

COMMUNITY STANDARDS & CODE OF CONDUCT

Spelman College Code of Conduct SPELMAN COLLEGE MISSION AND PURPOSE

Mission Statement

Spelman College (“College”), a historically Black College for women and a global leader in the education of women of African descent, is dedicated to academic excellence in the liberal arts and sciences and the intellectual, creative, ethical, and leadership potential of its students. Spelman empowers the whole person to engage the many cultures of the world and inspires a commitment to positive social change.

Statement of Purpose

Spelman College is a member of the Atlanta University Center Consortium (AUCC) where students enjoy the benefits of a small college while having access to the resources of our partner institutions, Clark Atlanta University, Morehouse College, and Morehouse School of Medicine. In addition, the College partners with Emory University, Georgia State University, and Georgia Tech through its membership in the Atlanta Regional Council on Higher Education (ARCHE).

Spelman offers an educational experience characterized by excellence. A Spelman education emphasizes civility, commitment, and consistency of character and inspires a love of learning. The programs of the College rest on the expectation that the students, the community, and society at large will benefit from a liberal arts education. Spelman has over 130 years of demonstrated leadership in educating Black women leaders.

Philosophy on Student Responsibility

As a member of Spelman College, you have voluntarily entered into a community of learners who are expected to engage in thoughtful academic study and discourse, and exhibit ethical and socially responsible behavior on and off campus. The College has developed this Code of Conduct as well as other policies and procedures to support its academic mission, objectives, processes, functions, and general operations. These standards represent the core values of integrity, responsibility, respect, fairness, respect, and community.

The premise of our Code of Conduct Process is that we expect students to take responsibility for their behavior, in addition to holding their peers accountable for being good citizens. The Code of Conduct Process allows the College to address behavior that has a negative impact on individuals and/or the campus community. The College views its Code of Conduct Process as a learning experience that is intended to result in the growth and personal understanding of individual responsibilities on the part of all parties. This Code of Conduct is designed to communicate behaviors that negatively impact our community.

Purpose of the Code of Conduct

Spelman College is committed to the development and personal growth of its students. Students are encouraged to reflect on the College’s values and behavioral expectations as they engage in their academic studies and co-curricular activities.

This Code of Conduct applies to Spelman students both on and off campus. When a Spelman student is accused of misconduct on any AUCC campus, Spelman will address the conduct violation. Likewise, when a non-Spelman AUCC student is accused of misconduct on the Spelman College campus, the matter will be referred to the student’s home institution.

The Code of Conduct Process, including the right to appeal, is established to support the rights and responsibilities of each student and student organization, to sustain the College’s values and behavioral expectations, in addition to determining future privileges as a member of the Spelman College community. This purpose is accomplished by holding individual students and student organizations responsible and accountable to the College’s stated values and behavioral expectations.

Spelman College Values

The following are the values of the College that all students are expected to uphold:

1. **Integrity** – All members of our community are expected to exemplify honesty, respect for truth, and congruence with College standards and behavior expectations in all exchanges and interactions.
2. **Responsibility** – Members of our community are expected to take ownership of individual choices and any subsequent consequences.
3. **Respect** – All community members are expected to honor and esteem the rights and freedoms of each unique individual, and to understand the value and worth of College property and the property of others, and to demonstrate care for individuals and property.
4. **Fairness** – Members of the community are expected to follow all published rules and guidelines in good faith as the College is committed to developing consistent, honest, and just systems.
5. **Community** – Learning to live as a member of a community is an important part of the personal development of our students. Individuals must learn to respect other individuals. As members of the Spelman community, students are provided numerous venues to voice their expectations and concerns about community life. The College expects that students will use available campus resources to resolve differences and conflicts peacefully.

JURISDICTION

The Code of Conduct is available online on the College website. Hard copies are available upon request from the Dean of Students Office. Students are responsible for reading, accepting, and abiding by the provisions of the Code of Conduct.

The Code of Conduct and Code of Conduct Process apply to the conduct of individual students and all College-affiliated student organizations. For the purposes of student conduct, the College considers an individual to be a student when an offer of admission has been accepted and thereafter as long as the student has a continuing educational interest in the College. A student maintains a continued educational interest during academic terms, scheduled vacations, summer months, periods of leave, and during off-campus study.

The College retains conduct jurisdiction over students who take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to their leave, withdrawal, or graduation. The Code of Conduct Process will continue in these instances, and all sanctions must be satisfied before a student is permitted to re-enroll. In cases where it may not be possible to resolve a case before a student's graduation, the President (or designee) may cause the student's degree to be withheld until the case is fully resolved. All sanctions must be satisfied before any degree is awarded. In the event of serious misconduct committed while a student is still enrolled but reported after the accused student has graduated, the College may invoke these procedures and should the former student be found responsible, the College may revoke that student's degree, or invoke any other appropriate sanction.

Student organizations, including any organization, club, athletic team, or other group recognized by the College, will be held accountable under this Code of Conduct for actions committed by their members who are acting on behalf of the organization as a whole. In certain situations, the Code of Conduct Process may be instituted against both individuals and organizations.

The Code of Conduct applies to behaviors that take place on-campus, at College-sponsored events (both on and offcampus), and off-campus when the Dean of Students or their designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest includes, but is not limited to, conduct that occurs in connection with a College-sponsored event, directly affects a member of the Spelman community, or suggests a potential threat or danger to the student or others.

The Code of Conduct applies to the conduct of visitors and/or guests of students. Student hosts may be held accountable for the misconduct of their visitors and/or guests. The Code of Conduct also applies to conduct committed by a student against a visitor and/or guest.

There is no time limit on reporting violations of the Code of Conduct; however, the longer someone waits to report an offense, the more difficult it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, an anonymous complaint may limit the College's ability to investigate and respond. Anyone who is aware of misconduct is encouraged to report it as quickly as possible to the Office of the Dean of Students and/or to Spelman Public Safety.

The College will use the student e-mail address assigned by the College as the primary means of communicating with students about the Code of Conduct, including any alleged violations, and the Code of Conduct Process. Students are responsible for checking their student e-mail and are deemed to have received communications delivered to their student email address.

Violations of the Law and Interim Suspension

When a Code of Conduct violation occurs over which the College has jurisdiction, the Code of Conduct Process will proceed, to the extent possible, notwithstanding any criminal investigation or complaint that may arise from the same incident. As set forth more fully in the Code of Conduct Process, the College reserves the right to suspend a student on an interim basis when a student is undergoing a criminal investigation or facing criminal charges that prevent the College from moving forward with the Code of Conduct Process.

Students accused of violations of criminal law may request a voluntary leave of absence from the College until the criminal charges are resolved. In such situations, the College will approve a request for a voluntary leave of absence based on the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial;
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, to be reinstated to active student status, they must first be subject to, and fully cooperate with, the Code of Conduct Process and must comply with all sanctions that are imposed.

Code of Conduct Violations

Spelman students are held responsible for their conduct at all times and are expected to uphold the College's values of integrity, responsibility, respect, fairness, and community. Any student or student organization who is academically dishonest or engages in social misconduct including but not limited to harming another person, damaging or destroying property, engaging in dangerous, disorderly, or disruptive conduct, or violating or obstructing college policies or procedures shall be subject to the Code of Conduct Process.

The Code of Conduct may be applied to behavior conducted in person, online, via email, or through any other electronic medium. Students should be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. While the College does not routinely seek out this information, the College may take action if and when such information is brought to the attention of College officials. While most online speech by students not involving College networks or technology will be protected as free expression and not subject to this Code, there are two notable exceptions:

1. A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals"; and
2. Speech posted online about the College or its community members that causes a significant on-campus disruption or is violation of the Code of Conduct or College policies, including but not limited to the Policy on Sexual Misconduct. <https://www.spelman.edu/title-ix>

These expectations and rules apply to all students. The College encourages community members to report to College officials all incidents that involve potential Code of Conduct violations.

While not exhaustive, the following categories illustrate the expectations of the College and provide examples of misconduct subject to the Code of Conduct Process.

I. Violations of Academic Integrity

Any form of academic dishonesty which may include, but is not limited to:

- A. Cheating;
- B. Colluding with/assisting any student or member of the College community in violating any of the Academic Integrity Policy;
- C. Fabrication, falsification, and dishonesty;
- D. Misrepresentation of facts or unethical behavior designed to persuade any individual to alter a grade(s);
- E. Plagiarism;
- F. Unauthorized use of the signature of another person on academic and other College documents;
- G. Unlawfully assessing and/or securing examinations or tests.

*Please refer to the [Academic Integrity Policy for full policy and procedures.](#)

II. Social Misconduct

A. Actions against Persons

1. **Harassment** - Any physical, verbal, graphic, written, or electronic communications that are sufficiently severe, pervasive, or persistent so as to threaten an individual or limit the ability of an individual to function in the College community.
2. **Human Dignity** - Physical, verbal, graphic, electronic or written conduct based on race, color, ethnic origin, gender, gender identity, age, religion, national origin, disability, or sexual orientation that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities, or privileges provided by the College.
3. **Injury or Harm** - Intentionally or recklessly causing physical or mental harm to any person or to self, and/or intentionally or recklessly causing reasonable apprehension of such harm. The alleged victim's consent or acquiescence to physical mistreatment is not an acceptable defense by any individual or group in the College community.
4. **Hazing** - Any activity that is intentional, or unintentional due to reckless behavior, occurring on or off campus directed against a student that endangers or is likely to endanger the student's mental and/or physical health or safety **regardless of a student's willingness to participate in such activity in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a College organization.** This activity is commonly associated with the student's membership, initiation, affiliation, pledging and/or association with an organization, but may include other activities. The definition includes, but is not limited to:
 - a. Screaming at an individual or group;
 - b. Belittling or humiliating participants;
 - c. Using derogatory, profane, or obscene language toward participants;
 - d. Requiring participants to engage in morally degrading or humiliating games (as perceived by the College community and/or participants);
 - e. Embarrassing activities;
 - f. Reputation-damaging activities;
 - g. Disheveling hair, tearing clothes; and
 - h. Using participants' cars, money, clothes, or other personal items.
5. **Sexual Misconduct** – Policy prohibiting sexual misconduct, gender based discrimination and relationship violence https://www.spelman.edu/docs/title-ix/sexual-misconduct-policy.pdf?sfvrsn=b44a9b50_6

B. Actions against Property

1. Stealing or possessing stolen property, or extorting or attempting to extort money or property from any member of the College community.
2. Intentionally damaging or destroying the property of the College, a member of the College community, or those contracted with the College.
3. Unauthorized use of checks, personal records information, credit cards, or calling cards.

C. Dangerous, Disorderly, or Disruptive Conduct

1. **Disorderly Conduct** includes any action involving disturbance of the public peace, or lewd and indecent behaviors.
2. **Disruptive Activity**
 - a. Leading or inciting others to disrupt scheduled and/or normal activities on College premises.
 - b. Classroom behavior that seriously interferes with either the instructor's ability to conduct the class or the ability of other students to profit from the instructional program.

- c. Any behavior in or out of class, which for any reason materially disrupts the academic work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the College.
3. **Breaching Campus Safety and Security**
 - a. Unauthorized entry into, use or occupancy of College facilities, including unassigned residence hall rooms and unauthorized access to College facilities.
 - b. Unauthorized possession of College keys or master keys and access cards to College offices or residential facilities and the duplication of keys or access cards.
 - c. Propping open fire doors, security doors, and/or secured doors.
 - d. Obstruction of the free flow of pedestrians or vehicular traffic on campus or at College-sponsored events or activities.
 4. **Alcoholic Beverages and Other Drugs or Narcotics**
 - a. Use, possession, sale, delivery, manufacturing, consumption, or distribution of alcoholic beverages on College property or at any College-sponsored event.
 - b. Being under the influence of alcohol or intoxicated in public and/or in the residence halls or any College facility (including individual residence hall rooms) or College-sponsored event including reported off-campus behaviors.
 - c. Use, possession, sale, delivery, consumption, or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound, or drug-related paraphernalia, except as expressly permitted by law.
 - d. Being under the influence of illegal drugs and/or intoxicated in public and/or in any College facility (including individual residence hall rooms) or at any College-sponsored event.
 5. **Firearms, Weapons, Fire, and Explosives**
 Use or possession of weapons, including handguns, firearms, knives (2 inches or longer), ammunition, fireworks, explosives, noxious materials, incendiary devices, or other dangerous substances on College premises or at a College-sponsored event.
 - a. Attempting to ignite and/or igniting a fire on College and/or personal property and/or property of others either by intent or as a result of reckless behavior that results in damage to persons or property on College premises or at a College-sponsored event.
 - b. Arson with intent to destroy persons or property.

Please Note: Possession of weapons, including handguns, is prohibited, even for licensed handlers. The College reserves the right to confiscate firearms and other weapons, explosives, and fireworks.
 6. **Fire Alarms, Emergencies and Fire Safety**
 - a. Tampering with fire alarms, fire extinguishers, or fire signs and prevention equipment or failing to comply with other safety rules.
 - b. Making false emergency calls and destruction of emergency signs on College premises.
 - c. Intentionally or wrecklessly attempting to ignite and/or igniting College and/or personal property that results in damage to persons or property on College premises or at a College-sponsored event.
 - d. Failure to exit or evacuate the building during a fire alarm or fire drill.
 - e. Inducing panic and causing the evacuation of any public place, or otherwise causing serious public inconvenience or alarm. Representative actions include the following:
 - i. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false.
 - ii. Threatening to commit any offense of violence.
 - iii. Committing any offense, with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.
- D. Obstructing the College's Procedures or Violating College Policies and Procedures**
1. **Hindering, obstructing or interfering with the Student Conduct Administration Process** - Action or conduct that hinders, obstructs, or otherwise interferes with the implementation and/or enforcement of the Code of Conduct and Code of Conduct Process, including:
 - a. Failing to comply with the directions of College officials or law enforcement officers acting in performance of their duties.
 - b. Failing to appear, either as student who is the subject of Code of Conduct proceedings or as a witness, at student conduct hearings, College investigations, and appeals hearings when reasonably notified to do so by a College official.
 - c. Withholding material information from the College, misrepresenting the truth in a Code of Conduct hearing or College investigation, and/or making false statements to any College official.
 - d. Retaliating against or harassing a complainant or other person alleging misconduct, including but not limited to intimidation and threats.
 - e. Knowingly violating the terms of any Code of Conduct sanction, including failing to complete the sanction, meet the specified deadlines and/or committing a violation of College policies while serving a probationary sanction, imposed in accordance with College policies.

2. **Forgery, Failure to Comply or Furnishing False Information**
 - a. Knowingly providing false information to the College, faculty, and/or staff either verbally or in writing.
 - b. Altering financial, academic, and/or nonacademic documents.
 - c. Failure to comply with policies, procedures, and/or directions imposed by any College official in performance of his/her duties.
 - d. Failure to comply with reasonable instruction from a College official, including the presentation of valid identification upon request.
 - e. Failure to respond to written and/or verbal communication from a College official.
 - f. Intentionally initiating or causing to be initiated any false report, warning, threat of fire, explosion, or other emergency on College property or at a College-sponsored event.
 3. **Violation of Published College Policies and Procedures** - Violating published materials, policies, procedures, and guidelines provided by the College and College departments.
 4. **Housing and Residence Life** - Violation of any policy, procedure, notification, regulation, or condition established within the residence halls, and/or any rules established by majority vote of the residents.
 5. **Intellectual Property** - Violation of the College's Intellectual Property Policy, including but not limited to the unauthorized use (including misuse) of the College's or organizational names, logos, and/or images.
 6. **Information Technology Acceptable Use** - Use of computer resources is reserved for College-related purposes for which they were authorized. As with all College equipment, use of the computer resources, including the College network, for private or commercial purposes is prohibited, except as expressly authorized. Reasonable minimal personal use is permissible within the guidelines of this policy when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other College responsibilities, and is otherwise in compliance with College policy. Further limits may be imposed on personal use by units or departments. The following actions are prohibited:
 - a. Unauthorized use of computing and/or networking resources;
 - b. Unauthorized accessing and/or copying of programs, records, or data belonging to the College and/or other user, or copyrighted software, without permission;
 - c. Use of computing and/or networking resources for unauthorized or non-academic purposes;
 - d. Attempted or actual breach of the security of another user's account and/or computing system;
 - e. Attempted or actual use of College computing and/or networking resources for personal or financial gain;
 - f. Attempted or actual transport of copies of College programs, records, or data to another person or computer without written permission;
 - g. Attempted or actual destruction or modification of programs, records, or data belonging to the College or any other user or destruction of the integrity of computer-based information;
 - h. Attempted or actual use of the computing and/or networking systems; or through such actions, causing a waste of such resources (people, capacity, computer); and
 - i. Use of intellectual property without authorization from the owner, including downloading, uploading, or sharing copyrighted material without permission.
 7. **Host Responsibility** - Students and student organizations are responsible for their guests' or visitors' behavior and compliance with College policies and procedures in academic and nonacademic buildings, on College-owned property, and at College-sponsored events. Any student's failure to fulfill her responsibilities will be subject to fines/charges for any damage and possible disciplinary action. Non-members of the Spelman community whose behavior is detrimental to the College may lose their visiting privileges and/or be subject to charges of trespassing on College property.
 8. **Ineligible Membership Intake or Association** - Participating or associating with a student organization without having met eligibility requirements established by the College.
- 2. Other Policy Violations**
1. **Collusion** - Action or inaction with another or others to violate the Code of Conduct.
 2. **Trust** - Violations of positions of trust within the College community.
 3. **Violation of law** - Violation of any local, state, and/or federal law or municipal ordinance.
 4. **Complicity** - Assisting, procuring, encouraging, and/or cooperating with another person in the commission of a violation of the Code of Conduct.
 5. **Smoking and Tobacco** - Smoking or tobacco use in any area of campus. Electronic smoking devices for the purposes of this policy are the devices that stimulate smoking through inhalation of vapor, or aerosol from the device, including e-cigarettes, e-cigars, e-pipes, or vape pens.
 6. **Pets** - Pets and other animals are prohibited in all College buildings, except those identified as service animals or those approved for guided assistance. All service or comfort based pets should be approved through the Office of Disability Services.
 7. **Sales and Solicitation** - Solicitation is defined as requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets, or offering any other comparable event admission, materials, and privileges. Likely violations include, but are not limited to:
 - a. Creating crowd-sourcing accounts that utilize the name of the College in any way.

- b. Promoting sales in person or by handbills, through email and/or the Internet, or by posters or similar materials without the approval of the Office of Student Life and Engagement, appropriate building coordinator, and/or residence life and housing staff.
 - c. Door-to-door solicitation in academic and nonacademic buildings, including residential facilities.
 - d. Commercial stuffing of student mailboxes
8. **Public Posting** - Posting flyers or other media used for marketing or event purposes that are not approved or aligned with individual building and College publicity and posting policies.