

## **TALLADEGA COLLEGE STUDENT REGULATIONS**

### **JUDICIARY SYSTEM/STUDENT CODE OF CONDUCT**

#### **INTRODUCTION**

Talladega College aspires to transmit knowledge, nurture and develop its students, and promote the quality of the College community. In striving for these goals, the College recognizes the significance of student rights. Student rights include freedom of expression, autonomy, and procedural protection.

Upon registration at Talladega College, a student accepts the responsibility to conform to the College's regulations and policies. The Student Code of Conduct creates an expectation of behavior that the College deems acceptable. Compliance with the Code of Conduct will allow students to enjoy their own rights, while respecting their classmates' rights. The students are subject to disciplinary action by the College upon violation of any part of the Code of Student Conduct. When a student is accused of violating any part of the Code of Student Conduct set forth by the College, it becomes necessary for a judicial body to be available to ensure that the student is not denied his/her constitutional or statutory rights; that the student is not deprived of procedural due process; that the student is not discriminated against because of race, religion, physical disability, national origin, sex, or age; and that the student is not subject to unreasonable or capricious action directed toward him/her. The College has the responsibility to protect its integrity and to insure that the rights and privileges of the College family, as well as the community at-large, are not violated by the actions of an individual or groups of individuals.

#### **CAMPUS GOVERNANCE**

The campus governance structure includes: the Board of Trustees, the President, and the Talladega College Judiciary Committee. The Board of Trustees is the policymaking and governing body of the College. The Board provides a mechanism of campus governance through its agent, the President. The President is the chief administrative officer of the College, responsible to the Board of Trustees for the administration of the College. The Judiciary Committee is charged with the responsibility of providing a fair, educational process for accountability of student conduct.

#### **TALLADEGA COLLEGE JUDICIARY COMMITTEE**

Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. The College expects students to comply with civil laws as well as with College regulations. Student conduct that violates these laws and regulations may result in College disciplinary actions.

The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms and safety of members of the campus community. The purposes of the judicial process are (a) to provide a fair, educational process for accountability of student conduct, (b) to promote the development of individual integrity, and (c) to protect the rights of members of the College community.

- 1.) The Talladega College Judiciary Committee, hereafter referred to as the Judiciary Committee, shall be composed of: four (4) faculty members elected by the faculty, one (1) staff member appointed by the Dean of Students, and three (3) upperclassmen appointed by the Student Government Association.
- 2.) There shall be two (2) students, three (3) faculty members, and two (2) staff members appointed to serve as alternates on this committee.  
(Election/appointment is the same as number one.)
- 3.) The chairperson will be appointed annually by the Dean of Students.
- 4.) A quorum for the Judiciary Committee shall consist of six (6) members, three (3) faculty, one (1) staff, and two (2) students.
- 5.) The Judiciary Committee shall hear cases involving alleged violations of the
- 6.) Student Code of Conduct, which shall be referred to it by the Office of Dean of Students. Normally, these cases shall be those in which there is a possibility of suspension or expulsion of the accused student.
- 7.) Preliminary investigations of charges against the student shall be made by the Judicial Affairs investigator and/or the Chief of Police. The Investigators may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Investigator, subject to approval by the Dean of Students. Such disposition shall be final and there shall be no subsequent proceedings.
- 8.) Cases are referred to the Judiciary Committee through its chairperson. The chairperson shall set the time and place for a hearing and shall notify other members, the accused student, witnesses, etc.
- 9.) Decisions of the Judiciary Committee shall be by majority vote of the closed ballots.

10.) If a student has been found guilty of a city, state or federal law or ordinance, the Judiciary Committee reserves the right to adopt the legal ruling by the courts, and suspend the student's right to a Judiciary Committee Hearing. Any penalties or punishments against the student will be based upon campus policies outlined in the Student Handbook.

11.) Any members of the Judiciary Committee will be disqualified if his/her personal involvement in the case is detrimental to the interest of the accused or the institution.

12.) The Judiciary Committee shall make a tape recording and/or summary transcription of the proceedings 13) The hearing and other deliberations of the Judiciary Committee shall be closed, and not open to the public.

13.) The Judiciary Committee shall provide a brief written summary and tapes of each case, along with it's written recommendations, to the Office of Dean of Student Affairs.

14.) The Office of Student Affairs is charged with the responsibility of notifying the student(s) of the decision(s) of the Committee, enforcing said decision(s), and serving as staff support to the Judiciary Committee.

## **VIOLATIONS OF THE CODE OF STUDENT CONDUCT**

The Judiciary Committee shall exercise jurisdiction over and may discipline any student referred by the Vice President of Student Affairs for the following violations of the College Code of Conduct, which occur on the College campus, or at College sponsored activities away from the campus property, or at official functions of the College-chartered organizations.

1.) Broadcasting, publishing or circulating defamatory information.

2.) Physical abuse, verbal abuse, threats, stalking, intimidation, harassment, sexual misconduct, coercion, and/or other conduct which threatens or endangers the health or safety of any person (Any contact that threatens, harasses or injures another).

3.) Unauthorized entry, or use of, an office, residence hall, building or other College property.

4.) Vandalism, malicious destruction, damage, or misuse of public or private

property of another person or the College. (See President's Executive Order)

5.) Theft, misappropriation, unauthorized, or illegal possession of, sale of, or embezzlement of property of another person, or of the College.

6.) Charging long distance telephone calls, telegrams/cable or mail-o-grams to any telephone, without expressed authority.

7.) Obstruction of public administration, including filing a false report, false alarm, refusing to permit inspection, refusing to aid a police officer or fire control, resisting arrest, hindering prosecution, perjury, tampering, intimidating, bribing a witness.

8.) Recklessly, intentionally, or negligently, causing public disorder and indecency, including harassment, harassing communications, loitering, public intoxication, criminal surveillance ("Peeping Tom"), rioting or inciting to riot or any conduct that is unbecoming to the philosophy of Talladega College. (See Talladega College's policy on Sexual Harassment)

9.) Gambling, prostitution, obscene behavior, display or distribution of obscene or pornographic material.

10.) Illegal manufacture, use, sale, possession or storage of controlled substances (including drug paraphernalia) on College property or at any activity sponsored or approved by the College. This policy applies on buses or in cars sponsored by the College to College related or approved functions. (See President's Executive Order)

11.) Public intoxication, or possession of alcoholic beverages/ containers or liquor on campus, or at College related or approved functions. Disorderly behavior or conduct that is unbecoming to the philosophy of Talladega College. (See President's Executive Order)

12.) Failure to comply with an order given by an official who has identified themselves as an official of Talladega College; including, failure/refusal to present a valid identification card.

13.) Any violation that is an impediment of the Alabama Criminal Code, Title XIV, which is related to firearms offenses; including, fireworks, explosives, ammunition, knives, and weapons that can be concealed, within Talladega College Police Jurisdiction. **Note: licensed firearms are not permitted on campus.**

14.) Hazing – any willful action taken or situation created, either on or off any school, college, university, or other educational premises, which recklessly or

intentionally endangers the mental or physical health of any student, or any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.

15.) No person shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person thus offending. (Alabama Criminal Code 16-1-23)

16.) Failure to report Hazing - No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to the chief executive officer of the appropriate school, college, university or other educational institution in this state. Any act of omission or commission shall be deemed hazing under the provisions of this section. (Alabama Criminal Code 16-1-23)

17.) Misappropriation, misuse, unlawful entry, alteration of academic materials or College documents, including computer related offenses.

18.) The unauthorized taking or using of academic materials of another student, faculty or staff member, including, but not limited to, notebooks, notes, research and term papers, special projects and examinations.

19.) Violations of residence hall codes, including inter-room visitation policies and procedures, or cohabitation. Sexual contact is prohibited in all buildings on campus.

20.) Refusing to appear before the Judiciary Committee. Giving false or misleading information to the Judiciary Committee or committing perjury with the intent to deceive.

21.) Disrespect shown toward any administrator, faculty, staff or Police Officer on or off campus.

22.) Limiting the security of others or causing a breach of security.

23.) Failure or refusal to attend required convocations, hall meetings, and group session/workshops.

- 24.) Criminal impersonation or impersonation of a College official or student. 25) Engaging in any conduct which is a violation of federal, state law, city ordinance, or any officially approved Talladega College policy or regulation.
- 25.) Engaging in conspiracy. A student is prohibited from agreeing with one or more persons to engage in or cause the performance of conduct that is in violation of the Code of Conduct.
- 26.) Occupancy of a room in the residence hall and/or eating in the dining hall if not officially registered.
- 27.) Wearing shirts or other clothing which display messages or illustrations of a profane nature, sexual connotations, or advertisements, or suggestive statements relating to drugs, alcohol, or any illegal substance.
- 28.) Attempts or actual theft of property of the College or property of a member of the College community or other personal or public property.
- 29.) Unauthorized possession, duplication, or use of keys to any of the College premises.
- 30.) Using computing facilities to interfere with normal operation of the College computing system.
- 31.) Using computing systems to send abusive or obscene messages.
- 32.) Littering or damage to public grounds of the College, including driving motor vehicles on lawns without prior approval from College officials.
- 33.) Obstructing the free flow of pedestrian or vehicular traffic on the College campus or at a College-sponsored event.
- 34.) All conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the campus.
- 35.) Entering false fire alarms or bomb threats, tampering with fire extinguishers, alarms, or other safety equipment.
- 36.) All conduct that is inconsistent with the philosophy and best interest of Talladega College is prohibited.

## DISCIPLINARY SANCTIONS

When a student is found to have violated the College Code of Student Conduct, the following sanctions may be imposed:

- 1.) Disciplinary Warning: An official written notification that a student's
- 2.) behavior is in violation of the College's regulations or standards, and clarifies expected behavior in the future. Further conduct may be treated with more serious sanctions.
- 3.) Disciplinary Probation: Probation for a period to be established by the Judicial Affairs Committee, implying that the individual's standing within the College is in jeopardy and that further negligent or willful violations will normally result in suspension or expulsions.
- 4.) Loss of Privilege: Denial of a specific privilege for a designated period of time.
- 5.) Restitution: Compensation for loss, damage or injury. Restitution may be in the form of appropriate service and/or monetary or material replacement.
- 6.) Residence Hall Suspension: The separation of the student from the residence hall for an identified period of time, after which the student is eligible to return. The conditions for readmission shall be specified.
- 7.) Residence Hall Expulsion: Permanent separation of the student from the residence hall.
- 8.) Expulsion: Permanent severance of the student's relationship with the College.
- 9.) Disciplinary Suspension: Temporary severance of the student's relationship with the College for a specific period of time, though not less than one semester.
- 10.) Any student who is suspended will automatically receive the grade of "W".

### DEFINITIONS:

**Disciplinary Warning:** Notice of disapproval expressed to student in writing or verbally.

**Restrictions:** Exclusion from participating in social activities.

**Restitution:** Reimbursement for damages to or misappropriation of property; this may take the form of appropriate service or other compensation(s).

## PROCEDURAL DUE PROCESS IN STUDENT DISCIPLINE

To protect its fundamental legal and moral integrity and the constitutional rights of its students and to meet the elemental requirements of fairness, an educational institution should guarantee procedural safeguards to students involved in disciplinary cases.

Although disciplinary hearings at the College are not legal proceedings, they should be conducted in a fair and judicious manner with the aim of lessening the likelihood of error or prejudice. At hearings of the Judiciary Committee, the student shall be offered all rights of procedural due process, which require that:

- a.) The student will be informed in writing of the reason(s) for the proposed disciplinary action and given sufficient time to insure the opportunity to prepare for the hearing.
- b.) The student appearing before the Judiciary Committee will have the right to be assisted in his/her defense by a Talladega College advisor of his/her choice. The advisor cannot speak for the accused student; the advisor's participation is limited to advising the student.
- c.) The burden of proof will rest with the person(s) bringing the charge.
- d.) The student will be given an opportunity to testify and to present evidence and witnesses.
- e.) The student will have the opportunity to hear and question adverse witnesses.
- f.) The student can attend classes until a hearing is held and a decision is made. Exception to this would be when the student's presence would create clear and present danger. In such cases, the Vice President of Student Affairs may impose temporary protection measures including suspension, pending a hearing, which may be reasonably necessary. It is understood that such temporary measures, if taken, will be without prejudice to the student.
- g.) The decision of the Judiciary Committee must be based upon evidence introduced at the proceedings before the Committee or upon documents furnished to the Committee prior to the hearing, and made available to the accused student by the Vice President of Student Affairs, upon request.
- h.) The Judiciary Committee's proceedings will be recorded (transcript/tape recordings).

i.) decision of the Judiciary Committee shall be final, subject only to a student' right to appeal to the President.

### **DISCIPLINARY PROCEEDINGS**

When a complaint against a student is filed with the Vice President of Student Affairs, the Chief of Police shall conduct a preliminary informal investigation to determine if reasonable grounds exist to support or dismiss the charges. Based on the investigation, the case will be referred to the Judiciary Committee.

- 1.) All complaints of alleged violations of the Code of Conduct by a student shall be made in writing to the Office of the Vice President of Student Affairs. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state each regulation which the student is alleged to have violated.
- 2.) The student(s) will be notified in writing by the Committee chairperson at his/her last known address at least 48 hours, or two class days, prior to the hearing. The notice will include charge(s), name(s) of person(s) making the charge(s), time and place of the hearing.
- 3.) The notice will also inform the student(s) of his/her rights as they relate to procedural due process.
- 4.) The accused student(s) shall be required to appear in person before the Judiciary Committee. If the student(s) cannot appear, he/she shall state in writing the reason(s) for not appearing to the chairperson of the Judiciary Committee within 24 hours before the hearing. If the chairperson agrees that the reason(s) given is (are) sufficient, the hearing may be postponed until a later date. If the chairperson does not agree, the hearing will be held in the student's absence and he/she would have waived his/her rights.
- 5.) The decision reached at the hearing will be communicated in writing to the student by the Vice President of Student Affairs within 24 hours after receiving the decision from the chairperson of the Judiciary Committee.
- 6.) The student shall be notified in writing of his right to appeal the Committee's decision to the Vice President of Student Affairs and to the President of the College. In case of appeal, any action assessed by the hearing committee shall be suspended pending the outcome of the appeal. The first appeal should be made to the Vice President of Student Affairs. The final appeal is to the President of the College.
- 7.) The President's decision is final and takes effect immediately.

## **GROUND FOR APPEAL**

The following shall be grounds for appeal of the Judiciary Committee's decision:

- 1.) Error is committed during the hearing, which resulted in the accused not receiving a fair and impartial hearing.
- 2.) Material and relevant evidence could not be produced at the hearing.
- 3.) New evidence relevant to the case is introduced.
- 4.) The decision is not supported or justified by the evidence.

## **GRIEVANCE PROCEDURES FOR STUDENTS**

Talladega College recognizes conflicts involving students may develop within the College community which requires prompt and judicious resolution. The College provides all students the opportunity to express grievances or complaints without fear of coercion, discrimination or reprisal.

## **FILING A GRIEVANCE/COMPLAINT**

Step 1) The aggrieved student should first attempt to resolve the grievance informally (verbally) by scheduling an appointment and discussing the matter with the person(s) involved.

Step 2) If the matter is not resolved to the student's satisfaction, the student should proceed to the formal grievance level by submitting the grievance in writing to the immediate supervisor of the person(s) involved, describing the problem and the suggested solution desired. The immediate supervisor has five working days (Monday through Friday) to provide the student with a statement of findings.

Step 3) If the student is not satisfied with the findings from the second level, he/she may present the grievance in writing and proceed to the next level, the Department Chairperson/Dean, or next level of supervision. This person will have five working days (M-F) to provide the student with an opinion in writing.

Step 4) If the student is not satisfied with the findings from the third level, then he/she may present the grievance in writing to the next level for review, the appropriate Vice President. The grievance must be presented to the Vice President within five working days (M-F) from the time the opinion was rendered from level three. The Vice President will have five working days to

provide findings in writing to the student.

Step 5) If the student is not satisfied with the opinion received from the fourth level of review, he/she may return the grievance in writing to the next level, the Executive Vice President or Provost of the College. The grievance must be in writing and presented five working days from the time the opinion was rendered at level four. The Executive Vice President or Provost will have five working days to provide the student with a written opinion. Step 6) If the student is not satisfied with the answer at level five, he/she may return the grievance in writing to the final level, the President of the College. The grievance must be presented to the President five working days (M-F) from the time of the last opinion. The President has ten working days (2 weeks) to render his/her decision. This decision is final in the resolution of all grievances.

## **REGULATIONS REGARDING PERSONAL APPEARANCE AND DRESS**

Personal appearance and clothing should be appropriate, neat and becoming for the collegiate atmosphere. The following is required of all Talladega College men and women:

1.) The appropriate distinctions should be made between the proper attire for classes, convocations, work, religious services, business and formal affairs verses relaxation and play.

The following is considered inappropriate attire for public buildings: sheer garments without proper undergarments to obscure the transparency; micromini dresses that do not cover enough of the thighs while standing and/or sitting; cutout or torn jeans, bedroom slippers, halter tops; midriff blouses, tshirts bearing profane language and/or indecent messages; baseball caps.

2.) Male and female undergarments are not to be displayed/visible.

3.) Males should not wear hats/caps, and form-fitting shorts or boxer shorts without the proper supporting undergarments, in public buildings. Stocking caps, skull caps, do rags and bandanas are banned from public buildings and campus sponsored events.

4.) Personal grooming and hygiene should be maintained at all times. This is essential to the appearance representative of the Talladega Man or the Talladega Woman and the College values and mission.

**NOTE: Public buildings at the College include residence hall lobbies, buildings used for instruction and convocation, the library,**

**Callahan Student Union Center, Fanning Cafeteria, and the bookstore.**

*Failure to comply with the personal appearance and dress regulations can result in disciplinary sanctions.*

#### **REGULATIONS REGARDING DRUGS AND ALCOHOLIC BEVERAGES**

Talladega College prohibits the sale, possession, distribution and consumption of alcoholic beverages on all property owned by the College. Talladega College reserves the right to interview persons suspected of being under the influence of alcohol or drugs.

**Persons found to be in violation of this policy are subject to the President's Executive Order Item II. DRUGS:**

*Possession, use or distribution of illicit drugs or paraphernalia (as defined by the Alabama Criminal Code 13A-12-260 Drug paraphernalia; use or possession; delivery or sale; forfeiture. Definition of "drug paraphernalia " as used in this section, the term "drug paraphernalia" means all equipment, product, and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, production, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the controlled substance abuse laws of this state) by a student , employee or any other person on College property , at any time and at any College sponsored activity will result in immediate expulsion, termination and/or referral for criminal prosecution.*

#### **REGUALTIONS REGARDING SEXUAL HARASSMENT**

Talladega College prohibits sexual harassment in any form. Sexual harassment is unlawful and is a violation of Section 703 of the Title VII and Title IX of the Federal Statues. Sexual harassment infringes on an employee's right to a comfortable work environment and a student's right to an education in a discrimination-free environment. No student or employee - male or female - should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

#### **REGULATIONS REGARDING WEAPONS/EXPLOSIVES**

**(This regulation is also addressed under the "Executive Order")**

Possession, use or storage by students or any unauthorized person(s) of any pistol, rifle, shotgun, whether loaded or not, bladed instruments, explosives, or other incendiary devices on the Talladega College Campus, or at any off-campus activity of a Talladega College organization is strictly prohibited. Violation by a student or other unauthorized person(s) is prohibited and is cause for disciplinary action which may include expulsion, termination and/or criminal prosecution.

### **REGULATIONS REGARDING SMOKING IN BUILDINGS**

Talladega College strictly prohibits smoking in all meeting rooms, offices, residence halls, laboratories, gymnasiums, classrooms, Fanning Refectory, DeForest Chapel, and houses used as residence halls.

### **REGULATIONS REGARDING PARKING ON CAMPUS**

All student vehicles must be registered in the Talladega College Campus Police Department each year and parked in designated student parking areas only. In order to park a car on campus, the owner/driver must purchase a parking decal each year from the Talladega College Police Department. Proof of car insurance must be shown to receive a parking decal. Students are prohibited from parking in the Faculty/Staff parking areas. Cars parked in unauthorized areas will be towed and/or fined.

### **REGULATIONS REGARDING OFF-CAMPUS ACTIVITIES**

Talladega College is not responsible for student involvement in off-campus activities, whether the activity is sponsored by an on-campus organization or by a local civil or charitable organization. In the event a student organization is sponsoring an off-campus activity and desires to place notices on campus boards, the authorized representative of the organization must have the Office of Student Activities stamp on the handout that Talladega College is not responsible for any student involvement in this off-campus activity.

### **INTRAMURALS**

The intramural program is coordinated by the Office of Student Activities and offers activities that provide students with the opportunity to participate in organized individual and team sports. Sports range from traditional flag football, softball, volleyball, and basketball. Many of these activities are offered at no cost to the students and teams can be formed among those who are interested. The program does not require the intense training and high level of skill associated with varsity athletics. Playing ability is not as important as desire to participate. In addition to the organized program of activities, facilities are available to students for recreational use.

Announcements concerning the programs are posted periodically **INTRAMURALS**

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the organized program of activities, facilities are available to students for recreational use. Announcements concerning the programs are posted periodically throughout the campus.

### **GENERAL REGULATIONS REGARDING RESIDENTIAL CONDUCT**

Students are responsible for knowing and adhering to the Talladega College Code of Student Conduct and Residential Life Regulations, disciplinary procedures, and penalties. It should be emphasized that students are subject to criminal status and legal action as determined by the state of Alabama, not just the College's regulations and disciplinary system. All students are expected to comply with the code of student conduct included in the student handbook. The Office of Residential Life's Rules and Regulations are listed on the following pages.

### **RESIDENTIAL VIOLATIONS**

- 1.) Endangering or threatening to endanger life, health, safety, or property.
- 2.) Creating a fire or safety hazard, abusing/misusing safety equipment or transmitting false fire alarms; helping or influencing others in such offenses.
- 3.) Failing to comply with the smoking policy.
- 4.) Failing to comply with the fire safety policy concerning candles, incense, etc.
- 5.) Vandalism of College property.
- 6.) Throwing objects down stairwells or out of residence hall windows.
- 7.) Possessing firearms, explosives, weapons, or other deadly firearms.
- 8.) Unauthorized entry to or unauthorized use of residence hall facilities.
- 9.) Selling, possessing, or using illegal substances and/or drug paraphernalia.
- 10.) Violating quiet hours and/or disrupting the peace with excessive noise. Students live in close proximity to each other. Students must observe "quiet hours," Sunday through Friday, from 8:00 p.m. to 8:00 a.m. the following morning. Although there are no quiet hour restrictions for Saturday, residents are asked to show consideration for others.
- 11.) Falsifying identification or information.
- 12.) Engaging in abusive or offensively coarse behavior or communication towards Hall Staff or another student.
- 13.) Unlawful possession or consumption of alcoholic beverages in the residence halls.

- 14.) Encouraging or helping someone violate Residential Hall regulations.
- 15.) Engaging in abusive, drunk, or disorderly, violent, or excessively noisy conduct in the residence halls.
- 16.) Failure to abide by the terms of any disciplinary sanctions imposed.

### **QUIET HOURS**

Noise can present a very difficult problem in a residence hall where large numbers of students lives in close proximity to each other. Students must observe "quiet hours", Sunday through Friday, from 8:00p.m. to 8 a.m. thru following morning. Although there are no quiet hour restriction for Saturday, residents are asked to show consideration for others.

### **CHILDREN IN RESIDENCE HALLS**

*Children are not allowed, under any conditions, to live in the residence hall. Babysitting of infants, toddlers or children in the residence halls is strictly prohibited. There are no exceptions to this policy.*

### **RESIDENCE HALL HOURS**

All residence hall lobbies will be closed at 12:00 midnight Sunday through Thursday and 1:00 a.m. on Friday and Saturday. The main doors to all residence halls will remain locked between the hours of 12 midnight and 6:00 a.m. Non-students are not permitted in the residence hall after 12 midnight. *Any student found guilty of admitting a non-student to the residence hall after midnight is subject to being referred for disciplinary actions.*

### **SECURITY IN RESIDENCE HALLS**

In order to insure the security of those students occupying residence halls, Talladega College Police/Security officers are on duty twenty-four hours (24) a day and make periodic checks of the buildings.

**PROPPING A DOOR IS STRICTLY PROHIBITED.** The College views this behavior as a direct threat to the residential community. Any student found propping a door would be held directly responsible. The student is subject to residential and judicial disciplinary sanctions.

### **RESTRICTD AREAS**

Residents are strictly prohibited from entering the dorm roofs, storage areas, or any other identified restricted area.

### **ROOM INSPECTIONS**

The Office of Student Affairs, the Residence Hall Staff, and the Talladega College Campus Police/Security reserve the right to enter the student's room for purposes of inspection, health and safety, and/or establishment of order and inventory. Other

authorized personnel may enter the student's room for purposes of repairs and maintenance.

In cases where it is necessary for a College official to enter a dorm room, the following procedures shall apply:

- 1.) The staff person shall knock (allowing time for a response) and announce his or her name and the purpose for entering.
- 2.) At least two College staff shall be present during a search and one for inspections.
- 3.) Maintenance personnel shall notify the residential staff and leave a notice to the resident.

### **DECORATIONS**

Residents should refrain from placing decals, bumper stickers, nails, screws or other objects that might cause damage or mar on the walls, ceilings, room doors, or other College property in the room. Resident will be charged for damage.

### **ELECTRICAL APPLIANCES**

Radios, small televisions, stereos, VCR's, lamps, small refrigerators and computers are permitted. If you desire to maintain an item that is not identified, please consult a residential staff person.

### **The following are not permitted:**

- ⊗ Open element appliances- hot plates, boilers, immersion heaters, and ovens
- ⊗ Open flames
- ⊗ Drop cords of multi-service receptacles
- ⊗ Halogen lamps

**NOTE: These pose a threat to the residential community. Therefore, they will be confiscated, tagged and returned at the end of the semester.**

### **STORAGE**

There is no storage space available in the resident halls. For a list of local storage opportunities, please consult the telephone directory. Please do not leave items in the stairwells, hallways, or breezeway. Any items left in the above identified locations are subject to immediate removal.

### **CO-EDUCATIONAL VISITATION IN THE RESIDENCE HALLS**

For several years, the College has given approval to a program of co-educational

visitation, which permits residents to invite guests of the opposite sex into their living quarters. All conduct and activity of visitors in the room is the responsibility of the student to which the room is assigned.

**IN THE FALL SEMESTER OF EACH ACADEMIC YEAR, CO-EDUCATIONAL VISITATION BEGINS THE 3RD WEEKEND AFTER THE FIRST DAY OF CLASS.**

#### **VISITATION HOURS**

Friday 6:00 p.m. – 1:00 a.m.

Saturday 3:00 p.m. – 1:00 a.m.

Sunday 3:00 p.m. – 10:00 p.m.

All guests and the resident host/hostess must sign-in or register, in the presence of the desk clerk at the main desk, upon entering and departing the residence hall. A valid ID must be presented by all guests when signing in. The ID will be retained until the guest(s) depart. All guest(s) must be met in the lobby of the residence hall by the resident-host, and must be escorted by the resident-host, at all times. The guest must remain in the room of the resident signing them in.

**NOTE: Residents and guests must be properly dressed at all times.**

**Properly dressed is defined as:**

**Females: Shirt/Blouse; Skirt/Slacks/Shorts, Jumper/Dress, Shoes.**

**Males: Shirt, Slacks/Shorts/Pants, and Shoes**

#### **VISITATION POLICY FOR STUDENTS ENROLLED AT OTHER COLLEGES**

Students enrolled at other colleges may participate in co-educational interdormitory visitation if the following rules are followed: (1) Students enrolled at other colleges must follow all of the Talladega College visitation rules and (2) *Valid up-to-date student identification card must be presented by the student when signing in. The ID must remain at the desk until the student departs.*

#### **VISITATION POLICY FOR NON-STUDENT PARTICIPANTS**

Non-student residents will be allowed to visit our main residence halls. **All residence hall rules, and visitation rules, must be observed during the visit.**

#### **OVERNIGHT GUESTS**

Overnight guest housing may be arranged by contacting the Director of Housing and your residence hall director. **All overnight guests must have prior approval.** A fee of \$5.00 per night will be charged for housing overnight guests. All overnight guests must obey all Talladega College rules and regulations during their visit.

**COHABITATION IS NOT PERMITTED.**

**A guest who becomes a nuisance or problem will be requested to leave to facility. Failure to leave could result in the person being arrested for trespassing. Residents are responsible for the conduct of their guests.**

### **POLICIES REGARDING ROOM CHANGES**

- a.) Room changes are subject to space availability. The Residential Life Director may grant student permission to move/change. The Director of Residential Life and the Vice President of Student Affairs reserves the right to make all final decisions regarding room assignments.
  
- b.) Residents are encouraged not to request room changes arbitrarily. When conflict and/or difference occurs between roommates, residents will be advised to work toward a solution for the situation.
  
- c.) The Residential Life Office reserves the right to require a student to change or vacate rooms when health, interpersonal or psychological difficulties warrant a change or separation.

### **ANIMAL/PETS IN RESIDENCE HALLS**

**No animals or pets, of any kind, are permitted in the residence halls at any time.**

### **LAUNDRY ROOMS**

Coin-operated automatic washers and dryers are provided in some residence halls. The College is not responsible for any clothing left in these areas or any damage incurred. The Talladega College Laundromat is located in the Senior Grove Complex. For more information concerning the laundry rooms, please consult with your residence hall director.

### **RESIDENCE HALL COUNCILS**

Each residence hall or house has a Residence Hall Council. The councils are composed of students who are elected to represent the residents of their respective halls and to serve in the following capacities: President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Queen/King, Parliamentarian and Intra-Residence Hall Council Representative. Detailed information concerning the Residence Hall Council is found in the Talladega College Residence Hall Manual.

### **STAFF IN THE RESIDENCE HALLS**

Each residence hall is staffed with a Residence Hall Manager, Resident Assistant(s) and in some cases a Relief Director. The staff will supervise the occupants, inspect the facilities, and investigate complaints reported within the assigned dormitory.

## RESIDENTIAL JUDICIAL PROCESS

All residents are responsible for being aware of the residential policies stated in the Student Code of Conduct. If you have any questions about the Student Code of Conduct or the Residential Hall policies, contact the Vice President of Students or the Residential Life Director.

Residential Life Sanctions will include verbal warning, written warning, developmental activities, loss of visitation privileges, dorm duties, room changes, dorm changes and financial restitution. A resident's suspension/removal from the resident hall requires administrative approval. Sanction will be consistent with the severity of the violation. The sanction for drugs, weapons, vandalism and illegal activity in immediate expulsion (See Presidential Executive Orders).

The residential staff member shall hold a meeting with the resident to discuss the violation, expectation for residents and the sanction. Any case requiring more discussion/attention should first be referred to the Residential Life director and secondly to the Vice President of Students.

## LOCATION OF PRINCIPAL ADMINISTRATIVE OFFICES

Academic Affairs, Vice President .....	217 Seymour Hall
Admissions Office.....	3 Seymour Hall
Alumni Affairs .....	104 Sumner Hall
Archives .....	Savery Library
Art Department.....	Goodnow Gallery
Bookstore .....	Callanan Union Building
Business/Administration, Division.....	Drewry Hall
Business/Finance, Vice President .....	122 Sumner Hall
Business Office .....	122 Sumner Hall
Chemistry, Department .....	206 Silsby Hall
College Counselor .....	115 Seymour Hall
Computer/Data Processing Center .....	B-7 Sumner Hall
Computer Science Department.....	Silsby Hall
Custodial.....	705 Battle Street West
Dark Room .....	B-6 Sumner Hall
Development Office .....	103 Sumner Hall
Dining Hall .....	Fanning Refectory
Education, Department .....	2nd floor-Andrews Hall
English and Communications .....	207-209 Seymour
Facilities Management.....	705 Battle Street West
Facilities Operations.....	705 Battle Street West
Financial Aid Office .....	8-10 Seymour Hall
Gymnasium .....	Callanan Union Building
History, Department .....	210 Seymour Hall
Humanities and Fine Arts Division .....	207 Seymour Hall

Infirmary .....	705 Battle Street West
Institutional Research/Planning .....	103 Sumner Hall
Library .....	Savery Library
Mathematics, Department .....	Silsby Hall
Music, Department .....	1st floor-Andrews Hall
Natural Science and Mathematics Division .....	9 Silsby Hall
PBX Operator.....	Lobby-Sumner Hall
Personnel, Department .....	122 Sumner Hall
Physics, Department .....	B-10 Silsby Hall
Police-Campus Police .....	Guard House
Post Office.....	Callanan Union Building
President's Office...President's Suite .....	219-225 Sumner Hall
Psychology, Department .....	105 Seymour Hall
Public Relations .....	104-B Sumner Hall
Purchasing .....	117 Sumner Hall
Registrar's Office .....	9 Seymour Hall
Snack Bar (Pub) .....	Callanan Union Building
Social Work Department .....	202 Seymour Hall
Social and Professional Studies Division .....	2nd floor-Andrews Hall
Sociology Department .....	109 Seymour Hall
Student Activities .....	103 Seymour Hall
Student Affairs, Dean of .....	102 Seymour Hall
Student Government Association .....	709 Cruikshank
Student Housing. ....	103 Seymour Hall
Student Placement.....	115 Seymour Hall
Student Support Services.....	House 711 Cruikshank
Upward Bound Program.....	Deforest Chapel

**RESIDENTIAL PHONE NUMBERS**

- Housing Office 761-6233
- Ish Hall 761-6370
- Crawford Hall 761-6210
- Senior Grove 761-6369

## APPENDICES

### Appendix I

#### EXECUTIVE ORDER

REVISION AS OF MARCH 3, 1998

#### EXECUTIVE ORDER

Revision as of March 3, 1998

"The College has the responsibility to protect its integrity and to insure that the rights and privileges of the College Family, as well as the community-at-large, are not violated by the actions of an individual or groups of individuals."

*Student Handbook, Section V*

*Introduction to Judiciary System*

*and Code of Student Conduct*

Due to the actions of a few Talladega College students, we find it necessary to promulgate the following Executive Order, *effective immediately*.

#### I. WEAPONS

**Possession, use or storage** of a weapon of any kind by a student, employee or any other person, on College property, at any time, and at any College sponsored activity, will result in **immediate expulsion, termination and/or referral for criminal prosecution**.

#### II. DRUGS

Possession, use or distribution of illicit drugs or paraphernalia (as defined by the Alabama Criminal Code 13A-12-260 Drug paraphernalia; use or possession; delivery or sale; forfeiture. Definition of "drug paraphernalia" as used in this section, the term "drug paraphernalia" means all equipment, product, and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, production, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the controlled substance abuse laws of this state) by a student, employee or any other person on College property, at any time and at any College sponsored activity **will result in immediate expulsion, termination or referral for criminal prosecution**.

#### III. ILLEGAL ACTIVITY

A student engaged in **any** conduct which may be a violation of a federal law, state law, city ordinance, or otherwise illegal activities, regardless of whether the student has been officially charged, shall be viewed as a serious violation of College policy, and will result in **immediate expulsion**,

**termination and/or referral for criminal prosecution.**

#### **IV. VANDALISM**

If a student **voluntarily, willfully, recklessly, deliberately, wantonly, or with malicious mischief destroys, vandalizes, or defaces** College property, including public or private property or another, their actions will result in immediate expulsion, termination, and/or referral for criminal prosecution.

*All of the above actions represent a clear and present danger to the Talladega College Family and will not be tolerated.*

*Affirmed by the Talladega College Board of Trustees October 8, 1998.*

#### **Appendix II**

#### **SEXUAL HARASSMENT POLICY**

Please be reminded that it is a violation of official college policy, as well as state and federal law, to commit an act of sexual harassment upon another. It is necessary that all personnel, and students, have a complete understanding of what activity may be considered harassment.

If you believe you are victim of this behavior, contact your supervisor immediately, and if you are unable to communicate with your supervisor, then you must contact the Human Resources Department as soon as possible. A complete and immediate investigation will follow your complaint.

Sexual harassment is often described as unsolicited advances. It may range from inappropriate sexual suggestions to coerced sexual relations. Harassment is viewed as a situation in which an individual in a position to control, influence, or affect another's' employment, compensation, promotion, job assignments, grade assignments, or fellow student relationship, uses that power to coerce a person into sexual contact or relations, or punishes the refusal. The harasser may be the victim's employer, supervisor, co-worker, employee, college official or classmate.

Sexual harassment may also include:

- Unsolicited verbal sexual comments;
- Subtle pressure for sexual activity;
- Sexist remarks about a person's body or sexual activities;
- Patting, pinching, or unnecessary touching;
- Demanding sexual favors, accompanied by implied or overt threats involving one's employment, compensation, promotion, or job assignment;
- Physical assault.

*Violation of this policy will lead to discipline, including termination.  
Approved by the Talladega College Board of Trustees October 8, 1998  
Talladega College Executive Orders:*

**Approved by the Talladega College Board of Trustees October 8, 1998**

*Drugs – Possession, use or distribution of illicit drugs by a student, employee or any other person on College property, at any time, and at any College sponsored activity will result in immediate expulsion, termination and/or referral for criminal prosecution.*

*Illegal Activity - A student engaged in any conduct which may be a violation of a federal law, state law or city ordinance, or otherwise illegal activities, regardless of whether the student has been officially charged, shall be viewed as a serious violation of College policy, and will result in immediate expulsion, termination and/or referral for criminal prosecution.*

Talladega College will conduct annual review/assessments of its drug and alcohol abuse prevention program to determine the program effectiveness, identify and implement any changes needed, and to monitor disciplinary sanctions.

A copy of the complete Drug-Free Campus and Work Place Policy is posted on the bulletin board in each campus residential facility and found in the appendix of this Student Handbook.

### **Disciplinary Actions**

In cases where students, faculty, and staff are found guilty of violating the College's Substance Abuse Policy, such individual(s) will be suspended from this institution or from its employ (without pay) and required to seek professional counseling for a minimum of one semester before being eligible for re-admittance or re-employment. In either case, proof of counseling will be prerequisite for reconsideration. The College will make every effort to assist the individual in securing professional counseling.

In all instances, payment for services, as required above, will be at the expense of the individual. If the student or employee fails or refuses to seek counseling, that individual's relationship with Talladega College will be permanently severed (*Applicable Legal Sanctions under State Law can be found in the Talladega College Drug-Free and Workplace Policy Manual*).

*Approved by the Talladega College Board of Trustees October 8, 1998.*

## Appendix III

### DEAR OLD TALLADEGA

(Alma Mater of Talladega College)

Words by Prof. Wm. Pickens

Altered and Harmonized by E. B. Greer

There shines upon this nation  
A college galaxy,  
Like that harp constellation  
Hung in our northern sky.  
With stars of magnitude both great and small  
But proud old Talladega  
Is Alpha Lyrae-Vega  
Of them all.

#### Chorus

Talladega, Crimson and Blue!  
Talladega, we will be true.  
We'll love and honor thee  
We'll live and die for thee  
Talladega, Talladega  
Crimson and Blue.  
With steady radiating  
She scatters forth her light;  
Her rays are penetrating  
The darkling shades of night;  
She stretches out a saving hand to all,  
Bright to shining Talladega  
Is Alpha Lyrae-Vega  
Of them all.  
Her noble sons and daughters  
Go forth a valiant band,  
Whose lives are like sweet waters  
Found in a desert land.  
They never shrink from sternest duty's call,  
For love of Talladega,  
The Alpha Lyrae-Vega  
Of them all.