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Dalton State College Student Code of Conduct

Students of Dalton State College have an obligation to assist in making Dalton State College an effective place for the transmission of knowledge, the pursuit of truth, the development of self, and the improvement of society. By applying to Dalton State, students are responsible for conducting themselves in accordance with both the requirements of law and all Dalton State College rules and regulations.

Mission of Student Conduct

The mission of Student Conduct is to investigate possible violations of the Student Code of Conduct. The goals of the student conduct processes are to provide fair proceedings and equitable outcomes that ultimately educate students, faculty, and staff involved and to enhance ethical development. Additionally, student development will take place through intentional educational activities aimed to encourage responsible citizenship, educate about how choices can harm oneself, others, or the community, and reduce violations of campus policies. Student conduct relies on a collaborative effort between students, faculty, staff, and community members to create the best learning environment for the entire campus community, as well as, to protect the rights, health, and safety of the entire campus community.

I. Definitions

The following definitions apply to this code of conduct and any student conduct proceedings at Dalton State College.

1) Administrative Hearing means a meeting with one hearing officer to determine if a violation of the Student Code of Conduct has occurred. If a student accepts responsibility for the violation sanctions are also determined in this meeting.

2) Business day means a day that Dalton State College offices are open.

3) Code means Dalton State College’s Student Code of Conduct (this document).

4) College means Dalton State College.

5) College Official means any person employed by the College to preform administrative or professional responsibilities. (This includes student workers when acting within their job responsibilities.)
6) **College Premises** refers to all land, buildings, facilities, and other property owned, used, or controlled by the College.

7) **Complainant** means any person who submits a charge alleging that a student violated the Code.

8) **Computing facility** refers to any devices connected to or through the College network and devices owned or contracted by the College, including campus housing networks and resources.

9) **Faculty Member** means any person hired by the College to conduct classroom or teaching activities.

10) **Hearing Officer** refers to a college official authorized by the Vice President for Enrollment and Student Services and/or the Student Conduct Administrator to determine if a violation of the Student Code of Conduct has occurred and assign sanctions when a responsible outcome is reached.

11) **Policy** means the written regulations of Dalton State College as found in, but not limited to, the Student Code of Conduct, Residential Life/Housing Contract, Course Syllabi, the College webpage, Computer Use Policy, and/or the Campus Catalog.

12) **Student** refers to all persons taking courses for credit and not for credit; Student status begins at the time of application to the College.

13) **Student Conduct Administrator** refers to the college official overseeing the student conduct process.

14) **Student Conduct Board Hearing** means a hearing in which a panel of hearing officers (students, faculty, and/or staff) determine whether student has violated the Student Code of Conduct and assign sanctions when a responsible outcome is reached.

II. **Student Conduct Authority**

1) Under the authority of the Board of Regents, Dalton State College is delegated the responsibility for establishing and enforcing regulations pertaining to student conduct (Regents Bylaws, Article VI, Section B.)

2) The Dalton State Student Code of Conduct shall apply to conduct that occurs on all College premises, at College sponsored activities, and off-campus. College
premises includes all locations of the campus- Dalton, Ellijay, and study abroad sites. Off campus conduct that adversely affects the College community and/or the pursuit of its objectives will be addressed through the student conduct process at the sole discretion of the Student Conduct Administrator.

3) Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Students are still responsible for their behavior before classes begin, after classes end, as well as, during periods of time between continuous enrollment (i.e. summer or winter break). The Code applies to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending; the disciplinary matter would be resolved if the student chooses to return to the College.

III. Proscribed Conduct

The following actions are prohibited and constitute a violation of the Student Code of Conduct. Any student found responsible for committing, or attempting to commit, the following misconduct is subject to disciplinary actions and sanctions.

1) Academic Dishonesty
   A) Cheating includes, but is not limited to:
   - Use of any unauthorized assistance or sources in preparation for, or while completing quizzes, tests, examinations, and other course assignments
   - The acquisition, without permission, of tests or other academic material belonging to a member of the faculty or college official
   - Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or classroom directions
   - Unauthorized selling, giving, lending, or otherwise furnishing material which contains the questions or answers to assignments or examinations.
   B) Plagiarism includes but is not limited to:
   - The use, by paraphrase or direct quotation, of the published or unpublished work of another person without clear acknowledgement.
   - The unacknowledged use of materials by another person or agency engaged in selling papers or other academic material
   - Previously submitted work without acknowledgement

2) Alcohol
   A) Possession or consumption of any alcoholic beverage, regardless of a person’s age
   B) Providing, distributing, or an selling alcoholic beverage, except as permitted by law
C) Facilitating the consumption or possession of an alcoholic beverage against college policy and law
D) Disruptive or disorderly conduct caused by the influence of alcohol
E) Off Campus Event Alcohol Policy: Students of legal drinking age, as designated by the state, are permitted to purchase, possess, and consume alcoholic beverages at off-campus activities that are not being funded through student activity funds, institutional funds, or the utilization of campus resources (i.e. State Vehicle). If alcohol is present at an event, attendance must never be required. If an event is mandatory, no alcohol may be served. Even the perception of, or encouragement of, required attendance must always be avoided when alcohol is being served. Persons under the legal drinking age are strictly prohibited from purchasing, possessing, or consuming alcoholic beverages in accordance with law. Exceptions from this policy in regards to the funding of the activity and/or utilizations of campus resources surrounding the activity, if warranted, can be made by the Director of Student Life and/or the Vice President for Enrollment and Student Services.

3) **Computer and Internet Policy**
   A) Unauthorized entry into a file for any purpose, including but not limited to, use, read, transfer or alter the contents
   B) Use of another individual’s identification and/or password to access a campus computer or network
   C) Use of computing facilities and resources to interfere with the work of another student, faculty, or college official
   D) Use of computing facilities to view or send obscene or abusive messages
   E) Use of computing facilities and resources to violate copyright laws

4) **Damage to Property**
   A) Malicious or unauthorized damage or destruction of property belonging to the College, a member of the College community, or visitors to the College
   B) Violations of the [Posting and Publicity Policy](#)

5) **Dating Violence**
   A) A violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
   - The existence of a relationship shall be determined based on victim’s statement with consideration of the length of relationship, type of relationship, and frequency of the relationship

6) **Disorderly Conduct**
   A) Assembly on campus for the purpose of creating a riot, destruction, or diversion which interferes with the normal operation of the College
• This should not be construed to deny any students the right of peaceful, non-disruptive assembly
B) Obstruction of the free movement of persons about the campus, interference with the use of College facilities, or material interference with the normal operations of the College
C) Abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours
D) Obstructing, disrupting, or attempting to obstruct or disrupt any teaching, research, administrative, disciplinary, or otherwise authorized activity
E) Unauthorized audio, photograph, or video recording of any person while of College premises without consent from the individual in the recording, when such a record is likely to cause injury, harm, or distress. This includes, but is not limited to taking pictures of another person without consent in a gym, locker room, or restroom

7) Domestic Violence
   A) a violent crime committed by a current or former spouse, person sharing a child with the victim, and/or a person cohabitating with or that has cohabitated with the victim as a spouse or intimate partner

8) Drugs
   A) Possession and/or use, without valid medical prescription, of any federal or state controlled substances, even synthetic varieties (including prescription drugs and/or any item misused for the purpose of intoxication)
   B) Manufacture, distribution, and/or sale of any federal or state controlled substances, even synthetic varieties (to include prescription drugs and/or any item misused for the purpose of intoxication)

9) Failure to Comply
   A) Failure to comply with directions of properly identified College officials or law enforcement officers action in performance of their duties
   B) Failure to truthfully identify oneself to College officials when requested.
   C) Failure to comply with notices or sanctions pertaining to the student conduct process, including initial meeting requests, notices of student conduct hearings, and sanction requirements.

10) Falsification
    A) Altering, falsifying, counterfeiting, and/or forging any record, form, or document used by the College.
    B) Lending, selling, or otherwise transferring student identification material
    C) Use of student identification materials by anyone other than the original holder
    D) Presenting false information within an official college process, including but not limited to, admission and student conduct proceedings
11) **Fire Safety**
   A) Tampering with fire safety equipment
   B) Setting or causing any unauthorized fire in or on College premises
   C) Refusing to leave a College building when the fire alarm sounds or when directed to leave by College officials for fire safety reasons
   D) Unauthorized possession, sale, furnishing, and/or use of any incendiary device is prohibited
   E) Possession, sale, furnishing, and/or use of explosives of any kind on College premises or at a College function. Explosives refer to any substance prepared for the purpose of combustion, explosion, or detonation, including fireworks.
   F) Possession and/or use in a Residential Life facility of any fire safety hazard included in the on-campus housing contract

12) **Gambling**
   A) The playing of cards or any other fame of skill or chance for money or other items of value, unless part of a college approved event

13) **Harm, Threat, or Endangerment**
   A) Physical abuse, verbal abuse, threats, harassment, coercion, and/or other conduct which threatens or endangers the health/safety, causes significant distress, or alters daily living of any person (This includes acts over any means of electronic communication)
   B) Intentional actions, inactions, or negligence that leads to actual or potential harm to others (physical and/or emotional)
   C) Harassment or terrorism which uses force or threats to intimidate or promote fear

14) **Hazing**
   A) Any practices, ceremonies, behaviors, rites of introduction which tend to cause, require, or allow mental or physical suffering
      - All rites, ceremonies, or practices of initiation or orientation into the life or membership of any college group or organization should be of an educational, historical, functional, and inspirational nature consistent with the accepted principles of higher education at Dalton State College.
   B) Any action taken or situation created intentionally or unintentionally, on or off campus, which could be reasonably expected to produce emotional or physical discomfort, embarrassment, harassment, ridicule, the violation of college policy, and/or the violation of any local, state, and national laws.
      - All policies of Dalton State College as well as local, state, and federal laws shall supersede those policies of national or local organizations.
      - All assessments to the appropriateness of an action in regards to hazing will be considered within the context of the College community as a whole,
not just within the organization, and shall be determined by the Director of Student Life or designee.

- Activities listed above in 14.A & 14.B will be considered hazing even if the activity is said to be voluntary.

C) Hazing in connection with, or as a condition of or precondition of, gaining acceptance, membership, office, or other status in a recognized student organization or other college-sponsored activity.

- Individual students and organization as a whole can be held responsible for their actions in promoting and/or actually hazing other students.

15) **Joint Responsibility for Infractions**

A) Aiding, abetting, and/or encouraging violation of College policy

16) **Other Campus Policies**

A) Violating any campus, program, or housing regulations published in hard copy or available electronically.

- The Code is a minimal set of standards. Other offices and departments may set forth more strict policies.

17) **Sexual Misconduct**

A) Sexual assault is done without consent and includes the following, but is not limited to: the touching of one’s genitals, buttocks or breasts, the forcing of another touch another’s genitals, buttocks or breast, and sexual intercourse

- Consent in regards to sexual misconduct is defined as a clear, unambiguous, knowing, informed and voluntary agreement between all participants to engage in sexual activity.

  (a) Consent is active, not passive. Silence or lack of resistance cannot be interpreted at consent.
  
  (b) Seeking and having consent accepted is the responsibility of the person initiating the sexual act.
  
  (c) Consent to any prior sexual activity between any parties does not constitute consent to any other sexual act.
  
  (d) Consent may be initially given but can be withdrawn at any time. When consent is withdrawn or cannot be given sexual activity must stop.
  
  (e) Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs and/or alcohol, the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent.
  
  (f) Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
B) Sexual Harassment: unwelcome conduct of a sexual nature. It can include verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment of a student can deny or limit, on the basis of sex, the student’s ability to participate in or benefit from services or opportunities in the school’s education program or activity. (U.S. Department of Education- Office of Civil Rights)

18) Stalking
A) Engaging in a course of conduct (two or more acts), directed at a specific person, that causes a reasonable person to fear for his or her safety or the safety of others or causes that person to suffer substantial emotional damage. This includes but is not limited to directly or indirectly following, monitoring, observing, surveilling, threatening, communicating, or interfering with a person and their property.

19) Smoking and Tobacco
A) The use of all forms of tobacco products on College premises
   • Tobacco products is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking device that use tobacco such as hookah, or simulate the use of tobacco such as vaporizers, or electronic cigarettes
B) Advertising, sale, or free sampling of tobacco products on College premises, unless specifically stated and approved for research purposes

20) Unauthorized Entry or Use of College Facilities
A) Unauthorized entry into any college building, office, or other facility
B) Remaining without authorization in any building after normal closing hours

21) Violation of Outside Law
A) Violation of local, state, or federal law, on or off campus

22) Weapons
A) Possession of weapons on College premises or at events sponsored or supervised by the College, even if the weapon is legally possessed
   • Exceptions may be made for official use authorized by the College
   • Federal, state, and local law enforcement officers are exempt from this regulation.

IV. Student Code of Conduct Procedures

1) Student Rights
During the student conduct process, accused students shall be afforded the following rights:

A) To receive notice of alleged violations
B) To seek information from the Student Conduct Administrator or a hearing officer about the review and resolution processes
C) To be accompanied by one advisor of his/her choice to conduct meetings and hearings
D) To present relevant information on his/her behalf
E) To request relevant witnesses in his/her behalf
F) To remain silent and have no interference of responsibility drawn from such silence
G) To be informed of the disciplinary outcomes in writing
H) To appeal decisions on specific grounds
I) To attend classes and required College functions until a hearing is held and a decision is rendered. Exceptions can be made when an interim suspension is imposed. See section “E” for further details on interim suspensions.

2) Complaints
Anyone may submit a report detailing possible violations of the Student Code of Conduct. Reports should be directed to the Student Conduct Administrator. Reports should be submitted as soon as possible after the event takes place, preferably within one week. However, there is no deadline for submitting a compliant, assuming the accused student is or was a student at Dalton State at the time of the violation and there is adequate information for a hearing.

3) Review
The Student Conduct Administrator or hearing officer shall conduct a review of the complaint to determine if the complaint has enough information to proceed in the student conduct process. Specific charges will be assigned to accused students during the review process.

4) Administrative Hearing
Administrative Hearings are meetings between the accused student and a hearing officer. If a student accepts responsibly for the specified violation(s) the hearing officer can determine and assign sanctions in the initial meeting or in a subsequent meeting. Any administrative hearing shall be final. Only the sanction assigned can be appealed by a student after an administrative hearing. If responsibility is not assumed for the charges and/or case cannot be handled via an administrative hearing, the case will be forwarded to a Student Conduct Board Hearing.

5) Student Conduct Board Hearings
A) Student Conduct Board Hearings are meetings between a student conduct board, the accused student, and the complaining party. The student conduct board will determine from the material present whether the accused student
has committed a violation of College policy following the criteria detailed below. Prior to the hearing all charges shall be presented the accused student in written form and a time shall be set for the hearing, at least three calendar days in advance from the issuing of a Student Conduct Board Hearing Notification letter via Dalton State email.

B) The Student Conduct Board is a panel of hearing officers. The hearing officers are mix of faculty, staff, and students. Student Conduct Boards strive to have 5 hearing officers on each board, however a student conduct board hearing can proceed with 4 hearing officers if needed.

C) Student Conduct Board Hearings shall be conducted according the following guidelines:

- **Standard of Evidence:** The Student Conduct Board’s decision shall be based on a preponderance of evidence. Preponderance of evidence can be defined as just enough information to determine “more likely than not” a violation did occur or did not occur.

- **Information for the Student Conduct Board:** Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson. Additional information from the complainant or accused student should be submitted to the Student Conduct Administrator at least two (2) calendar days in advance of the hearing.

- **Persons in a hearing:** The complainant, accused student, and the advisor, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received, excluding deliberations. Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or the Student Conduct Administrator.

- **Advisor:** The accused student can be assisted by one advisor of his/her choosing, at his/her own expense. The complainant, only in Title IX hearings, can be assisted by one advisor of his/her choosing, at his/her own expense. An advisor can be, but is not limited to a parent, fellow student, faculty member, or lawyer. The complainant and/or the accused student is responsible for presenting his/her own information, and therefore, advisors are not permitted to speak or to participate directly in the Student Conduct Board Hearing. A student should select an advisor whose schedule allows attendance at the scheduled date and time for the
Student Conduct Board Hearing. Delays will not be allowed due to the scheduling conflicts of an advisor.

- **Witnesses:** The complainant, accused student, and student conduct administrator may arrange for witnesses to present pertinent information to the Student Conduct Board. Witnesses can include, but are not limited to persons who have pertinent information regarding the matter and/or are a direct witnesses to the matter. Character witnesses are not allowed. The College will try to arrange the attendance of witnesses who are member of the College community and who are identified by the complainant and/or accused student at least two (2) calendar days in advance of the Student Conduct Board Hearing. Witnesses will provide information and answer questions during the hearing.

- **Questions:** Questions may be suggested by the accused student and/or complainant to be answer by each other or by other witnesses. If necessary, the Student Conduct Administrator can deem it necessary for such questions to be directed to the chairperson, rather than to the witness or other party directly. This is done to preserve the education tone of the hearing and to avoid creation of an adversarial environment. The chairperson of the Student Conduct Board hearing will determine whether potential questions are relevant to the case being heard.

- **Deliberations:** In closed deliberation, the Student Conduct Board shall determine, by a majority vote (at least three members in agreement on an outcome), whether the accused student is responsible or not responsible for a violation of the Code.

- **Outcome:** The decision reached at the hearing shall be communicated in writing via the student’s Dalton State College email address within two (2) days after the hearing. Students shall be notified of their opportunity to appeal and the directions to do so. All sanctions will stand as given and no deadlines will be extended until it is determined that an outcome is overturned by appeal.

- **Procedures:** All procedural questions are subject to the final decision of the Student Conduct Administrator or designee. Formal rules of process, procedure, and technical rules of evidence that are applied in criminal or civil court are not used in student conduct proceedings.

- **Multiple Accused Students:** If a case involves more than one accused student, the students’ Student Conduct Board Hearings may be conducted together.
• **Distance Students**: Distance Education students will have a comparable yet accessible hearing that follows these guidelines as closely as possible.

• **No Show Students**: Student Conduct Board Hearings shall proceed in the event that an accused or complainant student chooses not to appear. The charges shall be presented and considered in the absence of the student. Five minutes after the schedule hearing time, the hearing will begin, regardless if the accused or complainant student is present.

• **Record of the Hearing**: There shall be a single verbatim record, such as an audio recording, of all Student Conduct Board Hearings, not including deliberations. The record shall be the property of Dalton State College. The tape recording and/or summary transcription of the proceedings shall be kept and made available at the student’s request for the sole purpose of an appeal of an outcome or sanction. The student may also have a verbatim script of the Student Conduct Board hearing made at his/her own expense.

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**V. Title IX Procedures**

1) Victims of sexual assault, sexual harassment, stalking, dating violence, or domestic violence are afforded rights that are recognized by Dalton State College.

   A) **Accommodations**: The College recognized the need to assist victims of sexual assault, sexual harassment, stalking, dating violence and domestic violence. Please contact The Office of Student Life so that accommodations can be rendered.

   B) **Filing a report**: Student-on-student Title IX misconduct cases should be referred to the Student Conduct Administrator in the Office of Student Life. Title IX misconduct cases involving a faculty or staff member should be directed to the Director of Human Resources. Please note, these reports are for college administrative processes; if a victim wishes to make a criminal report they should contact their local police department.

   C) The following disciplinary procedures will apply in student-on-student Title IX cases:

   • Reports of sexual assault, sexual harassment, stalking, dating violence, and domestic violence will be reviewed and heard if there is an accused student.
If interim steps are necessary to provide protection and assurance to either party, the Vice President for Enrollment and Student Services will determine the institution of such steps upon receiving a formal complaint.

All Title IX hearings will be heard by the student conduct board and can never be sanctioned with mediation.

Both the student complainant and accused student will be notified of all proceedings and outcomes at the same time and in the same manner throughout the student conduct processes.

The complainant students can, but does not have to be present while the accused student is being questioned and vice versa. No direct questioning or “cross examination” will take place between the complainant student and accused student. All questions for each other will be directed to the chairperson of the hearing, who will them as the questions on behalf of each student.

Both the student complainant and accused student can appeal the outcome of a hearing, regardless of the outcome (responsible or not responsible), by following Dalton State’s appeal process outlined in Section VIII of this Code.

Any Title IX review and disciplinary proceeding can take place concurrent with criminal investigations and proceedings.

All efforts will be made to conclude a Title IX hearing within 60 days of receiving the formal complaint.

VI. Sanctions

1) The following sanctions are possible disciplinary sanctions which may be imposed upon a student who is found responsible for a violation of the Student Code of Conduct. This list is not exhaustive and may be enlarged or modified to meet particular circumstances for a given case. Sanctioning in administrative or student conduct board hearings will be based on the severity of circumstances surrounding the incident under review, disciplinary standing at the time of violation, and previous violations at Dalton State and/or at previous institutions.

A) **Disciplinary Warning**: A written notice intended to draw attention to the fact that the behavior under review was not in accordance with Dalton State Policy.

B) **Disciplinary Probation**: A written reprimand for violation of specific policy. Probation is for a designated period of time, and if the student is found to violate any College policy during the probationary period more severe disciplinary sanction, such as suspension or expulsion, will be imposed.
C) **Disciplinary Suspension:** This is temporary separation from Dalton State College for a set period of time. Suspended students cannot be present on campus or enrolled in any classes (including online) during their suspension. If a suspension is imposed in the middle of a term, all grades for that time period will result in zeros, and no classes can be dropped or withdrawn from. Suspended students cannot benefit from privileges of current students, such as use of the gym, library, or campus housing. Suspended students who need to be on campus for the purpose of re-enrolling should contact the Office of Student Life and Public Safety for permission prior to coming on campus.

D) **Disciplinary Expulsion:** This is permanent separation from Dalton State College. Students who are expelled are no longer a part of the Dalton State community in any way and cannot regain such status at any point in the future. Expelled Students are not allowed on Dalton State premises without prior approval from the Office of Student Life and Public Safety.

E) **Loss of Privileges:** Denial of specific privileges for a designated period of time (i.e. housing, attending events, use of recreation facilities, etc.)

F) **Fines:** Previously established and published fines may be imposed.
   - A violation of the Smoking and tobacco policy results in a $50 fine. Housing contracts dictate a different fine for smoking in Residential Life facilities, which supersedes the $50 general campus smoking and tobacco fine.

G) **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

H) **Educational Sanctions:** Essays, reflection assignments, community service, and other related educational assignments that reflect learning related to the reviewed incident.

I) **Referral to Counseling:** an initial referral to Dalton State Counseling services.

J) **Residential Living Evictions:** Separation of the student from the residence halls for a defined period of time or permanently. Conditions for readmission to the residence halls may be specified.

2) More than one sanction listed above may be imposed for a single violation

3) Other than College expulsion, revocation, withholding of a degree, suspension, or incomplete sanctions, a student’s disciplinary record will no longer be given out
after seven years from the time the student is last enrolled at Dalton State. No
disciplinary sanctions will become a part of the student’s academic permanent
record, or transcript. Suspensions, expulsions, acts of violence, or arrestable
offenses are shared in a common database among University of Georgia schools.

VII. Interim Suspension

1) In certain circumstances, the Vice President for Enrollment and Student Services,
or a designee, may impose a College or residence hall interim suspension prior to
a Student Conduct Board hearing.

2) Interim suspension may be imposed only:
A) To ensure the safety and well-being of the members of the College community
or preservation of College property.
B) If a student poses an ongoing threat of disruption of, or interference with, the
normal operations of the College.

3) During the interim suspension, a student shall be denied access to campus
property and functions, including residence halls, classes, and all other College
activities or privileges for which the student might otherwise be eligible. During
the interim suspension, the student will be permitted on campus only for
scheduled meetings with the Vice President for Enrollment and Student Services
or other meetings approved by the Vice President for Enrollment and Student
Services.

4) The student shall be notified, in writing, that an interim suspension panel
meeting has been scheduled within the next two business days. This panel
meeting will determine if the student meets the criteria for an interim
suspension. This panel is made up with faculty and/or staff of the Vice President
for Enrollment and Student Services discretion. At this meeting the student will
have the opportunity to respond to the reasons for possible interim suspension in
order to show that the student does not pose a significant threat to the safety and
well-being of the College community. If the panel decides that an interim
suspension is appropriate, a notice will be given to the student detailing the
restrictions in place during the interim suspension, the reasons for the interim
suspension, and the Student Code of Conduct violations that are alleged to have
been violated.

5) The interim suspension and/or panel meeting does not replace the regular
hearing process, which shall proceed through the normal process, up to a Student
Conduct Board hearing, if necessary. The panel meeting will solely be to
determine if the student meets the criteria for an interim suspension. A student
conduct board hearing will subsequently occur to resolve alleged violation of the Code and the imposition of sanctions, if necessary.

6) The Vice President for Enrollment and Student Services can grant interim suspension without a panel hearing in a situation where the student poses a clear and present danger to the College community or one of its members, for example but not limited to direct threats involving weapons.

VIII. Appeals

1) The finding of responsible and/or sanctions can be appealed by students through the following the process:

A) Students are to submit an Appeal Form to the appropriate office within five (5) business days of the decision being delivered.
   • Appeals of decision resulting in suspension, expulsion, or eviction should be directed to:
     Dr. Jodi Johnson
     Vice President for Enrollment and Student Service
     Wescott 108
     706-272-4475
     jjohnson@daltonstate.edu

   • Appeals of any other decision or sanction should be directed to:
     Ms. Jami Hall
     Director of Student Life
     Pope 112
     706-272-2505
     jhall@daltonstate.edu

B) Upon receiving the appeal, the appropriate person shall initiate the appeals process within five (5) business days.
   • Appeals of suspension, expulsion, or eviction shall be reviewed by Dr. Jodi Johnson or a committee or her choice. If a committee is necessary, it shall be composed of at least three (3) Student Conduct Board Members who did not previously hear this case. Appealing students shall be notified of the appeal outcome via Dalton State email within fifteen (15) business days of submitting the appeal.
   • Appeals of any other decision or sanction shall be reviewed by Jami Hall. Appealing students shall be notified of the appeal outcome via Dalton State email within seven (7) business days of submitting the appeal.
C) Any decision regarding an appeal shall be final as far as the institution is concerned.

D) An appeal shall be limited to a review of the Student Conduct case record, appeal form, and, if necessary, an explanation of new information.

2) Appeals can only be submitted based on the following grounds:
   A) **Procedural Error** - the published procedures of the conduct process were not followed and the error substantially impacted the case outcome
   B) **Harsh Sanction** - an unreasonably harsh sanction was imposed, clearly not justified by the circumstances of the case or the prior record of the student
   C) **New Information** - new relevant information has become available, which was not available at the time of the hearing, and could have impacted the outcome

3) The possible outcomes regarding appeals are:
   A) Uphold the original decision
   B) Reverse the original decision
   C) Uphold the original decision, but modify the sanction(s)
   D) Find the errors occurred and send the case back for a new student conduct board hearing

4) All sanctions assigned in the original hearing outcome will be in effect until such time that an appeal should overturn them. No deadline extensions will be granted for sanctions assigned, even if the case is on appeal.

5) Any student in the University System aggrieved by a final decision of the college may apply to the Board of Regents for a review. The Board’s review shall be limited to the record from the institutional appeal process.
   A) Each application for review shall be submitted in writing to the Board’s Office of Legal Affairs within a period of twenty (20) days following the decisions of the college. The appeal shall state the decision complained of and the redress desired. A hearing before the Board is not a matter of right but is within the sound discretion of the Board. Appeals brought by students shall be governed by **Policy 4.7.1.** of the Policy Manual of the Board of Regents. The decision of the Board shall be final and binding for all purposes.

**IX. Interpretation and Revision**
1) Any question regarding interpretation or application of the Student Code of Conduct shall be referred to the Student Conduct Administrator

2) The contents of this edition of the Student Code of Conduct, revised May 2015, supersede all previous editions. Dalton State College reserves the right to revise or correct the Student Code of Conduct as needed. All revision and corrections must be approved by the Student Government Association. Revisions and corrections will be posted on the internet at www.daltoncampuslife.com/student-conduct.