



Student Handbook

Updated August 2024

Land Acknowledgement:

As a university community, we recognize and honor the traditional custodians of the land on which this beautiful campus stands. We acknowledge that this land, which we are privileged to live and learn on, is situated on the ancestral territories of the Cherokee and Muscogee (Creek) peoples.

In acknowledging this land, we commit ourselves to learning about these peoples and this region, and to fostering a campus environment that honors and respects their legacies.

We invite all members of our university community to engage with and support efforts that promote justice, equity, and belonging.

Greeting from the President

Welcome to Brenau University and to beginning the life of a Golden Tiger!

We are thrilled you selected Brenau University to continue your academic pursuit. Your choice is an excellent one. Over the next few weeks and months, you will meet new people, make new friends, and learn new things about yourself and the world around you.

Brenau University is a special place filled with special people who will challenge you to become the best person you are capable of being. We are your colleagues in your educational journey. We are here to assist you with learning how to invest in yourself, grow in professional knowledge and skills, and begin serving communities where you will live and work. Living and growing through this experience mirrors the sentiment expressed in the university motto, “as gold refined by fire.”

Our excellent faculty and staff are dedicated to lead you on this journey if you are willing to travel along with us. In addition to this motto, you will learn other guiding creeds like the Brenau Ideal and the university Mission Statement during your time at Brenau. Over time, we hope you not only hear the words, but that you come to embrace and embody them. We are confident that by doing so you ultimately will be prepared to “live extraordinary lives of personal and professional fulfillment.”

I hope the best for you during your time here. Remember it is always worthwhile to “risk something big for something good.”

Sincerely,
David L. Barnett, Ph.D.
President



Message from the Vice President of Student Development & Engagement

Greetings and welcome to Brenau University!

I am pleased to invite you to peruse the content in the 2023-2024 Student Handbook, which has been created especially for you. Student Development & Engagement is comprised of the Offices of Campus Communities; Career Services; Counseling Services; Online, Graduate, and Military Engagement; Residence Life; Student Life & Leadership; and Undergraduate Engagement.

Consider your journey here as one of the many steppingstones to your success. Not only do we educate the student mind, but we also nurture the whole student. Our Division is dedicated to assisting students, as well as providing support for their academic and co-curricular goals. Our mission is to put “Students First,” and for students to develop lifelong skills that they can utilize after departing Brenau. Our team is dedicated to building a community of scholars, providing a strong foundation of co-curricular learning, as well as promoting personal growth. This Division strives to instill in students the drive for civic engagement, leadership, and citizenship. There are various opportunities outside of the classroom which are available to students. As you matriculate through your journey at this historic place, you will discover that co-curricular learning is a vital and meaningful complement to your academic experience.

We remain committed to helping create an inclusive campus community where every student belongs, and the student experience matters. We believe that every student has the capacity to live a purposeful life and positively impact the world. Whether you are living on or off campus, you will have a multitude of opportunities to learn, develop, and grow as a student leader, engaged citizen, and responsible member of the community.

Collectively, the ultimate goal of our Division is to meet the service needs of the Brenau community; therefore, we are committed to providing opportunities for open communication and for information sharing. Your feedback is very important to us, and we look forward to advancing Brenau together.

In Service,

Whitney McDowell-Robinson

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Brenau University Mission Statement

Brenau University challenges students to live extraordinary lives of personal and professional fulfillment. As students pursue undergraduate and graduate degrees or non-degree programs at Brenau campuses and online, each prepares for a lifetime of intellectual accomplishment and appreciation of artistic expression through a curriculum enriched by the liberal arts, scientific inquiry and global awareness.

Brenau University Honor Code

I promise to uphold the Brenau University honor code and expectations of civility in the student handbook by refraining from every form of dishonesty, cheating, and impropriety in university life. I will strive to create a spirit of honesty and honor. Failure to do so is considered a breach of trust toward the faculty/staff and student body. I accept this commitment as a personal responsibility to refrain from and to report all forms of dishonesty, cheating, and misconduct.

The Brenau Ideal

To find satisfaction in being rather than in seeming; to find joy in doing rather than in dreaming; to be prepared for service—thereby earning the right to be served; to be pure in heart, vigorous in mind, discreet in action, to love deeply, fear nothing, hate never; to enjoy that freedom which comes from knowledge of the “Truth”; to be modestly conscious of the limitations of human knowledge and serenely confident of the limitless reaches of human endeavor—this is the ideal of Brenau.

H.J. Pearce

Student Expectations & Conduct Process

As an institution of higher education, Brenau University is committed to the safety, welfare, and education of the community.

When students are admitted and voluntarily enter into the Brenau University community, they assume the standards of behavior relevant to the University's mission, functions, and purpose. Brenau University acknowledges that students have rights and responsibilities as members of this community, and Brenau has expectations regarding the behaviors of the members of the Brenau community. Through the Brenau University student handbook, the University strives to prevent and reduce behaviors that are inconsistent with laws, policies, and the mission and values of this historic institution.

These student expectations have been developed to promote student growth, to provide accused students/student organizations with fundamental fairness and educate the University community about the meaning of that phrase, to protect the rights of individuals, and to uphold the educational mission of the University.

The policies and procedures in this Code apply to undergraduate and graduate level students enrolled in courses on any campus or online, as well as student organizations.

Alleged violations of academic dishonesty are reported to the Office of the Provost and Vice President for Academic Affairs for adjudication.

Alleged violations of sexual misconduct are reported to Brenau University's Title IX Coordinator <https://intranet.brenau.edu/student-services/title-ix/>.

Section 1: Jurisdiction and Authority

1. Jurisdiction of the Brenau University Code of Conduct and student handbook is not limited to conduct that occurs on Brenau University premises. It will be applicable to any conduct which affects the Brenau University community as a whole, its individual members, or the pursuit of its objectives.
2. All individual students who are accused of violating the Code of Conduct and student handbook fall under the authority of the student conduct process, even when those students act as a part of a group that is being reviewed as a separate entity.
3. All student organizations that violate any part of the student handbook fall under the authority of this student conduct process, although the rights and responsibilities and the processes they are provided may differ from those afforded to individuals.
4. Any student organization may be held accountable for the actions of any of its members if the violation of the student handbook is in any way related to the organization. Organizational misconduct does not need to be officially approved by the entire membership in order to be considered grounds for possible disciplinary action against

the group. There is no minimum number of group members who must be involved in an incident before disciplinary action may be taken against the entire group. In some instances, the conduct of a single member may provide sufficient grounds for action against the entire group. An appropriate but not exhaustive test to determine whether a group may be held accountable for the conduct of individuals is to ask whether it is more likely that the individuals would have been involved in the incident if they were not members of the group, or, if, by group action, the incident was encouraged, fostered, or may have been prevented.

5. All students and student organizations are expected to read and understand all policies within the student handbook. Not being familiar with the handbook or its policies within is not grounds for failing to live up to the expectations set forth by Brenau University.
6. Because the university has an interest in inappropriate behavior separate from that of the civil authorities, it has the right and responsibility to exercise its jurisdiction and take such action as is appropriate to protect this interest. The university reserves the right to enforce this code, whether or not civil authorities have acted.
7. Brenau University students are responsible for the actions of their guests. Violation of any part of the student handbook by the guest(s) of a Brenau University student may subject that student to disciplinary action.

Section 2: Initiation of Reports and Investigation

Regardless of campus or if a student is in primarily on ground or online programs, all undergraduate and graduate students are responsible for knowing and adhering to the policies within the student handbook

Any Brenau University student, faculty, or staff member may report alleged violations of the student handbook by individual students or student organizations to the dean of student life & leadership or designee.

For reports related to students or student organizations at regional or graduate campuses, the Campus Director or designee may determine whether reports or other information concerning a student or student organization should result in a formal disciplinary process.

Section 3: Immediate Action and Temporary Suspension

The Vice President of Student Development & Engagement (or designee) has the discretion to take immediate action to preserve the safety and/or welfare of specific individuals on campus and/or the university community as a whole during an investigation, and pending a hearing in a disciplinary case. This action includes, but is not limited to, restricting access to specific areas of campus or facilities, imposing no-contact orders or other expectations for interaction with specific individuals or organizations, removal from housing, restricting or relocation of living arrangements or activities, or any other action deemed appropriate under the circumstances. The Vice President of Student Development & Engagement (or designee) has the discretion to

immediately suspend or expel any student for violations deemed a risk to the campus community. Decisions surrounding immediate actions/temporary suspension are final and cannot be appealed.

Section 4: Student Conduct Process

Allegations of handbook violations may be resolved administratively through a mutual resolution or via formal hearing with the Campus Conduct Board. Once a violation of university policy is reported to the dean of student life & leadership or designee, violations may be resolved through the following processes.

1. **Initial Meeting** - An initial meeting is a discussion between a student or student organization alleged to be in violation of a university policy and the dean of student life & leadership or designee. In some cases, the student or student organization and the dean of student life & leadership (or designee) may come to an agreement regarding the outcome. In these cases, the issue may be resolved via mutual resolution (defined below). If an agreement cannot be reached, the student or student organization may attend a formal hearing with the campus conduct board (defined below). The dean of student life & leadership reserves the right to forward any case to the campus conduct board.
2. **Mutual Resolution** - If, during an initial meeting, the student or student organization and dean of student life & leadership (or designee) agree on an outcome, the case can be resolved without a formal hearing. If there is a finding of responsibility and sanctions are assigned, the student or student organization will receive an email with that information. Students or student organizations are required to respond to that message to confirm that they have received the information, and agree with the outcome.
3. **Campus Conduct Board** - If, during an initial meeting, the student or student organization and dean of student life & leadership (or designee) cannot agree on an outcome, the case will be forwarded to the campus conduct board for resolution. This process is explained in the next section.
4. **Regional Campus** - All cases involving regional, graduate, or online students will follow the processes listed in this handbook. Any meetings or hearings regarding these students will include staff or faculty from the regional or online campus communities.

Section 5: Disciplinary Standard of Proof

Because the Brenau University student conduct system is administrative in nature and not a legal proceeding, it is not bound by the standard rules of evidence. It does not intend to mimic legal conduct processes. Decisions reached under the student conduct system are based on a

preponderance of the evidence. A “preponderance of evidence” means a finding that it is more likely than not that a violation occurred.

Section 6: Expectations of Conduct and Prohibited Conduct

All Brenau University students and organizations are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. Violations of these policies within the student handbook, as well as federal, state, or local law may result in a violation of the handbook and imposition of student discipline.

The following conduct may be subject to student conduct action and/or conduct proceedings and appropriate outcomes.

A. *Respect for Others*

- a. Physical violence or making threats of physical violence.
- b. Intentionally or recklessly interfering with the activities sponsored by, affiliated with or participated in by the university community (ex: studying, teaching, research, events, etc.)
- c. Other conduct which threatens or endangers the health or safety of any person or group of people.
- d. Bullying, either in person, online, or otherwise.
- e. Discrimination, defined as pre conduct treatment of different categories of people, specifically on the grounds of race, age, sex, disability, gender identity, or other identities.
- f. Hazing
 - i. Hazing is strictly prohibited at Brenau University. Brenau is first and foremost an educational institution. University hazing policies and procedures for hazing incidents are based on that educational mission. Groups that engage in hazing may also be subject to consequences imposed by sponsoring departments (e.g. Athletics, Student Development & Engagement, etc.). Sorority chapters, in concert or in lieu of University action, may also be subject to national/international organization sanctions.
 - ii. Brenau does not permit hazing in any form whether voluntary or involuntary, public or private, intentional or unintentional. Although commonly associated with student membership, initiation or affiliation with an organization, hazing is not limited to the above mentioned. Accordingly, no student, organization, alumni of an organization, administrator, employee, or faculty member of Brenau University shall condone, encourage, or permit the hazing of any person.

- iii. Hazing is defined as any action taken or situation created, whether on or off the college campus, to produce any mental, physical, or emotional discomfort, embarrassment, harassment, or ridicule.
- iv. Hazing may also include the forced participation in treasure hunts, scavenger hunts, road trips, or other activities that require participation to travel long distances and find their way back from isolated areas; conduct that is considered a crime by the criminal 40 code of Georgia or the United States of America; and any other activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the rules and regulations of Brenau University.
- v. Georgia Hazing Law- "Haze" means to subject a student to an activity, which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity. It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

B. Respect for Community

- a. Intentionally furnishing false information to a university official, hearing panel, or faculty or staff member,
- b. Intentionally or recklessly causing an emergency or dangerous environment,
- c. Intentionally or recklessly initiating or causing to be initiated any false report, including but not limited to false reports of fire, threatening behavior by others, etc.
- d. Forgery or unauthorized alteration or unauthorized use of any university document, record, or instrument of identification.
- e. Failure to comply with the reasonable request of university officials while acting in the performance of their duties, including resident assistants, security, etc.
- f. Failure to provide identification when asked by university officials while acting in the performance of their duties.
- g. Failure to complete any sanction imposed by Brenau University,
- h. Violating any Brenau University policies, rules, or regulations, including but not limited to housing policies and policies related to use of the university computer network.
- i. Life safety violations, including but not limited to discharging a fire extinguisher, tampering with fire safety equipment, failure to leave a building during a fire alarm, etc.
- j. Encouraging or facilitating others actions that violate student handbook policies. Disorderly conduct, including behavior that is disruptive, offensive, or obscene,
- k. Failure to report and/or knowingly being in the presence of violations of the Brenau University student handbook.

C. Respect for Property

- a. Intentionally or recklessly interfering with the property of another, including taking without permission, destroying, defacing, or damaging the property of another,
- b. Knowingly possessing stolen property,
- c. Entering, occupying, or using without authorization any Brenau University premise, facility, or property.
- d. Theft, mutilation, destruction, defacing, and/or gross disregard of any property owned by Brenau University.

D. Respect for Self

- a. The unauthorized use of illegal consumption, distribution, or possession of alcohol. Alcohol is not permitted at Brenau University, with the exception of Parklane Apartments and graduate housing (for students over 21 years old),
- b. The consumption or distribution of alcohol in a manner detrimental to one's health or safety, or the health or safety of others (ex: drinking games),
- c. The unauthorized or illegal use, distribution, or possession of any controlled substance or illegal drug,
- d. Possession of alcohol paraphernalia (ex: devices for binge drinking)
- e. The possession of drug paraphernalia,
- f. Other conduct which threatens or endangers the health or safety of the individual.

Section 7: Proceedings and Process

A. General Information

- a. Complaints must be submitted in writing (or email) to a campus director or the dean of student life & leadership. Complaints may not be submitted anonymously, however in sensitive situations, the university will do its best to maintain confidentiality as appropriate.
- b. In cases where multiple allegations and/or multiple accused students arise out of the same event, or series of related incidents, the dean of student life & leadership has the discretion to direct that a single meeting or hearing be conducted.
- c. Hearings with the Campus Conduct Board will be recorded by the university. No other entities involved (including but not limited to accused students, accused student organizations, advisors, etc.) are not permitted to record any conduct proceedings. Students/student organizations who have had a recorded hearing with the Campus Conduct Board will have access to listen to any recordings. Copies of recordings are not provided to anyone outside of a legal process.
- d. After a report has been made, the accused student(s)/president of an accused student organization will be notified via email of the allegation and instructions for scheduling an initial meeting with the dean of student life & leadership or designee. Meetings should be scheduled within three (3) business days of notification of the allegation.

B. Initial Meeting

- a. Once a report has been submitted, the dean of student life & leadership or designee will meet with the accused student(s)/accused student organization. During this initial meeting, accused students/accused student organization are not permitted to bring in witnesses, but will be encouraged to share any information relevant to the situation. Student organizations may be represented by two current members at an initial meeting. Accused students and accused student organizations are permitted to have an advisor (one) at any conduct proceedings provided the person is not an attorney.
- C. Mutual Resolution
- a. If the dean of student life & leadership or designee and the accused student/accused student organization can come to an agreement, the case may be closed with a mutual resolution. The agree will be sent by the dean of student life & leadership or designee via email to the accused student/student organization president. The accused student/student organization is required to respond to this email, acknowledging the agreement. Outcomes of a mutual resolution could include the accused student/organization being found not responsible for any violations, or could include a finding of responsibility and assignment of sanctions or other outcomes.
- D. Campus Conduct Board
- a. If the dean of student life & leadership or designee and the accused student/accused student organization cannot come to an agreement, the case will be forwarded to a hearing with the Campus Conduct Board for resolution.

Section 8: Campus Conduct Board

- A. Role
- a. The role of the Campus Conduct Board is to hear cases to determine student or organizational accountability for violations of the student handbook in a manner that ensures fundamental fairness, and to assign sanctions in cases where responsibility is determined.
- B. Composition
- a. The Campus Conduct Board is composed of between 10-12 undergraduate students who apply and are selected by the dean of student life & leadership. Each hearing will include two of these students, as well as one staff member (from Student Development & Engagement or otherwise) who has been trained to serve on these hearings. The dean of student life & leadership or designee will serve as a chair for the hearings to ensure the process and student rights are upheld, and to provide university guidance to the board, but will not have a vote to determine responsibility or sanctions.
- C. Notification of Hearing
- a. The accused student/president of the accused student organization will be notified via email about their hearing with the Campus Conduct Board.
 - b. The notification will include the date, time, and location of the hearing, the charges, a brief description of the report, a list of any witnesses the university has

called, and any other documentary information that is available. The university is responsible for providing any additional information to the accused student/accused student organization as it becomes available.

D. Hearing Procedures

- a. Members of the Campus Conduct Board, along with the dean of student life & leadership or designee, will exercise control over the proceedings. The Campus Conduct Board has the authority to exclude any person from the proceedings to address disruption. Additionally, formal rules of evidence do not apply, and the Campus Conduct Board will determine admissibility of all information presented.
- b. All hearings will begin with introductions and opening statements by the accused student/accused student organization, and an entering of a plea for each charge (either responsible or not responsible).
- c. The dean of student life & leadership will present any pertinent information from the university, or answer questions from any involved persons related to the information or hearing process.
- d. The accused student/student organization is then permitted to present additional information, witnesses, or other information.
- e. The accused student/student organization will then be questioned by members of the Campus Conduct Board.
- f. The accused student/student organization will present a final statement.
- g. The accused student/student organization will leave the room while the Campus Conduct Board goes into closed deliberations to determine whether the accused student/student organization is responsible or not for each violation they have been charged with.
- h. The accused student/student organization will then be invited back in to hear this decision, along with a brief rationale for their decision.
- i. If the accused student/student organization is found not responsible for all violations, the hearing will conclude, and the accused student/student organization will be notified in writing, via email, of the outcome.
- j. If the accused student/student organization is found responsible for one or more violations, the dean of student life & leadership will share any prior conduct issues with the Campus Conduct Board before they determine sanctions.
- k. The accused student/student organization will be notified of all outcomes in person, and later in writing, via email.

All meetings and hearings will take place in person. Zoom may be utilized as necessary.

Section 9: Sanctions

- Primary Sanctions
 - Written warning - written notification given to a student or student organization that continued or repeated violations may result in further disciplinary action.
 - Probation - probation implies that further violations may result in suspension or expulsion. Probation may not last longer than a period of four (4) semesters.

- Suspension - the temporary separation of the student from the Brenau University community, not to exceed seven (7) semesters. During suspension, students are not permitted to participate in University activities, academic or otherwise. Students who have been suspended should not be on any campus or property belonging to Brenau University unless they have received express permission from a staff member in the Division of Student Development & Engagement.
 - Expulsion - the permanent removal of a student from the University.
 - Organizational Probation - probation implies that further violations may result in suspension or expulsion. Probation may not last longer than a period of four (4) semesters.
 - Organizational Suspension - the temporary removal of a student organization as a registered organization in good standing. Organizational suspension should not last for more than five (5) semesters.
 - Termination of Recognition - the permanent loss of university recognition. Termination includes the loss of privilege to use the University's name or represent it in any capacity. The group or organization also loses all privileges to use University equipment or facilities.
- Educational
 - Programs (either online or in person)
 - Written reflections/assignments
 - Program attendance
 - Restrictions/Loss of Privileges - this could include being barred from events, programs, or buildings on campus.
 - Restitution - monetary reimbursement to the university, individual, or organization for repair or replacement of property damaged, stolen, or misappropriated.
- Fines
 - Lockouts - \$10/lockout, after the 3rd time
 - Life safety violations (fire safety violations, candles, covered smoke detectors, tampering with fire safety equipment, etc.) - \$25-\$200

Section 10: Medical Amnesty

Brenau University students who seek emergency medical attention for themselves or others related to consumption of drugs or alcohol will not be charged with violations of the Brenau University student handbook, provided that the student subsequently completes an evaluation with a licensed counselor within a reasonable timeframe (typically 3-5 business days). Failure to complete this evaluation/treatment may result in charges being filed against the students involved.

Student organizations are required to seek medical assistance for their members or guests when any potential health risk is observed, including medical emergencies related to the use of alcohol and/or drugs. A student organization that seeks immediate assistance from appropriate sources will likely not be charged with violations of the Brenau University handbook. Student

organizations that fail to seek immediate medical assistance for members or guests in need of attention may be charged with violations of the student handbook.

Section 11: Appeals

Students who choose to resolve their case via mutual resolution forfeit the right to appeal.

Students who have their case heard via Campus Conduct Board (CCB) may appeal to the Vice President of Student Development & Engagement.

Appeals must be submitted, via Brenau email, to the dean of student life & leadership within three (3) business days of receipt of the outcome of the hearing with the CCB.

Decisions made by the Vice President of Student Development & Engagement are final and cannot be appealed further.

Section 12: Review and Revisions

These policies will be reviewed every year, and published by the first day of classes in August of each fall semester.

Section 13: Record Retention

All conduct records will be kept by the Division of Student Development & Engagement and will be kept for seven (7) years in most cases. Cases that result in suspension or expulsion will be kept in perpetuity.

Individual Students Rights & Responsibilities

Responsibilities

1. As stated previously, students are responsible for knowing and adhering to the expectations outlined in the student handbook.
2. Students are responsible for fully cooperating with the University in investigations of violations of the Code of Conduct and for providing complete, accurate, and truthful information and any potentially relevant documentation in any format.
3. Students/student organizations are responsible for appearing before the Campus Conduct Board or other hearing officer when called to do so, and providing truthful and complete information when asked.

Rights

1. **Presumption of non-responsibility.** The hearing officer/Campus Conduct Board considers all students not responsible until such time as sufficient information is presented to the contrary. No student will be found responsible for an allegation unless a “preponderance of information” is present at the time of the hearing. This means that the hearing officer/Campus Conduct Board must believe that it is “more likely than not” that the student is responsible for violating any section of the student handbook.
2. **Written notification of allegations and hearings.** Accused students are entitled to written notification of any allegations brought against them and an outline of the disciplinary procedures. If additional allegations are brought, a further written notice must be sent. These notices will be sent via Brenau University email system. When a hearing is scheduled, the student will be notified at least seven days before the hearing of the time, date, and location of the hearing.
3. **Review of available information.** Students whose case is sent to a hearing with the Campus Conduct Board are entitled to review the available information, documents, and a list of witnesses who have been called. Students must provide a list of witnesses they intend to present, along with information supporting the relevance of the witnesses. This list must be presented at least three (3) business days prior to the hearing. If the student fails to provide proper notification that they are bringing witnesses, the Campus Conduct Board will determine if they will hear from those witnesses.
4. **Advisory assistance.** Students whose case is sent to a hearing with the Campus Conduct Board are permitted advisory assistance by any member of the University community (current students, faculty, and staff, provided they are not an attorney). The advisor's role is to assist, support, and advise students in the hearing; the advisor shall not be permitted to actively participate in the hearing, other than to quietly advise the student or organization. Accused students/organizations are responsible for presenting their own information and therefore an advisor may not ask or answer questions for students or make summation statements on their behalf. Generally, legal counsel shall not be permitted to attend the hearing to represent the student. However, in cases where there are pending criminal charges against the accused student, the dean of student life & leadership or designee may make an exception to this. In cases in which a student utilizes legal counsel as their advisor, the dean of student life & leadership or designee may request that University counsel be present in a non-participatory role.
5. **Right to be heard.** Accused students shall have the right to hear all testimony, present relevant information on their own behalf, ask questions of witnesses, and ask questions of anyone present at the hearing. Accused students are also permitted to have persons submit written character statements directly to the dean of student life & leadership or designee for review by the panel or hearing officer. Students may not bring character witnesses to any conduct processes.
6. **Challenge of hearing body members.** Accused students shall have the right to challenge the presence of hearing body members for reasons such as a personal bias towards a participant. In the case of hearings before the Campus Conduct Board, the removal of a hearing body member will be made by the dean of student life & leadership or designee.

7. **Refuse to answer any question or make a statement.** Accused students are not required to make statements or answer questions. In this situation, the hearing body shall make its decision solely on the basis of evidence presented to it. It should be noted that witnesses do not have the right to refuse to answer questions.
8. **Withholding of past records.** In hearings before the Campus Conduct Board, the past disciplinary records of accused students will not be disclosed until after a decision of responsibility is reached, except if introduced by the student or in cases in which the student is charged with failure to complete sanctions imposed by Brenau University. If a student is found responsible for the allegation(s), information concerning the respondent's past disciplinary record will be presented to the hearing officer or Campus Conduct Board by the dean of student life & leadership or designee in the presence of the student, for consideration in determining appropriate sanctions. In cases in which the student chooses to self-disclose a past conduct record, this information will be admissible and considered relevant.
9. **Notification of Outcomes.** Accused students have the right to be informed of the outcome of a case.
 - a. **Oral notification.** When possible, the the dean of student life & leadership or designee shall notify the respondent of the finding immediately following the conclusion of the hearing, including any sanctions imposed. In the event that the hearing officer/Campus Conduct Board deems it necessary to continue its discussion of findings and/or possible sanctions or to consult with the dean of student life & leadership or designee, notification shall take place within three business days of the hearing. In either case, the hearing officer or dean of student life & leadership shall inform students found responsible of their rights of appeal.
 - b. **Written notification.** The dean of student life & leadership or designee shall send the written decision of the hearing body to the respondent within a reasonable time, no longer than seven (7) business days. The written decision shall include: (i) a statement of the allegations; (ii) a summary of the information presented at the hearing; (iii) the findings of the hearing body and key facts used in making those findings; (iv) the sanctions and the rationale for them; and (v) a statement regarding the right to request an appeal and the procedures for making such an appeal.
10. **Right of appeal.** As outlined in this document, students found responsible for a violation by any Hearing Panel shall have the right to submit an appeal to the vice president of student development & engagement. Decisions of the vice president are final. Students who have been suspended or expelled are required to leave campus and cease participation in campus activities immediately while an appeal is pending. If an appeal is granted and changes are made to the outcome of the case, it is the responsibility of the student to complete missed work.
11. **Admission of relevant evidence.** Evidence is admissible when, in the opinion of the majority of the Campus Conduct Board, it is shown to be relevant to the factual issues of the case. The hearing body shall determine the relevance and admissibility of all testimony, whether proposed or actual. Evidence obtained by a search of a student's

person or property shall be admissible if that search was conducted by University officials while acting in accordance with their duties.

12. **Closed Hearings.** All conduct meetings, including hearings with the Campus Conduct Board, will be closed to the public.

Student Organizations Rights & Responsibilities

Responsibilities

1. As stated previously, student organizations are responsible for knowing and adhering to the expectations outlined in the student handbook.
2. Student organizations are responsible for fully cooperating with the University in investigations of violations of the student handbook and for providing complete, accurate, and truthful information and any potentially relevant documentation in any format.
3. Student organizations are responsible for appearing before the Campus Conduct Board or other hearing officer when called to do so, and providing truthful and complete information when asked.
4. Members of student organizations, who are accused of violating any part of the student handbook or are otherwise being investigated to determine if violations have occurred, are required to answer questions asked of them by any university officials during any investigation related to that organization.
5. In student organization cases, the president of the group will generally be the primary contact for the university.

Rights

1. **Presumption of non-responsibility.** The hearing officer/Campus Conduct Board considers all student organizations not responsible until such time as sufficient information is presented to the contrary. No student organizations will be found responsible for an allegation unless a “preponderance of information” is present at the time of the hearing. This means that the hearing officer/Campus Conduct Board must believe that it is “more likely than not” that the student organizations are responsible.
2. **Written notification of allegations and hearings.** Student organizations are entitled to written notification of any allegations brought against them and an outline of the disciplinary procedures. If additional allegations are brought, a further written notice must be sent. These notices will be sent via Brenau University email system. When and if a hearing is scheduled, the student will be notified at least seven days before the hearing of the time, date, and location of the hearing.
3. **Review of available information.** Student organizations whose case is sent to a hearing with the Campus Conduct Board are entitled to review the available information, documents, and a list of witnesses who have been called. Student organizations must

provide a list of witnesses they intend to present, along with information supporting the relevance of the witnesses. This list must be presented at least three (3) business days prior to the hearing. If the student organization fails to provide proper notification that they are bringing witnesses, the Campus Conduct Board will determine if they will hear from those witnesses.

4. **Advisory assistance.** Student organizations whose case is sent to a hearing with the Campus Conduct Board are permitted advisory assistance by any member of the University community (current students, faculty, and staff). For any Greek organizations, chapter or organizational advisors are welcome. Advisor's cannot be attorneys. The advisor's role is to assist, support, and advise students in the hearing; the advisor shall not be permitted to actively participate in the hearing, other than to quietly advise the complainant or the respondent. Accused student organizations are responsible for presenting their own information and therefore an advisor may not ask or answer questions for students or make summation statements on their behalf.
5. **Right to be heard.** Accused student organizations shall have the right to hear all testimony, present relevant information on their own behalf, ask questions of witnesses, and ask questions of anyone present at the hearing. Student organizations are also permitted to have persons submit written character statements directly to the dean of student life & leadership (or designee) for review by the panel or hearing officer. Student organizations may not bring character witnesses to any conduct processes.
6. **Challenge of hearing body members.** Accused student organizations shall have the right to challenge the presence of hearing body members for reasons such as a personal bias towards a participant. In the case of hearings before the Campus Conduct Board, the removal of a hearing body member will be made by the dean of student life & leadership or designee.
7. **Withholding of past records.** In hearings before the Campus Conduct Board, the past disciplinary records of student organizations will not be disclosed until after a decision of responsibility is reached, except if introduced by the student organization or in cases in which the student organization is charged with failure to complete sanctions imposed by Brenau University. If a student organization is found responsible for the allegation(s), information concerning the respondent's past disciplinary record will be presented to the hearing officer or Campus Conduct Board by the dean of student life & leadership or designee in the presence of the student organizations, for consideration in determining appropriate sanctions. In cases in which the student chooses to self-disclose a past conduct record, this information will be admissible and considered relevant.
8. **Notification of Outcomes.** Accused student organizations have the right to be informed of the outcome of a case.
 - a. **Oral notification.** When possible, the dean of student life & leadership or designee shall notify the respondent of the finding immediately following the conclusion of the hearing, including any sanctions imposed. In the event that the hearing officer/Campus Conduct Board deems it necessary to continue its discussion of findings and/or possible sanctions or to consult with the dean of student life & leadership or designee, notification shall take place within three

business days of the hearing. In either case, the dean of student life & leadership or designee shall inform students found responsible of their rights of appeal.

- b. **Written notification.** The dean of student life & leadership or designee shall forward the written decision of the hearing body to the respondent within a reasonable time, no longer than 10 business days. The written decision shall include: (i) a statement of the allegations; (ii) a summary of the information presented at the hearing; (iii) the findings of the hearing body and key facts used in making those findings; (iv) the sanctions and the rationale for them; and (v) a statement regarding the right to request an appeal and the procedures for making such an appeal.
9. **Right of appeal.** As outlined in the Code of Conduct, student organizations found responsible for a violation through any conduct process shall have the right to an appeal. Decisions of the appeal are final.
10. **Admission of relevant evidence.** Evidence is admissible when, in the opinion of the majority of the Campus Conduct Board, it is shown to be relevant to the factual issues of the case. The hearing body shall determine the relevance and admissibility of all testimony, whether proposed or actual. Evidence obtained by a search of a student's person or property shall be admissible if that search was conducted by University officials while acting in accordance with their duties.
11. **Closed Hearings.** All conduct meetings, including hearings with the Campus Conduct Board, will be closed to the public.

Definitions

Advisor - a support person to provide guidance to an accused student/organization. Advisors may be a member of the university community (faculty, staff, another student, etc.) No students/student organizations are permitted to be accompanied by legal counsel (whether a practicing attorney or not), parents, legal guardians, peers, or others. Parents are not permitted to serve as advisors.

Accused Student - any student (see "student" definition below) who has been alleged to have violated any part of this Code.

Accused Student Organization - any student organization (either formally recognized by the University or not) that has been alleged to have violated any part of this Code.

Appeal - a review of the original hearing by the appellate person/body. An appeal is not a new hearing.

Campus Conduct Board (CCB) - made up of a group of faculty, staff, and students. Each CCB hearing will consist of 2 students and 1 either faculty or staff members. Students will apply each spring to serve the following year. Staff and faculty will be selected by the Dean of Student Life & Leadership. All CCB members will go through training in preparation to serve in this process.

Campus Conduct Board (CCB) Hearing - a formal hearing process that an accused student/student organization can choose by which to have their case heard. During this process, the accused student/accused student organization may present relevant information and witnesses prior to the CCB making a determination on if the accused student/accused student organization is responsible or not responsible for the violations they have been charged with.

Mutual Resolution - accused student/accused student organizations have the right to resolve allegations through this process, in which the accused student/accused student organization and the hearing officer come to an agreement regarding the outcome of the case in lieu of continuing on to a hearing with the CCB.

Hearing Officer - any person designated and trained by the Dean of Student Life & Leadership to manage disciplinary conferences and/or assist with hearings.

Preponderance of Evidence - meaning that it is "more likely than not" or there is a greater than 50 percent chance that conduct in violation of this Code has occurred. This standard requires a lower level of proof than the beyond a reasonable doubt standard used for criminal matters.

Receipt of Written Notice - Email is an official means of communication for the University. Students will be notified via email of any information related to allegations, official charges, or outcomes related to this Code or any processes herein.

Record of the Hearing - Brenau University will keep recordings of all CCB hearings. Students may review these, but are not permitted to obtain copies of these recordings. Students are not permitted to record any conduct proceedings, either formal or informal.

Responsible/Not Responsible - accused student/accused student organizations who have been alleged to have violated any part of this Code may be found responsible or not responsible for charges. A finding of responsible indicates the hearing office or CCB found there to be a preponderance of information that the student/student organization has violated the Code. A finding of not-responsible indicates that there is not a preponderance of information and that they did not violate the Code.

Sanction - students/student organizations who have been found responsible for violating the Code may be assigned sanctions. See sanction list in Section 9.

Student - includes all persons taking or scheduled to take courses at Brenau University, both full-time and part-time, pursuing undergraduate, graduate, post graduate, or professional studies. Persons who are not enrolled at Brenau University for a particular term but have a continuing relationship with the University are considered students.

Student Organization - includes any registered student organization that is recognized by the University. A student organization may also be defined as any group of students who meet either

formally or informally for social or academic reasons. Student organizations may be held accountable for the actions of any of its members.

Termination of Recognition - the permanent loss of university recognition. Termination includes the loss of privilege to use the University's name or represent it in any capacity. The group or organization also loses all privileges to use University equipment or facilities.

University Official - includes any person employed by Brenau University (faculty, staff, administrators), performing assigned administrative or professional duties. This includes student workers, including but not limited to residence hall staff.

Academic Honesty

Brenau University is an academic community actively engaged in scholarly pursuits. As members of this community, students are expected to recognize and honor standards of academic and intellectual integrity. Brenau supports the ideals of scholarship and fairness by rejecting all dishonest work when it is submitted for academic credit. Brenau University encourages students to be responsible and accountable for their decisions and actions. It is Brenau's hope that its students will uphold the honor of the university by refraining from every form of dishonesty in the community. Any attempt by students to present the work of others as their own or to pass an examination by improper means is regarded as a most serious offense and renders those students who do so liable to disciplinary action. Assisting another student in any such dishonesty or knowing of this dishonesty and not reporting is also considered a grave breach of honesty. Brenau University faculty members will make every effort to deal with suspected violations of academic dishonesty. Included in every syllabus is the Brenau Honor Code:

Brenau University Honor Code:

I promise to uphold the Brenau University honor code and expectations of civility in the student handbook by refraining from every form of dishonesty, cheating, and impropriety in university life. I will strive to create a spirit of honesty and honor. Failure to do so is considered a breach of trust toward the faculty, staff, and student body. I accept this commitment as a personal responsibility to refrain from and to report all forms of dishonesty, cheating, and misconduct.

Plagiarism - Plagiarism is the act of taking the words or ideas of another and representing them as one's own.

Cheating - Examples of cheating include, but are not limited to, giving or receiving unauthorized assistance before, during, or after an examination or assignment; sharing course materials (hard copy or uploaded online) provided by the instructor or completed by the student for a course; falsification or misrepresentation of information in an academic exercise or assignment; unauthorized use of someone else's password or account number; submitting work more than once without the consent of the instructor; and lying for academic advantage.

Process:

1. If a faculty member suspects academic dishonesty, they first contact the student in question to determine the student's understanding and awareness of the issue. The student and faculty member should meet to discuss the issue, preferably face-to-face, but, in the case of an online student, web conference is a possible alternative.

2. Sanctions for academic dishonesty are as follows:

- 1st offense: "0" on the assignment, which may result in an F in the course, depending on the assignment. Students may be required to enroll in AS 120, Academic Honesty in Context, a zero-credit P/F course, at a cost of \$125.00, if the student does not understand why the incident is considered a breach of the academic integrity policy and/or if the student does not admit breaking the

academic integrity policy. Students must complete the course with a P during the next term of enrollment.

- 2nd offense: Required enrollment in AS 120 and an automatic F in the course in which the offense took place.
- 3rd offense: Expulsion from the university.

Note: For incidents of plagiarism or similar committed while not enrolled (i.e. plagiarism of an academic suspension appeal), the appeal will be denied and an academic dishonesty report will be filed.

3. In all cases, faculty should submit an **Academic Dishonesty Report** (ADR; available on the Brenau Registrar's Office website ⇒ forms) to the Office of Academic Affairs within 10 days of the incident occurring. The faculty member should provide supporting documentation.

Appeal Process for Academic Dishonesty Reports

When a student has substantial grounds to dispute an Academic Dishonesty Incident report and is prepared to present evidence to support an appeal, the student must initiate the procedure by speaking first with the professor who submitted the incident report.

If there are no errors in the incident report or other substantial evidence to support an appeal, the student is encouraged to accept the report as final. However, in cases where there are substantial grounds for a review and a resolution cannot be reached between the student and the professor, the student has the following recourse:

- Within two weeks following the official notification that a report has been filed, the student must submit to the appropriate department chair a letter of appeal with evidence supporting the need for an external review of the report in question.
- The department chair will review the student's material and consult with the professor before deciding if the report should stand.
- The department chair must provide a written response to the student, with a copy to the college dean and Office of Academic Affairs.

If a student does not accept the decision of the chair, there is one additional and final level of appeal. The student may submit documentation to the appropriate college dean who will determine if new information or insufficient consideration of the student's case merits further review of the incident report by a review panel. The dean's decision to proceed or not to proceed will be final in all cases.

If the dean determines that further review is warranted, they will convene and chair a panel of five faculty members (*the reporting faculty may not serve on the panel*). Both the student and the professor will have the opportunity to address the panel. Legal counsel may not represent either party. However, the dean may exercise discretion to invite other faculty or students, who can provide relevant information, to address the panel. The review panel's decision will be final, with no recourse on the part of the student or professor for any further appeal.

When the dean or department chair is the reporting faculty, the dean will substitute for the department chair and the provost will replace the dean.

The entire appeal process must be completed within four weeks of the notification of a report being submitted was issued. Once an appeal resolution has been determined, the Office of Academic Affairs will issue an official appeal decision to the student.

General Policies, Guidelines, & Expectations

Abandoned Property

- A. The University has the right to take possession of any personal property abandoned on University property. Any item or vehicle left behind by a student for an extended period of time and following reasonable efforts to contact the owner shall be considered abandoned.
- B. Brenau University is not responsible for abandoned property.
- C. The University has the right to levy charges to the student's account for the removal of abandoned property.
- D. Any abandoned property that includes articles of clothing, bedding, cleaning supplies, toiletries, and food shall be disposed of immediately.
- E. Abandoned furniture, electronics, computers, etc. shall be removed and stored at the owner's expense for no more than ten business days. Students will be notified in writing via email with instructions for collecting their belongings. Following ten business days the items shall be disposed of.
- F. Abandoned belongings that must be moved and/or stored will result in the owner being charged a minimum \$100 fine. If the University is unable to determine the owner of abandoned property in residential spaces, the fine may be split among residents.

Accessory (Aiding or Abetting)

Any student abetting or acting as an accessory to a violation of a University policy or procedure will be held accountable for the violation. All Brenau students are obligated and expected to report any violation to the Division of Student Development & Engagement, Regional Campus Director or the appropriate proxy on campus.

Acts of Intolerance

Acts of intolerance are behaviors that, by intent and/or outcome, harm or threaten to harm a person or group. These behaviors are motivated by prejudice toward a person or group based on but not limited to the following categories: race, religion, ethnicity, abilities, national origin, gender, body size, socioeconomic status or sexual orientation. An act of intolerance can include either overt or covert actions, including but not limited to verbal attacks and/or physical, social, or emotional assaults on students and/or their property (including residence hall doors, car doors), as well as jokes, posters, or comments. This policy is inclusive of social media and electronic communication.

Advertising Policy

- A. The bulletin boards are considered "Restricted" and are limited to use by the Brenau Community. The word "posters" refers to any advertisement or notification placed on bulletin boards, in or around hallways, or stairwells, etc.
- B. Improperly affixed notices will be removed and any damages assessed will be charged to the responsible organization or person.
- C. Notices which do not have accurate or adequate information or are outdated will be removed.
- D. The following guidelines pertain to recognized student organizations using the Brenau name or graphics:

1. Persons using social media resources as representatives of Brenau shall have no expectation of privacy over such use.
2. Persons using social media shall adhere to all university policies and procedures. Persons using social media shall adhere to acceptable standards of personal conduct outlined in student and faculty/staff guidelines.
3. The university administration takes no responsibility for content published by others on social media sites.
4. Persons using social media shall not regard or use social media in any way as to be construed as an official communication channel between representatives of the university and any of its constituencies.
5. Persons responsible for administering social media activities must monitor activity and keep information published on those sites accurate and up to date.

E. The following guidelines have been established for the posting of notices (electronic or paper format):

1. All notices should reflect only activities of University departments or registered student organizations and must be approved by the Assistant Director of Student Engagement or your Regional Campus Director.
2. Notices should be placed on bulletin boards (with thumb tacks, pushpins, or staples) or non-painted opaque surfaces (with masking tape on the back, not across the corners). Scotch tape shall not be used.
3. Notices may not be placed on the exterior surfaces of any campus building, trees, lamp post, or fences.
4. Notices to be posted in a residence hall or sorority house must be approved.
5. Departments and organizations are responsible for litter generated by their own handouts and handbills.
6. Advertising which promotes the use and/or sale of alcohol or other illicit activities is prohibited.
7. Non-University advertisements may be posted with approval by the Assistant Director of Student Engagement on the community bulletin boards in Owens Student Center only or by the Regional Campus Director in a designated area.
8. All notices advertising off-campus housing availability must be approved by the Director of Residence Life or Regional Campus Director.

Alcohol and Drug Use

Brenau expects the University community, including students, faculty, staff and guests to make responsible decisions about the use of alcohol when it may be legally possessed and consumed by individuals meeting age and sobriety standards. The University expects all members of the Brenau community to make healthy choices and follow the law.

A. Brenau University prohibits the use, possession, or distribution of drugs and alcohol by students, employees, and guests on University Property, or while engaged in Brenau University sponsored activities or employment (unless otherwise approved by appropriate University officials). This includes all paraphernalia associated with the use of drugs and/or alcohol use.

Brenau University observes all laws governing the use of alcoholic beverages and illegal drugs within the State of Georgia and prohibits any violation of these laws. Students will be held personally responsible for complying with all aspects of federal, state, and local laws as well as the University policies, and any other rules governing alcohol and drug use.

B. Disruptive Behavior - If students are behaviorally disruptive in class, in the residence halls or on campus while under the influence of alcohol or drugs, the behavior will be dealt with separately from the cause of the problem with all the resultant penalties and consequences.

1. The abuse or addiction problem will be treated as a medical problem if appropriate, and the student will be referred by the campus counselor or other institutional members to community resources or substance abuse programs.

2. As part of the referral process, a family member or noted contact person of the student may be notified.

3. All efforts will be made to include the student in this process, but the University reserves the right to take needed action to protect students and the community.

4. Furthermore, if the student persists in abusive and/or disruptive behavior, it may become necessary to suspend or expel the student, depending upon individual circumstances. Conclusive documentation of successful treatment may lead to the reinstatement of the student.

5. Treatment of Students with Substance Abuse Problems - When students have been identified as having alcohol/drug related problems, the first responsibility of the institution is to ensure the students' well-being and make sure there are no behavioral concerns that will affect other students. Students may voluntarily seek help or be referred by appropriate faculty, staff or administrators of the University. Students may obtain information about treatment options through the Center for Health and Well-being.

C. Any drug prescribed to another person found in possession of a student is considered a violation of the alcohol and drug policy, and is strictly prohibited.

D. All empty containers will be considered evidence of alcohol consumption.

E. Alcohol Consumption at University Sponsored Events - Alcoholic beverages may be consumed by those of legal drinking age at Brenau University functions approved by the appropriate University official. Those who are consuming alcoholic beverages must be prepared to verify their age and should prepare their guests to do so as well. The University promotes the responsible use of alcohol and Individuals will be held responsible for their behavior while under the influence of alcohol.

F. The Law - The use or possession of alcohol or of other substances illegal under Georgia law will not be condoned nor tolerated. Legal sanctions for the unlawful possession or distribution of illegal drugs and alcohol will be those imposed by city, county, state, or federal law. Students are responsible for knowing University, local, state and federal guidelines on alcohol and drug use and possession.

G. Sanctions - Brenau University views the use of illegal drugs and alcohol as a disruption to the community, a health concern and a hindrance to academic success in addition to a disciplinary issue. As such, sanctions consist of disciplinary action including, but not limited to expulsion and referral to law enforcement where applicable. Penalties and consequences will be administered depending upon the circumstances under which the infraction occurred. The purpose of the assigned penalties will be to prevent the continuation of such behavior, to provide an opportunity

for the student to make restitution, and to learn from the experience. When applicable, parents or guardians will be contacted.

Health Risks of Drug and Alcohol Use

A. Alcohol Effects - Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including, 21 sexual assault, vandalism, physical and verbal fights and incidents of drinking and driving. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effect just described. Alcohol combined with other drugs, even over-the-counter and prescribed medication, can cause a variety of effects including, but not limited to, respiratory depression, cardiac arrest, and death. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

B. Drug and Alcohol Awareness and Education - Brenau University provides educational programs and activities that are designed to provide information about the effects of alcohol and illicit drug use on the individual and on the life of the community. Personal responsibility and accountability as well as familiarity with Georgia State law on alcohol and drug abuse is emphasized. Educational programming is promoted by joint programming sponsored by Student Development & Engagement and various student organizations as well as Residence Life. Students found in violation of the Alcohol and Drug Policy may be required to meet with the University Counselor, or a counselor of their choice, to discuss the student's use and abuse of substances. In addition to the information found in the handbook, additional information on the potential hazards of illicit drug use and alcohol abuse can be obtained in the Center for Health & Well-being or from the Substance Abuse and Mental Health Services Administration (SAMHSA) website (<https://www.samhsa.gov/atod>).

C. Available Resources, Services, and Referrals - Information on local resources is printed for general information only and does not constitute endorsement of such services by the College. Students are encouraged to consult with their health care provider, parents and/or guardians in making an informed decision on the appropriate type and location of an alcohol and/or drug assessment, counseling, or treatment facility.

National Resources

Substance Abuse and Mental Health Services Administration (SAMHSA) This agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. Website: <https://www.samhsa.gov/>

United Way HelpLine A free helpline operated by United Way of Greater Houston 24 hours a day, 7 days a week in many languages. Call: 211 22 Gainesville Campus Resources

Brenau Center for Health & Well-being 205 Boulevard, Gainesville, GA 30501 770-534-6135
Gay Baldwin, LPC, CPCS University Counselor 770-534-6121 gbaldwin@brenau.edu

Brenau Center for Counseling & Psychological Services 423 Brenau Ave, Gainesville, GA 30501
770-297-5959 \$5 for students for counseling and \$250 for psychological evaluation

Gainesville Resources Alcoholics Anonymous Meetings in Hall County
<https://www.aageorgia.org/16e-meetings.html>

AVITA Community Partners (Gainesville, Cleveland, Dawsonville, Dahlonega and Demorest)
Operates on a sliding scale.
Gainesville: 678-207-2900
Dahlonega and Dawsonville: 706-864-6822
Cleveland: 706-348-4060
Demorest: 894-3400

Laurelwood - Northeast Georgia Medical Center 200 Wisteria Dr Gainesville, GA 30501
770-219-3800 or 800-848-3649

Northeast Georgia Medical Center 743 Spring Street Gainesville, GA 30501 770-219-9000

Americans with Disabilities Act

Brenau University is committed to complying with all applicable requirements of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state laws.

Appointments with Faculty/Staff

A. Students are obligated to make every effort to meet with or contact a faculty or administrative staff member as requested

B. If a student is summoned for a meeting with faculty or an administrative staff member, the student is required to keep the scheduled appointment. The student must assume the meeting is related to important university business and must respond. An alternate appointment can be made when necessary. Failure to comply will subject the student to disciplinary action.

Assembly Policy

Brenau University has the fundamental responsibility to provide clubs and organizations space to assemble and conduct business, and it has the right to limit or restrict time, location and functional use of its facilities.

Automobile Parking Regulations

Any students who wish to park on campus must obtain a parking permit from the office manager in Student Development & Engagement. Students must obtain a new parking permit each academic year.

Any student who misuses (gives away, trades, or steals) a parking pass will be charged with a violation through the student conduct process.

Bicycles

Bicycles must be stored in exterior bike racks or individual student rooms.

Change in Status

Students who wish to change their residential (from residential to commuting or commuting to residential) or enrollment status must complete a “change of status” form online.

The residential form is located here: <https://brenau.formstack.com/forms/changeofstatus>.

The enrollment form, used to change campus platform (i.e. day to online) is located here: https://brenau.formstack.com/forms/campus_transfer_request.

Students should note changing ones’ status can impact the amount and type of financial aid received, and should meet with a financial aid representative prior to completing this form. Failure to change ones’ status could result in the student being billed incorrectly.

Class Attendance Policies

Please refer to the Registrar's Office regarding class attendance policies.

<https://www.brenau.edu/about/offices-resources/registrar/>

Information Technology & Communication

Information Technology Brenau University’s Information Technology (I.T.) department manages academic and administrative technology for all users. The I.T. department offers students hands-on and virtual support through a Help Desk located in the Redwine Technology Center on Brenau's main campus in Gainesville. To access Brenau’s Privacy Policy, please follow the link: <https://www.brenau.edu/privacy-policy/>.

Email Communication Policy

Email is the official internal means of communication for faculty, staff, and students. Students will communicate to faculty and staff using their Brenau-issued email address, and faculty and staff will communicate with students using their Brenau-issued email address. The only exception to this policy is the Admissions Office when communicating with prospective students

who have not yet received a Brenau-issued email address. Email sent from any brenau.edu address remain the property of the University and may be accessed for conduct matters if necessary. Email addresses are provided to students through a partnership between Brenau University and Google. This provides students:

- A. Email that is free with no advertising, available in a web browser.
- B. Spam and virus protection.
- C. Access to Google Docs that include word processing, spreadsheets & presentation slides.
- D. TigerMail is accessible by visiting <https://my.brenau.edu>.
- E. TigerMail addresses end in @tiger.brenau.edu for all of our students.

Computing Ethics and Network Responsibilities

Computing and networking resources are provided to students, faculty and staff at Brenau to be used for a wide variety of purposes. Access to these resources is a privilege and not a right. These network resources are for the general benefit of the Brenau community and are continually updated and maintained to provide an environment that is consistent with the educational goals of the University. These resources are limited and how each individual uses them may affect the work of other members of the community and beyond. As our campus network is connected (through the Internet) to other networks worldwide, it is important that everyone be aware of his or her individual obligations and of what constitutes proper use and behavior.

The Computing Ethics and Network Responsibilities are published as a part of the various student handbooks, the faculty/staff handbook, and other publications of the University. Because of the rapid evolution of computing and information networks, the University reserves the right to modify the text of these policies. While users will be kept apprised of any changes, it is the user's responsibility to remain aware of current regulations. These are kept up-to-date at <http://intranet.brenau.edu> on the University's internal web site.

In general, common sense is a good guide to what constitutes appropriate behavior and use of computers and networks. You should respect the privacy of others and use computing resources in a manner that is consistent with the instructional and research objectives of the University.

The following are behaviors that can create problems in a networked computing environment. This list of responsibilities should provide users with a good idea of what constitutes illegal or unethical on-line behavior. Everyone should note that computer users are governed by federal and state laws and University policies and standards of conduct. Violations of these rules or indeed, any disruptive situation (in which a person's behavior on machines, accounts or file space under that individual's control, creates a disruption of service to our clients) may be met by suspending access and services to the responsible parties and may result in disciplinary action. When there is reason to believe that illegal activities or significant infractions of our rules have occurred or are continuing, staff may monitor a suspected individual's computer files and activities. When necessary, the University may request the assistance of a law enforcement

agency. It is not for the computing services staff to judge whether any request from a law enforcement agency to investigate suspected illegal activities affords due process and is of appropriate jurisdiction. The general practice is to defer such requests to the appropriate University Vice President.

Break-ins and Tampering

- A. You may not attempt to gain access to computer systems (on or off campus) for which you have not been granted access.
- B. You may not deliberately attempt to disrupt the performance of a computer system or a network, on or off-campus.
- C. You may not attempt to 'break' system security.
- D. You may not reconfigure computer systems to make them unusable for others.
- E. You may not attempt to destroy or alter data or programs belonging to other users.
- F. You may not modify residential computing network services or wiring or extend those beyond the area of their intended use. This applies to all network wiring, hardware and cluster and in-room jacks.

Theft (including licensure and copyright violations)

- A. By the copyright laws of the United States and most other nations, virtually all programs and applications are copyrighted (see further description under Copyright Reminders, below).
- B. If you have not been given direct permission to copy a file, you are not permitted to do so.
- C. You may not copy or redistribute software or other information that is copyrighted. By recent changes of the US law, software piracy is a felony.
- D. You may not attempt to override copy protection on commercial software.
- E. The ability to find and read information on computer systems does not mean that the information is in the public domain. Having the ability to read does not necessarily grant the right to copy or redistribute. Nor, even in the case of certain information on the Internet, does ability to read mean that permission to read has been lawfully granted. Certain information, such as GALILEO, is licensed to be read by the Brenau community, though this does not grant the right to redistribute this information.

Eavesdropping and Violations of Privacy

- A. All information on a computer system belongs to somebody; some of it may be private or personal information; some may consist of confidential information, trade secrets, or classified material.
- B. If you have not been given direct permission to read or access another person's file, you may not attempt to do so.
- C. Brenau-specific or commercially obtained network resources may not be retransmitted outside of the University community. Examples include CINAHL, ERIC or other commercial information services available from the Brenau Trustee Library and private student-related information.

Individual Responsibility and Archiving

- A. Information stored by individuals on network servers, including email, is the responsibility of the individual assigned and using that file space.
- B. Computer services provide backup for the email and file servers only to the extent needed to restore services in case of a network failure.
- C. Periodic removal of excess and/or inactive files and accounts may be done to preserve available resources for current users.

Forging, Password Sharing, Password Theft

- A. You may not attempt to impersonate another individual by sending forged information such as email, including spam (bulk unsolicited mail)
- B. Never give your password to anyone.
- C. You may not seek to determine another person's password, through cracking, decryption, interception or other means.

Annoyance and Harassment

- A. Brenau University has written standards of conduct that seek to preclude annoyance and harassment by members of the Brenau University community (students, faculty and staff).
- B. You may not use computing to violate the University's standards of conduct.
- C. You may not distribute electronic chain letters. These not only serve as annoyance, but also can severely disrupt computing and network performance.

Negligence and Misuse (including private business)

- A. Having access to computing privileges (email account, Brenau network connection, login or shared file space assigned to you), means that you have general responsibility for all computing activity that takes place from those accounts, connections or file spaces. The University's connection to the Internet, for example, does not allow you to abuse that connection.
- B. Limited personal use of the Internet is allowed. However, the employee-user is reminded that use of any and all Brenau property is primarily for the purpose of business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the person's job responsibilities.
- C. Access to the Brenau University computing network and the Internet is limited to members of the Brenau University community. Individuals within the Brenau community are not permitted to provide access to the campus network to those outside this community.
- D. Use of Brenau Computing facilities is intended to be consistent with the educational mission of the University; this does not preclude personal nor even commercial uses. Refer to the appropriate Handbook for your unit (Faculty/Staff, Women's College or Evening and Weekend) to review the University's Limitations on the community's use of computing facilities for commercial purposes.
- E. You should report any suspected illegal or unethical activity to the Chief IT Officer or the appropriate dean's office.

F. You may not use chat rooms, websites such as YouTube, Instagram, Tik Tok, and similar sites by identifying yourself as being associated with Brenau and revealing personal information or information about Brenau that is inappropriate, unprofessional or otherwise embarrassing to Brenau.

G. Employees are prohibited from using a university owned computer to access pornographic websites.

Copyright and Attribution - Reminders

A. We would also like to remind the community that by the terms of the Berne copyright conference (now a part of US law), virtually all material fixed in a tangible medium including photos, text (printed and electronic), music, software and broadcast performance is, indeed, copyrighted. This is true whether the copyright was registered or whether the material was published prior to the Berne accords.

B. University rules governing attribution require that all users of Brenau computing networks acknowledge any use of ideas or other materials produced by others (in textual, pictorial, auditory or other forms) through a note clearly identifying both the source and the nature and extent of indebtedness.

C. Of special note is that despite the rapid evolution of case and statutory law concerning intellectual property, educational “fair use” exemptions for copyright protection may not protect redistribution of copyrighted material beyond or even within, University property. Accordingly, the University urges all authors and artists using Brenau University computing networks to either 1. Use only original graphics, sound and text. 2. Provide written notification of licensure or copyright agreement with the copyright holder in such case as the work is by other than oneself, whenever such work is to be shared with others outside of the classroom context.

Personal Computing Equipment

Students, staff or faculty members using their own personal laptops or other computers in classrooms or other spaces are encouraged to use battery power. They should also have charged extra batteries in anticipation of extended class meetings. The hazards posed by electrical cords that cross high traffic areas within classroom spaces introduce the danger of personal injury and potential damage to computer equipment. Brenau University assumes NO responsibility for costs associated with the loss of or damage to a student or instructor’s personal laptop or other computer and its associated peripheral equipment.

It is your responsibility to know and understand these ethics and responsibilities. If at any point you feel you may be in violation or know of a violation, please contact the Help Desk at helpdesk@brenau.edu so that we may correct it and minimize the risk to the university.

Minimum Requirements Student Technology

Please reference the following website for technology specifications. Please note that some degree programs have more stringent requirements than others.

<https://intranet.brenau.edu/information-technology/student-computer-requirements/>

Intellectual Property – Student Work

Work created by students remains the property of the creator. Students working as a 46 member of a team are responsible for negotiating ownership. Faculty members may temporarily retain students' works or request additional copies provided by the students as needed for accreditation purposes.

If the work is created as part of a research grant or other faculty and/or staff directed or externally funded project, students will receive credit for co-authorship or otherwise contributing to the project and may be compensated if project funds are available. Faculty and/or staff members retain ownership of all materials, unless other arrangements are agreed upon in writing and signed by all parties, prior to the start of the project and acceptance of the funding.

Faculty may share student work for academic purposes. Student names will be removed to protect the student's identity. No additional consent from students is required; this policy serves as notification to students. A student may ask for an exemption from this policy, on a case-by-case basis; such a request shall be submitted to the Provost who has the sole discretion in the matter. Faculty may share student work by posting it on a Brenau website, placing it on reserve in the library, making and distributing copies, etc.

Brenau may commission works, whether as works-for-hire or otherwise; and Brenau may acquire such works from, or develop them in partnership with, individual authors on mutually agreeable terms.

Disputes that arise among students or between students and faculty and/or staff members concerning intellectual property rights will be addressed by the University's grievance policy and the process outlined there.

Deployment

Brenau University does not penalize our active duty military students when their service duties create a need to drop a course (even after the official drop-add date or the withdrawal period) or otherwise alter their academic schedule. When appropriate documentation is provided the cost of the course is credited back to the student's account.

Service members and reservists will be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements, and take additional steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies.

If you receive orders during any school session, please contact svabrenau@brenau.edu.

Door Use

It is the responsibility of the entire Brenau community to report propped, unlocked, or damaged 31 doors to the Security Office. The propping or attempting to force open exterior building doors once locked, and entering a side door once it has been locked, is prohibited.

Disorderly Conduct

Disorderly conduct is ordinarily defined as the use of abusive or obscene language or gesture or aggressive behavior to/by an individual or group that creates a potentially unsafe situation for members of the community or damages property; disrupts the peace or interferes with the normal operation of the University or University sponsored events; and/or infringes on the rights of others. It constitutes a basis for disciplinary action and may result in the issuance of immediate sanctions and/or criminal action.

Disruptive Behavior or Dangerous Conduct

A. Behavior that interferes with the normal functioning of the University or unnecessarily impedes the rights of students and/or staff is prohibited. This includes but is not limited to: behavior where the safety of participants, other students or property is compromised, water fights, pranks, student displays/demonstrations that create a disruptive environment, lewd or indecent behavior, or other actions of a person or group that require a response by a University staff member.

B. Brenau University strives to balance the concerns for the health and safety of individual students with the educational health and safety needs of the larger campus community. When a student's conduct is disruptive or dangerous to campus life and/or the educational environment, or in the University's opinion a student's continued presence on campus or participation in an educational program/activity of the University presents a threat to the health/safety of the student and/or other students, the University may take appropriate action. When it is warranted the Vice President of Student Development & Engagement or designee, with presidential approval, can dismiss, suspend or remove from campus a student until due process can be carried out.

C. In some cases, the Vice President for Student Development & Engagement or designee may require that the student obtains a psychological assessment/treatment from a licensed mental health professional. Recommendations regarding the assessment/treatment venue will be made on a case-by-case basis. A student engaging in assessment/treatment will be required to sign a release of information authorizing the University to access results and to discuss these results with the health care professional conducting the assessment/treatment.

D. The University will use assessment/treatment information in consultation with the student to determine whether the student can be reasonably accommodated to permit him/her to participate in University educational programs and activities, including residing on campus.

E. If a student chooses not to obtain an assessment/treatment, the Vice President for Student Development & Engagement or designee may withdraw the student from the University or restrict the student's access to educational programs and activities, University services, and/or to the University campuses.

F. The University may require additional stipulations for the student to remain on/return to campus. This will be determined on a case by case basis.

E2Campus Emergency Alert System

All students at all instructional sites are strongly encouraged to register for the e2Campus Emergency Alert System. This service can be personalized so that students only receive alerts relevant to their location(s). The University will use this system to convey a variety of emergency notifications and instructions.

To register, go to <http://e2campus.com/my/brenau>. Click on the “I need to create an account” link.

Students should select the campus group where they attend classes to receive messages created specifically for their geographic area. There is no charge for registration; however, standard text messaging fees may apply.

Entrances/Exits

Obstructing in any way the safe and efficient entrance ways, narrow corridors, stairwells, exits, and windows is prohibited. No personal items or university property can be stored in areas needed for easy exit in the case of an emergency.

Emergency Procedures

Emergency information and procedures are located at <https://intranet.brenau.edu/security/1406-2/>.

Fire

If a fire should occur in a campus building, the first concern is the safety of the occupants. Unless the fire is very small (i.e. in a wastebasket), call 911 IMMEDIATELY. (Campus Security may be summoned for assistance with inconsequential fires by calling 770-534-6202 or 1234 from a campus telephone.)

If there is any doubt about whether to call the fire department, better to be on the side of safety. Give your name, location of the fire (physical addresses of each building are located on the exterior of each building) and directions.

Occupants should evacuate the building by the primary means of escape or an alternate escape route if the primary route is unsafe. Once you have evacuated, call Campus Security if they are not already on the scene.

Tornado/Severe Weather

A tornado watch means conditions are right for a tornado. During a tornado watch everyone should be alert to weather conditions.

A tornado warning means a tornado has been sighted in the area. Warning sirens will be initiated by Hall County Central Communications, and the university. Notification will be given to the campus community utilizing the E2 campus alert system. Take cover when you hear the sirens—danger is imminent.

A. If there is a notification of a tornado, proceed to the first-floor interior hallway or basement in your area; walk rapidly, but do not run. Assist any student who has difficulty with ambulatory movement.

B. Position yourself on the floor against the interior wall away from windows; cover your head with arms. If a window is near your location, cover yourself any way you can.

C. If you are in an unprotected area, crawl under heavy furniture. Outside, get into a ditch or depression, or lie flat on the ground; protect your head.

Medical Emergency

For medical emergencies that are not life threatening, call the Center for Health & Wellbeing 770.534.6135, during business hours, for assistance. After 5:00pm or on weekends, please call your RA on-call, or Security. RA on-call numbers are posted in the residence halls and sororities. IN CASE OF LIFE-THREATENING EMERGENCIES, CALL 911.

Facilities Use and Entrance Policy

The following guidelines must be followed when using a facility after office hours and to gain entrance on Brenau campuses. Rules that apply to the Gainesville campus only are noted otherwise, the listed guidelines apply to all students and guests on any Brenau campus. Regional campus students, please contact the Campus Directors for facility hours and usage policies:

A. All Gainesville buildings will close at 11:00 p.m. Students with a valid student ID may stay until 12:00 a.m. Monday thru Friday. Saturday and Sunday building hours are 9:00 a.m. thru 6:00 p.m. Any violations will result in sanctions through the conduct process. The SUB will be accessible 24 hours a day seven days a week when the campus is open.

B. All Gainesville buildings will be cleared at 12:00 a.m. by a security officer.

C. Students are encouraged to call the Security Office to request an escort when leaving the building.

D. Students who are unable to produce a valid student ID will be asked to leave the building. Non-student guests are not allowed access to buildings after closing hours (this 34 excludes residential facilities - see visitation guidelines)

E. In buildings that have monitors, students may be asked to sign in and out when they enter and exit the buildings. The role of the monitor is to check who enters and leaves the building. If there is a problem, the monitor will immediately notify Security.

F. Only certain doors will be used for entrance to buildings after hours. Students may lose the privilege of being in the building if other doors are propped open in violation of the security policy.

G. Students should turn out lights and lock instructional spaces when leaving the building.

H. Student organizations/groups wishing to reserve meeting/event space on the Gainesville campus should complete an Event Registration form with the Associate Director of Student Engagement or appropriate designee. Students/groups wishing to reserve meeting space on the Regional Campuses should contact the Campus Director or staff.

False Statements, Reports, and Allegations and Fraudulent Behavior

Knowingly furnishing false information to the University is considered fraudulent. Providing false information includes, but is not limited to, any information asked for or provided to the University for admittance, student employment, financial aid or any University proceeding. Fraudulent behavior also includes forgery, alteration or misuse of miscellaneous documents, misuse of equipment (including computers), records or identification. This action could also be referred to Law Enforcement for investigation and prosecution.

Firearms/Weapons Policy

Possession or use of any type of firearm or any other potentially dangerous weapon is prohibited at all times on all University properties. Weapons of any kind are dangerous and have no place in a college community. All instruments which can be construed as weapons including, but not limited to: airsoft guns, paintball guns, BB guns, pellet guns, handguns, rifles, pistols, knives (blade longer than 2 inch), bows and arrows, swords, brass knuckles, night sticks, slingshots, handcuffs, explosives, fireworks, unapproved inflammable fluids and materials, kerosene heaters, dangerous chemical mixtures or propelled missiles or any item used in a threatening manner, cannot be brought onto University property. Firearms cannot be stored in vehicles.

Any failure to comply with these rules shall be subject to penalty by local, state, and federal law and referred to the appropriate conduct system. Students are responsible for any guest's adherence to this policy.

FERPA and Disclosure Policy

Brenau University is in compliance with the Family Educational Rights and Privacy Act of 1974. This legislation governs use and distribution of students' records. Please refer to the current catalog for more information.

Freedom of Expression Policy

Brenau University recognizes the importance of freedom of all to express their points of view and to disagree and dissent.

Any such expression, especially in the form of protest or demonstration, must not:

- A. interfere with the mission of the University.
- B. limit freedom of entrance and egress to facilities and buildings to any member of the University community
- C. must not restrict the opportunity of members of the University community to accomplish the purpose (1) for which they were hired by the University or (2) for which they enrolled at the University

Fundraising

The University requires that any organization planning to do fundraising, whether it is for national or local causes, must consult with University Advancement so that fundraising conflicts do not occur. University Advancement will also advise all organizations on proper fundraising

techniques and give advice on legal and ethical issues. The fundraising approval form is here: <https://forms.gle/NUr23osMU6butHAu5>. For further information, please contact the External Relations office at 770-718-5333.

Grievances

Information related to the University grievance procedure can be found here: <https://catalog.brenau.edu/content.php?catoid=24&navoid=2934#grievance>

The form to file a Formal Grievance is here::

https://catalog.brenau.edu/mime/media/18/644/Grievance_form.pdf

Harassment (*Non gender based/ Non sexual harassment – please see Title IX policy for gender based, sexual harassment)

A. Harassment is engaging in a behavior that is persistently annoying to an individual or individuals. The intended victim is affected negatively. Harassment can occur verbally or physically, and involve the use of a telephone, mail, email, or any means of intimidation.

B. No student shall engage in any form of harassing behavior against any member of the University community.

C. Reporting

1. A student who feels they have been harassed can make a formal complaint in writing to the Vice President for Student Development & Engagement, designee, or the Regional Campus Director or designee within five (5) calendar days of the alleged incident.

2. The complaint should contain, but is not limited to, date(s) and place(s) of the alleged incident(s) as well as the names, addresses, and telephone numbers of any and all witnesses. All specific facts of the complaint should be given.

D. Student complaints against a faculty or staff member

1. The Vice President for Student Development & Engagement will appoint an investigator for the case and be the chair of a hearing committee.

2. The hearing committee will be made up of two members of the President's Cabinet; two faculty members; and two professional staff members.

3. Once the investigator has completed his/her task, the chair will convene a hearing ensuring proper due process is followed.

E. Faculty or staff member complaints against a student should be made in writing to the Vice President Student Development & Engagement and the Vice President for Academic Affairs, who will consult with the complainant's vice president or direct supervisor. The incident may then be handled administratively.

F. Student complaints against a student will follow the student conduct process outlined in the first section of the Student Handbook.

Hazing

Hazing is strictly prohibited at Brenau University. Brenau is first and foremost an educational institution. University hazing policies and procedures for hazing incidents are based on that educational mission. Groups that engage in hazing may also be subject to consequences

imposed by sponsoring departments (e.g. Athletics, Student Development & Engagement). Sorority chapters, in concert or in lieu of University action, may also be subject to national/international organization sanctions.

A. Brenau does not permit hazing in any form whether voluntary or involuntary, public or private, intentional or unintentional. Although commonly associated with student membership, initiation or affiliation with an organization, hazing is not limited to the above mentioned. Accordingly, no student, organization, alumni of an organization, administrator, employee, or faculty member of Brenau University shall condone, encourage, or permit the hazing of any person.

B. Hazing is defined as any action taken or situation created, whether on or off the college campus, to produce any mental, physical, or emotional discomfort, embarrassment, harassment, or ridicule.

C. Hazing may also include the forced participation in treasure hunts, scavenger hunts, road trips, or other activities that require participation to travel long distances and find their way back from isolated areas; conduct that is considered a crime by the criminal code of Georgia or the United States of America; and any other activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the rules and regulations of Brenau University.

D. NOTE: Georgia Hazing Law- "Haze" means to subject a student to an activity, which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity. It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

Health Forms

All Students living on campus are required to complete the following forms prior to (moving on campus) the first day of classes: physical examination, health history, consent for treatment, tuberculosis skin test, certificate of immunization, and meningitis/ vaccine information. Students who request a vaccination waiver must contact the University Nurse Practitioner. All forms can be located by going to the link: <http://www.brenau.edu/admissions3/nextsteps/>. All forms should be submitted prior to (moving on campus) the first day of class.

Health Services

The Health Services Clinic is located on the Gainesville Campus at 205 Boulevard Avenue. The clinic provides health services to all currently enrolled students (including online and regional campus students) during regular office hours at no cost. Services include but are not limited to treatment of various illnesses, STD services, tuberculosis skin tests (charges apply), flu vaccine (charges apply), and some over the counter medications are available. Prescriptions called into a pharmacy, or additional recommendations for testing will be the responsibility of the student. The staff provides health information and education to students. Referrals to other health providers and facilities as deemed necessary, again the charge is the student's responsibility at any off campus facility.

Identification Cards

A. All persons who are enrolled in Brenau University are required to have an I.D.

B. Brenau University Campus Student and Faculty/Staff ID cards can be ordered at the following link: <https://idcards.fullidentity.com/BrenauUniversity/EmailVerify.aspx>.

C. Everyone must adhere to the following guidelines:

1. Upon request, the card must be shown to Brenau officials for identification; this includes all faculty, staff, and Residence Life staff.

2. All privileges granted by the use of this card are provided solely for the person described thereon.

D. The I.D. must be carried at all times (electronic cards on the Brenau University App are acceptable) and must be presented when eating in the dining hall, using the library, or fitness center. ID's should be carried with the student attending any University function: class, convocations, sporting events, or student organization events.

E. Repeated failure to present your Brenau ID upon request may result in disciplinary action.

F. If you find an I.D. card, return it to: Brenau University, Safety and Security Office, 102 Prior Street SE, Gainesville, Georgia 30501 or put it in campus mail to the Security Office which is located at 520 Washington St.

Inclement Weather

Weather alerts will be issued via the e2Campus Emergency Alert System as soon as decisions are made regarding class cancellations. This is the most up to date, authoritative source of information. The university maintains a dedicated phone line which will be activated during questionable weather periods and will provide a taped message advising you whether or not classes are in session. The weather line is available 24 hours per day. Call 770.534.6772 for the weather line. This line cannot be updated if personnel do not report because of weather issues; therefore, we strongly recommend that you utilize the e2Campus alert system. Brenau will continue to notify local media outlets for weather-related bulletins.

Intimidation and/or Retaliation

Retaliation is defined as any act or attempt to retaliate against or seek retribution from any individual or group of individuals involved in the investigation and/or resolution of a sexual discrimination or sexual misconduct allegation. Retaliation includes any form of intimidation, threats, coercion, reprisal, or harassment. Retaliatory actions may include, but are not limited to: acts or comments that are intended to discourage a person from engaging in activity protected under this Handbook or that would discourage a reasonable person from engaging in activity protected under this Handbook; violation of a no contact order; acts or comments intended to embarrass an individual; seeking to influence the participation or statements of parties or witnesses or taking adverse action against them; adverse changes in employment status or opportunities; adverse academic action; and adverse changes to academic, educational and extra-curricular opportunities. Retaliation may be in person, through social media, email, text, or other forms of communication, and it may be committed by parties to the complaint resolution procedure, their friends or representatives, or any other person. Retaliation may be present against a person even when the person's allegations of prohibited conduct are not substantiated.

Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being. Intimidation is prohibited and will result in disciplinary action. Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the student conduct process will be in violation of retaliation as described within this handbook and will be subject to disciplinary action.

A. The University nor any other individual may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.

B. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

C. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a proceeding under this part does not constitute retaliation prohibited under paragraph (a) of this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Medical Withdrawal

A student requesting to be withdrawn from class(es) after the Drop/Add period because of a medical emergency or severe illness must adhere to the following requirements.

1. [An appeal form](#) (electronic form) is available on the Registrar's Office website. It must be submitted to the Office of the Provost and Vice President for Academic Affairs stating the reason for the withdrawal request.
2. The student should clearly state the date of the onset of the illness/injury and the medical conditions which preclude course completion.
3. The student should contact their attending physician for a statement delineating the circumstances/medical conditions preventing the student from completing the coursework (on-ground or online) in the required time frame. This statement must be submitted via fax by the physician's office (i.e. the student may not submit the form themselves) within 30 days of the original appeal request or the medical withdrawal will be denied and closed.

Requests for Medical Withdrawals must be submitted to the Office of the Provost and Vice President for Academic Affairs before the last day of class of the semester or session for which the withdrawal is requested. Any requests received after this date will not be considered eligible for medical withdrawal and all applicable university policies regarding grades, refunds, financial

aid, etc. will apply. The only exceptions that will be considered require documentation of medical incapacitation through the final day of class of the given term.

When medical withdrawals are granted, students are withdrawn from all courses they are enrolled in during the semester or session.

If the reason for the withdrawal request is related to an emergency or illness of an immediate family member, medical documentation should pertain to the family member's illness. Medical documentation will also be required stating that the necessity for the student to function as a caretaker precludes the possibility of them completing course requirements.

Medical Withdrawal Refunds

- No institutional official other than the Director of Student Accounts may authorize refunds
- In cases where a Medical Withdrawal has been granted by the Provost and Vice President for Academic Affairs, refunds will be adjudicated on an individual basis by the Director of Student Accounts in order to apply consistent and reasonable practices. Generally, refunds will be considered from the effective date of the completed Medical Withdrawal.
- The refund/forgiveness of any financial aid funding must be adjudicated by the Financial Aid Office based on policies set forth by the federal government and other agencies providing financial resources for the student's educational costs. Students should consult with the Financial Aid Office to determine the disposition of their aid package. Return of most government funded financial aid is time sensitive and based on the date of withdrawal.
- Residential Students: Room and Board payment(s) will be refunded based on the number of weeks remaining in the semester after the week of withdrawal. If the student is receiving federal or state aid, policies pertaining to those programs will dictate the refund amounts.

Misuse of Brenau University Name or Graphics

The use of the University's name, images, or graphics for soliciting funds or for any activity without prior approval of proper University authorities, or any unauthorized use of the University's name, is prohibited. See also University Social Media Policy.

Payment of Fees, Charges, and Fines

A. Students are required to pay fees, charges, and fines within a specified time. Brenau University students whose student accounts are not paid by the appropriate due date may be charged a \$200 late fee. This fee will be billed to the student's account and must be paid along with any other unpaid fees.

B. Students whose accounts are delinquent may forfeit their right to attend classes, take final examinations or otherwise participate in the academic program until satisfactory arrangements have been made with the Accounting Office to meet financial obligations.

Diplomas, certificates and transcripts are issued only when the students' accounts have been paid in full.

C. Students whose accounts are delinquent as of the payment due dates for each semester will not be permitted to register for the following semester, nor will they receive final grades for the semester in which they are currently enrolled. In addition, transcripts (official and non-official) and transient letters are not issued to students with obligations to Brenau.

Photo/Video Policy

It is important to assess whether a photo release is required when using photographs or video clips of an individual in promotional, social or other publications. Any third party or non-Brenau entity wishing to shoot video on a Brenau campus must first request permission from the Office of Communications.

These guidelines were developed by the Marketing Office, and any questions about them can be directed there.

A release is only required when one of the following conditions is met:

- The photo/video is taken in a non-public space and the subject is recognizable
- The photo/video are specifically created to be used in advertising materials
- The subject of the photo/video is a minor (anyone under age 18) excluding during public events on campus such as plays, performances and open houses

A release is not required when:

- The photo/video is taken in a public place or during a public event such as:
 - Outdoors on campus or in a public space such as a dining hall or event space
 - During a public event such as a commencement, convocation, reunion weekend or performance
- If there is no recognizable subject of the photo/video
- The subject is a Brenau faculty or staff member
- The subject is the member of a group who have consented to having photos/videos taken at an event or activity.

A copy of the [Brenau University photo/video](#) release is available and can be filled out and submitted online.

Brenau follows the NAIA NIL guidelines for athletes receiving compensation.

Please contact the Marketing Office with any questions.

Removal from Leadership Positions

Student leaders found responsible for inappropriate behavior; who demonstrate behavior that is not representative of the Brenau Ideal; or whose behavior is in direct conflict with the position they hold, may be removed from their leadership position by the Vice President for Student Development & Engagement.

Self-Balancing Boards/Scooters

The use, possession, or storage of hoverboards, self-balancing scooters/skateboards, or hand-free Segways are prohibited on any Brenau University campus. Re-charging of these devices is specifically prohibited.

Sexual Misconduct and Relationship Violence Policy

This policy covers all conduct and policy that does not fall under Title IX and applies to all reports of prohibited conduct occurring on or after the effective date of this policy. The policy applies to all Brenau University students, and campuses. Each member of the Brenau community is responsible for their actions and behaviors both on and off campus. As such, this policy is applicable to on campus conduct and, when applicable, off campus conduct. This policy applies to guests and individuals conducting business on all University property.

A. When an incident is reported, all reports will be reviewed by the Title IX coordinator and may be reassigned to student conduct as appropriate. When appropriate, the reporting party will be encouraged to seek immediate medical care, take advantage of counseling services, and encouraged to file a report with University or local authorities. The reporting party will never be forced to file a report with local police or campus security, and should be apprised of their right to not pursue a complaint even after contacting the authorities. If the reporting party is under the age of 18, the circumstances of the report will be evaluated in order to determine whether law enforcement, parent, legal guardian, or other emergency contact will be made.

B. Reporting parties are not to be retaliated against. See Intimidation and Retaliation policy.

C. Reporting parties may not be charged with other violations related to the sexual misconduct (i.e. if the alleged victim was drinking on campus at the time of the assault, an alcohol charge may not be filed). See Amnesty policy.

D. The investigation and hearing will be conducted in a timely manner.

Prohibited Conduct and Definitions

Prohibited conduct may be described as:

A. Sex or gender-based discrimination – refers to the inequitable treatment of individuals on the basis of sex, sexual orientation, gender identity, or gender expression.

B. Sex or Gender-based harassment

1. Gender-based harassment – harassment based on sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as gender-based harassment, the conduct need not involve conduct of a sexual nature

2. Harassment – conduct that creates an intimidating, offensive, or hostile working or learning environment or that unreasonably interferes with work or academic performance based on a person's protected status including sex, sexual orientation, gender identity, or gender expression

C. Sexual harassment – unwanted and unsolicited sexual advances, request for sexual favors, and other deliberate or repeated communication of a sexual nature. The communication

may be, but is not limited to; spoken, written, physical or pictorial. These actions constitute sexual harassment when:

1. Submission to said conduct is made either explicitly or implicitly a term or condition of employment, education, or participation in a program
2. Rejection of said conduct is used explicitly or implicitly to negatively impact 51 conditions of employment, education, or participation in a program.
3. Said conduct creates an intimidating, hostile, or offensive environment

D. Forms and definitions of Sexual Misconduct and Relationship Violence

1. Sexual assault – is having or attempting to have sexual intercourse or sexual contact with another individual without consent or by means of force or coercion, as defined:

a. Coercion – the use of pressure to compel another individual to participate in or continue sexual activity against an individual's will. Coercion can include, but is not limited to intimidation, manipulation, threats, or blackmail.

b. Consent – agreement to participate in sexual activity must be actively agreed upon by all parties, and must be informed, knowing, and voluntary. Consent is demonstrated through mutually understood words or gestures and can never be given by an individual incapacitated by alcohol or drugs or other mental incapacitation.

c. Force – the use or threat of physical violence to require an individual to participate in an unwanted activity.

2. Sexual intercourse – includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger) or object or oral copulation by mouth to genital contact.

3. Non-consensual sexual contact – having or attempting to have sexual contact with another individual without consent. Sexual contact may include, but is not limited to; kissing, disrobing, or touching in a sexual manner.

4. Sexual communications – unwanted communication of, but not limited to, words or images of a sexual nature.

5. Sexual exploitation – taking non-consensual or abusive sexual advantage of another separate from other listed misconduct offenses. Exploitation includes but is not limited to:

a. Prostituting another individual

b. Non-consensual recording in any capacity a sexual activity

c. Knowingly allowing others to observe a sexual activity without the consent of the partner

d. Distributing photos or recording of a sexual nature without the consent of all parties involved

e. Engaging in voyeurism (peeping tom)

G. Dating violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to such violence. Whether there was such a relationship will be determined based on, among other factors, the Complainant's and Respondent's statements, and

with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the parties involved in the relationship.

H. Domestic violence – is a felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the victim; (2) a person with whom the victim shares a child in common; (3) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the jurisdiction in which the crime of violence occurred.

I. Relationship violence – commonly referred to as domestic or dating violence, a situation where one person in the relationship is being physically, emotionally, or sexually abused by the other person.

J. Stalking – occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress.

Reporting an Incident

Individuals are encouraged to report incidents of this nature to a university official or contact 911 if they feel they are in immediate danger. All victims of sexual assault have the right to a criminal investigation, and are encouraged to contact the local authorities.

Individuals are encouraged to seek medical treatment immediately at the local emergency room and ask for a Sexual Assault Nurse Exam (SANE). Students who would like support in this process are encouraged to contact the Title IX Coordinator during regular business hours, and the Coordinator on Call after regular business hours. Preserve evidence by avoiding bathing or showering, brushing teeth, changing clothes, or washing hands. If you change clothes, you should place all clothing worn at the time of assault in a paper bag. Even if you are uncertain about taking the matter to the police, you may change your mind later on, and the evidence cannot be recreated.

Any individual who feels they have been a victim of sexual misconduct should consider the following methods of University reporting and how those reports are handled: Ideally, all incidents should be reported directly to:

- Safety and Security 520 Washington St. 770-534-6202 security@brenau.edu

Students wishing to speak with a female may contact:

Paula Dampier Director of Security 520 Washington St. 770-297- 5896 pland@brenau.edu

The only Brenau University staff member who is able to keep the report completely confidential is Gay Baldwin, LPC University Counselor, The Center for Health and WellBeing 205 Boulevard 770-534-6121 gbaldwin@brenau.edu

The Title IX Coordinator is a staff member charged with overseeing the University response to allegations of sexual misconduct. Brenau University's Title IX Coordinator is Dr. Emily Zank, email titleix@brenau.edu

There are other resources available to sexual assault victims. In the Gainesville community victims are encouraged to contact the local resource:

- Rape Response Crisis Line: 770-503-7273 Toll Free: 800-721-1999

Online and Regional students may contact the following resource:

- National Sexual Assault Hotline 800-656-HOPE

Sexual Assault Victim's Bill of Rights

An Amendment to Section 485 of the Higher Education Act of 1965 (20 U.S.C. 1902(f)) entitled "Campus Sexual Assault Victims Bill of Rights Act" of 1991 relating to the treatment by campus officials of sexual assault victims, effective September 1, 1992, requires all institutions of higher education to publish the following information and policy statement. It is the intent of this policy to state that the campus-related sexual assault of an employee or student is a serious offense, and that the victim shall be accorded by Brenau University the rights that are contained in the policy. It is also the intent of the policy to empower the victims of campus-related sexual assaults with certain rights and to certify that Brenau University complies with the requirements of the Act.

Victim's Rights: The following rights shall be accorded, by all officers, administrators, and employees of Brenau University to victims of campus-related sexual assaults:

A. The right to have any and all assaults against them treated with seriousness; the right, as victims, to be treated with dignity.

B. The right to have these assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the government entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of Brenau personnel in notifying the proper authorities. The foregoing shall be in addition to any Brenau Disciplinary proceedings. The Sexual Misconduct policy addresses Brenau's adjudication of sexual assault.

C. The right to be free from any kind of pressure from Brenau personnel that victims not report crimes committed against them to civil and criminal authorities or to campus enforcement and disciplinary officials; or report crimes as lesser offenses than the victim perceives them to be.

D. The right to be free from any kind of suggestions that campus assault victims not report, or under report, crimes because: a.) victims are somehow responsible for the commission of crimes against them; b.) by reporting crimes they would incur unwanted personal publicity.

E. The right to choose a representative and to have that representative present at all proceedings and the right to be notified of the outcome of such proceedings.

F. The right to have Brenau University personnel assist the victim in obtaining, securing, and maintaining evidence (including medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.

G. The right to be made aware of, and assist in exercising any options, as provided by State and Federal Laws or regulations, with regard to mandatory testing of assault suspects for communicable diseases and with regard to notifications to victims of the results of such testing.

H. The right to counseling from the university counselor.

I. If a campus sexual assault is reported; Brenau University personnel will take necessary steps or actions to prevent any unnecessary or unwanted contact with alleged assailants, including but not limited to immediate relocation of the victim to safe and secure alternative housing.

Sexual Offenders

The federal government requires all universities and colleges to provide information on how to access information on sex offenders living on or near the campus. To obtain this information go to www.ganet.org/gbi/siclainm.html. You may obtain registered offenders in a number of ways. It can be done by zip code, city, country, or name. We have added a link to this website from Brenau's Security web page. The link is described as "Megan's Law" information. The Security Office will maintain a current list of registered sex offenders for Hall County. This list can also be accessed on the web page under the link for Security.

Student Travel During Active Terms of Enrollment

Students are expected to take an active role in their educational experience and that of their peers at Brenau University. As such, students who are registered for on-ground courses in any active term are required to be physically present at their respective instructional site for all class meetings and related activities listed on the Academic Calendar, including:

- the first day of the term
- the last day of the term
- the scheduled final exam period
- all other formally scheduled class meetings throughout the semester as listed on the Brenau University Registrar's website

Student travel, whether domestic or abroad, that causes absence(s) from registered courses during terms of active enrollment, and that is not sponsored nor required by official university activities, will not be permitted.

If extenuating circumstances arise that require travel and prevent a student from being physically present during certain dates of active enrollment, the student must submit documentation in writing to delegated representatives of Academic Affairs and Student Development & Engagement, including the executive director of academic initiatives & student success and the dean of student life & leadership or their respective delegates. Following verification and consideration of the information provided, the student and the faculty of each enrolled course will be notified of the dates for which the absence is approved, if any. Although this process allows for the approved absences to be marked as excused, each faculty member may provide extensions or alternate due dates for assignments at their discretion.

Failure to abide by this policy may negatively impact the student's outcome in their enrolled courses, and violations may additionally be subject to sanctions and penalties as described in the Student Expectations & Conduct Process in the Student Handbook.

Title IX

Information regarding Title IX and policies can be found here:
<https://intranet.brenau.edu/student-services/title-ix/>

Vandalism

Destroying, defacing, and/or damaging of University property or the property belonging to students, faculty, staff, or guests of the University is prohibited.

Unauthorized Entry or Use of University Facilities

Brenau University is considered private property and access to the building and facilities is restricted to those who have justifiable cause for being present.

Any student who enters a building after the building has been closed; or who remains in a building after hours without authorization; or who fails to leave a building when directed to do so by a University Official will be subject to disciplinary action. No student or visitor shall make or abet unauthorized entry into or use of any University facility, building, office, attic, or onto any roof or other University property. Students shall not enter residential rooms to which they have not been neither assigned nor invited. Those who violate regulations, whether they are students or non-students, are subject to restrictions from University owned buildings.

The safety and security of all University buildings and the contents of those buildings are the concern of all members of the University community. The unauthorized possession of any key to any University building or office is considered a serious offense and will be subject to disciplinary action.

Violations of University Policies and Procedure

Failure to abide by any published University policy or procedure is prohibited.

Service, Service Animals in Training, and Emotional Support Animals

Brenau University (BU) is committed to maintaining a fair and respectful environment for all living, working, and studying, including individuals with disabilities. This Guideline helps clarify federal, state, and local laws regarding access for service animals that assist students with barriers at Brenau University.

Service Animals: Under the Americans with Disabilities Act (ADA), a *Service Animal* is defined as a dog or miniature horse trained to do work or perform tasks for an individual with a disability (Handler), including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. *Service Animals* are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship **do not** constitute work or tasks for the purposes of this definition.

In addition to the stated provisions for the service dogs, ADA has separate provisions for miniature horses individually trained to do work or tasks for individuals with disabilities. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the Miniature horse's type, size, and weight; and (4)

whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

Handlers are ***strongly encouraged*** to register their Service Animal with the appropriate office to ensure adequate support is provided in the case of building evacuations, incidents involving the Handler or Service Animal, or other situations that may arise. The Office of Accessibility Services shall maintain appropriate records for student Handlers or Partners, and the Office of Human Resources shall maintain such records for University faculty or staff. To voluntarily register the Service Animal, Handlers should complete the *Service and Assistive Animal Registration and Information Acknowledgement Form* (<https://forms.gle/XoeGJYipTBDPgKXGA>) and submit it to the appropriate office. Following receipt of the submitted form, the Office of Accessibility Services or Human Resources will then provide the information to other University offices who may need to be aware of the presence of the Service Animal (e.g., Campus Security, Student Services, Residence Life Director, Office Managers in affected buildings, Dining Hall Director).

University Housing: Residents accompanied by service animals must notify Residence Life in writing at residencelife@brenau.edu and sign the appropriate service animal notification form from the OAS office before the animal can reside in University Housing. Students are also encouraged to register with the Office of Accessibility Services if other housing or campus accommodations are needed.

The provisions of this Policy are minimal requirements that may be supplemented by more specific requirements and procedures developed and implemented by individual Brenau units due to the particular circumstances involved. Upon approval by the University Disability Compliance Officer, these shall also be enforceable under this Policy.

Responsibilities & Rights of Service Animal Handler:

Owner/Handler: the individual with a disability, as defined under federal and state law, who uses a service animal to perform a work or task directly related to the individual's disability. A Handler may also be a personal care attendant who handles the animal for a person with a disability.

Partner: a person engaged in the training of a service animal for the purpose of accompanying a Handler.

Service Animals in Training: dogs trained by a trainer identified as an agent or employee of an entity specialized in training dogs to become service animals.

Service Animal Access:

Service Animals must be allowed to accompany Handlers in all areas of Brenau University, subject to the restrictions outlined below.

- Only limited inquiries are allowed once a service animal has been identified. Staff/Faculty may ask two questions:
 1. Is the dog a Service Animal required because of a disability?
 2. What work or task has the dog been trained to perform?

Faculty/Staff cannot ask about the person's disability, require medical documentation, a unique identification card, or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

- Allergies and fear of the Service Animal are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to a service animal's dander and a person who uses a Service Animal must spend time in the same room or facility, such as a college classroom, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- A person with a disability cannot be asked to remove his Service Animal from the premises unless:
 1. the Service Animal is out of control, and the handler does not take effective action to control it
 2. or the Service Animal is not housebroken.

When there is a legitimate reason to ask that the Service Animal be removed, staff must offer the person with the disability the option to obtain services without using the service animal.

- People with disabilities who use Service Animals cannot be isolated from others, treated less favorably than others, or charged fees that are not charged to others without animals.
- Under the ADA, Handlers are required to keep their Service Animals under their direct physical control at all times by means of an appropriate leash or other lead that enables the Handler/Partner to maintain close and direct physical control of the Service Animal. An exception may be made if a service animal must be off leash to perform their specific task.

Service Animals in Training

Definition: Under the Americans with Disabilities Act (ADA), a Service Animal is defined as a dog that is individually trained to do work or perform tasks for people with disabilities. While the dog is being trained, it is a Service Animal in Training.

Dogs being trained as service animals are afforded the same rights of access as a service 24 animal, and as such are covered by the remainder of this policy. Partners, those accompanying dogs being trained to be service animals, are subject to certain identification and other requirements and need to be registered with the Office of Accessibility Services.

Responsibilities & Rights of Individuals Training the Animal

Individuals training the animal must meet with the Office of Accessibility Services to register the *Service Animal in Training* (<https://forms.gle/VmBChP1hseVgU4Qw7>). Failure to adhere to the responsibilities may be grounds for removal of the *Service Animal in Training* from Brenau University facilities.

- Individuals training the animal are required to keep their Service Animal in Training under their direct physical control at all times by means of an appropriate leash or other lead of a type and length that enables the Partner to maintain close and direct physical control of the Service Animal in Training.
- Individuals training the animal should not transfer the control to another person. Any person seeking to reside in university housing should obtain permission from the Director of Residence Life to house the Service Animal in Training on campus.
- Handlers/Partners are required to remove a Service Animal that is unruly or disruptive (e.g., biting or attempting to bite, excessive barking, running around, jumping at or up on people, or other excessive physical activity that goes beyond repositioning itself on the down stay), or may be directed to do so by a University faculty or staff member or by any member of University Security. In the event of such behavior by a Service Animal, it may be denied access to University facilities until the Handler/Partner can demonstrate that they have taken sufficient steps to correct or control the unacceptable behavior of the Service Animal.
- Handlers/Partners shall not bring an ill Service Animal to University facilities and must remove it immediately if it becomes sick.
- In the event of any such incident and after the immediate clean-up action required above, the Handler or Partner must notify an appropriate University employee in the affected building or area of the incident, such as those persons performing custodial or reception functions in the affected building so that further deodorization and disinfection procedures can be performed as needed.
- Handlers/Partners must ensure that the Service Animals are housebroken. Service Animals will be excluded from University facilities if they are not. In the event of an isolated incident of a Service Animal failing to control its bodily eliminations due to illness or appropriate handling, it is the sole responsibility of the handler/partner to clean the area completely.
- The Handler/Partner is responsible for the immediate, proper clean up and disposal of any bodily fluids or solid waste from the Service Animal, indoors or outdoors. Proper clean-up will depend on the specific circumstances but includes, at a minimum, the immediate physical removal of any liquid and solid wastes and disposal of the same, and the cleaning materials used, wrapped securely in a plastic bag and deposited in an outdoor waste container. To this end, Handlers/Partners are required to have in their possession at all times when accompanied by their Service Animals, appropriate and sufficient cleaning materials and disposal bags whenever their Service Animals are present in University facilities or grounds.
- Animal feces may not be disposed of in any indoor trash receptacle or through the sewer system inside any building at the University.

- In the event of any such incident and after the immediate clean-up action required above, the Handler or Partner must notify an appropriate University employee in the affected building or area of the incident, such as those persons performing custodial or reception functions in the affected building so that further deodorization and disinfection procedures can be performed as needed.
- In all cases of damage to University facilities by a Service Animal failing to control its bodily eliminations due to illness or accident or in any other manner, the Handler/Partner is personally responsible for the cost of additional cleaning or repairs to University facilities.
- In the case of any incident involving injury to a person by a Service Animal in Training, the individual training the animal should immediately report to university public safety so that the incident can be properly investigated and documented. The Partner shall also fully comply with any state or local law or regulation requiring additional reports to other government agencies that may be required due to the physical injury caused by the Service Animal in Training.

Brenau University Responsibilities for Service Animals and Service Animals in Training

Exceptions to any provision of this guideline, including restrictions placed by university offices on access to specific areas or other aspects of university facilities, will be considered on a case-by-case basis. The written request for exception is submitted to the director of the Office of Accessibility Services not less than five business days prior to the effective date of such exception.

The Director of the Office of Accessibility Services will consult with other appropriate members of the university community in an interactive process, considering all of the relevant facts and circumstances.

Emotional Support or Comfort Animals (ESA)

Definition: Under the federal Fair Housing Act (FHA), an animal providing emotional support, well-being, or comfort that eases one or more identified symptoms or effects of a documented disability. Emotional support animals may also be referred to as comfort or therapy animals. Emotional support animals are not individually trained to perform specific work or tasks. Pets (as defined below) are not considered ESAs.

Pet: any animal kept for ordinary use and companionship that does not meet the definition of an ESA.

Responsibilities & Rights for individuals with ESA's

Students are **required** to register the Comfort or Emotional Support Animal with the Office of Accessibility Services.

For a Comfort or Emotional Support Animal to be permitted to reside on campus, the person who is applying to bring the animal to campus and the Comfort or Emotional Support Animal must register with the Office of Accessibility Services. The student will provide documentation verifying (<https://forms.gle/92ghSv2vEFWBhNpS9>)

- the student has a disability,
- the animal is necessary to afford the person with a disability an equal opportunity to use and enjoy a dwelling and
- there is an identifiable relationship between the disability and the emotional support the animal provides.

To qualify for this accommodation, a student must meet the federal definition of disability and must provide supporting documentation, such as a letter from a physician or other medical professional, stating that the student has a disability and that the Comfort or Emotional Support Animal provides a benefit for the individual with the disability.

The student will identify and obtain the signature of another individual who will provide care and maintenance for the Comfort or Emotional Support Animal if the student becomes incapacitated or is unable to care for it. The student will give the university permission to contact their animal's veterinarian, and the student will submit additional documentation if needed.

The student is responsible at all times for the actions of their animal. If the student violates any provision of this guideline, they may be required to remove the animal from university housing immediately.

- All are required to keep their animals under direct physical control at all times, outside their assigned residence unit as permitted by this Policy. A Handler or Partner must maintain close and direct physical control of the Service Animal at all times by means of an appropriate leash or other lead of a type and length that enables the Handler or Partner to maintain close and direct physical control of the Service Animal. If a Handler is unable to use these restraints because of their disability or because use would interfere with the safe and effective performance of work or tasks, then the animal must otherwise be under the Handler's control by voice control, signals, or other effective means. An example of an out-of-control ESA would be an animal that repeatedly gets loose and runs at large, even if it does not physically injure another person or ESA.
- All are prohibited from transferring control to another person, even momentarily, requesting the assistance of other persons in supervising or controlling their animals or otherwise leaving the presence of their animals for any period of time while on Brenau University facilities, except as provided by this Policy or other Brenau University policies. Owners are responsible for ensuring that the animal is contained appropriately when not present in the residence unit for class, work, or other activity.
- All must ensure that their animals are kept clean, well-groomed, and in a healthy, clean environment.

- Student ESA owners are responsible for cleaning up and removing animal waste. All are responsible for maintaining their animals in a sanitary and clean manner in the residence halls.
- Proper clean-up will depend on the specific circumstances but includes, at a minimum, physical removal of any liquid and solid wastes and disposal of the same and the cleaning materials used by securing the materials in a plastic bag and depositing the bag in an outdoor waste container. To this end, all owners are required to have in their possession at all times when accompanied by their animals appropriate and sufficient cleaning materials and disposal bags whenever their animals are present on BU facilities or property.
- In the case of a Handler whose disability prevents or impairs the ability to comply with the requirements of this paragraph, as required by applicable federal laws, it is the responsibility of such Handler to have previously made satisfactory arrangements for a third party to perform all actions required by this paragraph. The OAS or HR Workforce Engagement is available for consultation on making third-party arrangements if needed. In all cases of damage to BU facilities or property by an animal failing to control its bodily elimination due to illness or otherwise, the owner is responsible for the cost of additional cleaning or repairs to BU facilities or the cleaning, repair, or replacement of damaged property.
- Handlers, Partners, and student ESA owners shall be liable for any and all resulting costs when an animal causes damage to BU facilities or property or injury to persons. In all cases of damage to BU facilities or property by an animal failing to control its bodily eliminations due to illness, accident, or otherwise, the owner is personally responsible for the cost of additional cleaning of or repairs to BU facilities or the cleaning, repair, or replacement of damaged property. In the case of any incident involving injury to a person by an animal, the owner shall immediately report to the Brenau University Public Safety so that the incident can be properly investigated and documented. The owner shall also fully comply with any state or local law or regulation requiring additional reports to other government agencies that may be required due to the physical injury caused by the animal.
- All approved animals must be in compliance with state and local laws regarding health, vaccination, and care of the particular type of animal.

Sensitivity to individuals with allergies and those who fear animals is important to ensure the integrity of the academic and residential community. All roommates, suitemates, or apartment-mates of the owner must agree to allow the ESA or Comfort animal to reside with them. If one or more roommates, suitemates, or apartment-mates do not approve, either the owner and animal or the non-approving roommates, suitemates, or apartment-mates, as determined by the Director of Residence Life, may be reassigned to a more suitable location.

Residential Student Rights & Responsibilities

Your enjoyment of life in the residential community will depend, to a large extent, on the thoughtful consideration that you demonstrate for each other. As a community member, you should expect the following rights and responsibilities:

Rights

- A. To study and sleep free from undue interference
- B. To expect that community members will respect one's personal belongings
- C. To have a sanitary environment in which to live
- D. To have free access to one's room and facilities
- E. To have personal privacy
- F. To have a safe and secure room
- G. To assert one's self through respectful communication
- H. To be free from fear of intimidation, physical and/or emotional harm

Responsibilities

- A. To abide by the Honor Code, Handbook, and University policies and procedures outlined within this publication, in the University Catalog, and on the Housing Contract.
- B. To accept responsibility for guests and their actions during their stay on campus.
- C. To treat fellow community members as you would wish to be treated with dignity and respect.
- D. To hold fellow students accountable for upholding the safety and security of the community.

Residence Hall Policies

Residential Student Rights & Responsibilities

Your enjoyment of life in the residential community will depend, to a large extent, on the thoughtful consideration that you demonstrate for each other. As a community member, you should expect the following rights and responsibilities:

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- A. To abide by the Honor Code, Handbook, and University policies and procedures outlined within this publication, in the University Catalog, and on the Housing Contract.
- B. To accept responsibility for guests and their actions during their stay on campus.
- C. To treat fellow community members as you would wish to be treated with dignity and respect.
- D. To hold fellow students accountable for upholding the safety and security of the community.

Access

Residence Hall Policies Students may not access residential spaces during University breaks without written permission from the Director of Residence Life or a designee. Students who violate this policy may be subject to a minimum \$250 fine, conduct sanctions, and loss of placement.

Advance Room Payment

A non-refundable \$300 advance room payment must be paid to the University Business Office prior to a returning student applying for a room for the coming academic year. Proof of payment will be required at time of housing sign-ups for all returning students. Room placements will not be secured until the advanced room payment is received. No advance room payment is required for Summer Session Term. The room cost for each semester shall be paid in full as outlined by the University Business Office.

Appliances

- A. The capacity of the electrical system in the residence halls, sorority houses and apartment units is limited, and overloading these systems can present fire and safety hazards.
- B. Use of electrical “octopi” (multiple head plugs) and extension cords to obtain a greater number of outlets is prohibited. We highly recommend that students purchase a UL-approved multiple outlet that contains its own fuse and has surge protection. Relaying surge protectors (i.e., plugging one surge protector into another to reach a greater distance) is not allowed.
- C. Surge protectors cannot be placed on the floor or in or near a bed where they can be covered by bedding. Per directive of the local fire marshal, surge protectors need to be mounted approximately 18 inches from the floor on the wall or adhered to the side of the desk. Battery backup units (ups) are approved to remain on the floor.
- D. Placing cords under an item, such as a rug, or in walkways and doorways is prohibited. If a cord must run near a walkway it cannot be taped down but must be protected in the rubber channel protective strips. All Fire Code regulations, which are in accordance with the Gainesville Fire Marshal, must be met at all times. Failure to do so could result in the closing of a house or halls, or a personal fine to those in violation.
- E. Radios, stereos, computers, desk lamps, small televisions, and other small appliances are permitted, provided the equipment is kept in safe operating condition.
- F. Microwave ovens, between 600-700 watts, and small refrigerators, 2.5 cu. ft. not to exceed 4 cu. ft., are allowed. Microwaves and refrigerators must be plugged directly into the dedicated wall outlets. Microwaves and refrigerators must maintain reasonable standards of sanitation and cannot be placed in a closet or other enclosure that restricts adequate ventilation. Rice cookers with auto shut off are permitted.
- G. The following items are not permitted in residence halls, sorority houses and apartment units:
1. Open element appliances (i.e., hot plates, broilers, space heaters, coffee cup warmers, coffee pots with open heat elements, ovens, toasters, immersion heaters, kerosene heaters, ceramic or forced air radiant heaters) are not allowed
 2. Power tools
 3. Halogen lighting
 4. Sun lamps / Lava lamps
 5. Outside antenna or satellite dishes
 6. Air conditioners
- H. It is critical that users exercise precautionary measures when using appliances. Electric stoves installed in limited University housing have been equipped with a fire safety suppression system designed to extinguish any fire that may occur during cooking (please see “Damages” and “Fire Safety” for further information on the fire suppression system). Tampering with electrical systems is prohibited for the safety of all residents and general upkeep of the buildings.
- I. Health and safety inspections of all living areas will occur to ensure compliance with said procedures each month.

Assignments/Room Selection

A. Brenau University encourages educational, social and cultural diversity within University housing. Therefore, room and roommate assignments are made without regard to handicap,

race, orientation, creed or national origin. It is the philosophy of the department that living in a residence hall is an invaluable learning experience for the student. Every effort will be made to ensure the community is one of proper encouragement for ultimate developmental, social, and academic growth.

B. The University's acceptance of an application, contract and damage deposit does guarantee an assignment. Housing is only available for students enrolled for full time status (12 hours undergraduate / 9 hours graduate).

1. Assignments for new students are completed on a first-come, first-serve basis.

Housing information will be emailed to the student shortly after Early Registration which commences in June. A deposit must be paid to the Admissions Office prior to receiving a room assignment.

2. Assignments for returning students are based on seniority in accordance with the number of completed academic hours. Assignments for the coming year occur in March. At the time of room selection, students must have registered for the following semester's classes; are required to fill out a housing contract; and must secure a room. Failure to complete any of the aforementioned steps may impact housing placement.

C. If the Student fails to occupy their room within twenty-four (24) hours after the first day of classes the room assignment may be canceled unless proper notice of late arrival is given to the Dean of Students or the Housing Director.

D. Students remain in their same room assignments from fall through spring semester unless an approved relocation has occurred.

E. First year students are not allowed to move into the sorority houses or upper-class housing.

F. Refer to "Single Rooms" for information regarding private rooms.

Breaks (University Breaks)

A. Checkout times will be posted and properly enforced by Residence Life Staff. Hourly fines will be levied for any student not compliant with the closing requirements during breaks.

B. Only students in good conduct standing are eligible for housing during breaks.

C. Break housing is available on a limited basis and must be approved by the Director of Residence Life two weeks prior to hall closure. Daily charges may be assessed for any student remaining on campus during a closing break. Every attempt to find alternate housing must be made by the student. Students who remain on campus during breaks are advised that University support is limited, and security should be notified for emergencies. If break housing is provided then the following guidelines must be followed or the privilege will be immediately revoked:

1. There can be no visitation during the break.

2. All common areas must be kept neat and clean. Everyone is responsible for their trash by placing it in the appropriate dumpsters.

3. Students are responsible for their own meals. 4. All policies of the Student Handbook must be upheld at all times.

Break Check-out

When leaving for break, students should be sure to close and lock windows, unplug electrical appliances, shut off lights, remove all trash and perishable garbage, and lock the room door.

Failure to leave the assigned room in the aforementioned condition will result in a fine to be determined by Residence Life.

Check-in

Each residential student is required to complete a Room Condition Report upon check-in to their assigned room. This report will be checked against the condition of the room at check out, and the student will be financially responsible for any damage cited on the report.

The key registration information is listed at the bottom of the Room Condition Report. It is a record of the keys issued to an individual student. All keys issued must be returned or a replacement fine will be levied.

Every time a student changes rooms, the Room Condition Report must be completed for the new room.

Check-Out

A. When occupancy is terminated, the student must obtain a Room Condition Report with a Residence Life Staff member, who will inspect the room and relieve the occupant of responsibility for the room, its furnishings and equipment, or recommend an assessment against the occupant for damages and missing property. Failure to properly checkout with the Residence Life Staff will result in a minimum fine of \$100 and additional assessment charges for damages and/or missing furnishings, equipment and/or keys.

B. All students should follow these steps below when checking out of the residence hall:

1. Contact the RA 24 hours in advance to schedule a check-out time when the room can be checked for damages and cleanliness.
2. Remove all personal belongings from the room.
3. Clean the room, sweep or vacuum the floor, clean out the desk and drawers, close and lock windows.
4. Remove all garbage to the appropriate disposal.
5. Be sure all university-owned furnishings are returned to their original condition and location.
6. Turn in keys to the RA or Residence Life staff member.
7. Sign the check-out forms.

C. Students will be assessed for all damages, improper check-out, improper disposal of garbage, and loss of keys. These charges may be appealed in writing to the Director of Residence Life within 10 business days of receiving notice of said charges. Improper check-out and key charges are non-negotiable.

Consolidation of Rooms

Upper-class students who are residing alone in a double occupancy room may be granted the following options:

- A. To retain the double room rate by moving to another vacant space; or
- B. To accept a roommate in their current room; or
- C. To pay an additional fee of \$950.00 per semester and retain the double room as a single upon availability.

Brenau reserves the right to change room assignments to best meet the needs of all students. In an effort to build community, traditional aged freshmen are discouraged from having singles. If a student finds themselves in a room without a roommate then he/she could be asked to move into another room with a roommate.

Students are expected to keep their room ready to accept a roommate at any time and understand that it is their responsibility to keep half ($\frac{1}{2}$) the room clean and cleared of personal property. Failure to do so will result in a private room charge.

Damages

A. Any student who is found responsible will pay the cost of replacement, or repair for any breakage or damage to the student's room, its furnishings or equipment, fair wear and tear exempted.

B. Residents of an individual room, apartment or residence hall or house may be required to share the expense of repairing or replacing property in common areas (such as hallways, living rooms, kitchens, bathrooms, study areas or lobby areas) when such repairs are determined to be above and beyond the normal wear and tear.

C. Furnishings or equipment may not be moved from public areas or assigned room without authorization and cannot be taken from the living areas for any reason. Dismantling of University property is strictly prohibited.

D. Damages in common areas which cannot be attributed to an individual student will be assessed to the student population of the house or floor.

E. Electric stoves installed in limited campus housing have been equipped with a fire safety suppression system designed to extinguish any fire that may occur during cooking (Refer to "Fire Safety" policy for further information). Upon the system being activated, the system must be recharged, the stove cleaned and the power restored and checked by University maintenance prior to further use. There are costs associated with this process and charges will be assessed to the responsible party for cleaning and resetting the system. The cost to reset, recharge, and clean the system will be a minimum of \$500. If it can't be determined who caused the discharge or the responsible party does not acknowledge accountability, then the total costs for cleaning and replacement will be divided among all occupants.

F. Tampering with the fire suppression system is prohibited for the safety of all residents and general upkeep of the building. A minimum of \$250 fine will be assessed for each violation.

G. The intentional or reckless destruction /dismantling of any University property or equipment may result in conduct referrals, financial charges, and immediate removal from housing. A minimum of \$250 fine will be assessed for each violation.

H. Charges For damages or abuse to University property can result in a fine to all those living in the area when the responsible party cannot be identified.

I. Charges for damages and cleaning will be determined by the Director of Residence Life. Students who fail to pay assessed charges will have their records flagged, which may prevent registration for classes, obtaining transcripts or receiving grades and/or diploma.

Emergency Residence Hall Procedures

Each hall is provided with a flip chart containing Emergency Residence Hall Procedures in regards to various emergency situations. This flip chart must stay in each hall and be readily accessible to the occupants of the hall. The residents should familiarize themselves with the information in this document. Failure to follow procedures and/or emergency staff can result in the endangerment of others which could result in disciplinary action.

Evacuation of a Residence Hall, House, or Apartment

When a fire alarm sounds or it is necessary to evacuate a living facility, the following must be followed:

- A. Leave the building immediately by heading to the nearest exit and/or stairwell.
- B. Close the room door.
- C. Move quickly but do not run.
- D. Move away from the building.
- E. The evacuation sites are located here
<https://intranet.brenau.edu/wp-content/uploads/sites/11/2014/08/evacsites2016.pdf>.
- F. Communicate that you have evacuated the building safely to your RA immediately.

A Residence Life staff member or an official Brenau employee will inform the students when they may reenter the building. Every student and their guests are required to follow the procedure for evacuating the building and follow the staff's instructions.

Failure to leave the facility or respond to staff's request will result in a referral to the dean of student life for possible conduct charges which could include a fine.

Fire Alarms and Drills

Drills will occur throughout the semester and will be managed by the Residence Life staff and Campus Security.

When the alarm sounds, DO NOT assume it is a drill. Drills are not announced. Follow the "Evacuation of a Residence Hall or House" procedures listed above. Failure on the part of any student or guest to follow fire safety and evacuation procedures will result in a minimum fine of \$100 and referral to the conduct process.

Fire Safety

Due to fire regulations, fire sprinkler lines, smoke detectors, fire alarms, and fire extinguishers cannot be altered, covered or tampered with in any way. The following are mandated by the Gainesville Fire Marshal and set forth by local, state, and federal law.

- A. Extension cords and "multi octopi" (multiple head plugs) are prohibited.
- B. Surge protectors are approved but must be mounted approximately 18 inches from the floor.
- C. Approved appliances (microwaves, refrigerators, heaters, rice cookers) must be plugged directly into a dedicated electrical outlet, not first into a surge protector.

- D. Storage areas must have a ceiling clearance of 24 inches.
- E. The use in individual rooms of open-coil or open-plate devices such as hot plates, coffee pots, space heaters, sun lamps, and toasters is prohibited.
- F. Placing cords which utilize electricity, including those for telephones, computers, etc., under an item such as a rug or within a walkway is prohibited. If a cord has to run near a walkway it cannot be taped down or under a rug but must be protected in the rubber channel protective strips.
- G. The use of open flame or ember devices are prohibited. This includes but is not limited to candles, incense, "plug-ins", heated oil air fresheners.
- H. Fire doors cannot be propped open or blocked with furnishings or other items.
- I. No electric Christmas or patio lighting allowed. Only battery powered, LED strand lighting are approved.
- J. No live Christmas trees are allowed.
- K. All approved combustible materials (paint, paint thinner) must be stored in a metal box in a well-ventilated area.
- L. The use of bug bombs and insect foggers is prohibited. Please report any pest control concerns to your Resident Assistant immediately.
- M. All pathways/stairwells leading to exits must be clear of all obstructions.
- N. Mechanical rooms cannot have any storage items in them.
- O. Sprinkler pipes and heads cannot have anything hanging from them and must have a 24 inch clearance. Items cannot be stacked around, next to or over the sprinkler heads.
- P. Only designated University officials may alter or repair electrical equipment or fixtures which belong to the University. Defects In electrical equipment must be reported to the Residence Life Staff immediately.
- Q. Any wall hangings must be hung at least 18 inches from the ceiling.
- R. Motor powered vehicles are not permitted inside the residence halls, houses or apartments.
- S. Door coverings or openings cannot be totally covered with combustible material, such as cloth, paper, posters, crepe paper or tassels. Decoration is accepted if less than 20% of the surface opening is affected.
- T. The sounding of false fire alarms and tampering with firefighting or safety equipment to include extinguishers, smoke detectors, hoses, exit signs, doors and fire alarm systems is prohibited and will result in a minimum fine of \$250, referral to the conduct process and possible removal from University housing.
- U. Failure on the part of any student to follow fire safety policy stated above will result in a fine of at least \$250, referral to the conduct process and possible removal from University housing.

Guests/Visitation

A guest is considered any individual student or person visiting the residential facility for which they are not assigned.

General Guidelines for Guests:

- A. A student must give their roommate adequate, sufficient, and reasonable notice that they are having a guest in the room or apartment. Guests will not be allowed in the room or apartment without full consent of the roommate.
- B. Standard visitation hours are 10:00am to 12:00am seven days a week.
- C. Students must accompany their guests at all times in the residence halls, sorority houses and apartments. This includes meeting the guest at the entrance door, remaining with the guest during the visit, and escorting the guest out of the building, this includes common areas and stairwells.
- D. Students must register all guests in the hall or building guest log outside of the RA room or designated location for your building
- E. Students should not allow unescorted guests into the building other than their own guests. If this occurs, the guest will be asked to leave.
- F. Students are responsible for the conduct of their guests at all times; especially in assuring that they abide by Brenau policies. Violators may be asked to leave the premises immediately.
- G. There may be no more than six persons in one room for standard visitation.
- H. The presence of a guest shall not restrict the access or entry in the living space nor shall a visitor cause any undue hardship on any other resident. The University reserves the right to determine if a guest has become a nuisance, and restrict visitation.

Overnight Guest Guidelines

- A. Any student or person who is seen in a residential facility for which they are not assigned between the hours of 12:00 am and 10:00 a.m. is considered an overnight guest.
- B. Their host or hostess must complete an electronic "Overnight Guest Form" located here https://brenau.formstack.com/forms/overnight_guest_registration_form. This form must be completed one full business day prior to the visit
- C. If approved, the confirmation must be emailed by the host with your Resident Assistant and roommate(s). Residents must be able to provide confirmation email if requested to any University official.
- D. Overnight guests may stay up to three consecutive nights and no more than six nights in a 30-day period.
- E. Any guests under the age of 16 may not stay overnight. An exception may be considered by appealing to the Vice President of Student Development & Engagement.
- F. There will be no overnight visitation during official University breaks nor the first two weeks and last two weeks of each semester.
- G. Cohabitation is prohibited. Excessive duration of visits or frequency of visits may indicate a violation of this policy.
- H. Overnight guest policy should not be abused. If it is determined by a member of the Residence Life staff that non-student guests are constantly staying overnight, the student will be referred to the conduct system and guest privileges will be revoked.
- I. Students are responsible for the conduct of their guests at all times; especially in assuring that they abide by Brenau policies. Violators may be asked to leave the premises immediately.

Health & Safety Inspections

The University reserves the right to periodically inventory University property and conduct maintenance, safety, and health inspections of rooms. Periodically throughout the semester, the Residence Life staff will be conducting health and safety inspections of all living areas. This is done to make sure all students are living in a safe and healthy environment.

The staff will inspect the living areas and make sure that fire safety codes are being upheld, trash is being emptied, clothes are stored properly, and the living areas are being cleaned regularly. The presence of the occupants is optional.

Inspections will occur each month. If a staff member finds that a student is not in compliance with a policy, they will be given 24 hours to rectify the problem or be subject to confiscation of violation item, a fine, and possible conduct referral. Any item considered a fire or life safety item will be immediately confiscated and turned into the Director of Residence Life. Students may contact said Director to potentially obtain their belongings.

If an item is found that is against University Policies and is illegal in accordance with local, state, or federal law, a University official staff is obligated to confiscate the item with support from Campus Safety and Security and/or Student Development & Engagement Staff. Additionally, conduct action may be taken.

The University reserves the right to inspect residential facilities when deemed appropriate.

Keys/Controlled Access

A. Room and front door keys are the property of Brenau University and may not be duplicated for any reason.

B. If a key is lost or not returned to the Residence Life Office when the student vacates a room/building, the University will re-key the lock and charge the student for all costs involved.

C. All entrance doors to campus residences are locked 24 hours a day.

D. It is the responsibility of each student who obtains a key to make sure that these keys are never loaned or duplicated. The misuse of keys, including the loaning of keys to another individual, will be referred to the University conduct system.

E. Students residing on campus are issued a key for their room/apartment and the front door entrance of their building.

F. For security reasons, if a key is lost, students must notify a member of the Residence Life Department immediately.

G. Students will be charged for all key and/or lock replacements.

H. These charges will be billed to the student by the University Business Office.

I. If a student finds themselves locked out after business hours or during weekends, they should notify the RA on duty to gain access to their room. RA on call phone numbers are listed throughout the halls.

J. During University business hours (Monday-Friday, 8:30 am – 5:00 pm) the student should come to Student Development & Engagement in Owens to receive a loan key. Loan keys must be returned within 1-2 hours.

K. Active undergraduate chapter members not living in their sorority house may receive a front door key to their respective sorority, at the request of the chapter President and discretion of the Director of Residence Life.

L. It is the chapter's President's responsibility to give the Residence Life Department a complete list of current members eligible to receive a front door key each semester. Without this list, keys will not be issued. Once the list is obtained, keys will be issued during specific and scheduled time frames, directly to the Sorority President from the Director of Residence Life. Individual students should not attempt to obtain keys immediately following recruitment, but should wait for notice from their chapter president of approval to retrieve their keys.

M. Chapter Presidents will be required to sign for the keys on behalf of their active members who do not reside in the house and Chapter Presidents will be responsible for ensuring all keys are collected and returned at the end of the academic year to the Director of Residence Life. Failure to return all keys will result in the chapter being charged replacement fees and/or the loss of future key privileges. All members must adhere to policies and procedures related to keys. The privilege of having a key to the sorority house can be revoked if abused or misused.

N. All house keys must be returned to Residence Life no later than the last day of the exams of the spring semester, unless the student is leaving after the fall semester (in which case the key is to be returned at that time).

O. It is the responsibility of the sorority president to notify the Director of Residence Life within two business days when a keyholding member is no longer affiliated with the organization. Failure to do so may result in charges to the sorority.

P. Failure to return the keys will result in the student being charged replacement fees and/or the loss of key privileges.

Maintenance

Brenau University provides routine maintenance to the residential community.

A. Residents who wish to request repairs in their room, bathroom or apartment unit should contact their RA and request submission of a work order.

B. When requesting a work order to be submitted, it is important that you provide your name, building name and room number, and a detailed description of the problem.

C. In the event of a maintenance emergency (flooding, total electrical outage, etc.), contact Campus Safety and Security and your RA.

D. While there is no charge for routine maintenance, repairs made for damages that go beyond normal wear and tear may be assessed a fee.

Medical Accommodations

If a student has a medical condition requiring a private room, then it is the student's responsibility to fill out the formstack form for accommodations:

https://brenau.formstack.com/forms/housing_accommodation_form. Submitting a request does not guarantee approval.

Noise

- A. Courtesy hours are in effect 24 hours a day, and residents are expected to be aware that their actions and behavior do affect other community residents.
- B. Quiet hours are 10:00 p.m. to 10:00 a.m.
- C. During quiet hours all talking, and music/TV volume must be kept at a low level.
- D. Musical instruments may not be played in rooms unless headphones are used.
- E. Noise determined to be excessive and disturbing to the University housing environment will not be tolerated.
- F. The areas around the front entrances and porches of the residence halls and sorority houses are quiet zones between the hours of 10:00 pm and 10:00 am. Noise must be kept to a minimum.
- G. Large groups of individuals' congregating on the porches must keep noise down, or they will be asked to disperse.

Personal Property

The University strives to maintain adequate security and proper maintenance care, but does not assume responsibility for loss of or damage to students' possessions. To ensure maximum security and coverage for unforeseen damage, the University encourages families to cover students' possessions on their current homeowner's policy or through renter's insurance. Residents are encouraged to keep doors locked when not in their rooms and not to leave belongings unattended in common areas.

Pets

For health and sanitation, pets or animals of any type, except fish, are not permitted in any area of the residence halls, sorority houses or apartments.

Animals pose a health risk and are not conducive to community living.

Animals such as frogs, turtles, snakes, and lizards, which can live in a fish tank, are not permitted. One (1) five (5) gallon fish tank per room is permitted.

Guests or visitors who bring pets to campus are not permitted to bring the animals in any area of the residence halls, sorority houses or apartments. Please see animals on campus policy for service or emotional support animals on campus.

Removal from Residential Community

Failure to abide by policies and procedures is considered hazardous behavior and qualifies for Contract termination and removal from University housing.

The University reserves the right to remove the student from assigned housing while such behavior is being investigated through judiciary procedures.

Failure to abide by the requests of University officials, including but not limited to all Residence Life Staff, when acting within the scope of their job responsibilities may result in a loss of residential privileges.

No one may reside in University housing who is not enrolled in Brenau University, unless specifically approved by the Vice President of Student Development & Engagement or designee.

Residency Requirements

All women's college students are required to live on campus in approved residential housing with the following exceptions:

- A. Students who become 21 years of age by the drop/add date
- B. Students who have completed 90 academic credit hours or more and are in good academic standing for the semester may request to live off campus
- C. Students who live with their parents or legal guardian within commuting distance (50-mile radius) from campus may request exemption that is accompanied by a written request from the parent or guardian.
- D. Students who are married and/or have dependents are not required to live on campus.

Students who desire to move off campus in accordance with exceptions a), b), and c) must petition for permission at least one month before the beginning of the semester the student desires to change residential status. This request must be submitted by the student to the Director of Residence Life. If an exception is granted, then the student must complete a "Change of Status" form https://brenau.formstack.com/forms/campus_transfer_request

Undergraduate students who wish to live on campus must be between 17-23 years of age. New incoming undergraduate students must be at least 17 years old by August 1st of a first fall semester, January 1st of a first spring semester, and May 1st of a first summer semester.

Graduate students are housed based on availability.

Roofs, Ledges, and Windows

Students must consider roofs and ledges of University Housing off limits. Articles are not to be placed on exterior window ledges. Window screens are not to be removed. Windows cannot be used for general entrance or exit for a building, unless directed to do so by emergency personnel.

Room Care, Usage and Decorating

A. The University shall not be liable for damage to or loss of any property of any kind which may be lost, stolen, damaged or destroyed by fire, water, steam, defective refrigeration, elevators, or otherwise while on the leased premises or in any storage space owned by the University. Therefore, these guidelines should be followed when occupying your room:

- B. University-supplied furniture may not be removed from individual student rooms.

- C. Students are not permitted to paint or wallpaper their room; nor are they permitted to put nails, screws, or hooks into woodwork, walls, or ceilings. Televisions are not to be mounted on the room walls.
- D. Contact paper, decals, and bumper stickers may not be affixed to University property.
- E. It is recommended that masking tape be utilized to hang posters and pictures.
- F. Lofting beds, bed risers, cinder blocks, waterbeds or water filled furniture, and wood paneling are not permitted in student rooms.
- G. Students are not permitted to hang items from their ceiling or sprinkler pipes - this includes but is not limited to plants, netting, blankets, coat hangers, clothing etc.
- H. Ceiling tiles serve as a smoke and heat barrier, and may not be removed or tampered with.
- I. The outside of room doors and windows are visible to all members of the community, and therefore, decorations should be kept to a minimum. Residents will be asked to remove any offensive or inappropriate materials.
- J. The Residence Life Department also reserves the right to remove offensive items as determined by the Director of Residence Life.
- K. Room care and cleanliness are the responsibility of residents. Rooms must be kept clean for health and safety reasons.
- L. Ironing must be done only on an ironing board, not on the floor. Carpet will burn from an iron even if a towel is used to protect the carpet. This is a fire hazard as well as a source of costly damage.
- M. A student may not use their room for commercial purposes.
- N. Tampering with the cable TV system, electrical outlets or wireless access point is prohibited.
- O. Students cannot sublet the assigned room to another party, or allow non-resident students to live in the room
- P. Questions regarding the appropriateness of decorations should be directed to the Residence Life Department. Students will be assessed for any and all damages to University property for which they are found responsible.

Room/Roommate Changes

- A. All room changes must be approved by the Director of Residence Life.
- B. Students may not change rooms without advance approval of the Residence Life Department.
- C. Room change requests will be considered each semester after the first three full weeks of class. To request a room change, one must do the following:
 1. Discuss with your roommate your wish to change and why. If you are having roommate differences, try mediation with your RA or another member of the Residence Life staff. Often what seems to be a major problem can be resolved with early intervention and a little help from staff members.
 2. If it is then felt that you must change rooms or roommates, you and your roommate must make an appointment with your RA and the Director of Residence Life to discuss moving. Both roommates will have to decide on new roommates.
 3. In the case of a dispute over which roommate remains in the original assigned room, the first student to have paid the housing deposit is given priority.
- D. Upper-class students will have the option to request a private room if space is available. A single room fee will be assessed.

- E. Refer to “Check-out” for proper moving directions.
- F. When changing a room assignment, the student is required to move within 48 hours of the date of approval by the Director of Residence Life.
- G. It is the responsibility of the student to move their belongings in a room change.
- H. Failure to change rooms in accordance with these policies will subject the student to a \$100 fine.
- V. The University reserves the right to relocate or remove students within the residential community.

Search and Seizure/Entering into a Room

- A. Searches may be made with the permission of the occupant (s) of the room and in their presence, when applicable; or without their permission at the discretion of the Vice President of Student Development & Engagement or designee.
- B. A room search occurs when there is a concern for student safety, probable cause, and in cases of investigation for suspected violation of University policy, local, state, or federal laws.
- C. Searches will include looking in and going through personal items within the entirety of the room, guest belongings, and adjoining bathroom and closets.
- D. University staff will seize a student’s personal items that violate a University policy, local, state or federal law; or any item that is needed as evidence in a conduct case; or that could later cause personal harm.
- E. The University reserves the right to request assistance from Campus Security when there is probable cause.

Smoking/Vaping

Smoking of any materials or vaping is not permitted in any residential area. A minimum of \$250 fine will be assessed for those found in violation of smoking within residential areas. Repeated offenses will result in removal from residential spaces.

Smoking is only permitted in designated smoking areas. Specific designated smoking areas have been established throughout the campus. Refer to the “smoking” section in the “General Policies and Procedures.” Vaping is permitted outside away from doors and windows.

Squatters

Squatters will be considered any non-paying individual who has taken up residence in a student housing unit or on the premises, including in tents or outdoor shelters. Apartment storage rooms may not be used as bedrooms, and residents should not consider vacant beds in their unit as an invitation to provide a friend with a place to sleep. Squatters will be served notice of criminal trespass, and their hosts may have their housing agreements terminated. Squatters participate in theft of services. If the squatter is a Brenau student, they will be assessed a fine and/or a pro-rated room and board charge. Any student or student group found to be aiding and abetting a squatter may be subject to fines (no less than \$250) and further disciplinary action.

Trash

Students are responsible for disposing of their trash in the designated trash bins or dumpsters for their respective buildings. All trash should be appropriately bagged and broken items such as

glass or sharp objects should be carefully placed outside of the bag area so housekeeping staff is not at risk for injury. Loose trash items should be placed in an appropriate bag prior to disposal. Students who fail to properly dispose of trash will be assessed a fine for trash removal.

Tuberculosis Screening

The full tuberculosis policy is available upon request in the Health Center. All persons living on campus must complete the Tuberculosis Risk Assessment/Screening from prior to moving on campus and when returning from abroad. Any student with a positive Mantoux test must comply with the guidance of the University Nurse Practitioner to rule out an active case of Tuberculosis and/or receive the appropriate medical care. Failure to comply with medical advice may result in removal from residential facilities.

Vaccinations

Students who choose not to comply with the vaccination schedule may be asked to vacate University housing in the event of an outbreak of a communicable disease.