

# Rhodes Vision

Rhodes College aspires to graduate students with a life-long passion for learning, a compassion for others, and the ability to translate academic study and personal concern into effective leadership and action in their communities and the world. We will achieve our aspiration through four strategic imperatives:

1. **Student Access**

To attract and retain a talented, diverse student body and engage these students in a challenging, inclusive and culturally-broadening college experience.

2. **Student Learning**

To ensure our faculty and staff have the talent, the time and the resources to inspire and involve our students in meaningful study, research and service.

3. **Student Engagement**

To enhance student opportunities for learning in Memphis.

4. **Student Inspiration**

To provide a residential place of learning that inspires integrity and high achievement through its beauty, its emphasis on values, its Presbyterian history, and its heritage as a leader in the liberal arts and sciences.

## **Introduction**

The College expects all students to conduct themselves as responsible citizens of an academic community. Persistent or extreme departures from this standard will lead to restrictions and may result in suspension or expulsion. Rhodes reserves the right to exclude at any time persons whose conduct is undesirable. In such cases, no refunds of tuition, fees, or room and board will be made, and the College, its students, faculty, administrative judicial committees and officers shall not be under any liability.

The administration of rules pertaining to student behavior is chiefly the responsibility of the Honor Council, the Social Regulations Council, the Dean of Students, and the Dean of the College. The Honor Council and the Social Regulations Council can investigate and hear cases of alleged misconduct. However, in some cases the Dean of the College or the Dean of Students may choose to investigate and determine consequences for student misconduct.

## **Disciplinary Measures**

Students who violate residence hall policies or College policies may be placed on "Housing Probation" or "Disciplinary Probation" for up to four semesters. Violation of policies during this probationary period may result in removal from the residence hall or a suspension from the College of no less than one semester.

## **Off-Campus Conduct**

Students may also be sanctioned for conduct which constitutes a hazard to the health, safety, or well being of members of the College community or which is detrimental to the College's interest whether such conduct occurs on campus, off campus, or at College-sponsored events.

## **Regulations And Appeals**

All policies will be enforced by the Dean of Students or the Dean's designee. Appeals should be directed to the Dean of Students for consideration.

## **Rhodes College Commitment To Diversity**

A diverse learning community is a necessary element of a liberal arts education, for self-understanding is dependent upon the understanding of others. We, the members of Rhodes College, are committed to fostering a community in which diversity is valued and welcomed. To that end, Rhodes College does not discriminate -- and will not tolerate harassment -- on the basis of race, gender, color, age, religion, disability, sexual orientation, and national or ethnic origin.

We are committed to providing an open learning environment. Freedom of thought, a civil exchange of ideas, and an appreciation of diverse perspectives are fundamental characteristics

of a community that is committed to critical inquiry. To promote such an academic and social environment we expect integrity and honesty in our relationships with each other and openness to learning about and experiencing cultural diversity. We believe that these qualities are crucial to fostering social and intellectual maturity and personal growth.

Intellectual maturity also requires individual struggle with unfamiliar ideas. We recognize that our views and convictions will be challenged, and we expect this challenge to take place in a climate of open-mindedness and mutual respect.

Revised: 22 April 2003

Issued: 11 June 2002

*The Dean's Council*

## **Standards of the Rhodes Community**

The Rhodes Community depends on personal concern for one another, and our standards serve as a guide for our daily life. They allow the members of our diverse community to live in harmony, to interact effectively, and to learn from each other. These standards, by which we all agree to live, protect our personal freedom by encouraging a climate of trust, concern, and respect conducive to learning and growing.

Actions and attitudes that undermine this respect and concern are unacceptable. We strive instead to act in a way that promotes the pursuit of knowledge in an atmosphere of integrity, justice and truth. In order to do so, we pledge to uphold the following standards:

We pledge to treat the members of the Rhodes Community, that is, anyone who lives, works, or learns here, as well as those who visit the community, with conscientious respect, honor, kindness and even-handedness.

We pledge to respect the property of other members of the Community, treating all such property with care equal to or greater than that accorded our own property. Further, realizing that the property of the College, its buildings and grounds and all encompassed within, serves to benefit all members of the community, we pledge to preserve this property for others to use after us. Understanding that adherence to these standards is necessary to promote community spirit, we pledge to report violations.

Remembering that one reason the Rhodes Community exists is to promote the intellectual development of its members, we pledge to help create an environment that encourages reasoned discourse and action in a way that promotes this intellectual pursuit for everyone.

# Voluntary Withdrawal or Removal From Campus

The College occasionally faces the problem of students who pose a threat to themselves or others, who are unable to cope, or who create a pattern of extreme disruption. If such behavior constitutes a violation of College rules and regulations, the case will be referred to the Dean of Students for action.

If the student's behavior occurs without such violation, if the student does not respond to the charges against him or her, or if the student did not know the nature or quality of the conduct in question at the time of occurrence, the Dean of Students will investigate the situation and the effect or the potential effect of the behavior on the student and the College community. The Dean may require a personal interview with the student and/or an evaluation of the student by a qualified professional. The Dean may require an interim removal of the student from campus pending resolution of the investigation.

If, as a result of this investigation, the Dean of Students determines that the student's behavior indicates substantial risk of threat to self or others, or that the individual is otherwise unable to fulfill the expectations of a student at Rhodes, the pursuit of professional care or a withdrawal from the College may be recommended. If the student will not pursue appropriate care or withdraw voluntarily, the Dean will consult with the Associate Dean of Students or other member of the student affairs staff and a representative from the Counseling and Student Development Center. Neither of these representatives should have had a direct professional contact with the student. They will recommend to the Dean of Students a course of action, which may include removal of the student from the College with conditions for readmission. If the student withdraws, he or she may be referred to an appropriate facility for additional assistance. The parents will be notified as soon as possible and must assume responsibility for the student's care.

Students who leave campus under the above conditions, either voluntarily or involuntarily, may be readmitted to the College only after being cleared by the Dean of Admissions and Financial Aid with concurrence of the Dean of Students. Permission for readmission will typically be based on the student's demonstrating a period of responsible behavior outside the College and may require a statement from a physician, psychologist, or other qualified professional that the student is ready to return and cope with college life. Follow-up assessment or services may be required as part of the readmission decision.

Removal of a student from the College will be undertaken only as a last resort. Every effort should be made to help students understand the consequences of their behavior, make

responsible decisions, and develop skills that will allow them to remain and function in the Rhodes community.

Students who have voluntarily withdrawn or who have been removed from campus are not allowed to attend class, have no access to the campus or College sanctioned or sponsored events.

# Class Attendance Policy

Rhodes, as a residential college of the liberal arts and sciences, considers interactive engagement with other students and the professor, in a structured setting, to be one of the essential and central components of the academic program. Students enrolled at the institution make a commitment to participate fully in their education, which includes attending class.

- Monday-Wednesday-Friday classes meet for a total of 42 times in a semester;
- Tuesday-Thursday classes meet for a total of 28 times in a semester.

Missing 3 MWF classes, or 2 TuTh classes, is equivalent to one week's work out of the fourteen weeks of the semester; this is a significant amount of time. Absenteeism is not to be taken lightly.

Specific attendance policies are set by individual instructors, who state them in the course syllabus and during the first class session. Faculty should be mindful in setting attendance policies that college-sanctioned activities may require participating students to be off campus and consequently miss class. Faculty are discouraged from penalizing students solely for such absence and should normally, at their discretion, accommodate such a student in, e.g., an alternate date for a test. It is, however, the student's responsibility in undertaking college-sanctioned activities (e.g., varsity athletics, internships, and off-campus competitions connected with courses) to understand that their participation may come at the cost of absences from other courses or even forfeiting credit on certain assignments when making them up is not feasible.

Students are responsible for knowing the attendance policy in each of their courses, for obtaining and mastering material covered during an absence, and for determining, in consultation with the instructor, whether and under what conditions make-up work will be permitted. It is the student's responsibility to address the issues related to missing a class whatever the reason for the absence. If, in accordance with the course policies, the instructor determines that excessive absences are jeopardizing a student's ability to obtain a passing grade in the course, the instructor may make written request to the Dean of the College that the student be removed from the course with a grade of F. If a student is removed from two or more courses in the same semester for this reason, the student may be asked to withdraw from the College.

This document incorporates amendments made at the October 8, 2003 Meeting of the Faculty.

# Mission of Academic Advising at Rhodes

As an academic adviser, a faculty member is both teacher and mentor to students, assisting them in understanding the nature of liberal education, formulating their educational and career goals, and planning a course of action to achieve those goals. Academic advisers approach this duty with the objective of encouraging and assisting students to become independent, self-motivated learners who recognize their own responsibility for fulfilling their degree requirements and working toward their long-term goals

## Guidelines for the Student Advisee

1. Realize that final responsibility for meeting degree requirements rests with the student.
2. Prepare adequately for each advising session.
3. Make preliminary course selections prior to registration advising appointments.
4. With the assistance of the advisor and Career Services, clarify personal values, abilities, interests, and goals.
5. Become knowledgeable about and observe institutional policies, procedures, and requirements. This requires a careful reading of the College Catalogue.
6. Contact and make an appointment with the advisor when in need of assistance or when required. If the student finds it impossible to keep the appointment, notify the advisor before the scheduled appointment.
7. Maintain a personal advising folder and take it to every advising appointment. Documents placed in this folder might include grade reports, declaration of major forms, course plan, and other documents related to the student's academic record.
8. Follow through on actions identified during each advising session.
9. Keep the advisor informed about academic achievements, difficulties, and other factors that could influence the student's academic career.
10. Declare a major no later than the spring semester of the sophomore year and choose a new advisor if necessary.
11. Evaluate the advising system, when requested, in order to strengthen the advising process.

12. Accept final responsibility for all decisions.

## **Guidelines for the Academic Adviser**

1. Provide a professional, confidential, and caring atmosphere that encourages and respects interaction with students.
2. Keep informed of information and resources that can be used to address questions on academic matters. Participate in educational advising programs offered throughout the year.
3. Be knowledgeable of institutional policies, procedures, and academic requirements. Provide accurate information to assist students in selecting, scheduling, and registering for courses.
4. Stay informed about non-academic resources (e.g., Counseling Center, Career Services, Student Affairs Office, etc.).
5. Maintain a confidential file on each advisee showing the student's academic progress. Forward this file to a new adviser if one is chosen.
6. Post and keep office hours. Be available beyond those times for special appointments.
7. Assist advisees in selecting courses which will satisfy degree requirements, fit their strengths, and contribute to their career and life goals.
8. Assist advisees in an honest self-assessment of academic strengths, skills, and interests as they make academic decisions.
9. Work with the Dean of Students' office to monitor advisees' academic progress and give appropriate advice, encouragement, or assistance if any student is experiencing academic difficulty.
10. Initiate contact with advisees on a regular basis, especially in their first year.
11. Contact and advise students whose academic success is at risk, especially those who have received notifications of deficient work, low mid-term grades, academic probation, etc.
12. Do not criticize other faculty, staff, or students in the presence of students.
13. Keep a sense of humor.

## **Guidelines for the College:**

1. Value academic advising as a necessary extension of the teaching/learning process.
2. Provide ongoing training opportunities for new and continuing advisers.



3. Ensure that academic advising is fully integrated into other programs of the institution (e.g., admissions, orientation, registration, counseling and career planning, etc.).
4. Collect data on the impact of effective advising both on recruitment/retention and as an effective intervention for students in academic difficulty.
5. Develop and implement strategies to evaluate academic advising as part of the faculty's annual assessment of performance.
6. Communicate academic policies to students and provide supporting rationale for such policies.

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## **Counseling and Student Development Services**

No matter how bright or academically successful, most students will have stressful experiences in college. The Counseling and Student Development Center is a place where you can talk about these situations and work on solutions. Trained professionals offer a variety of personal services designed to help you meet the challenges of both college and adult life. Students come to the Counseling Center for a variety of reasons, such as stress, friend or family concerns, or depression, and because it sometimes helps to talk things out with a confidential third party.

The Center offers short-term individual counseling to all students. Other services provided by the Counseling Center include support groups, crisis intervention, and referrals to local psychiatrists. The Counseling Center also presents personal development programs on such topics as stress, time management, relationships, body image, sexual assault, eating disorders and alcohol/drug awareness. Call 843-3128 for information or an individual appointment.

In association with the Student Counseling Center, Lakeside Hospital provides after-hours crisis counseling to all Rhodes students. This service is confidential and is available to any student who is experiencing an emotional crisis and needs to talk with a counselor. Students concerned about a friend's safety are also encouraged to call. The service can be reached by calling 377-4733 and is available weekdays from 5:00 p.m. until 9:00 a.m. as well as 24 hours a day on weekends and holidays.

## **Services for Students with Disabilities**

Rhodes is committed to ensuring that educational programs are accessible to all qualified students in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and expanded by Title III of the Americans with Disabilities Act of 1990 (ADA). To guard against discrimination on the basis of disability, reasonable and appropriate accommodations, academic adjustments, and auxiliary aids are determined on a case-by-case basis for students who have a demonstrated need for these services.

It is the student's responsibility to initiate any request for accommodation due to a qualifying disability. Prospective students with questions about special needs or accommodations should contact the Director of Admissions. Once admitted, the Coordinator of Disability Services is the point of contact for students with physical, psychological, learning, and attentional disorders.

The Coordinator of Disability Services confers with students on an individual basis, then together with the Disability Support Committee, determines appropriate accommodations and identifies needed resources. Accommodations are designed to meet the student's needs

without fundamentally altering the nature of the College's instructional programs. Since arrangements for reasonable accommodations may require several weeks of preparation, students who have been admitted to the College and who wish to request special services should contact the Student Disability Services Office as soon as possible after admission.

Students with disabilities who seek accommodations from Rhodes must present current and comprehensive documentation from a certified professional to the Coordinator of Disability Services. The Disability Support Committee will use this documentation as a guide to develop an appropriate and supportive plan for the student. Documentation requirements and additional information regarding services provided by the College to enrolled students with disabilities is available in the Student Disability Services Office and online at [www.rhodes.edu/disability](http://www.rhodes.edu/disability).

## **Student Health Center and Insurance**

Students may be treated for most ordinary illnesses at the Moore Moore Student Health Center on campus. The College retains University of Tennessee Internal Medicine residents, along with their attending physicians, three hours per day, Monday through Friday, to provide health care to students. In instances when specialists are needed or if a physician is not available when a serious need arises, the student is referred off campus. All charges of a medical referral are obligations of the student. On-campus visits to the physician, and any laboratory or other fees that relate to on campus visits, will be billed to the student's health insurance by the University of Tennessee Internal Medicine Group. All co pays, deductibles, and any fees not paid by insurance are the financial responsibility of the student.

Medical emergencies are handled 24 hours a day with referral to Baptist Minor Medical Center, Baptist Hospital Memphis, or Methodist Hospital; all are a short distance away. When notified, the appropriate college officials will coordinate the emergency room visit and when necessary make arrangements for hospitalization.

When acute, life threatening, emotional disorders are brought to their attention, the College nurse or College counselor will refer the student to a psychiatrist for emergency care. The parents then will be notified and will take responsibility from that point. In emergency situations, if the parents cannot be reached, the Dean of Students may make a referral for an emergency psychiatric evaluation, including hospitalization if necessary. The parents will be notified as soon as possible and will assume responsibility. In the event of a severely debilitating or life threatening chronic emotional disorder, the parents will be notified, and they will then assume responsibility for the student's treatment.

A complete medical examination is required of all new or transfer students. The results of the examination, recorded on a health form provided by the College, must be on file in the Student Health Center before registration along with a copy (front and back) of the insurance

card. Failure to provide the requested information may result in not being permitted to register for classes and not being provided medical services until the information has been received.

The College requires all students to have a minimum of accident, sickness and hospitalization insurance coverage. Students may be covered under a family policy, a private carrier, or may enroll in an insurance policy negotiated by the College. Insurance coverage must continue as long as the student is enrolled. Proof of insurance coverage is required for registration for classes. It is the parents' and student's responsibility to verify with the insurance carrier the availability of coverage for health care in the Memphis area. If the student has a prescription card, check this coverage as well.

A complete record of the student's immunization history is a required portion on the health form provided by the College. All immunizations must be up-to-date before enrollment and moving into the residence halls. Students must show proof of the following immunizations: tetanus-diphtheria, primary series and booster within the last ten years, measles, mumps, rubella, polio, varicella, Hepatitis B and meningitis.

## Medical Emergencies

For medical emergencies (e.g., unconsciousness, cardiac arrest, seizures, head injuries, serious falls or fractures, excessive bleeding) the victim or a bystander should first call 911 emergency response system. Campus safety (843-3333) and Residence Life staff should be called immediately after 911. The Health Center staff will also assist with emergencies during office hours. Staff members in Campus Safety and the Health Center are certified in CPR and first aid and will render care until an ambulance arrives.

When a student needs medical care for an illness when the Health Center is closed, the following locations are available:

Baptist Minor Medical Center  
2087 Union Avenue (next to McDonald's)  
274-3336  
Hours: 8:00 a.m. - 8:00 p.m., Monday - Saturday

Baptist Minor Medical Center  
5030 Poplar Avenue  
683-7937  
Hours: 8:00 a.m. - 8:00 p.m., 7 days a week

Baptist Hospital Memphis  
6019 Walnut Grove Road  
226-5000

Methodist Hospital  
1265 Union Avenue  
726-7000

If a student needs advice after hours from a doctor or help with transportation he or she should contact the Campus Safety office (843-3333) or a Residence Life staff member on duty. The list of staff on call is posted in every residence hall. For liability reasons, staff only transport students when there are no other options for transportation. Students must carry proof of insurance to expedite care.

## Information Technology Services

Information Technology Services (ITS) is located on the second floor of Buckman Hall. Computer resources include a fileserver and print service, email service, and three computer labs. Documentation is available at the [ITS web site](#).

Students are given computer accounts after enrolling. Computer accounts are for use in work related to the user's role at Rhodes. Through an account, students have access to email, file servers, printers and the Internet. Students are responsible for all usage in their computer account.

**Computer Labs.** Three computer labs/classrooms are available in Barret Library. Applications available in the computer labs provide writing, graphics, programming, spreadsheet, database, and WWW access. Trained students staff the labs. All labs are available to students, staff, and faculty during regularly scheduled hours. The labs may be reserved by faculty and staff for classes. Please call 843-3175 for notification of lab closings or call the help desk at 843-3890 or e-mail [helpdesk@rhodes.edu](mailto:helpdesk@rhodes.edu) for further information.

**Printers.** Laser printers are available in the labs. A photocopier should be used if more than one copy of a document is required.

**Network Services.** The College provides Internet access through the e-mail system and the World Wide Web. The use of the network is a privilege, which may temporarily be revoked at any time for abusive conduct. Such conduct would include the placing of unlawful information on a system, the use of objectionable language, running unauthorized servers, including but not limited to DNS, DHCP, email, file sharing, print, video or audio streaming, web, peer-to-peer, or other application services, and any other type of use that would cause congestion of the network or otherwise interfere with the work of others. It is a violation of ITS policy to

assume the identity of others in e-mail and other network communication. See the [Information Technology Services Usage policy](#) in the College Handbook.

**Misuse of Computer Resources.** The College assumes that individuals will treat all of the facilities with respect and consideration for other users. Computers are available on a first-come, first-serve basis, and for academic use only. If a problem is discovered with a computer device, it should be reported immediately to any ITS employee. Under no circumstances should the user attempt to repair the equipment. Smoking, eating, and drinking are not allowed in areas where computer equipment is located. Students are expected to abide by the rules of usage as posted in the labs.

**ResNet.** ResNet is the program that provides Ethernet connections from the residence hall rooms to the Internet. In their rooms, students are responsible for their computer network outlet. If the outlet is damaged, the student is responsible for the costs incurred in repair of that outlet.

**Misuse of Internet Resources.** In keeping with Rhodes' tradition of student self-governance, students are expected to use the World Wide Web in ways consistent with codes of conduct established in the Honor Council and Social Regulations Council and with the Standards of the Rhodes community. Cases of student violation of these codes in use of the World Wide Web will be heard as is appropriate by the Honor Council, the Social Regulations Council, or the Dean of Students office.

Information Technology Services

<http://www.rhodes.edu/Rhodes/InformationServices/AboutInformationServices/Information-Technology-Services.cfm>

## Mail Services

The Mail Services Department is located on the main floor, west side of Briggs Student Center.

The staff of the Mail Services Department coordinates and manages mail services for the entire College—faculty, staff, student organizations, and students, including commuter students.

**Incoming Mail.** Mail (all classes, including parcels) is received and distributed on a daily basis, Monday through Friday (except holidays). All mail and accountable deliveries are secured daily. With regards to accountable or express deliveries, the addressee is notified by phone and/or voice mail if the item(s) are perishable. Outgoing mail is also collected and prepared by this facility, Monday through Friday by 3:30 p.m.

To expedite handling, all incoming correspondence to students should be addressed as follows:

Jane Doe  
Rhodes College Box 1234  
2000 North Parkway  
Memphis, TN 38112-1690

**Commercial Window Services.** Individuals and departments may purchase stamps, postage, and other services (UPS and Express Mail) using cash, check or an established Rhodes College credit account during retail business hours 8:00 a.m. to 3:30 p.m. Monday through Friday.

**Mailboxes.** The mailbox facilities require key access. One key is distributed to each box holder at no charge. There is a \$15 fee for replacing lost or broken keys. Student box holders will retain the same box the entire time they are enrolled at Rhodes. They will be asked to return their key to the Manager of Mail Services when they graduate, take a leave of absence, withdraw, or transfer. Failure to do so will result in a \$15 charge.

The only students required to turn mailbox keys in upon completion of the Spring Semester are graduating students and students withdrawing from school. Students who withdraw from school during the school year are required to complete a Change-of-Address card authorizing the mailroom to forward mail to their designated address.

Students are encouraged to notify Mail Services of any address changes during the year. It is especially important to update addresses prior to departing for the summer months so any mail received can be properly forwarded during the summer months. Mail Services will provide proper Change-of-Address cards for students to complete prior to departure for the summer.

**Summer Boxes.** Students planning to stay in the local area during the summer months may apply for a summer box for \$20. Please notify Mail Services during the last week of the Spring Semester to register for a summer box. Student mail will be forwarded during the summer months unless Mail Services is notified and a summer mailbox is reserved.

**Intra-campus Mail.** To facilitate College business and campus-wide communication, an intra-campus/non-stamped mail service is provided for faculty and staff mail.

- The correct name and department of the individual addressee must be clearly written on the outside of the mailing piece.
- When sending information to students, please clearly write the name and box number on the outside of the mailing piece.

- A listing is available with all student names and box numbers in Mail Services and is also included in the College directory.
- Confidentiality is the responsibility of the sender and all mail should be placed in sealed envelopes or stapled.
- Mailing pieces must measure at least 3" x 5".
- The sender, anytime between 8:30 a.m. and 4:00 p.m. Monday - Friday, should distribute multiple communications numbering 30 or more.
- The Mailroom has three drop boxes for collecting the Outgoing Mail-Postage Affixed, Faculty/Staff Mail, and Student Mail.
- Those organizations or departments that regularly mail multiple communications through intra-campus mail are asked to schedule the distribution of their newsletter or communication pieces with Mail Services.
- No money or items of value should ever be placed in the Intra-campus Mail System.



# Alcohol and Social Event Policy

The following policy has been established in an effort to promote a balance between the interests of the individual and those of the Rhodes community, and to encourage responsible decisions about alcohol. This policy recognizes and is guided by the following principles:

All members of the Rhodes community are responsible for their choices and behavior regarding alcohol. We are committed to the ongoing development of a community based on respect for the individual and compliance with the policies of the college and the laws of the city, state and nation. One's presence at Rhodes requires compliance with the laws and standards of behavior of the community. Within this community, the College will attempt to take all reasonable steps to insure that no illegal or excessive consumption of alcohol occurs on its property or at its institutionally sponsored activities.

## State and Local Laws Concerning Alcohol

The following summary is provided to promote increased awareness of the Tennessee laws concerning alcoholic beverages. This summary is not intended to be a restatement of the law nor a summary of all of the laws relating to alcoholic beverages. All members of the Rhodes community are responsible for compliance with the state laws governing the use of alcohol.

Regarding alcohol consumption, **according to Tennessee law, it is illegal:**

1. For any person or group of legal drinking age to sell, furnish, or provide alcoholic beverages to any person under twenty-one years of age;
2. For any person under the age of twenty-one to purchase, receive, or possess alcoholic beverages;
3. For any person to make a false statement to the effect that he or she is twenty-one years of age or older for the purpose of obtaining alcoholic beverages;
4. For any person or group to sell alcoholic beverages without a license;
5. For any person or group of legal drinking age to sell or furnish any alcoholic beverages to any person who is known to be visibly intoxicated, or to any person who appears to habitually drink alcoholic beverages to excess, or to any person who appears to be a habitual user of narcotics or other habit-forming drugs;

Regarding alcohol and driving a motor vehicle, **according to Tennessee law, it is illegal:**

1. To drive or be in physical control of a motor vehicle if a person is under twenty-one years of age and register .02 or more blood-alcohol content (BAC); For individuals who are twenty-one or over, the blood-alcohol test level is set at .08.
2. The driver of a motor vehicle cannot have any open containers of alcohol in the vehicle. Presently, this law does not apply to passengers.

Partial summary of punishments for offenses related to alcohol and motor vehicles:

1. The offense of driving while impaired (.02 or greater BAC) for a person under age twenty-one (21) is a Class A misdemeanor punishable by a driver's license suspension of one (1) year and by a fine of two-hundred fifty dollars (\$250). As additional punishment, the court may impose public service work.
2. The offense of driving while impaired (.08 or higher BAC) for a person over age twenty-one (21) is a Class B misdemeanor punishable by a fine of five hundred dollars (\$500). As additional punishment, the court may impose public service work.
3. The offense of driving while the driver is in possession of an open container of alcohol, or of a beverage containing any amount of alcohol, is a Class C misdemeanor punishable by a fine to be established by the court.
4. The first DUI offense (.08 or higher BAC) is punishable by 48 hours minimum jail time, one (1) year suspension of license, \$350 minimum fine, 11 months and 29 days probation, and participation in an alcohol treatment program.
5. The second DUI offense (.08 or higher BAC) is punishable by 45 straight days minimum jail time, two (2) year suspension of license, \$600 minimum fine, 11 months and 29 days probation, and treatment.
6. The third DUI offense (.08 or higher BAC) is punishable by 120 straight days minimum jail time, three (3) to ten (10) year suspension of license, \$1,100 minimum fine, 11 months and 29 days probation, and treatment.
7. The fourth DUI offense (.08 or higher BAC) is punishable by 150 straight days minimum jail time, five (5) year suspension of license, \$3000 minimum fine, and 1 to 6 years probation or parole.

### **Regulations Regarding Alcohol Use**

The regulations contained in this policy apply to all students, faculty, staff, alumni and visitors or guests of the College. These regulations are to be observed: 1.) At all time on the property

of Rhodes College; 2.) On all property leased for official purposes by Rhodes College; and 3.) At all college functions or institutionally sponsored activities of the College that occur off-campus. (An "institutionally-sponsored activity" and "college function" each refer to a specific activity of a College-funded organization or department.)

1. Alcohol and alcohol container may not be consumed or possessed anywhere on campus or at any College function by anyone who is under the legal drinking age.
2. The individual and legal possession and consumption of alcohol on campus is limited to the residence hall rooms and to the following campus locations: the East Village patio, inside fraternity houses, and the patios immediately behind fraternity houses. Other areas of the campus including the stairwells and hallways of residence halls, social rooms, roadways, parking lots, athletic areas, and walkways are common areas where alcohol consumption is prohibited.
3. No kegs or other common containers will be allowed on campus. All students present in a room that contains a keg or common container will be in violation of the College Alcohol Policy. Events involving the legal consumption of alcohol will be BYOB (Bring Your Own Beverage) only. Only the Dean of Students for student groups and the Dean of Administrative Services for other College functions can grant exceptions to this policy for special occasions.
4. The sale of alcoholic beverages on campus is prohibited unless approved by the Dean of Students for student groups and the Dean of Administrative Services for other groups.
5. The possession or use of alcohol at College sports events or in athletic or recreation areas is prohibited.
6. The possession or use of paraphernalia, such as a beer funnel, which puts the user in a position to consume alcohol irresponsibly, is a violation of the alcohol and social event policy.
7. Public intoxication is a violation of the Alcohol Policy and will not be tolerated. Furnishing alcohol (on campus or at any College function off-campus) to persons, who appear to be intoxicated, is prohibited.
8. Except as otherwise provided in these regulations, no person shall furnish alcoholic beverages to others on campus or at any College function.

### **Registering Alcohol-Free Events**

Student organizations who sponsor social activities that do not involve the consumption of alcohol but involve a gathering of twenty or more students on campus must complete a Social

Event Registration form in the Director of Student Activities Office no later than 1:00 p.m. on the day of the event or by Friday at 1:00 p.m. for weekend activities. Events that require Aramark, video, audio, security, or Physical Plant set-ups must be registered no less than seven (7) days prior to the date of the event, in order to schedule these services. Sponsors of the event must assume the following responsibilities:

1. The registration form must be signed by the Dean of Students prior to advertising the event or distributing invitations. In accordance with City of Memphis ordinances, loud music must end by midnight on weekdays and by 1:00 a.m. on Saturday and Sunday mornings.
2. Events not held in accordance to this policy can be shut down immediately. Student organizations may be subject to disciplinary action.

## **Registering Events That Include Alcohol Student Sponsorship**

Groups of twenty or more students must register events with the Director of Student Activities for the legal consumption of alcoholic beverages at a scheduled social event on campus. The Special Event Registration Form is available in the Student Activities Office. In order for the event to be registered, this form must be submitted to the Director of Student Activities Office no later than seven (7) days prior to the date of the event. The registration form must be signed by the Director of Student Activities or his/her designee prior to advertising the event or distributing invitations. No mention of alcoholic beverages will be allowed in the advertisement of an approved social event. Sponsors of approved events are responsible for compliance with the guidelines below.

For a spontaneous gathering of students that grows to more than twenty in an approved area for the consumption of alcohol, it will be up to an individual, acting as a sponsor, to immediately contact Campus Safety and provide a list of monitors who will assume the responsibilities of enforcing the College Alcohol Policy. This exception will not be allowed for planned social activities for which the sponsor did not make the appropriate arrangements outlined in this policy for a social function (i.e. swaps, dances, etc.). A student organization that fails to register the event with Campus Safety will be in violation of the College Alcohol Policy. The group and its members may be subject to disciplinary action.

## **Faculty or Staff Sponsorship**

Faculty or staff who sponsor events for students that involve the consumption of alcohol must comply with the Alcohol Policy. The Special Event Registration Form must be completed and submitted to the Director of Student Activities seven days prior to the event. When faculty or

staff host events involving the consumption of alcohol that do not include students, approval for the event must be granted by the Dean of Administrative Services.

### **Guidelines For Hosting an Event That Includes Alcohol**

1. In accordance with City of Memphis ordinances, loud music must end by midnight on weekdays and by 1:00 a.m. on Saturday and Sunday mornings.
2. The sponsor is responsible for insuring that alcoholic beverages are not consumed by persons under the age of twenty-one; implementing reasonable precautionary measures to insure that alcoholic beverages are not provided or served to persons who appear intoxicated; providing options for safe transportation or escorts home for intoxicated persons; and reporting to the security guards or Campus Safety staff. The sponsor is responsible for coordinating the assistance of security guard and monitors.
3. Appealing and accessible food (for example, hors d'oeuvres, snacks, or meals) and nonalcoholic beverages (soft drinks, mock-tails, juices) must be available in quantities that will last throughout the event.
4. A reasonable number of non-drinkers must be designated to serve as monitors during the event. This number will consist of no less than 5% of the estimated group size. Monitors assist the sponsors by insuring no persons under age 21 are consuming alcohol; implementing reasonable precautions to prevent intoxicated guests from drinking more alcohol and providing their safe escort home; reporting intoxicated guests to Campus Safety staff; and maintaining adequate supply of food and non-alcoholic drinks.
5. One or more security guards may be required to assist in insuring the enforcement of the Alcohol Policy and the safety of the participants. Sponsors must notify the Director of Campus Safety at least seven days in advance of the event. The number of security guards needed will be determined and arranged by the Director of Campus Safety. All costs for such will be the responsibility of the sponsors. Security guards are responsible for admitting only invited guests; checking identification to insure that those drinking alcohol are of legal age; reporting intoxicated guests to the Campus Safety office; and working with the Campus Safety office to insure the safety of the participants. Even though a security guard is present, the sponsor remains ultimately responsible for compliance with the Alcohol Policy.
6. Cleanup of campus properties must be completed 1-1/2 hours after the registered ending time of the activity.

7. In the event that policy violations occur, sponsors must rectify the violations in the planning and implementation of future social events. The approval of future social events will be contingent upon such measures.

8. The Dean of Students, Director of Student Activities, and the Dean of Administrative Services have the authority to decline activities that may pose unreasonable risk of violations of the Alcohol Policy for the sponsor(s) or other members of our community.

9. A completed registration form is a contract. Any breach of this contract is considered a violation of the College Alcohol Policy and events not held in accordance to this policy can be shut down immediately and student organizations may be subject to disciplinary action.

### **Violations by Students**

Any violation of the Alcohol Policy will subject the student to the following minimum disciplinary sanctions. Other, more serious disciplinary measures may also be taken, in the discretion of the Dean of Students, where warranted.

*First Violation of the Academic Year.* The student will:

1. Receive a minimum fine of \$50. The fine will be charged to the student and read as an "Alcohol Policy Violation" on his or her bill from the College;
2. Dispose of all alcoholic beverages in his or her possession or they will be confiscated and disposed of by a College staff member;
3. Complete an alcohol/drug education class and, if determined necessary by the Dean of Students, complete an alcohol evaluation;
4. Receive a written or oral warning that current or future alcohol policy violation(s) may result in more severe sanctions and/or administrative action at the discretion of the Dean of Students (e.g., removal from housing, probation, suspension, referral to SRC) especially when;
  - a. The violation occurs in conjunction with other College policy or standards violations;
  - b. The violation involves offensive or potentially harmful behavior to the student or others, such as fighting, threats or acts of verbal or physical aggression, driving under the influence, unauthorized access and vandalism; and/or
  - c. There have been previous violations of college policy or standards and/or incident reports within the current or previous academic year.

*Second Violation of the Academic Year.* The student will:

1. Receive a minimum fine of \$75. The fine will be charged to the student and read as an "Alcohol Policy Violation" on his or her bill from the College;
2. Dispose of all alcoholic beverages in his or her possession or they will be confiscated and disposed of by a College staff member;
3. Complete an alcohol evaluation and any follow-up treatment or assistance programs recommended in the evaluation;
4. Receive written notification of any further sanctions or administrative action, at the discretion of the Dean of Students, (e.g., removal from housing, probation, suspension, referral to SRC) especially when other violations are present as listed under First Violation - (4).

*Third Violation of the Academic Year.* The student will:

1. Receive a minimum fine of \$100. The fine will be charged to the student and read as an "Alcohol Policy Violation" on his or her bill from the College.
2. Dispose of all alcoholic beverages in his or her possession or they will be confiscated and disposed of by a College staff member;
3. Complete an alcohol assessment, in addition to any recommended follow-up participation in treatment or assistance programs;
4. Receive written notification of subsequent sanctions that may include removal from housing, probation, suspension or referral to the SRC at the discretion of the Dean of Students.

Failure to complete a required alcohol/drug class or an alcohol/drug evaluation within six (6) weeks will result in:

- (1.) the carry-over of violation for the following year; and (2.) the inability to register at enrollment clearance for the following semester until requirements are met.

The penalty for any subsequent violations of this policy is at the discretion of the College. The College reserves the right to remove from the residence halls, suspend, or expel at any time any student found in violation of this policy.

### **Violations by Employees**

All Rhodes College employees are responsible for compliance with the College Alcohol Policy. The following employee regulations represent the College's policy concerning alcohol:

1. While at work or at College-sponsored events, on or off campus, all employees are prohibited from being under the influence of alcohol to the point where, in the opinion of the College, judgment or performance is impaired.
2. Employees who exhibit chronic erratic or unusual behavior, incur excessive absences or incidents of tardiness, are involved in a work-related accident, or otherwise give the College reasonable cause to believe they are under the influence of alcohol will be subject to drug and alcohol testing and possible disciplinary action as stated in the College Handbook.

Employees who organize or sponsor a student group, whether on or off campus, have the responsibility to enforce the College's Alcohol Policy. Failure to comply with these responsibilities will be considered a violation of the Alcohol Policy and violators will be subject to disciplinary action suited to the severity of the violation as stated in the College Handbook.

### **Alcohol Consumption in the Lynx Lair**

The procedures outlined below apply to all students, faculty, staff, alumni, visitors and guests of the College. At all times each member of the Rhodes community is responsible for his or her behavior and the conduct of his or her guests.

#### **Identification and Purchasing Procedures**

1. Students, faculty, staff, alumni, visitors and guests of the College who are of legal drinking age can present a valid driver's license for the purchase and consumption of alcohol. Each person may purchase only one alcoholic beverage at a time.
2. In accordance with the rules and regulations of the Alcohol Commission of the City of Memphis, the Memphis police shall be called promptly by ARAMARK employees to report a fight or disturbance at the Lynx Lair. Students and employees involved in an alcohol-related incident in the Lair will be subject to disciplinary action described in the Alcohol Policy.
3. ARAMARK reserves the right to refuse service to any persons.
4. No alcohol may be brought into the Lynx Lair.

#### **Reservations Procedures**

Persons or groups wishing to reserve the Lynx Lair for special events during alcohol service hours may do so as follows:



1. Contacting the Director of Student Activities and the Facilities Coordinator and completing the campus facilities usage form.
2. Submitting a Special Event Registration form to the Dean of Students no later than seven days prior to the date of the event.
3. Complying with all regulations and responsibilities as listed in the above policy on alcohol apply during registered events in the Lynx Lair.

Student organizations may reserve the Lynx Lair for special events, however, because it is a place of business, a group may not restrict access to any member of the Rhodes community, visitors or guests during the event.

### **Alcohol Awareness**

Rhodes is committed to providing students, faculty, and staff with factual information about alcohol as well as confidential referrals for professional assistance in the event that they are needed. An awareness of the negative effects of alcohol consumption may assist you in your efforts to make safe and responsible choices about alcohol. Educational programs will be organized and conducted annually to promote continued awareness and encourage an attitude of genuine concern and care for others. Information concerning responsible use, effective party planning, indications of abuse or addiction, and resources for assistance are available for you or someone you care about in the Counseling and Student Development Center from the Office of the Coordinator of Alcohol and Drug Programs.

## **Athletic and Recreation Facilities**

### [Reserving Facilities](#)

### **BRYAN CAMPUS LIFE CENTER**

#### **Authorized Users**

1. Students, faculty, staff, alumni and community members may use the Bryan Campus Life Center upon presentation of a valid Lynx Card or Bryan Campus Life Center I.D. card.
2. Faculty and staff may obtain a Bryan Campus Life Center I.D. card for their spouses and dependent children by contacting the Director of the Bryan Campus Life Center. Children age 14 and younger must be accompanied by a parent or legal guardian at all times, and thus will not be issued ID cards. Children 14 and younger are not permitted in the Fitness Room at any time.

3. Authorized users may host up to 2 guests per day. Guests must sign-in at the Control Desk and pay a \$3 fee.

### **Reservation of Space in the Bryan Campus Life Center**

The following areas of the Bryan Campus Life Center may be reserved: 3 basketball courts in the Multi-Sports Forum, 3 classrooms, Conference Room, Alumni Room, McCallum Ballroom, and the Lynx Lair.

Procedures for reserving a space in the Bryan Campus Life Center:

1. Contact the Director of the Bryan Campus Life Center with the day(s), time(s), and details of the event.
2. The Director will check the availability of the space, and if it appears to be available, you will be instructed to submit the reservation request to the Campus Facilities Coordinator on the Facilities Management System.
3. The applicant will be notified of the status of the request.

**McCallum Ballroom:** Reservation requests for the McCallum Ballroom should go directly through the Campus Facilities Coordinator in the Meeman Center.

Priority List for Space Reservation:

1. Campus-wide Events (Orientation, Convocations, Homecoming, Commencement, etc.)
2. Department-sponsored Events (Career Day, Admissions Open House, Intercollegiate games and practices, Intramural and Club Sport usage, Physical Education classes, etc.)
3. Activities Board Events (concerts, lectures, comedians, dances, etc.)
4. Student Organization-sponsored Events (dances, social events, etc.) The Dean of Students Office must first approve these events.

**Fees:** In some cases, fees may apply to the reservation of space in the Bryan Campus Life Center. These fees will be used to cover costs such as housekeeping, Physical Plant setup, facility supervision, and other associated services.

### **Outdoor Facilities**

A variety of outdoor field and courts are available for events. Authorized users of the Bryan Campus Life Center may utilize the outdoor facilities. Reservation policies are the same as those for the Bryan Campus Life Center, with priority given to Intercollegiate Athletics, Intramural and Club Sports, and Physical Education classes.

**Alburty Pool:** The Alburty Swimming Pool is to be used only during posted hours of operation when pool staff is present. Unauthorized use will result in a \$100 per person fine, and is a punishable trespassing offense. Violators may be prosecuted.

## **Campus Appearance**

1. Major changes or additions made in the appearance of the campus should be made only with the approval of the Dean of Administrative Services and the President.
2. "Campus Art." Rhodes promotes the arts and artistic expression. The Clough-Hanson Gallery exhibits student work periodically. "Campus Art" is defined as works of art requested to be displayed outdoors on the campus. Campus art reflects not only the expression of the artist, but can be perceived as reflecting the views or values of the College. Therefore the principles listed under Campus Regulations should be carefully considered. Works of art that qualify for outdoor display on the Rhodes campus shall be works of art intended as ends in themselves, such as those found in galleries or sculpture gardens. Works that qualify for outdoor display on the campus shall not include items of advocacy or protest or items of information such as posters. (See policy on posting.) No campus art shall be put up on the campus without prior approval regarding the location by the Dean of Administrative Services. Campus art must be signed and dated by the artist(s) and will be taken down after three days. The College reserves the right to move the campus art during the three-day period.
3. The grounds surrounding sorority and fraternity houses are part of the College campus and reflect on the entire College. When the grass, leaves, shrubbery, and yards are not kept up to high standard of appearance, it is objectionable (or "obnoxious" to use the lease agreement term). House grounds shall not be used for storage. The Grounds Department is responsible for maintaining the yards of the sorority and fraternity houses all twelve months of the year, and for billing the appropriate sorority or fraternity for its services.
4. The College reserves the right to remove any and all objects placed on the campus, including in the yards of the sorority and fraternity houses.

## **Commuter Student Lockers**

Lockers for commuter students are located in the Bryan Campus Life Center. To receive a locker assignment, contact the Director of the Bryan Campus Life Center, David Hicks at x3438.

## **Complaint Procedure**

Students with complaints regarding College policy should address their concerns to the email account IDEAS or the President of the College

## **Rhodes College's Policy On Discrimination And Harassment**

# RHODES COLLEGE'S POLICY ON DISCRIMINATION AND HARASSMENT

## **I. Rhodes College Statement**

Discrimination and harassment on grounds of race, gender, color, age, religion, disability, sexual orientation, and national or ethnic origin are forms of misconduct that undermine the institutional mission of the College and thus will not be tolerated. All members of the College community are responsible for maintaining an environment of mutual respect for all persons.

The College's policy on sexual harassment and assault is contained in a separate document. This present document contains the College's policy governing other forms of harassment as well as discrimination. The Dean of Students is responsible for ensuring that students are informed of this policy. The Dean of the College and the Director of Human Resources are responsible for taking necessary steps to notify College faculty and staff of the provisions of this policy.

Rhodes College reserves the right to modify these policies and procedures as needed in order to maintain the environment of mutual respect for all persons that is an objective in issuing this present document.

## **II. Definitions**

*Discrimination* – the act of denying opportunities, resources, or access to an individual or group based on race, gender, color, age, religion, disability, sexual orientation, and national or ethnic origin.

*Harassment* – actions meant to demean, debase or injure and based on race, gender, color, age, religion, disability, sexual orientation, national or ethnic origin, whether intentional or unintentional.

Harassment can include hostile or intimidating verbal or written communications, physical threats or intimidating conduct based on a person's race, gender, color, age, religion, disability, sexual orientation, national or ethnic origin that adversely affects the individual and that interferes with a person's ability to function successfully in her or his academic, work, or social life at Rhodes. Freedom of expression does not include the right to intentionally and maliciously aggravate, intimidate, ridicule or humiliate another person.

It is necessary to consider the intentions and knowledge of the alleged offender in determining whether harassment in violation of this policy has occurred. Even if you don't know who is responsible for the incident, it is important for students to report incidents of alleged

harassment to the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities.

Both discrimination and harassment may be subject to legal action based on applicable laws. Any act that is thought to constitute a crime should be reported to the Director of Human Resources and the Director of Campus Safety.

*Retaliation* – Anyone who retaliates against any individual making complaints of discrimination or harassment, or anyone making a false or malicious charge against an employee or student of Rhodes College is in violation of this policy and will be subject to sanctions accordingly.

### **III. Geographic Jurisdiction**

To fall within the jurisdiction of these procedures, the act of discrimination or harassment must have been committed against a Rhodes student or employee by another Rhodes student or employee (a) on College-owned or leased property or (b) at a College-related function. Because students may also be sanctioned for conduct which constitutes a hazard to the health, safety, or well being of members of the College community or which is detrimental to the College's interest whether such conduct occurs on campus, off campus or at College-sponsored events, the College reserves the right to pursue disciplinary action of off-campus incidents on a case by case basis.

### **IV. Employee (faculty and staff) Concerns**

All employee complaints of discrimination or harassment, including sexual harassment, whether the complaint involves alleged discrimination or harassment must be reported by the employee to the Director of Human Resources or to the Dean of the College.

The Director of Human Resources receives the complaint from the student when the accused is an employee of the College, either staff or faculty. Student complaints against faculty or staff are not subject to the optional procedures outlined in this policy.

### **V. Student Concerns**

Students have several options for handling this situation. You may decide first to talk with the alleged offender yourself in the event that he or she seems unaware of the effects of his or her behavior. You can talk with any RA (resident advisor), faculty, staff or administrator about your sense of being harassed or discriminated against. However, keep in mind that, because harassment and discrimination are destructive to the entire College community, Rhodes will not tolerate such behaviors. Therefore, all RAs, faculty, and administrators are mandated by College policy to report knowledge of allegations of harassment or discrimination to the appropriate office. RAs, faculty, and administrators of the College are expected to keep

conversations alleging discrimination and harassment limited to those parties who are responsible for enforcing this policy.

Note: Employee complaints of discrimination or harassment are not subject to the procedural options outlined in this policy.

Counseling Center staff, the Chaplain, the Nurse, and Physicians may be bound by professional ethical requirement to keep conversations with clients confidential. Those professional confidentiality requirements and applicable law will dictate whether information provided to those persons will be shared with others.

Students are strongly encouraged to consult with the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities to ensure that any alleged harassment or discrimination may be addressed appropriately and according to the policy of the College and applicable laws.

### **Reporting Process and Follow up Procedures**

The basis or grounds of a complaint should be discussed with the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities. If the alleged incident of harassment appears to violate any applicable laws, the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities will report the incident to the Director of Human Resources and the Director of Campus Safety, as required by such laws. The College cannot file charges on a student's behalf, but the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities will inform the student about the legal avenues that he or she can pursue.

Described below are three processes for resolution of a complaint. A complaint by the students may be addressed by using the following processes; however, the College at all times reserves the right to address the complaint without regard to the resolution process chosen by the student.

Student complaint against another student:

Informal Procedure (Option I below)

Mediation (Option II below)

Formal Complaint (Option III below)

If after meeting with the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities, the student complainant decides to make a Formal

Complaint, the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities registers the Formal Complaint to the Dean of Students.

Investigations will be arranged for and conducted as promptly and in as confidential a manner as possible. Investigations will include discussions with both the complainant and the alleged offender. Inquiries may also be made of other persons who may have knowledge about or related to the alleged incident. The investigator may outline to the complainant the investigative actions that will be taken and the anticipated time frame for completing the investigation.

It is important that the schedule allow for a thorough investigation. The amount of time needed may vary with the nature of the alleged incident.

Alleged violations by students will be dealt with by the procedures outlined below for an administrative hearing.

### **Procedural Option I — Individual Action**

Pursuing some type of individual action to resolve a problem either before or instead of a formal complaint process is not uncommon. While individual action is no substitute for good policy and procedure and may not be advisable in certain situations, it can be an important tool for educating the alleged offender (who may be unaware of the impact of his or her behavior) and restoring the victim's sense of dignity. Examples of individual action include:

1. Talking to the alleged offender about the incident. You may wish to take someone with you for support.
2. If the behavior continues, you may want to keep a log of times, dates, places, witnesses, the nature of the discrimination or harassment, what the alleged offender said and did, how you responded, etc.
3. Writing a specific kind of letter to the person whom you believe has discriminated against or harassed you that includes:
  - a. The writer's factual account of what happened, but without any subjective evaluation of such. This account should be as detailed as possible, including dates, places, and descriptions of the incidents.
  - b. A description of how those events made or still make the writer feel, and What the writer wants to happen next and in the future. This part may be very short, since most writers usually just want the behavior to stop, e.g., "Please do not say these things to me again."
- 4.

The letter should be delivered only to the alleged offender either in person or via email. The writer is encouraged to keep a copy of any letter written to the alleged offender.

If the letter does not achieve its purpose, the letter can be used to support further complaints. Ideally, the letter will be a way to prompt a conversation with the alleged offender. If you think an official of the College should be involved, then you should meet with the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities who can explain further options to you.

### **Procedural Option II — Mediation**

The mediation process provides an official administrative alternative to the informal procedure above. It is intended to allow those involved in alleged discrimination or harassment to discuss their respective understandings of the incident with each other with the assistance of the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident.

Requests for mediation are filed in writing with the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities. A request may be filed either by the complainant or by someone who has been accused of discrimination or harassment. Both the complainant and alleged offender must voluntarily enter into mediation. The Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities will work with both parties to determine their willingness to participate in mediation and to verify that mediation is their choice at this time among the alternatives provided by the College.

Mediation Procedures. When both parties have agreed to mediation, the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities or a trained designee will initiate the mediation process. The Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities (or his/her designee) will contact both parties to set the date, time and location of the mediation session(s). Every reasonable effort will be made to begin mediation within one week after the complaint is filed and to complete the mediation session(s) within one week of their initiation.

The only parties present at the mediation session(s) will be the parties directly involved in the incident and the mediator. During the mediation process the mediator may:

1. Ask the complainant and then the alleged offender to give their versions of the incident in question, including both factual information and their feelings;



2. Identify key issues that emerge in the first step and make these known to both persons;
3. Seek the agreement of both parties on the issues;
4. Facilitate discussion as the two parties consider each issue more completely and as they generate solutions for each; and
5. Work with both parties to develop a written document that will include a statement of agreement on each issue. Any activity or behavior that either party has agreed to perform following the mediation should be included in this agreement. In particular, the mediation agreement must include the agreement of both parties not to compel the mediator to provide testimony or to provide his or her notes in any process outside the mediation procedure.

The written mediation agreement shall be signed by both parties and approved by the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities or the designated mediator.

Because participation in the mediation process is entirely voluntary and the final result is a product of mutual agreement, this process cannot be appealed. If either party is dissatisfied with the mediation process, at any time prior to signing of a written agreement, that party may request that the mediation process cease. A Formal Complaint Process (Option III) may be pursued by the complainant at any point prior to the signing of the statement of agreement if the complainant or alleged offender requests that the mediation process cease.

In order to promote honest and direct communication among the parties and the mediator and to facilitate the completion of agreed-upon terms, all statements made in the mediation process must remain confidential, and as noted above the parties to the mediation procedure must agree not to compel the mediator to provide testimony or to provide his or her notes in any process outside the mediation procedure. The Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities' Office keeps copies of the complaint form, the mediation agreement, and any documentation concerning completion of or non-compliance with the agreed-upon activities or behavior.

In the event that a Formal Complaint Process is initiated after some part of the mediation process has taken place, only the Written Complaint (see below) will be forwarded to the administrator in charge. Only the party making the statement may disclose statements made during the mediation process in the investigation or hearing processes. Violations of the terms of the mediation agreement should be brought to the attention of the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities, who will set in motion a Formal Complaint Process.

### **Procedural Option III — Formal Complaint Process**

A Formal Complaint Process may be initiated when the seriousness of the alleged violation warrants it or when mediation does not produce a resolution. A Formal Complaint Process is requested by the person allegedly victimized.

Formal Complaints are initiated by submitting a Written Complaint to the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities. The Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities meets with the complainant to discuss the complaint and to help the complainant determine whether it is indeed appropriate to go ahead with a Formal Complaint.

If the meeting concludes with a decision to go forward with the Formal Complaint Process, the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities forwards the Written Complaint to the appropriate administrator for adjudication or referral to the appropriate judicial council. (Reference SRC Policy)

If the alleged incident of harassment appears to violate any applicable laws, the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities will report the alleged incident to the Director of Human Resources and the Director of Campus Safety, as may be appropriate under applicable law. The College cannot file charges on the complaining student's behalf.

A Formal Complaint should be filed as soon as possible after the occurrence to facilitate a prompt and thorough investigation. In every case, an investigation will be conducted as promptly and in as confidential a manner as possible.

### **If You Think You Have Been Discriminated Against or Harassed by a Campus Organization**

You should report the incident to the Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities. The Associate Dean, in consultation with the Dean of Students, will recommend the best procedure for resolution of such complaints.

The Dean of Students may impose sanctions upon student organizations up to and including the temporary or permanent loss of status as a recognized campus organization. Sanctioning an organization does not preclude the College from taking action against individual members who are alleged to have led or participated in the incident. Those individual members will be dealt with according to the procedures outlined earlier in this document.

## **VII. Campus Resources**

**Dean of the College**

223 Palmer

843-3795

**Dean of Students**

229 Palmer

843-3815

**Associate Dean of Students-Multicultural Education/Greek Affairs/Student Orientation and Activities**

301 Briggs

843-3628

**Counseling Center**

Moore Moore Counseling Center

843-3128

**Chaplain's Office**

310 Briggs

843-3849

**Director of Human Resources**

Dorothy King Hall

Human Resources - HR Modular

843-3750

**Director of Campus Safety**

Spann

843-3880

## **Drug Policy**

### **DRUG FREE WORKPLACE**

Rhodes complies with the requirements of the Drug-Free Workplace Act of 1988. The College will not tolerate the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or the misuse of medications or other legal drugs on the Rhodes campus. Such activity is associated with criminal activity, and it is a threat to the personal safety of the

people who work and live on the campus, and a threat to the reputation and mission of the College.

## **DRUG POLICY**

The possession, use, sale or distribution of illegal drugs, the misuse or abuse of medications or other legal drugs on the Rhodes campus is prohibited. Such conduct:

1. Violates the law;
2. Violates one's physical and mental health; and
3. Violates the fabric of the community with serious security risks resulting in dealing with individuals operating outside the law.

The students, faculty, and staff of Rhodes, as citizens, are responsible for knowing and complying with all applicable state and local laws that make it a crime to possess, sell, deliver or manufacture those drugs considered to be "controlled substances" by the state of Tennessee. Any member of the Rhodes community who violates the law is subject to both prosecution and punishment by civil authorities and to disciplinary proceedings by the College.

Students, faculty, or staff at Rhodes are subject to disciplinary action for the possession, manufacture, use, sale, or distribution (by either sale or gift) of any quantity of any prescription drug or controlled substance or for being under the influence of any prescription drug or controlled substance, except for the appropriate use of an over-the-counter medication or for the prescribed use of medication in accordance with the instructions of a licensed physician. Controlled substances include, but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, PCP, and substances typically known as "designer drugs" such as "ecstasy" or "eve." Possession of paraphernalia associated with the use, possession or manufacture of a prescription drug or controlled substance is also prohibited. Students, faculty or staff also are subject to disciplinary action for the misuse or abuse of mind-altering substances (e.g., Amyl Nitrate, Ephedrine, etc.).

The penalties to be imposed by the College may range from probation to suspension or expulsion from one's place of residence, to expulsion from enrollment, or termination from employment. However, the following minimum penalties shall be imposed, in the discretion of the College.

**Student Penalties.** The minimum penalty for a first-time violation of the Drug Policy for misuse or abuse of legal drugs or the illegal use or possession of a prescription drug, controlled

substance or drug paraphernalia will be disciplinary probation for a full year, and a requirement for participation in a drug abuse education and/or treatment program. Any student who violates the Drug Policy for misuse or abuse of legal or illegal use or possession of a prescription drug, controlled substance or drug paraphernalia for a second time will be suspended from the College for at least one year.

Failure to complete a required drug class or a drug evaluation within six (6) weeks will result in: (1.)the carry-over of violation for the following year; and (2.) the inability to register at enrollment clearance for the following semester until requirements are met.

The penalty for a violation of the Drug Policy for sale, distribution, or manufacture for sale, of a prescription drug, controlled or mind-altering substance, or drug paraphernalia will be permanent expulsion from the College.

## **Emergency Preparedness**

Rhodes provides planning to minimize danger to life, health, and property from emergencies or other critical incidents should they arise. Included in planning are necessary and prudent steps to assure continuity of operations and restoration of academic and other activities as quickly as possible following an emergency.

The foundation for such planning is based on the following priorities:

- Protection of human life.
- To prevent and minimize personal injury.
- Reduce exposure of Rhodes' physical assets.
- Optimize loss control for assets where exposure cannot be reduced.
- Restore normal operations as soon as possible.

With these priorities as a foundation, the plan facilitates a quick and efficient move from normal to emergency operations and back.

## **Extreme Weather**

Rhodes' extreme weather policy provides for making a decision to close or to delay opening the College when weather conditions warrant. There are three specific provisions for communicating that decision to all students, faculty and staff. These procedures will be used only if Rhodes closes or if its schedule is altered. If the College is closed or opening is delayed,

all Physical Plant and Campus Safety personnel should contact their supervisors for information about their schedules.

1. A message will be left in a voice-mail box, which can be accessed by all students, faculty and staff. The number for that box is 843-3943.
2. The decision will be communicated to the following local media stations, which will announce the decision. Please do not call them for closing or opening information.

WMC-TV CH. 5

WREG-TV CH. 3

WKNO FM 91.1

WMC AM 790

WMC FM 100

WREC AM 600

Rock 103 FM

If you have a cable connection in the residence halls, you can also check for information on cable station 119.

## **Fireworks**

Memphis ordinance prohibits the use of fireworks in the city. Possession or use of fireworks is prohibited on the Rhodes campus by College policy. Any violation of this policy can result in sanctions ranging from fines to losing the privilege of living on campus.

## **Fraternization Policy**

As an educational institution Rhodes College is committed to maintaining an environment in which its faculty members, students, administrators, and staff members are safe, can be trusted and count on others to be trustworthy, and receive and extend to others respect as human persons. Indeed, mutual respect among faculty members, students and administrators is an essential ingredient in the educational process and the greatest care must be taken that it not in any way be eroded.

Virtually all faculty members, administrators, and staff members are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over students, whether or not an individual student is enrolled in their classes, are subject to their direct supervision, or have some form of business to transact with offices at the College. Many students are at a stage in their development when they may be particularly vulnerable to the influence of faculty members, administrators, and staff members who are in positions where they can affect the terms and conditions of a student's standing at the College.

If a student consents to a romantic relationship with a faculty member, administrator, or staff member, the existence of such a relationship could have unintended adverse effects on the

educational environment of the College. In some cases such a relationship can end unhappily or become problematic, resulting in charges of sexual harassment, and even physical or psychological abuse.

Some circumstances in which faculty members, administrators, staff members work with students can have the potential for the exploitation of students. For example, a work-study student might be asked to perform services that go beyond the terms and conditions of the work-study assignment, e.g. child care, personal business transactions. In such cases, it must be clear that the student may decline such personal invitations without any adverse consequences. It may be that a work-study student will respond to an invitation to provide personal assistance, but this relationship must be one in which the student volunteers, is offered and accepts a fair wage for services, and one which bears no relationship to the continuation of or the evaluation of the work-study assignment.

Because of the commitment to maintaining an environment that supports our educational goals Rhodes College prohibits romantic, sexual, and exploitative relationships between college employees and students. In the event that any such relationship is reported and confirmed the college employee is subject to employee disciplinary procedures up to and including termination in the case of administrators and staff members, or dismissal for cause in the case of faculty members. The policies and procedures for employee disciplinary procedures and dismissal for cause apply in all such cases.

There are exceptional circumstances in which the spouse or partner of a college employee is a student at the College. This fraternization policy does not apply in such circumstances. The Dean of the College, in consultation with the Director of Human Resources, is the administrative officer who determines whether an exceptional circumstance applies.

## **Greek Organizations**

1. **Purpose and Ideals.** By emphasizing the development of their members as concerned participants in their chapter, the College community, and the greater Memphis community, the fraternities and sororities support the ideals of loyalty and responsible citizenship. The fraternities and sororities encourage support of the honor system, active participation in campus life, and the establishment of lifelong friendships. An important goal in each group is to support the Rhodes mission of educating students to live lives of genuineness and excellence by encouraging each member's growth intellectually, emotionally, and socially. Fraternities and sororities stand for character, dignity, scholarship, and college loyalty.

Fraternities and sororities at Rhodes share in the academic mission of the College not only by setting academic standards that must be met for initiation and continued participation in each

chapter, but also by recognizing and rewarding outstanding scholarship within individual chapters and among the groups involved in the Greek system. For those members experiencing academic difficulties, chapters actively encourage and support efforts to improve by providing tutors and structured study opportunities.

Service to others is a principle upon which the College and the Greek system are founded. This principle is nurtured and practiced through organized group service projects, the encouragement and appreciation of individual acts of service and giving, and the advancement of the understanding that service to others is a lifelong responsibility.

Recognizing that fraternities and sororities make significant contributions to the college community, participate actively in leadership roles on campus, enhance school spirit, encourage support of their alma mater, and generally enhance the realization of the college's mission, Rhodes is committed to the support and development of each chapter.

**2. Rights and Responsibilities.** When there is commitment to common purposes, rights and responsibilities are defined in order that all parties might better understand their roles in relationship to one another.

A. Greek Responsibilities. The fraternities and sororities have the responsibility of fulfilling their ideals of mission and college cooperation in very concrete ways.

Each chapter will promote academic achievement among its membership. Some ways in which this is accomplished are grade requirements for initiation, tutoring services offered within the chapter, and the recognition and appreciation of scholarship.

Each chapter will responsibly schedule events with consideration for the best interests of students' academic work and with no event requiring students to miss class.

Each chapter will actively engage in service to the campus and the Memphis community. A significant proportion of the membership should participate in at least one major service project developed by the chapter for the community and/or campus each year. Members should be encouraged to participate in service individually through Kinney or some other volunteer service.

Each chapter will abide by and enforce general campus regulations. (See College Handbook, Chapter 9.)

Each chapter will comply with the agreement with the College for grounds maintenance for fraternity and sorority yards. (See attached statement from the College Handbook, Chapter 9.)



Each chapter will not engage in any hazing activities. (See attached statement from the College Handbook, Chapter 9.)

Each NPC, NIC, and FLA chapter will actively participate in either Panhellenic Council (women) or Interfraternity Council (men).

B. College Responsibilities. As the fraternities and sororities actively support the mission of Rhodes, the College will support a positive atmosphere for the chapters and work with them in their efforts.

The College will officially recognize each chapter and its national fraternity or sorority.

The College will support the chapters in their recruitment efforts. Some of the ways in which this is accomplished are providing for the Inter-Fraternity and Panhellenic Councils the names and addresses of all new students, coordinating bid matching efforts, and serving as a resource when appropriate.

The College will develop upon request fraternity and sorority grade point averages after each term and will certify all pledges who have met the minimum academic standards for initiation.

The College will assist in scheduling on the College calendar official Greek events, and when possible provide facilities for events and programs. As with all scheduling, proper procedures must be followed and care taken to insure that there are no significant calendar conflicts.

The College Advisor to the Greek system will serve as a source of information, assist chapters in communicating their accomplishments to the college community, serve as a resource for educational materials and programs, assist with any necessary expansion, and generally support the chapters.

The College reserves the right to amend the College Handbook, and will supply each chapter with proposed changes that affect them directly 60 days prior to the effective date of change. Appeals concerning proposed changes should be directed to the Dean of Students.

The College reserves the right of approval of application of the proceeds of any property damage insurance payments.

**3. Legal Issues and Liability.** Insurance. The local chapters of each nationally affiliated fraternity and sorority are responsible for obtaining and maintaining, in conjunction with their national organization, the proper insurance coverage.

The policy in force shall specify:

- A. Who is covered (chapter members, officers, advisors, alumni chapters, the College)
- B. What is covered (property, house, or equipment)
- C. The extent of coverage in all these areas

The policy shall cover the following, unless waived in writing by the Dean of Administrative Services with the recommendation of the Director of Student Activities:

- A. Standard fire coverage;
- B. Earthquake coverage;
- C. Structure and contents at replacement value;
- D. Liability to cover anyone on the premises.

It shall be the responsibility of the chapter president to submit this information to the Dean of Administrative Services and/or any revisions or changes. Where changes have occurred in the actual policy, the Dean of Administrative Services must be notified within 30 days. Failure to maintain coverage will result in suspension of chapter activities and closing of the chapter house until coverage has been secured.

4. **Liability.** The areas listed below are areas of increasing legal vulnerability. Therefore, all applicable laws and college policies will be adhered to. The responsibility of compliance rests with the individual chapters and their members, advisors and affiliates. The liability related to these areas within a chapter house or at an officially sponsored function will be the responsibility of each individual Greek organization.

- A. Hazing
- B. Compliance with all safety and fire codes
- C. Alcohol use

5. **Channels of Authority, Responsibility, and Accountability.** Authority, responsibility, and accountability for Greek organizations are delegated along the following line:

Chapter President

IFC, PAN Council

Director of Greek Life

Dean of Students

President

Trustees

Greek organizations are subject to the decision making principles and affirmations of the College, which are as follows:

Authority, responsibility, and accountability are to be kept inseparable (i.e. None will assume authority without assuming responsibility and accountability. None will assume responsibility without having authority to carry out the responsibility not without being held accountable, etc.). For the sake of simplicity, the "indivisible triad" of authority, responsibility, and accountability is hereinafter referred to simply as "responsibility."

Responsibility may be delegated but not abdicated. The person or group that delegates responsibility to another is still held accountable for that area of responsibility and may, if performance is deemed inadequate, find it necessary to resume complete responsibility and to reassign it.

Early consultation with the person or group next up in the line of responsibility should precede making a final written recommendation. This gives that person or group a chance for input before a final recommendation is made to them.

Recommendations to formulate or change policies may originate with anyone along the appropriate line of responsibility.

In cases where decisions are to be made with which those below the line of responsibility may disagree, the following precautions should be observed.

- A. Reasonable time for consultation up and down the line of responsibility should be allowed.
- B. Input from these consultations should be treated seriously and considered carefully.
- C. An explanation of the reasons for the decision should be made down the line of responsibility.

Appeals may be made up the line of responsibility but only one step at a time, and only after informing each person whose decision will be appealed.

Each chapter may make rules for the conduct of their affairs as long as these rules are in harmony with the policies of the College.

6. **Evaluation and Review.** At the end of the academic year each chapter will submit an annual report outlining its accomplishments in support of academic achievement, College and community service, and educational programs. Should the chapter be required to submit to its national office a document which includes all of the above, a copy of that document may be submitted as its report to the Director of Greek Life.

Each chapter will affirm annually that it is in compliance with the nondiscrimination policies required by the Board of Trustees.

Each chapter will submit to the Director of Greek Life copies of its governing documents (constitution, bylaws, handbook, etc.) as requested, but at least every three years. These documents are subject to review by the appropriate committee of the Board of Trustees to determine that chapter policies are in keeping with college policies.

7. **Judicial Process for Violations of Regulations or Standards of Conduct.** A chapter's violation of college regulations or failure to adhere to expected standards of conduct will be adjudicated by the Social Regulations Council or the Inter-Fraternity Council or Panhellenic Council. Violators should be reported to the SRC by any member of the College community. Persistent or extreme violations may result in withdrawal of official recognition by the College.

In the event that there is a question as to whether an action is to be considered an individual violation or a chapter violation, the Social Regulations Council will conduct a preliminary investigation. If they determine that it was a chapter violation, they may refer it to the appropriate Greek council for adjudication.

A chapter, two members of the adjudicating council, or the accuser may appeal the decision of the Inter-Fraternity or Panhellenic Council to the Social Regulations Council Appeals Committee. All appeals must be filed in writing to the convener of the Social Regulations Council Appeals Committee within one week of the finding by the adjudicating council. Upon review the Appeals Committee will either sustain the decision of the IFC or Panhellenic Council or refer it for second review by the IFC or Panhellenic Council.

8. **Hazing.** Hazing is prohibited at Rhodes, and has been defined as follows by the Fraternity Executives Association:

"The Association defines hazing as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside the confines of the house; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, ritual, or policy or the regulations and policies of the educational institution."

Any student organization found guilty of hazing may be subject to a suspension or expulsion from the College.

## **STATEMENT OF AGREEMENT BETWEEN FRATERNITIES/SORORITIES AND RHODES COLLEGE**

This Agreement, made and executed as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Rhodes College, as Tennessee not-for-profit corporation ("Rhodes") and \_\_\_\_\_ chapter of \_\_\_\_\_ ("the Chapter").

Whereas, the Chapter has been in existence at Rhodes since \_\_\_\_\_, and is a local chapter of a national college (fraternity) (sorority), and

Whereas, Rhodes and the Chapter acknowledge their mutual goals and responsibilities as evidencing the educational experience of Rhodes students, providing responsible service to the community and enhancing the reputation and ability of Rhodes to fulfill its role as an outstanding liberal arts college, and

Whereas Rhodes and the Chapter have engaged in discussions regarding how to achieve those mutual goals and how to discharge those mutual responsibilities, and now desire to give written expression to agreements reached,

Now, therefore, in consideration of the mutual promises contained herein, and other good and valuable considerations, the receipt and sufficiency of which are acknowledged by the parties, it is agreed that Rhodes and the Chapter will uphold the principles included in the Rhodes System of Fraternities and Sororities, and the Chapter agrees to abide by the attached College regulations.

Rhodes College

Attest: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Chapter \_\_\_\_\_

Attest: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Approved

I, , certify that I am the Alumni Advisor for Chapter of

. I have read the above Agreement and reviewed it with members of the Chapter and with all necessary or appropriate advisors and representatives of the national organization of

. I further certify that the persons who have signed the above Agreement on behalf of Chapter of are authorized to do so as a binding action of Chapter of

.

Signed: (Alumni Advisor)

### **Grounds Maintenance and Trash Disposal Agreement Between Rhodes Fraternity and Sorority Organizations and Rhodes Physical Plant Department**

This agreement lists responsibilities to be assumed by the Physical Plant Department in maintaining the Fraternity /Sorority grounds and providing trash/garbage disposal. Any organization that does not have a house on campus is exempt from this agreement.

A. When the College is in session, trash will be removed daily except Saturday and Sunday. Trash must be in containers or trash bags and placed at the designated collection point. The designated collection point for Fraternities is the curb behind the Fraternity Houses and for Sororities is the curb at North drive in front of Sorority Houses. During periods of recess, trash will be removed on an as-needed basis.

B. During the mowing season, grass mowing and trimming will be completed on an as-needed basis. Normally, mowing will be completed one time per week but may be increased during heavy growth periods or decreased during slow growth periods. Sidewalk edging and weed trimming will be completed in conjunction with lawn mowing.

C. The Physical Plant Department will trim trees, shrubs and plants as required, including complete tree removal as necessary. Watering of trees, shrubs and plants will be the responsibility of each Fraternity and Sorority.

D. The Physical Plant Department will provide temporary trash containers and liners for outdoor events. At the conclusion of the event, all loose trash must be placed in containers at the designated collection point by the Sponsor. Containers will be picked up by Physical Plant on the next scheduled trash run. Temporary trash containers must be requested five (5) days in advance from the Physical Plant Department (843-3870) or via the College ALPHA by typing WORKORDER at the \$ prompt and sending a work order.

E. Fraternities and Sororities will be responsible for clean-up after sponsored functions. Clean-up must be completed no later than one and one-half hours after the conclusion of the event. A clean-up notice will not be sent out by the Physical Plant Department, so clean-up must be completed by the specified time. Additionally, the clean-up responsibility includes the return of any tables or chairs on loan from the Physical Plant Department. If tables and chairs are not returned promptly and in good condition, this action will lead to the suspension of these items being furnished by the Physical Plant Department. In the event clean-up has not been completed within the prescribed time, the Physical Plant will complete the clean-up at a minimum charge of \$100. Should this occur on a weekend or holiday, the minimum charge will increase to \$200.

F. Fraternities and Sororities are responsible for maintaining high standards for exterior storage of materials. All items stored outdoors MUST comply with local codes. NOTE: Both the Fire and Health Departments have regulations pertaining to exterior storage. All items and/or materials shall be stored a minimum of 12" off the ground, neatly stacked and covered so as to present an acceptable appearance and not create a fire or health hazard. Exterior storage is not permitted on the side of a structure facing a street or drive. Storage or use of furniture and equipment not intended for exterior use, such as couches, sofas, upholstered furniture, folding tables, folding chairs, etc. may be used outdoors only on a temporary basis and will not be permitted to remain outside overnight. Failure to comply will result in Physical Plant immediately removing items at the expense of the offender.

This agreement does not include the following items:

- A. Replacement of shrubbery and plantings.
- B. Clean-up after major parties, events or functions.
- C. Clean-up, reconstruction, or alteration of yards as a result of events.
- D. Repair or replacement of sidewalks, patios, building facilities, etc. attached to houses.
- E. Snow removal.
- F. Planting/landscaping bed preparation or mulching.

An annual fee of \$100 will be assessed per each Fraternity and Sorority to offset the cost of trash and garbage disposal. A signed agreement, accompanied by a check in the full amount, must be submitted to the Physical Plant Office by September 15 and each successive September. (A 10% late fee will be assessed for payments received after September 15.) This agreement is based on a 12-month fiscal year, July 1st - June 30th. The Physical Plant Department will notify each Fraternity and Sorority of fee increases, in writing, prior to April 1st of each year. The yearly fee is subject to change, but fee will not change mid-year.

Dean of Administrative Services

President — Greek Organization

Date

Organization Name

Date

### **Sorority and Fraternity Yard Displays**

A. Homecoming. Fraternity and sorority yard decorations at Homecoming add to the spirit and fun of the occasion. Decorations should be made of materials that can easily be discarded after Homecoming Weekend. If there are questions regarding this, please contact the Director of Physical Plant.

B. Due to safety and liability concerns, other construction in Fraternity and Sorority yards is prohibited.



# **Life-Threatening Communicable Disease Policy For Rhodes Students**

The spread of HIV (Human Immunodeficiency Virus) in recent years has prompted Rhodes to adopt a policy regarding students or prospective students who have this virus or other life threatening communicable diseases such as AIDS (Acquired Immune Deficiency Syndrome) and Hepatitis B.

In accordance with the relevant provisions of the Americans with Disabilities Act (ADA) of 1990, Rhodes will not decline admission of prospective students nor remove enrolled students based upon the fact that they have or are alleged to have a life threatening communicable disease, so long as such persons are qualified and able to perform their responsibilities as students, continue to perform in a satisfactory manner, and follow their health care provider's medical guidelines. Students, faculty, and staff shall not refuse to work with such persons because they have or allegedly have a life threatening communicable disease, and are prohibited from harassing, intimidating, or otherwise discriminating against such persons.

There is presently no mandatory testing of students.

All students in areas which require handling of blood or other body fluids or secretions may be subject to additional requirements or safety guidelines.

Students or prospective students affected or partially affected by a life threatening communicable disease are encouraged to contact the Rhodes Moore Moore Student Health Center to discuss their concerns. The College will use its best efforts to restrict confidential information regarding the student's condition to those who need to know.

In recognition of the importance of awareness, prevention, and proper medical care, Rhodes will make basic information and literature about life threatening communicable diseases, such as HIV, available to students through the Moore Moore Student Health Center.

## **Noise Reduction**

The full version of the Student Handbook, found on the Web, contains references to state and local noise ordinances. The following noise reduction policy is established for the Rhodes campus:

1. Live bands playing, performing, or practicing at any fraternity house, residence hall, or other location on the Rhodes campus must stop playing by midnight on Sunday through Thursday nights, and by 1:00 a.m. on weekends (Friday and Saturday nights).

2. All music or other sound, from whatever source, at any fraternity house, residence hall room, social room, or any other location on the Rhodes campus must be kept at a reasonable level at all times. The location of the event, the day of the week, and the time of day will be taken into consideration in determining what constitutes a "reasonable" sound level. Any sound that is easily audible outside the immediate area of its source must conform to the standards set forth in the preceding paragraph, particularly with respect to the stated days and times.

3. For social events registered through the Student Activities, the enforcement of this policy will primarily be the responsibility of the designated monitors on duty. Monitors should make an effort to control the noise level even where a complaint has not been received, so that the receipt of a complaint might be avoided.

4. Unregistered and/or informal social events must also comply with the policy; it is the collective responsibility of all those participating in such events to ensure compliance.

5. All violations of this policy involving fraternity or sorority sponsored events or events held at fraternity or sorority houses will be adjudicated by the judicial committee of the Interfraternity Council or by the Panhellenic Council.

6. All violations of this policy involving social events which are not Greek organization related will be adjudicated by the Social Regulations Council as provided by the SRC Constitution and Bylaws.

7. The Campus Safety Office has the authority to require compliance by all members of the campus community with this policy and with applicable state law and city ordinance.

8. When a Campus Safety Officer requests a reduction in the noise level at any campus event after a complaint has been received from any source, failure of any member of the campus community to comply with the request shall be considered prima facie evidence of violation of this policy.

In residence halls, violations of the noise policy will result in fines from \$10 to \$25 and possible disciplinary action.

## **Pets On Campus**

No pets are allowed on campus without being properly leashed by the owner/handler. No pets are allowed inside any campus structure/building. Exception to this is for the visually impaired or other such disability use. Petitions for other exceptions are to be directed to the Director of Campus Safety for consideration. Otherwise, without prior approval, the pet will be removed from the building. All dogs and/or cats on campus grounds outside of campus buildings are to

be on a leash at all times or will be subject to removal by appropriate public agency. Further, pets will not be allowed into any areas that serve food and/or beverage, excepting the above noted exceptional circumstances.

## Posting Signs

Advertising special events and meetings is a key factor in the success of an organization's activities. Certain policies and courtesies are outlined below regarding the posting of publicity items.

- The name of the organization responsible for posting must appear on the poster material.
- All posters, flyers, and signs must be posted in such a manner that they may be easily removed and do not damage or deface the surface to which they are attached.
- Off-campus organizations may not post without prior approval from the Dean of Students Office.
- Individuals who post materials are responsible for removing these materials once the event has taken place.
- No organization with posters for display may cover over or remove any other approved posters that have not gone beyond their assigned posting dates.
- Each poster or sign is subject to the normal "not socially offensive" standard adjudicated by the Social Regulations Council (such as no personal attacks or obscenity). Content must not violate the College's policy on [Harrasment and Discrimination](#) or the [Commitment to Diversity](#).
- Content of poster must not violate the College's policy on Harassment and Discrimination or the Commitment to Diversity.
- No posters, flyers, or displays of any kind may be attached to the fence surrounding the campus.
- No posters, flyers or display of any kind may be attached to a window of a door.
- No posters, flyers, or display of any kind may be attached to sculptures or statues.

**Violations.** Posting which destroys or defaces college property will result in the following actions:

A. Notification will be given of a violation to the offending organization or person and that organization or person must remove improperly posted materials. If the improperly posted

materials are not removed after three day's time, the Director of Student Activities shall authorize correction and the organization shall be billed for repairs.

B. If notification is impossible or if the damage is of such a nature that it cannot reasonably be corrected by the offending organization, the Director of Student Activities will authorize correction and the organization will be billed for repairs.

C. Continual violations of the Policy on Posting may result in the loss of registration status and privileges granted by the College.

Violations that involve the unauthorized removal of approved materials or the covering up of other approved materials may warrant possible adjudication by the Social Regulations Council. Each poster or sign is subject to the normal "not socially offensive" standard adjudicated by the Social Regulations Council (such as no personal attacks and obscenity).

## **Sexual Harassment and Assault Policy**

Rhodes College is committed to providing a working, educational, social, and residential environment for all members of our College community, including all faculty, staff, and students, that is free from sexual harassment. Sexual harassment in any form is unacceptable behavior and will not be tolerated. It is a form of misconduct that undermines the institutional mission of the College. Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, physical conduct, written, verbal or electronic communication or printed materials of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting such individual; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, participation in co-curricular activities, or creating an intimidating, hostile, or offensive working, learning, social, or residential environment.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may be described generally as unwelcome sexual behavior that a reasonable person would find offensive and that adversely affects the working, learning, or campus-living environment. Such conduct can have the effect of unreasonably interfering with academic performance and create an intimidating, hostile, or offensive learning environment, thereby infringing upon the

rights of third parties and the rights of the student to whom it is directed.

It is the responsibility of managers, supervisors, department chairpersons, directors and President's Staff to ensure that employees and contract employees under their direction or supervision are informed of this policy. In order to promote and uphold the College's commitment to a harassment-free environment, it is the responsibility of all members of the College community to report alleged violations of this policy to the appropriate College official. Allegations involving a faculty or staff member should be reported either to the Dean of the College or the Director of Human Resources. Allegations against a student should be reported to the Dean of Students. Investigations will be conducted as promptly and in as confidential a manner as possible. Anyone who retaliates against any individual making complaints of sexual harassment, or anyone making a false or malicious charge against a member of the community is in violation of this policy and will be subject to sanctions accordingly. Violations of this policy involving college employees will be dealt with according to Rhodes policies regarding "Dismissal for Cause" and "Employee Discipline." Allegations against students will be dealt with by the procedure outlined below.

### **Sexual Assault**

Sexual assault includes but may not be limited to rape, forcible sodomy or sexual penetration with an inanimate object, the intentional touching of unwilling person's intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them), or forcing an unwilling person to touch another's intimate parts. To constitute an assault, the above acts must be committed without the consent of the victim, by threat or intimidation, or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

Sexual assault will not be tolerated in the Rhodes community. It may be punishable by both civil and criminal legal action and constitutes a serious violation of the Standards of the Rhodes Community and the Sexual Harassment and Assault Policy.

### **Geographic Jurisdiction**

To fall within the jurisdiction of these procedures, the act of sexual harassment or assault must have been committed against a Rhodes student by a Rhodes student or employee (a) on College-owned or leased property or (b) at a College-related function. Because students may also be sanctioned for conduct which constitutes a hazard to the health, safety, or well being of members of the College community or which is detrimental to the College's interest whether such conduct occurs on campus, off campus or at College-sponsored events, the College

reserves the right to pursue disciplinary action of off-campus incidents on a case by case basis.

## **Reporting Sexual Harassment and Assault Among Students**

Students who wish to report violations of this policy by other students should file a complaint with the Dean of Students. Students are encouraged to have a trusted friend accompany them for support as they determine with the Dean which course of action the student is most comfortable with. Rhodes is required by law to ask students who report any degree of rape occurring on Rhodes property if they wish to file a police report. Students are not required to file a police report. If a student chooses to file a report, the Memphis Police Department, in cooperation with Rhodes Campus Safety, will interview the student and determine if she or he wishes to press criminal charges. Students retain the right to determine for themselves whether or not to pursue criminal charges. Students who wish to pursue criminal or civil charges are encouraged to seek the advice of an attorney. A student who chooses not to press criminal charges may still pursue any of the administrative options outlined below with the College. Any complaints filed with the Dean of Students or law enforcement should be filed as soon as possible after the occurrence to facilitate a prompt and thorough investigation.

Any student who is the victim of harassment or assault (whether on or off campus) is encouraged to use the confidential services of the Counseling and Student Development Center (843-3128). Information regarding sexual assault disclosed to Counseling Center Staff is confidential and will not be reported to the Dean's Office, parents, or law enforcement agencies without the express written consent of the student. Students who have been sexually assaulted may also use the off-campus services of the Memphis Sexual Assault Resource Center (272-2020) in conjunction with a required police notice.

The College offers procedural options for the resolution of cases of alleged sexual harassment or assault when the complainant and accused are Rhodes students. Students should choose the option that they feel best addresses their circumstances. Procedural Options II and III provide an opportunity for both parties in the dispute to present their versions of the incident and to come to an understanding about the nature of the incident and its effect on the complainant, the accused and the College community. It must be noted that the use of any of these procedures does not preclude the use of other dispute resolution options, including civil and/or criminal legal action.

**Procedural Option I – Individual Action.** It is not uncommon for students to pursue some type of individual action to resolve a problem, either before or instead of a formal complaint

process. While individual action is no substitute for good policy and procedures nor advisable in certain situations, it can be an important tool for ending sexual harassment and/or restoring the victim's sense of personal control and dignity. Examples of individual action include:

1. Keeping a log of times, dates, places, witnesses, the nature of the harassment, what the accused said and did, how you responded, etc.
2. Telling a supportive friend, co-worker, family member or counselor about it. This can help ease the feelings of isolation and shame, and perhaps uncover similar experiences by others with the accused. Incidents are usually not isolated; most harassers have typically harassed others; and
3. Writing a specific kind of letter to the harasser that includes:
  - a. The writer's factual account of what happened, but without any subjective evaluation of such. This account should be as detailed as possible, including dates, places, and descriptions of the incidents.
  - b. A description of how those events made or still make the writer feel, e.g., disgusted, afraid, uneasy, confused, disappointed, etc., and
  - c. What the writer wants to happen next and in the future. This part may be very short, since most writers usually just want the behavior to stop, e.g., "Please return my books now, and don't call me again."

The letter should be delivered only to the accused, in person, or by registered or certified mail. The writer should keep at least one copy of the letter. If the letter does not achieve its purpose, the letter can be used to support further complaints or future legal action. In most cases, the harasser is astonished at the writer's view of his or her behavior, fearful of a formal complaint, and concerned about who else may have seen the letter. The recipient of the letter seldom writes back. Nonetheless, sometimes the person may want to apologize or discuss the situation. The writer is not obligated to do so. He or she can simply reiterate the written request per the letter, noting that further discussion is not necessary. Individuals considering individual, informal, or formal resolution options may seek confidential support, information, and guidance from the Counseling and Student Development Center.

**Procedural Option II – Mediation.** The mediation process provides an alternative to the Administrative Hearing Process (Option III). It is intended to allow the two or more students involved in alleged sexual harassment or assault to discuss their respective understandings of the incident with each other with the assistance of a trained mediator. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved.

Requests for mediation should be filed in writing with the Dean of Students. Unless the Dean

determines otherwise, based on special circumstances, mediation is available only while the accused is a Rhodes student. Both students must voluntarily enter into mediation. The Dean will work with both parties to determine their willingness to participate in mediation and to verify that mediation is their choice at this time among the alternatives provided by the College.

*Mediation Procedures.* When both parties have agreed to mediation, the Dean of Students will assign a mediator from the staff or faculty of the College. The Dean will listen to valid objections by either party about the choice of a mediator. The Dean may choose another mediator if the Dean deems it necessary. The mediator will contact both parties to set the date, time and location of the mediation session(s). The Dean will assign a mediator within two weeks of the agreement to participate in mediation, and every reasonable effort will be made to complete the mediation session(s) within two weeks of the assignment of a mediator.

The only parties present at the mediation session(s) will be the students directly involved in the incident and the mediator. During the mediation process the mediator will:

1. Ask the complainant and then the accused to give their versions of the incident in question, including both factual information and their feelings;
2. Identify key issues that emerge in the first step and make these known to both persons;
3. Seek the agreement of both parties on the issues;
4. Facilitate discussion as the two parties consider each issues more completely and as they generate solutions for each; and
5. Work with both parties to develop a written document that will include a statement of agreement on each issue. Any activity or behavior that either party has agreed to perform following the mediation should be included in this agreement.

The written mediation agreement shall be signed by both parties and approved by the Dean of Students. The Dean shall have the power to impose a sanction for a violation of the agreement by either party, including, but not limited to, probation, suspension or expulsion. If either party feels the terms of the agreement have not been met, he or she may contact the Dean. The Dean shall ask the mediator to investigate the allegation of noncompliance by discussing the allegation with both parties and consider any evidence presented by either party on the issue of noncompliance. The mediator will present the evidence to the Dean and if the allegation is supported, the Dean shall determine the appropriate sanction and notify both parties. Because participation in the mediation process is entirely voluntary and the final result is a product of mutual agreement, this process is not appealable.



If either party is dissatisfied with the mediation process, at any time prior to signing of a written agreement, that party may request that the mediation process cease. An Administrative Hearing (Option III) may be pursued by the complainant at any point prior to the signing of the statement of agreement if the complainant or accused requests that the mediation process cease.

In order to promote honest and direct communication among the parties and the mediator and to facilitate the completion of agreed-upon terms, all statements made in the mediation process must remain confidential. In the event that an administrative hearing is requested after some part of the mediation process has taken place, only the complaint will be forwarded to the Dean. Only the party making the statement may disclose statements made during the mediation process in the investigation or hearing processes. The Student Affairs Office will keep copies of the complaint form, the mediation agreement, and any documentation concerning completion of or non-compliance with the agreed-upon activities or behavior.

**Procedural Option III – Administrative Hearing.** The Dean of Students or the Dean's designee conducts an Administrative Hearing, and a member or members of the Sexual Harassment and Assault Hearing Board selected by the Dean.

An Administrative Hearing is the method for the formal adjudication of cases involving sexual harassment or assault among students. The hearing encourages an open exchange of information within the framework of this confidential procedure. While every effort will be made to ensure fairness for the parties involved, the process shall not be bound by rules of criminal or civil procedure. All participants in all stages of the hearing process shall keep information learned in the course of the hearing, including the outcome of the hearing, confidential.

Students who believe that they have been a victim of sexual harassment or assault while enrolled at Rhodes who desire an administrative hearing should file a written complaint with the Dean of Students. If the incident was a sexual assault, the student is encouraged to consider whether to report the matter to the appropriate law enforcement authorities. Any complaints filed with the Dean or law enforcement should be filed as soon as possible after the occurrence to facilitate a prompt and thorough investigation. The Dean shall designate a member or member(s) of the staff to investigate the complaint of harassment or assault, along with intimidation or other charges associated with the complaint. The report of this investigation shall be submitted to the Dean. If after the investigation, the Dean finds that there is reason for a hearing, the Dean shall inform the parties involved in writing. The accused shall be provided the following information:

1. The nature of the charges;
2. The name of the complainant;
3. The date, time and place of the Administrative Hearing; and
4. The name or names, when applicable, of the faculty and/or staff selected from the Sexual Harassment and Assault Hearing Board who will participate in the Administrative Hearing with the Dean.

If after the investigation, no substantial reason is found to warrant further action, the Dean will notify both parties that the matter will be resolved by other means. The Dean of Students shall meet with the complainant and the accused at least three days prior to the hearing if reasonably possible. At this time, the Dean shall review the hearing procedures and discuss any procedural questions raised.

#### *Administrative Hearing Procedures*

1. **Persons Present.** During the Administrative Hearing, only the complainant, the accused, the Dean and the faculty and/or staff from the Hearing Board shall be entitled to be present. If the Dean chooses to have the College's attorney present at the hearing, either party may choose to have an attorney present as well. Witnesses, other than the complainant, the accused and their representatives may remain in the room only while giving their testimony, unless the Dean and the parties agree otherwise.
2. **Rules of Procedure and Evidence.** The Dean shall decide all procedural and evidentiary questions raised during the hearing. The Dean shall not be bound by the rules of procedure or evidence applicable to judicial or administrative proceedings. The Dean may adopt such rules of procedure, if any, the Dean deems appropriate. The Dean may allow any evidence that the Dean determined to be competent, material, and relevant to the matter under consideration.
3. **Recording.** The Dean shall arrange for the proceedings to be recorded and shall arrange for the recording to be available to either party upon request.
4. **Statements.** The parties may make opening statements at the beginning of the hearing and closing statements at the end of the hearing. The complainant shall have the right to make the first statement and a rebuttal closing statement.
5. **Presentation of Evidence.** First the complainant and then the accused shall have the right to present any witnesses, documents and other evidence. The complainant shall have the right to present rebuttal evidence following the presentation of the accused's evidence.

6. **Decision.** The Dean, after careful consideration of the evidence, will provide to both parties the Dean's decision including the Dean's (a) conclusions as to the alleged offenses and (b) sanctions, if any, imposed against the accused.
7. **Sanctions.** If the Dean finds the accused in violation of any charge, the Dean may impose any sanction the Dean deems appropriate, including without limitation, a warning, probation, suspension or expulsion.
8. **Appeals.** Either the complainant or the accused may appeal the decision of the Dean by notifying the President's Office of his or her intent to appeal within ten days after the receipt of the written decision. A written statement outlining the grounds for the appeal shall accompany notification of appeal. Grounds for appeal are limited to alleged error in the procedure, alleged errors in the interpretation of this policy, and allegations that the conclusion or sanction is unsupported by the record. The President or his designee shall provide the accused, the complainant and the Dean with copies of the President's decision within thirty days after the receipt of the appeal, or such longer period as determined to be for good cause. The decision may include affirmation, reversal or modification on the Dean's decision. The President or his designee's decision shall be final.

Rhodes will make every reasonable effort to protect the privacy of the individuals involved in consultations, informal complaints, and hearings, insofar as it is feasible, considering Rhodes' duty to investigate the complaint and take appropriate action.

## **Sexual Harassment and Assault Education Committee**

Rhodes has established the Sexual Harassment and Assault Education Committee to assist in the enforcement of these policies, to educate the Rhodes community and to advise the Counseling and Student Development Center about outreach programming. The Committee includes a Convener (Director of Counseling and Student Development), two students (one man, one woman), two staff (one man, one woman) and two faculty members (one man, one woman). The Dean of the College, the Dean of Students and the Dean of Administrative Services, acting jointly, will make the appointments.

## **Reducing the Risk of Sexual Assault**

No one can eliminate the risk of sexual assault. It can happen to anyone, no matter how intelligent or careful they are. There are steps we can all take to reduce the risk of being assaulted or of committing assault. Keep the safety tips below in mind and practice them.

- According to the Center of Addiction and Substance Abuse, 90% of all sexual assaults involve alcohol or drug use, so if you choose to drink, drink responsibly. If you are drunk or high, you may not recognize behaviors which place you at risk. Assume that if you are having sex with someone who is drunk or high, you probably do not have that person's consent.
- Only consume drinks that you have poured or that come in a presealed container that someone opened in your view. Premixed drinks can have more alcohol than you might want. Also, new drugs like Rophynol (also known as roofies, ropy, etc.) can be dissolved in drinks, and can cause you to lose consciousness quickly. If you lose track of your drink at a party, get a new one. Don't drink anything that has been sitting unattended;
- If you leave a party with a new friend, first let close friends know where you are going and when to expect you back;
- Double-date on the first few dates if you don't know your date well;
- Know that being invited back to someone's room does not equal the gaining or giving of consent for sexual activity of any degree; and
- Stop your friends if you see them doing something that puts them at risk for either committing sexual assault or for being sexually assaulted.

## **What To Do If You Have Been Sexually Assaulted**

**Go to a safe place.** You will likely be in shock after a sexual assault. Go where you have friends you can trust. Do not bathe, shower, douche, urinate, defecate or brush your teeth after the assault. It's understandable that you will want to cleanse yourself, but before you do you will need to think about reporting the assault.

**Talk with someone you trust.** Many people believe that assault is a taboo subject. However, that is not true! Talking with someone you trust will help you begin healing from the assault. Talking will also let people in your life know how to help you. A friend or trained counselor may also be able to help you sort through your thoughts about reporting it to the authorities.

**Seek medical help.** Medical help is important to 1) ensure that you are physically okay, 2) preserve evidence in the event that you do want to report the crime and 3) protect you from the possibility of sexually transmitted diseases or pregnancy.

**Consider your reporting options.** To fall within Rhodes' jurisdiction, the act of sexual harassment or assault must have been committed against a Rhodes student or employee (a) on College-owned or leased property or (b) at a College-related function. Because students

may also be sanctioned for conduct which constitutes a hazard to the health, safety or well-being of members of the College community or which is detrimental to the College's interest, whether such conduct occurs on campus, off campus or at College-sponsored events, the College reserves the right to pursue disciplinary action regarding off-campus incidents on a case-by-case basis.

## **Should I Report Sexual Assault?**

It is your life. It is your body. You are the one who decides whether or not to report a sexual assault. Deciding whether or not to report an assault is one of the steps you will take to regain a sense of control over your life. As you make your decision, it is often very helpful to talk with people you trust, but always remember that you will decide what is best for you to do.

More than 80% of sexual assaults occur between two people who know each other. In such cases, people sometimes hesitate to report an assault that has been committed by someone they know and whom they have trusted in the past. Having had your trust violated by the assault, you may be reluctant to talk to anyone about what has happened. Seek out the people you trust most—friends, a family member, a counselor. Sexual assault often creates in survivors a sense of isolation. Speaking to someone you trust is one way to begin to break down that sense of isolation and remind yourself that there are still people in the world who deserve your trust. Having survived a sexual assault, you will have many difficult decisions to make and many strong emotions to deal with. In the days and weeks after an assault, many survivors find that it helps to enlist support from people they love and trust.

Sexual assault is difficult to prosecute because it often has only two witnesses—the survivor and the person who committed the assault—and it may involve little external evidence. As you decide whether or not to pursue civil or criminal proceedings, it may be helpful to speak with an attorney.

Students deciding whether or not to report a sexual assault should inform themselves of all their options—those available to them through the College and those available through the police. Reporting a sexual assault can provide the survivor with the opportunity to confront the person who committed the assault. Reporting may also make it possible for the perpetrators of sexual assault to be held accountable for their actions. Whatever you decide, remember that there is no single "right" decision. Only the survivor can weigh the costs and benefits of whether or not to report an assault. The right decision for you will be whatever decision allows you to regain a sense of control over your own life.

## **Healing From the Trauma of Sexual Assault**

Survivors of sexual assault often experience emotional and physical reactions days or even months after the assault. These reactions fall into three general stages, but remember that each person's experience is unique. There is no set time frame for each stage. Some people may experience some stages and not others. Each person will heal at his or her own pace.

The initial stage: The survivor may experience shock—a sense of being emotionally numb or distant from your own feelings—disbelief, fear, anger and phobic reactions to the place where the sexual assault occurred. Some people experience sleep disturbance and nightmares. Others may experience flashbacks, a momentary sense that they are reliving the assault. These feelings will become less frequent and intense over time, as the person heals emotionally.

The second stage: The survivor begins to feel that things are back to normal as he or she takes steps to regain a sense of control over his or her life. Survivors may minimize the impact of the sexual assault at this time.

The third stage: The survivor may feel many of the same feelings that occurred initially. Survivors may feel depressed or have dramatic mood swings. They may feel alienated from others or withdraw into themselves. They also may startle more easily or feel numb at times.

In any of these stages, as individuals take the steps necessary to regain a sense of control of their lives, and as they make their peace with what they have survived, they may find it helpful to speak with a counselor. Remember that although sexual assault is a terrible thing, and the memory of it may feel overwhelming at times, it does not define who you are. All of the positive things that were true about you before the sexual assault are still true.

## **How Family, Friends, Faculty and Staff Can Help Survivors of Sexual Assault**

Hearing about a sexual assault, especially of someone close to you, often brings up many intense, uncomfortable feelings. You may feel rage, fear, sadness, disbelief and confusion, or you may feel an emotional numbness in the face of so much pain. All of these feelings are normal responses when you discover that someone you care about has been assaulted. These feelings can leave you feeling helpless, but there are things you can do to help.

- Ask the survivor what they need.
- Listen nonjudgmentally and give emotional support. Many survivors blame themselves in some way. Assure the person that no one deserves to be sexually assaulted. Assure the person that although the experience has been traumatic, recovery and healing are possible.

- Maintain confidentiality unless you are required by Rhodes policy to report the information. If you are required to report it, tell the survivor of your requirement.
- Do not pressure or make unwanted decisions for the person.
- Separate your needs and how you think you would feel in this situation from what the person before you needs and feels.
- Don't ask questions that could be interpreted as blaming, such as "Why didn't you fight back?" or "What were you wearing?" or "Why did you go to his/her room?"
- Let the survivor talk at his or her own pace. Let them know that they can talk about whatever they need to talk about, in their own way.
- If you are not sure whether it is OK to hug or touch the survivor, ask them.
- Let the survivor know about the resources available to them listed on page seven of this brochure.

### **A Note About Shame**

Although survivors experience many feelings in the days, weeks or months after a sexual assault, including fear, anger, and depression, shame is almost universal, especially when they have been sexually assaulted by someone they know. People often blame themselves, feeling that the assault wouldn't have happened if they hadn't "gotten themselves into the situation." It is important to remember that errors of judgment are never the same as being responsible for being sexually assaulted. The person who committed the sexual assault is the person who is responsible.

### **Whom Can I Talk To?**

A more difficult question may be, "Who can I trust?" especially if you were assaulted by someone you know. If you wish to speak with someone on campus in confidence, we recommend seeking assistance from the Counseling and Student Development Center or the Chaplain. Confidentiality will only be broken in cases of clear and imminent danger to self or others and for alleged child or elderly abuse. You can also talk with any RA, faculty, staff or administrator about the harassment or assault. However, keep in mind that, because sexual harassment and assault are destructive to the entire College community, Rhodes will not tolerate such behaviors. Therefore, all RAs, faculty, staff and administrators -- with the exception of the Counseling and Student Development Center staff, the Chaplain, the College Nurse and Physicians -- are mandated by the College policy to report any knowledge gained regarding allegations of sexual harassment or assault. This isn't to discourage you from talking

with someone! This is to ensure that any perpetrators of sexual harassment or assault will be held accountable according to our policy.

**Rhodes Counseling and Student Development Center**, Moore Moore Building, Ext. 3128  
Professional staff provide free and confidential short-term counseling services to all Rhodes students. Office hours are from 8:30 a.m. to 5 p.m., Monday through Friday.

**Rhodes Chaplain**, 310 Briggs, Ext. 3849

The Chaplain is available to provide free and confidential support to all Rhodes students. Office hours are 8:30 a.m. to 5 p.m., Monday through Friday.

## **How Do I File A Complaint?**

### **Campus Administration**

To report harassment/assault by:

Students: contact William Stackman, Dean of Students, 229 Palmer Hall, Ext. 3815

Faculty: contact Robert Llewellyn, Dean of the College, 223 Palmer Hall, Ext. 3795

Faculty, Staff and Contract Employees: contact Claire Shapiro, Director of Human Resources, Ext. 3750

**Rhodes Campus Safety**, Ext. 3880

Campus Safety Officers are trained to help secure a crime scene. Officers can also help survivors locate a safe place and alert any needed assistance.

### **Memphis Sexual Assault Resource Center,**

2675 Union Ave. Ext.; Memphis, TN 38112 24-hour contact number: 272-2020

Memphis Sexual Assault Resource Center (MSARC) provides free and confidential medical, counseling and advocacy services to any Shelby County resident victimized by a sex crime. Medical services are available on a walk-in basis Monday through Friday, 8:30 a.m. to 4 p.m. After 4p.m. on weekdays and anytime on weekends, persons must call MSARC at 272-2020 to arrange for medical services. An officer from the Memphis Police Department will be available, through MSARC, should the student wish to file a report. Students are not required to pursue criminal charges to receive treatment.

**After 48 hours, but within 72 hours**, MSARC can provide prophylactic treatment, but cannot collect a "rape kit."

**After 72 hours**, persons are referred to a private physician for medical follow-up. Counseling and advocacy services are available at any time after the assault from MSARC.



**Memphis Police Department,**

201 Poplar Ave.; Memphis, TN 38103

Emergency 911

General Reports 545-2677

Sex Crimes Squad 545-5330

The police encourage prompt reporting after an assault. Sexual assault survivors can call the general reporting number or the Sex Crimes squad to report an assault. Initial police reports are taken by the precinct in which the assault occurred. Sex Crimes obtains a report from the precinct and interviews the survivor. Once evidence is gathered and a determination is made regarding a specific offender, Sex Crimes provides the Attorney General's office with information so that a determination regarding prosecution can be made. Steps in prosecution may include: initial report to the police, police interview, police statement taking, police investigation and determination on prosecution. If cause is found for prosecution, the next steps will involve a preliminary hearing in court, a grand jury hearing and a criminal court trial.

## Smoking Policy

Certain public areas of the campus are designated as "smoke-free." Classified as "No Smoking" areas are all interior spaces of all buildings and the exterior space within forty (40) feet of the entrances to all buildings.

In order for Rhodes to have an environment that is relatively free of pollutants or other substances that may be hazardous to one's health, members of the campus community are encouraged to direct those who choose to smoke to areas not designated as "smoke-free."

Campus areas in which smoking will be permitted are South Neely Hall of the Refectory, the patio of the Bryan Campus Life Center, the north porch of the Briggs Student Center and all exterior space at least forty (40) feet away from the buildings.

All residence hall space is non-smoking; including student rooms, social rooms, and hallways. A violation of the smoking policy is a violation of the fire safety policy and carries the same sanctions.

## Solicitation on Campus

College policy regarding on-campus solicitation prohibits door-to-door sales, sales meetings with groups-either in residence halls or in campus meeting space, and, with very few exceptions (all of which must be approved by the Dean of Students) "setting up shop" on campus. Unidentified persons on the campus should be reported to Campus Safety immediately.

# Student Organization Policy

Authority, Responsibility, and Accountability for student organizations are delegated along the following line:

- Head of Student Organization
- Director of Student Activities
- Dean of Students

The Dean of Students has the authority, responsibility, and accountability for student affairs and student organizations.

## A. Student Organization Recognition

An organization seeking College recognition should first contact the Director of Student Activities and obtain the proper materials for applying for official recognition. The organization must submit a completed Student Organization Record, a proposed constitution, a roster of active members, and proposed by-laws to the Director of Student Activities. The constitution must meet the minimum stipulations provided by the Director of Student Activities. The Director of Student Activities will then submit the complete application to the Rhodes Student Government (RSG) for consideration.

When a student organization seeks recognition, the Rhodes Student Government will vote to recommend to the Dean of Students whether the group should be a Recognized Student Organization. With the exception of nationally-affiliated fraternities and sororities that have received official approval from the Dean of Students office, official recognition by the College will be granted to organizations who meet with the following requirements: (1) The organization's purpose is not in conflict with the mission of the College and (2) The membership of the organization is not exclusive (i.e., the organization must be open to all Rhodes students who are interested in membership). The RSG Treasurer will notify the organization in writing within four (4) weeks of the RSG Senate's decision whether it has been approved. If denied, a written explanation of the denial must be included. If approved, RSG will forward the organization's application for approval by the Dean of Students. The Dean of Students will review the recommendation of the RSG, approve or deny the organization's request for recognition, and inform the RSG Treasurer of the decision within fourteen (14) days. The RSG Treasurer will then notify the organization of the status of its petition for recognition.

The decision of the Rhodes Student Government may be appealed to the Dean of Students. The decision of the Dean of Students regarding the recognition of the organization may be appealed to the President of the College.

The officers of recognized student organizations are responsible for the actions of their respective organizations. Neither the Dean of Students nor the Rhodes Student Government controls or is responsible for actions taken by student organizations.

For further information regarding Rhodes System of Fraternities and Sororities, rights and responsibilities see the Director of Student Activities or the fraternity/sorority website.

## **B. Applying for Funding**

Once the College recognizes a student group, the organization may apply to receive financial support. Recognized status does not guarantee funding by the College.

The Allocations Board and Rhodes Student Government will consider the following stipulations before any allocated funds are approved:

The organization must be a Recognized Student Organization with a current constitution and completed Student Organization Record on file with the Rhodes Student Government and the Office of the Director of Student Activities.

The organization must be open to all Rhodes students who are interested in membership.

The purpose of the organization must not be political as defined by the United States Tax Code. Namely, an organization must not be empowered for one or more of the following purposes:

“To devote more than an unsubstantial part of its activities to attempting to influence legislation by propaganda or otherwise; or directly or indirectly to participate in or intervene in (including the publishing and distribution of statements) any political campaign on behalf or in opposition to any candidate for public office; or to have objectives and to engage in activities which characterize it as an ‘action’ organization as defined in paragraph (c)(3) of this section” (Reg. 1.501 (c)(3)-1 (b)(6), General Rule, page 39. 003. United States Tax Code).

## **C. Organization Accounts and Equipment**

Recognized student groups will be given a College account in which allocated funds will be kept. Each student organization will receive a monthly budget statement from the RSG Treasurer. It is the responsibility of the organization's President and Treasurer to monitor

monthly expenditures and income. Money from an organization's account may be obtained in one of two ways

**Cash.** A petty cash voucher will be issued in situations that require \$100 or less. Petty cash vouchers are obtained from the Student Affairs office or the Student Activities office.

**Check.** A check request form may be obtained from the Bursar's Office. Club sports must have authorization from the Coordinator of Recreational Services or the Director. Check requests must be turned in to the Accounting Office no later than 5:00 pm on Wednesday for a check to be issued on Friday of that same week. Checks can be mailed to a specified address or can be picked up from the Bursar's Office after 2:00 pm on Friday. Proper documentation such as company invoice or receipt(s) is needed for all check requests. Complete mailing address and social security number for honorarium or stipend is required.

Monies not used by the end of the fiscal year (June 30) will be turned back over to the College. Overages will be taken out of the organization's budget for the next year.

All equipment purchased with College funds is the property of Rhodes and must be inventoried annually at the conclusion of the season (for club sports) or academic year. Appropriate storage, administration and maintenance of equipment are the responsibility of the respective student organization.

## Tents And Camping

Camping tents and camping on the Rhodes campus are prohibited, unless otherwise approved by the Dean of Students.

## Weapons

Rhodes College strictly prohibits possession of weapons of any type by students, employees or visitors on all College property, including but not limited to firearms, B-B guns, pellet guns, bows and arrows, hunting knives, explosives or any other object that could be used as a deadly weapon. (Weapons are defined in the Tennessee Code Annotated.) Violators are subject to suspension, expulsion, termination, criminal prosecution or any combination of sanctions appropriate.

Any violation of this policy should be reported immediately to Campus Safety at 843-3880. Prohibition of such weapons extends to the property and/or vehicles controlled by a subject if on campus and/or in the immediate surrounding areas of campus. Questions regarding this policy should be directed to the Director of Campus Safety.

# Travel Abroad During State Department Warnings

## Rhodes Policies With Regard to State Department Travel Warnings

The safety and health of Rhodes students and employees participating in research, work, travel and study abroad is of fundamental importance to the well-being of the College. We constantly monitor various sources to keep abreast of situations in the world that might affect the health and safety of our students and employees during their time abroad. In rare situations, and on a case by case basis, Rhodes may take precautionary measures that modify a given Rhodes study program itinerary abroad or we may cancel a program altogether. The [U.S. Department of State](#) is one of our key sources for safety and health updates regarding specific countries and regions. The highest level of travel alert that the State Department issues is a "Travel Warning." These Travel Warnings recommend that U.S. citizens consider deferring non-essential travel to the country in question. In many cases, the State Department also authorizes the departure of non-emergency employees and their family members from the country or region when a Travel Warning is posted.

### **Rhodes' policies concerning State Department Travel Warnings are the following:**

1. Rhodes will not allow scholarship monies, institutional financial aid or any other Rhodes monies to be applied to travel, study, internships, research trips, or College-related business in countries or regions for which the State Department has issued a Travel Warning prior to the start of the program or trip. In extenuating circumstances, appeals to waive the Travel Warning Policy may be made, in writing, to the Dean of the College.
2. Students wishing to study, intern or serve on a non-Rhodes program and in a country or region for which the State Department has issued a Travel Warning must sign a waiver indicating that they understand that they are going to a Travel Warning country, that Rhodes will not allow transfer of scholarships or financial aid and that they are studying, interning or serving in that country or region against the advice of the College.

## **Role Of Campus Safety**

The Campus Safety Office is structured within the Rhodes' Division of Student Affairs, putting Campus Safety in close contact with all aspects of student life.

The primary mission of the Campus Safety Department is to preserve the safety and security of the campus community to enable the mission of the College to go forward. This mission includes comprehensive efforts aimed at protecting our community from threats to both person and property. Although the Campus Safety staff is considered a private security and safety force, they are responsible for enforcement of all State and local laws, College policies and procedures, security, safety, and emergency responses. As a "first responder" Campus Safety stands ready and well trained to provide support services to meet the many and varied needs of the Rhodes Community.

Due to the importance of Campus Safety, students are advised that it is a specific offense of the student code of conduct to fail to comply with the directions of a College official including those of Campus Safety or to fail to identify oneself to a College official including those officers in Campus Safety.

## **Guests And Visitors**

Rhodes has always welcomed guests and visitors to the campus. However, we also recognize that there are certain identification, safety and security problems attendant with this practice. Therefore, it is essential that guidelines be established to insure the well being of the College community. While it is impossible to cover every variable, the following general policies apply with respect to visitors to the campus.

Visitors to the campus are generally prospective students and parents, alumni, and those who have business with academic or administrative departments. Once the identity and purpose of these persons are confirmed they should always be made to feel welcome and accorded the same amenities that faculty, staff and students are allowed.

Guests of students are welcome on campus. Guests staying with a student overnight along with their host-student must register with Campus Safety in person. Guests are expected to remain under the auspices of the host student and the host student bears the responsibility for the guest's behavior and compliance with campus policy. Rhodes accessible keys should never be loaned to guests. Guests are not allowed during exams. When it appears that guests have been completely abandoned by a host, they will be asked to leave the campus. Host responsibilities for a guest should not be transferred from one student to another.

Visitors arriving at a Welcome Center to see a student, faculty member or staff person, will be detained until the host can be located by the officer by phone. If the host cannot be located, the visit will not be allowed. If the host is located, he/she must authorize the visit before entry is allowed. Students expecting a visitor, who is not staying overnight, may call the Campus Safety Welcome Centers (Bailey - #3894; Phillips - #3883) and advise the officer on duty whom to expect, the time of arrival, and the name of the host. If this is done, the visit is allowed regardless of phone confirmation of visit. If you're unable to connect to a Welcome Center, you may call the Campus Safety Control Center at #3880.

## **Building Access Control**

Students may need access to certain academic and administrative buildings in pursuit of their studies after these buildings have been locked at the end of the day and on weekends. At the same time, the College has the responsibility to ensure that students utilizing these facilities work and study in a safe secure environment.

Accordingly, students will use the following building access control systems:

1. When students need to have access to certain academic or administrative buildings, they must ask the appropriate departmental representative to certify that they are authorized to be in a particular building or room during a specified time. This authorization must be sent to Campus Safety where it will be kept on file. Thereafter, authorized students who register personally at the Campus Safety Office will be escorted to a particular building and given access. Students must also notify Campus Safety upon exiting so that a precise occupancy log is always maintained in the event of an emergency. If time authorization limits are not indicated on the access request, it will be assumed that access is limited to that building's regular business hours. Otherwise, if time limits are not indicated, access after regular business hours will not be granted.
2. Students working in an area when it is being secured for the day must go through the access system before they can continue their work. Students who have gained access properly are not authorized to grant access to other students. Any student not on the approved access list will be required to leave the building.
3. Several rooms in Clough Hall are available for general student study at night. In addition, the Library offers a 24 hour study space.
4. Access to students' rooms for anyone other than the registered occupant must always have the authorization of the Residence Life or Student Affairs Administrative Staff. This includes parents, family members, and friends of the registered occupant.

## **Pedestrian Gates**

Campus Pedestrian Gates are equipped with locking devices and springs to insure proper perimeter safety and security. Lynx cards, issued to students, will access these gates. If a gate is left unsecured, it will be considered a "propped door;" and if the responsible party is observed not securing the gate, a minimum fine of \$100.00 will be charged to the violator.

Locations of pedestrian gates: Glassell (west side), Bellingrath (west side), Spann quad (east side), Charles Place entrance, Stewart (west side).

## **Parking Regulations**

The Occupational Safety and Health Act (OSHA), Memphis Fire Protection Laws and insurance regulations as well as general safety precautions make parking and traffic control on campus a necessity. Written regulations and appropriate signage are established to facilitate traffic flow, control parking and protect fire lanes and unloading areas as are designated. In consultation with the Rhodes Student Government, the Social Regulations Council, the Traffic Appeals Committee and various other representatives of the Rhodes community, regulations and procedures have been developed for using a motor vehicle on campus. Details are furnished in the Campus Safety Brochure, and both the Student Handbook and College Handbook. If you have any questions, please contact the Campus Safety office at (843) 3880.

Registration of Motor Vehicles. All members of the Rhodes community who park on campus are required to register their vehicles with the Campus Safety Department and display a current registration decal, if they plan on either driving or parking on campus property. If a member of the Rhodes community drives a vehicle on campus, it must be registered with either a permanent or temporary registration decal. (Exceptions only by the direction of the Campus Safety Director) NOTE: Rising sophomores must renew vehicle registration to update their decal color to red.

All students will receive vehicle information forms by mail prior to the opening of the fall term.

Students who intend to use a vehicle on campus should return the completed form by mail. Registration decals will be distributed at the time of registration/validation in person and in the Campus Safety office.

Students who will not be using a vehicle on campus and/or plan to park off campus should also complete the appropriate portion of the same form and return it to the Campus Safety Office.



Faculty and Staff should register their vehicles at the Campus Safety Office. Persons choosing not to register their vehicles for campus parking must still abide by all "off campus" parking regulations as listed below.

**Registration Decals.** Decals are colored to indicate registration information and specified parking areas. They must be properly affixed to the lower left, inside driver's side front windshield.

**Yellow Decals (First-Year Students).** All first-year students who display this decal are required to park in the "First-Year Student" parking area at all times. This lot is located in the northeast portion of the campus, immediately behind the McCoy Theatre. Yellow decal vehicles are not allowed to park anywhere else on campus at any time, regardless of the time. Exception: Temporary 15-minute loading area parking as designated by signage. NOTE: Some temporary overflow "Yellow" parking may also include the northeast curb of the McCoy lot and the west curb of the Mallory Gym lot.

**Red Decals (Resident Sophomore, Junior and Senior).** Resident sophomore, junior and senior students whose vehicles display these decals will park in the "red" reserved parking areas. These decal vehicles are also allowed to park in general parking areas in addition to the "red" lots.

**Blue Decals (Faculty & Staff).** Faculty and Staff members whose vehicles display these decals will park in the "blue" reserved areas. These areas are reserved for use Monday through Friday between 7:00 am and 3:00 pm, before and after which it becomes "general" parking. Note, blue decal vehicles found parking in "red" or "yellow" reserved areas will be cited for a violation. General parking is also available to vehicles decal with blue.

**General Parking.** General parking areas are open to all properly registered vehicles except "yellow" decal vehicles. Note: Visitors may park in general parking areas.

**Handicap Parking (to include temporary handicap).** Vehicles parked in handicap spaces must display proper handicap placard or license information. The Memphis Police Department and Campus Safety can also cite violations with fines of \$50 to \$100.

If a "temporary" handicap need arises for students, petition must be made to the Director of Disability Services.

## Vehicle Use On Campus

**Entering Campus.** When a Campus Safety officer is on duty at any entrance onto the campus, drivers must stop or slow down enough to be acknowledged and identified before entering.

**Moving Vehicle Regulations.** The maximum posted speed limit is 15 mph. Vehicle operators must have their vehicles under control at all times and further give the appearance that control is being maintained. Speeding or the appearance of speeding or the appearance of lack of control may constitute "Reckless Driving", a misdemeanor under Tennessee Code Annotated. Such instances may result in the involvement of police services. It is also a standard of all traffic law to practice courtesy and good judgment at all times when behind the wheel.

Driving under the influence of drugs/alcohol on campus is strictly prohibited and will be prosecuted with police involvement.

Driving is permitted only on designated, surfaced drives. No vehicles are allowed on grass, lawns or fields without special permission.

"Disregarding Stop Sign Violations" will also be cited as a moving violation.

**No Parking Areas.** Off ramps, such as those behind Clough Hall and Rhodes Physics Tower provide access to buildings for fire fighting equipment and must remain open. Additionally, off ramps provide routes of egress to open areas from many of the campus buildings in case of fire and must be kept free of parked vehicles. If a space is not laned or marked as a parking space, it is considered a violation to park in the space and will be cited as such.

Fire lanes are currently designated as follows:

- The lane north/south between Clough Hall and the Physics Tower and Voorhies, Townsend, Williford and Robinson Halls.
- The lane north/south between Kennedy Hall and Halliburton Tower and the Robb/White/Ellett Halls, the Refectory, and the Health Center and the Bryan Campus Life Center known as Thomas Lane.
- From the "Y" at sorority row east to the Charles Place Gate.
- East Village Lane between North Parkway and Bailey Lane.

Gates and barriers at most of these locations are accessible with Fire Department and Campus Safety key devices only. Persons who park in these areas are not only in violation of Rhodes parking regulations, but of the City of Memphis Ordinances as well. Violators' vehicles will be

towed by the City of Memphis in addition to a citation from the Memphis Police Department and Rhodes. Rhodes Campus Safety may also tow and cite violators' vehicles.

**Illegal Parking.** All legal parking areas within the college complex are clearly indicated both on site and in publications. Parking in areas other than those properly lined as parking spaces is a violation and will be cited. Parking along curbs, unless clearly marked as a parking space or unless otherwise authorized is strictly prohibited.

Visitor parking is considered "reserved" twenty-four hours per day, seven days a week. Areas designated as visitor parking are strictly reserved for visitors to the campus only.

Unauthorized parking will be cited and vehicle may be towed.

**Off Campus Parking.** While parking on campus is recommended, those who choose to park on streets near Rhodes should be aware of restrictions imposed by both the City of Memphis and also those regulations held by Rhodes College. All persons are expected to comply with the below "off campus" parking regulations.

City of Memphis parking restrictions are so marked.

Rhodes College restricts parking in the following areas where no Rhodes community members are allowed to park: 1) North side of Snowden west of University; 2) South side of Snowden, west of the alley behind Stewart Hall, 3) North side of Tutwiler, west of the entrance to Spann/Stewart Parking lot, 4) South side of Tutwiler, 5) the entire perimeter of Evergreen Church to include the north curb along Tutwiler and the east curb along University St. These restrictions apply to all members of the Rhodes community.

These restrictions are lawfully supported under an agreement heretofore made with the Vollintine-Evergreen Community Association and Rhodes under the direction of the Shelby County Land Use Board.

**Temporary Parking Locations.** Temporary parking for loading and unloading have been designated and so marked. These areas are for the specific use of loading and unloading and authorized for fifteen (15) minute periods only and further for loading and unloading only. Use of these areas for any other reason is strictly prohibited.

**Obstructing Traffic Charges.** If a vehicle is parked in such a way whereby two vehicles cannot pass abreast of each other safely because of the parked vehicle, it will be cited for obstructing traffic.

**Use of Emergency Flashers.** Use of emergency flashers DOES NOT justify parking in violation of regulations and IS NOT an appropriate cause for appeal. Use of flashers does not

legitimize a violation of parking regulations. Time elapsed is not an element of a violation. Violating a parking regulation "for only two minutes to run inside" is not a defense for the violation.

**Penalties.** Fines assessed for traffic and parking violations are indicated on the citation. Payment of the fine is required within ten (10) days of the date of issue regardless of intentions to appeal. If an appeal results in a voided citation, the cashier's office will issue a refund. If an appeal is not made by the 10th calendar day following the citation, it will not be considered for appeal.

**Chronic Violators and Fire Lane Violators.** WARNING: Violators will have their vehicles "booted" or "towed" under the following directions:

- After the fourth (4th) violation, the violator will be sent a letter detailing the consequences for future violations
- After the fifth (5th) violation, the violator's car will be "booted" and immobilized. The boot will not be removed until the violator has paid both the citation fine and a \$30.00 booting fine.
- After the sixth (6th) violation, the violator's car will be "booted" and immobilized. The boot will not be removed until the violator has paid both the citation fine and a \$50.00 booting fine.
- After the seventh (7th) violation, the violator's car will be towed. Towing and storage expenses will be the responsibility of the owner, not Rhodes College. All prior citation fines (unless on appeal) must be paid in full before vehicle is released, or by the discretion of a supervising officer.
- A vehicle will be towed if parked in a designated fire lane (except as otherwise authorized). The owner must pay towing and storage expenses and parking fines before the vehicle is released.

**Appeal of Citations.** If students or employees of the college believe they have received a citation in error, they may ask for an appeal of the charges through the Traffic Appeals Board. This board is made up of representatives from the faculty, staff and student populations and is also very involved in the development of all traffic and parking control regulations.

To file an appeal, the student or employee must do so within (10) calendar days of the offense. Otherwise the right to appeal is forfeited. Students and employees must also pay the fine cited before the appeal is heard. If the appeal results in a voided citation, the cashier's office will issue a refund. An appeal may be written on the back of the citation copy or a letter

attached to the citation. All appeals will be heard before the end of the academic year and all will be notified of the outcome.

## **Bicycles**

All bicycles must be registered with the Campus Safety Office. Failure to do so will incur a fine of \$25. Bicycles may be kept: 1) in the student's own residence hall room, 2) in the bicycle storage rooms assigned, or 3) in the outside bike racks. Bicycles may not be kept in hallways, social rooms, alcoves, under stairways, or other places. Campus Safety will remove bicycles in unauthorized places in residence halls and the owner must pay a \$10 fee to retain the bicycle.

## **Lost And Found**

All items found on campus should be turned in to the Office of Campus Safety located in Spann Place #5. Note: After approval by the Dean of Administrative Services, Campus Safety will dispose of all items not claimed by June 1st of each year.

## **Campus Alert Policy**

The Clery Act, enacted by the Congress and signed into law by the President in 1990 as the Crime Awareness and Campus Security Act of 1990, requires all institutions of higher education "to make timely warning reports to the campus community on certain crimes that represent a continuing threat to students and employees and that were reported to officials with significant responsibility for student and campus activities, campus police or local police." These reports, according to the legislation, will be "disseminated in a manner that will aid in the prevention of similar occurrences."

To meet the provisions of this portion of the legislation and to fulfill our duty to monitor and to reduce campus crime and the fear of crime, the Office of Campus Safety maintains a campus alert system. Campus alerts are used when crimes reported to the Office of Campus Safety represent an imminent or continuing threat to students and employees.

The Director of Campus Safety consults with members of the campus alert team, as deemed necessary, to determine if a report represents such a threat. Members of the campus alert team include, but are not limited to, the Director of Campus Safety, either the Dean of Students or the Associate Dean of Students, either the Executive Assistant to the President or the Special Assistant to the President for Community Relations, and the Director of Communications (four persons). When warranted, the campus alert is written by the Director of Communications or her designee and a draft is approved by the campus alert team.

The alert typically contains the following information about the event: date, time, location, criminal activity. Descriptions of suspects involved in alleged criminal activity are used only when the witness or victim is certain about the information and there are multiple and specific descriptions provided that can aid in identification. The alert is signed by the Director of

Campus Safety and posted on building bulletin boards and emailed to the Rhodes College community within one business day of the occurrence of the crime or the determination that a crime trend poses a threat.

## Housing Contract

All students who reside in campus housing sign the Housing Contract and agree to abide by the policies and regulations contained therein. Students have a responsibility to know all College policies in general, and specifically all residence hall policies contained in the Housing Contract and The Student Handbook.

## Residency Requirement

Living on campus is a vital part of the college experience and aids the student's adjustment to college. Therefore, all first-time first year students at Rhodes must live on campus for their first two full academic years. Transfer students must live in College housing until they have completed two full academic years; previous enrollment at other institutions counts toward fulfilling this requirement. Exchange students must reside in College housing for the duration of their enrollment at Rhodes.

## Housing Registration

A Housing deposit is not required by returning students to sign up for the housing selection process. To participate in housing selection, a student must complete an online registration by 11:59 p.m. on February 10. Students who register on time will receive a lottery number to use in selection of an apartment or room during the housing selection process. Students who register for housing after February 10 will select from available upperclass housing spaces after the housing selection process.

By registering for housing selection, students agree to the housing cancellation policy: By contacting the Director of Residence Life, a student may cancel the registration or housing assignment.

1. If a student cancels by 5 p.m. on the last business day before housing selection begins, the student will incur no cancellation fee.
2. If a student cancels by May 15, a cancellation fee of \$200 will be placed on the student's account.
3. Students who cancel between May 16 and June 30 will incur a \$300 cancellation fee.
4. After June 30, the cancellation fee is \$500.

If a student registers for housing, and then decides to participate in a study abroad program during fall semester, the registration will be deferred to the spring semester, and no cancellation fee will be incurred.

Information about the housing selection process will be available on the Residence Life web page.

# Room Condition Report

In the fall, Resident Assistants fill out the Room Condition Report and mark all noteworthy items. Residents must inspect their living quarters along with the Resident Assistant. Damage to any part of the room, or to any furniture should be described clearly.

Failure to complete these forms or failure to describe in full any damage that existed at the beginning of occupancy will cause student occupants to pay charges for damages. All signed forms must be returned to Resident Assistants within one week of the first day of classes. Students will be charged for nails, decals, and "mounting squares" added to walls, ceiling, or furniture.

## Personal Property

Students' personal belongings are not covered by College insurance. Bicycles must be locked in a rack or stored in one of the bicycle storage rooms when not in use.

## Keys

Individual room keys will be issued to each resident student by the Residence Life Office upon arrival on campus. Students will have access to the outside doors of residence halls via ID cards. It is the responsibility of each student to protect all other students by taking care neither to lose residence hall keys and ID cards nor lend them to others. ID cards or room keys may never be lent to persons who are not Rhodes students. Lost keys or cards must be immediately reported to the Residence Life Office. Residents must return keys to the Residence Life Office when leaving campus or at the end of the year. Students who fail to report a lost or stolen key are jeopardizing the safety and security of their fellow students. The cost for a replacement ID card is \$25. Lost or unreturned keys will result in a \$10.00 charge.

Due to the serious compromise to the security of all residents, exterior doors should never be propped. A \$25.00 fine and a possible referral to SRC will be assessed for individuals found violating the policy in all residence halls except Stewart Hall. The fine for a propped exterior door in Stewart Hall is \$100.00.

## Room Changes

All changes in room assignment must be pre-approved by a staff member in the Residence Life Office. During the academic year, a student may not change rooms during the first two weeks or last two weeks of either semester. Between June 15 and August 1, returning students may change room assignments for the upcoming year with the approval of the Director of Residence Life.

## Room Searches & Safety Inspections



The Director of Residence Life in consultation with the Dean of Students and/or Director of Campus Safety may authorize a search of a student's premise if there is reasonable cause to believe that a violation of college policy is occurring or has occurred.

Authorized personnel of Rhodes have the right to enter student rooms at any time for purposes of maintenance and repair, inspection of health and safety conditions, and investigation of violation of College regulations. Resident Assistants conduct routine checks of battery-powered room smoke detectors. At least once each year, generally during vacation periods, a representative of the Residence Life Office and/or a representative of Physical Plant or Campus Safety will conduct safety, sanitation, and maintenance inspections.

## **Official Recesses**

The residence halls and the Refectory will be closed for official College recesses which occur at Thanksgiving, the period between the two semesters, Mid-Semester (Fall and Spring), and Easter. Students with special needs may be allowed to remain in residence during these recesses, but in that event, they are subject to temporary reassignment to other residence halls at a minimal charge. Students who remain in halls after the posted closing times or, who arrive prior to halls opening, will be asked to leave immediately, may be fined \$50 per day, and will face disciplinary action.

## **End Of Year Closing**

Students must remove all their belongings within 24 hours after the last exam. Only graduating seniors and students associated with an official College function will have permission to remain past the official closing. When extenuating circumstances exist, students must agree to be relocated (along with all their possessions). Students who remain beyond the official closing will be fined \$50.00 per day.

## **Social Rooms**

Social rooms serve as a place where residents can gather as a community. Thus, priority for reservation is given to residents of the hall and residence life sponsored programs. A group can reserve a social room for a meeting but not on a regular basis. The primary use of social rooms should allow for maximum availability and access to hall residents. Social rooms are not intended to serve as sleeping spaces for residents or their guests. Any damage that occurs in a social room that is not assessed to an individual will be equally billed among all residents.

## **Storage Of Personal Property**

The College has limited storage space in the residence halls that students may use only during the school year. Residents are not allowed to use their rooms to store other's belongings. No carpets or rugs may be kept in storage closets. Resident Assistants can provide access to storage closets.

All items must be labeled with the student's name and room number. Because paper storage products provide insect habitats, paper bags and cardboard boxes are not allowed in the storage closets. All belongings stored in public closets must be kept in plastic, sealed containers. Inappropriate containers will be removed from the storage closets and returned to the student. Unlabeled items or items left in storage during the summer will be discarded.

Students in violation of this policy will be fined \$50.00, and will be required to rectify the situation resulting in the violation.

## **Residence Hall Property**

1. All residence hall furniture in students' rooms at the beginning of the academic year MUST REMAIN in their rooms throughout the academic year.
2. Beds may not be stacked on other beds, dressers, or desks. Only one set of cinder blocks, placed horizontally, may be used to elevate beds. Cinder blocks may not be used with bunk beds; they also may not be used under beds with adjustable bed heights. Beds may not be inverted or tampered with.
3. Students are responsible for removing trash and debris and for cleaning their residence hall room when moving out of a room. Failure to do so is subject to a fine. No items may be stored on campus during the summer. Anything left behind will be discarded and the expenses incurred will be charged to the owner(s).
4. Personal furniture or equipment must not be placed in the halls or lounges. Any items of furniture found missing from a residence hall room will be charged to the residents of that room. A student who leaves personal furniture in a room after checking out will be charged a disposal fee. Social Room furniture must remain in social rooms at all times. Removal of furniture is considered a violation of the Honor Code. Additionally, any costs involved and a fine of up to \$100 will be assessed in such matters. Screens must not be removed from windows. Student-made or individually purchased lofts of any kind are not permitted in residence halls. Students with lofts will be fined no less than \$100.00 for any offense. It is the College's policy that cost of damage to common areas of residence halls will be prorated among the residents. Marring and destruction of furnishings and defacement of walls, doors and woodwork, breakage of windows, etc., is not tolerated. Compensatory damages will be assessed for any violation, and disciplinary action will be taken against those responsible.

## **Fire Prevention and Safety**

The residence halls are private residences owned and maintained by the College. They are subject to the Memphis Fire Code, and are regularly inspected by the Fire Marshall's Office.

1. Rug size is limited to an area that allows for two feet (2') of open floor space between the edges of the rug and any wall of the room.

2. No upholstered furniture that has significant cuts or ruptures in the upholstery will be permitted in the residence halls. Students may be asked to remove items on walls or ceilings that create a fire hazard.

3. Students may be asked to remove appliances to avoid overloading the circuits and to avoid fire hazards. All electrical appliances should be turned off when not in use.

a. Refrigerators in residence halls must be no larger than 30" high or 19" wide.

b. Any appliance with an open flame or burner, including but not limited to hot plates, electric skillets, toaster ovens, toasters, counter top style grills, sandwich makers and woks are prohibited.

c. Halogen and other exposed bulb lamps (upwards-facing lamps) are not permitted.

d. "UL Approved" power-strips not exceeding 15 amps must be used. "U.L. Approved" Christmas tree lights designed specifically for indoor use may be used. No other forms of extension cords or multi-outlet extenders can be used.

e. Neon lights/beer signs, halogen quartz lamps, flammable liquids of any kind, and open flame devices, including but not limited to candles and incense, are not allowed in residence halls.

4. Failure to comply with any of these fire safety requirements will result in a \$50.00 fine for first offense. Subsequent offenses may result in suspension or expulsion from the residence halls.

## **Fire Extinguisher, Fire Alarms and Fire Related Activities**

1. Falsely pulling a fire alarm or discharging a fire extinguisher, possession of fireworks on campus, and burning anything (e.g., paper on doors or walls, paper in bathrooms, etc.) is prohibited. First-time offenders will be fined \$100.00 and the SRC will take other appropriate action. Second-time offenders will be removed immediately from the residence halls for a period of time determined by the Dean of Students' Office. If the person responsible cannot be identified, the charge may be divided equally among residents of the floor. Clean-up fees may also be charged.
2. Any student who willfully fails to exit the residence hall after the fire alarm sounds will be subject to disciplinary action that may result in removal from the residence hall. A \$50.00 fine for the first offense will be assessed.
3. Rhodes is required to conduct fire drills each semester to ensure that fire safety systems are in working order.

## Smoke Alarm

Students should test their smoke alarm regularly to assure proper operation of the alarm. Service requests for malfunctioning alarms or new batteries should be submitted through the work order request page on the web, or through Campus Safety (after hours).

Smoke alarms must not be tampered with or covered. Any noted damage to the alarm or discovery of a dismantled alarm will result in a \$50.00 fine. Resident Assistants conduct routine checks of battery-powered smoke detectors.

## Visitation

Students have the option of restricted housing or open visitation. Restricted visitation permits guests of the opposite sex between 8:00 a.m. and midnight daily. By a unanimous vote, students may increase hours of restriction on the floor. In other areas, twenty-four hour visitation is permissible, if the Student first secures the verbal approval of his or her roommate(s) and/or suite-mate(s) before the arrival of any visitors.

A roommate's right to free access to the room/apartment at all times, privacy, study time, or sleep must not be deprived because of a guest. Thus, the student wishing to entertain a guest, whether of the same or opposite sex, must have the permission of the roommate(s). The College does not allow cohabitation and cannot ignore any infraction of this policy that comes to its attention. Failure to comply with these requirements may result in disciplinary action. Guests of students are welcome on campus. The occasional guest staying with a student overnight must register with Campus Safety. Guests are expected to remain under the auspices of the host student and the host bears the responsibility for the guest's behavior and compliance with campus policy. Host responsibilities for a guest should not be transferred from one student to another. When it appears that guests have been abandoned, they will be asked to leave the campus.

## Quiet Hours and Noise

Quiet hours are times when no noise should be heard in the hallways or outside of the building. Courtesy hours are times during which the noise level may be higher than during quiet hours. As the term implies, students are expected to be courteous to one another and respect the rights of other residents. Quiet hours begin at 10:00 p.m. and end at 8:00 a.m. the following morning. On weekends these hours begin at 1:00 a.m. and last until the following morning. Courtesy Hours are in effect at other times. During final exams and reading days, quiet hours are extended to 24 hours.

Quiet study areas are designed for those students who desire more hours of a studious atmosphere on their floor. Quiet hours will be from Sunday at 10:00 p.m. through Friday at noon. On weekend nights these hours begin at 10:00 p.m. and end at 8:00 a.m. the following morning. By a unanimous vote, students may increase the number of quiet hours on the floor.

Violations of the noise policy will result in fines from \$10 to \$25 and possible disciplinary action.

## **Pets**

Fish (in tanks with maximum capacity of ten gallons) are the only pets, which may be kept in student rooms with the permission of roommates. The only exception is guide dogs for people with disabilities. Violators of these policies regarding pets will be fined \$100.00 for each infraction. Exceptions will not be made for any temporary keeping of pets.

Guests or commuter students are required to keep pets on leashes while on campus and are responsible for cleaning up after the pet.

## **Misuse of Campus Telephones**

If a student receives a harassing phone call on campus:

1. While still on the line with the harassing caller, the student should hit the flash-hook on the phone once and release, then dial 183. A record of the call is immediately printed in the telephone switch-room.
2. The student should then hang up the phone to disconnect the harassing call.
3. The student should call the RA or the Campus Safety Office to inform them that a harassing call has been marked using the flash-hook + 183 call tracer.
4. Disciplinary action, including probation, suspension, or loss of campus housing, may result from the misuse of the phone system.

## **Physical Plant and Maintenance**

Routine maintenance may be requested via the Rhodes webpage. For emergency requests, call Physical Plant at x3870; if no answer, call Campus Safety at 3880.

## **Pest Control**

The College contracts with a pest control company to provide service to control insects and rodents. Service is requested by submitting a work order to Physical Plant by Tuesday of each week (See your Resident Assistant for help). If it is found that unsealed food, excessive trash or improper storage of belongings has led to extra treatment, the resident(s) will be charged

the total cost incurred by the College. Do not use your own pest control products. Use of such chemicals can pose a serious health risk to you and the other residents who live near you.

## **Laundry and Vending Services**

Laundry and vending services are available in many of the residence halls. Refunds for lost money may be obtained from the Bursar's Office. See section on PHYSICAL PLANT for reporting broken machines.

Constitutions and by-laws for student government and judiciaries are available on the Rhodes web site in the Campus Life section, under “Student Governance.”

## Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Rhodes College accords all the rights under the law to enrolled students. No one outside the institution shall have access to nor will the institution disclose, any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act. Only those members of the College community, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Registrars Office, including student workers in that office, and the professional staff of the Student Affairs Offices, Financial Aid, Institutional Research, and College officials with a legitimate educational interest as determined by the Registrar.

At its discretion the institution may provide directory information in accordance with the provisions of the Act including name, parents' names, campus and home addresses and telephone numbers, sex, dates of attendance, year of graduation, honors, degree awarded or expected, academic major, email address, and faculty advisor. Students may withhold directory information by notifying the Registrar in writing at least 60 days prior to the first day of class for the fall semester. The permission to release academic information remains in force for a student's entire enrollment at Rhodes unless the Registrar is notified of a change.

In addition, the institution at its discretion may disclose student record information without consent of disclosure to the parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954 and as verified by the institution. Full rights under the act shall be given to either parent, unless the institution has been provided with evidence that there is a court order, state statute, or other legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. The institution also has the discretion to disclose to any parent or legal guardian of a student under the age of 21 information about a violation of any federal, state, or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance if the



institution determines that the student has committed a disciplinary violation with respect to such use or possession.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Registrar at Rhodes College has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions, e.g., a copy of the academic record for which a financial "hold" exists or a transcript of an original or source document that exists elsewhere). Education records do not include records of instructional, supervisory, administrative, and educational personnel that are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute. Other records not included are those of the Campus Safety department, student health records, employment records (except those records of student workers), or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admission to the College. Employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Registrar. If the decisions of the Registrar are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean of the College who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of the hearings.

Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel that will adjudicate such challenges will be the Faculty Standards and Standing Committee.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the president of the institution to aid them in filing complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C. 20201.

Revisions and clarifications of this policy will be published as experience with the law and the institutional policy warrants. Annual notice of compliance with the Act is published in the College Bulletin.

## **Student Right-To-Know And Campus Security Act**

According to the Federal Student Right-to-Know and Campus Security Act of 1991, all institutions participating in Title IV student financial assistance programs are required annually to disclose the graduation rate for the most recent cohort of first-time students that has had an opportunity to graduate within 150 percent of normal time. For Rhodes, that means giving a six-year graduation rate. The cohort of first-time students who entered Rhodes in 1999 had a six-year graduation rate of 80 percent.