everett Stadium**
 Fulton Field (football, lacrosse)
 Ty Cobb Ballpark (baseball)
 Miller Field (soccer)
 Tennis Courts
 Hellmuth-Gibson Field (lacrosse, soccer)
 Rostan Field (lacrosse practice)
- T2. Kirby Field House**
 Kirby Lounge
 Fleet Gymnasium
 Leggett Pool
 Tigerec Fitness Center
- T3. Kirk Athletic Center**
 Athletics Department
 Cralle Touchdown Club
 LeHew Athletic Hall of Fame
 Snyder Hall
- T4. Ty Cobb Stadium**

Parking (\\) • Crosswalk (-)

Hours of Operation

College offices are open Monday-Friday: 8:30am–5pm.

Other Hours of Operation

Academic Facilities

Library

Mon–Thu: 8am–1am
 Fri: 8am–6pm
 Sat: 9am–5pm
 Sun: Noon–1am
 Summer Hours: M–F 8:30am–5pm

May Term

Mon–Thu: 8am–8pm
 Fri: 8am–5pm

Athletic Facilities

Fitness Center & Fleet Gymnasium

Kirby Field House

Mon–Thu: 6am–11pm
 Fri: 6am–9pm
 Sat: 9am–9pm
 Sun: 9am–9pm

Leggett pool

Kirby Field House

Mon: 3pm–9pm
 Tue–Thu: 6am–7pm
 Sat/Sun: 9am–5pm

Snyder Hall/Gymnasium

Kirk Athletic Center

Varsity teams, club sports, and club organizations can reserve court space. Otherwise, first come, first served. Closes at 10pm.

Weight Room

Kirk Athletic Center

Mon–Thu: 3pm–9pm
 Fri: 3pm–6pm

Graham Hall Facilities

Campus Store

Graham Hall, 2nd Floor

Mon–Fri: 8:30am–4pm
 Sat: 11am–4pm
 When classes are in session.

Post Office

Brown Student Center, Lower Level

Post Office Window
 Mon–Fri: 9am–5:00pm
 Mail leaves at 3:30pm.

Post Office Lobby
 Mon–Sat: 7:15am–Midnight
 Sun: Noon–Midnight

ATM

Brown Student Center, Lower Level

Student Health Services

Mon–Wed, Fri: 7:30am–4pm
 Thu: 9:30am–6pm
 Dr. Corbett:
 Mon–Tue 7:30am–11:30am
 Wed: 7:30am–2:30pm
 Thu: 3pm–6pm
 Fri: 7:30am–9am

Food & Dining Services

Pannill Commons

Meal Zones: Each student is allowed a single access to Pannill Commons per meal zone.

Mon–Fri

Breakfast: 7:30am–9:45am
 Continental Breakfast:
 9:46am–10:59am
 Lunch: 11am–1:45pm
 Light Lunch: 1:46pm–4:59pm
 Dinner: 5pm–7:30pm

Sat & Sun

Brunch: 10am–1:30pm
 Dinner: 5pm–7pm

Tiger Inn

Brown Student Center, Lower Level

Mon–Fri: 8am–1am
 Sat & Sun: Noon–1am

Sale of beer and wine is permitted from noon until midnight. Snacks are also available at the Campus Store in Graham Hall.

Other Facilities

Guest House for Women

Fri and Sat Nights: 11pm–9am

Laundry

Carpenter Z-Ground, Venable,
 Hampden Units, C Dorm, Whitehouse
24 hours a day, seven days a week during academic year.

Museum

Tue–Fri: 10am–12pm; 1pm–5pm
 and special events on Saturdays
 Other times by request:
 (434) 223-6134

