

2024



# CODE *of* COMMUNITY STANDARDS

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# THE ROLLINS HONOR CODE

Rollins College is an educational environment dedicated to fostering intellectual achievement, personal development, and social responsibility. We believe that students are nurturing these opportunities through their academics, yet the College recognizes that students will be learning just as much from their experiences outside of the classroom. Given this understanding, the College has developed The Rollins Honor Code which aligns the Academic Honor Code and the Code of Community Standards. The Rollins Honor Code states:

***As a Rollins College student, I commit to upholding the values of honesty, trust, and respect academically and in all of my social relations. I will act with integrity and strive to embody the highest ideals of global citizenship and responsible leadership.***

The Rollins Honor Code was created to act as an overarching statement of honor, which speaks to the philosophy that “honor” is holistic in nature embodying both academic and social responsibility. It is the hope that The Rollins Honor Code will assist students in upholding and valuing honesty, trust and respect in all aspects of their lives at Rollins College.



Throughout this document, you will see some language that will be used to clarify and explain College policies and procedures. Before you read, please take a look at some important terms that help define the scope of the policies within this document.

1. The term "College" means Rollins College.
2. The term "student" is defined as any person who is admitted, enrolled or registered for study at Rollins College for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in Rollins College, are considered students. A person shall also be considered a student during any period while the student is under suspension from the College or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to, orientation and residence hall check-in.
3. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
4. The term "member of the College community" includes any person who is a student, faculty member, staff member, or College official.
5. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College.
6. The term "organization" means any athletic team or any group/association of persons who have complied with the formal registration requirements for the College.
7. The term "Conduct Educator" means a College official designated on a case-by-case basis by the Vice President for Student Affairs to adjudicate alleged infractions in an Educational Conference or an Administrative Hearing. Nothing will prevent the Vice President for Student Affairs from authorizing the same conduct educator to impose sanctions in all cases.
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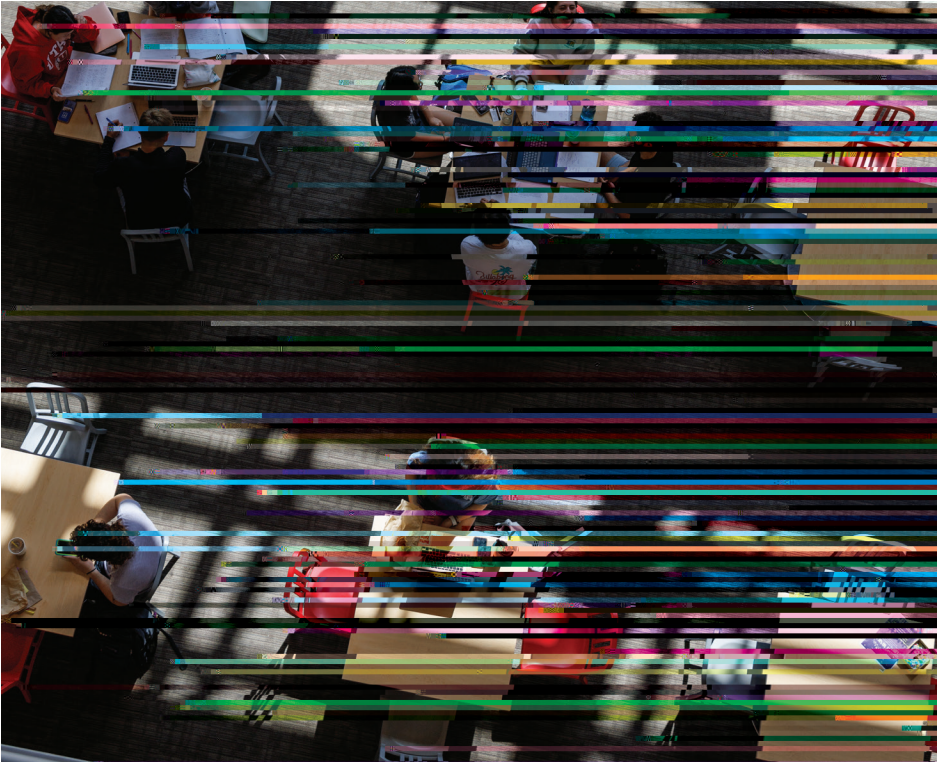


# SOME IMPORTANT DEFINITIONS

The College is not responsible or liable for student off-campus events or behavior. However, in the interest of protecting students from harm, the College does reserve the right to take action in response to behavior off campus that violates College expectations and policies.

As responsible members of the Rollins College community, students and student organizations are expected to know College policies and procedures and exemplify behavior that embodies the mission and vision of the College. Whether a student is participating in Fox Day activities on Mills Lawn, studying in another country, or competing in an athletic event at a neighboring university, they are a representative of the College and are expected to behave in ways that make us all proud to be Tars.

There will be times when students behave in a way that does not align with the values of the Rollins Honor Code. Community Standards & Responsibility reserves the right to meet with any student, or will refer the appropriate faculty or staff member to meet with a student, in order to address such behaviors.



# A COMMUNITY OF TRUST & RESPECT

Rollins College strives to be a community built on trust and respect. When that trust and respect is broken, we are all affected by its impact. There are some specific behaviors that infringe on our community of trust and respect that the College has an obligation to address. These include, but are not limited to:

## **Abuse (Physical, Mental, or Verbal)**

Rollins College does not tolerate the physical, mental, or verbal abuse of any person. When a student bullies, intimidates, degrades, demeans, threatens, or otherwise interferes with another person's rights or comfort, the college considers that abuse and action will be taken to end the abusive behavior. When a student causes harm to himself/herself or another, or when a student helps someone else cause harm, the college may need to intervene to protect individual and community safety.

Cruelty to domestic or wild animals is also prohibited, including, but not limited to, abandonment, torturing, causing bodily harm, or causing death.





## A COMMUNITY OF TRUST & RESPECT

- Any activity that causes unreasonable interference with a student's academic performance
- Personal servitude
- Kidnapping or abandonment
- Any activity that would be viewed by a reasonable person as subjecting someone to embarrassment, degradation, or humiliation

The above activities are considered hazing, whether the student who is the subject of hazing agrees to participate or not. The hazing policy applies to students and other persons associated with any student group, team, or organization.

The College strongly encourages and supports students who wish to report hazing activities. The law encourages reporting as well; in Florida, Andrew's Law was written to empower students who are present during hazing activities to seek law enforcement support or medical assistance without fear of prosecution.

At the College, students can report hazing activities by using our anonymous incident report form. It is important to remember that submitting an anonymous report means that Community Standards has no way to connect with the reporting party to ask follow-up questions. Therefore, it is essential that an anonymous report contain as much information as possible in order to address the alleged hazing behavior(s). Anonymous reports should include:

- The time, date, and specific location of the alleged hazing event(s)/activities
- The name of the individual(s) involved in the alleged hazing event(s)/activities
- The names and contact information of any individuals who can corroborate the

## Sexual Misconduct and Interpersonal Violence

Rollins College is committed to creating and maintaining a safe, healthy, and respectful community in which students, faculty, and staff can work together in an atmosphere free from discrimination on the basis of sex, gender, gender identity, gender expression, sexual orientation, and pregnancy/pregnancy-related conditions. Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in any federally funded education program or activity. The Office of Title IX leads Rollins' efforts to prevent and respond to discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, and other related misconduct.

The full scope of sexual misconduct and interpersonal violence, which falls under the purview of the Office of Title IX, is described in the [Title IX Grievance Policy for Addressing Discrimination on the Basis of Sex, Including Sexual Harassment](#) and the [Sexual and Gender-Based Harassment and Related Misconduct Policy](#). Violations of these policies will follow the procedures outlined therein, rather than the procedures of the Office of Student Conduct.

The Office of Student Conduct and the Office of Title IX work together to ensure a safe and respectful campus environment for all members of the Rollins community.

under similar circumstances and with similar identities to the victim would consider the behavior to be harmful.

Acts of stalking may cause substantial emotional distress, meaning that the individual is experiencing significant mental suffering or anguish. This distress may not necessarily require medical or other professional treatment or counseling. Students who wish to speak to a confidential source can make an appointment with Counseling & Psychological Services (CAPS) at the Wellness Center by calling 407.628.6340.

The Office of Community Standards & Responsibility works in partnership with the Office of Title IX to determine the appropriate process through which stalking behavior should be addressed. Stalking on the basis of sex or within the context of an intimate relationship will be addressed by The Office of Title IX through the [Title IX Grievance Policy for Addressing Discrimination on the Basis of Sex, Including Sexual Harassment](#) or the [Sexual and Gender-Based Harassment and Related Misconduct Policy](#).

# A COMMITMENT TO HONESTY

An integral part of a college education is developing a strong moral compass that guides students' decision-making. The goal of Rollins College is to graduate students who are responsible global citizens and who actively hold themselves and others to a higher standard. The common theme of the following policies is the College's expectation that students are making a conscious choice to behave honestly and represent Rollins in a positive way.

## Posting & Solicitation

Rollins College supports allowing students and registered student organizations to post flyers, banners, and other forms of publicity to communicate their activities, services, and ideas. This support must be balanced with the need to provide a visually pleasing and organized setting for the campus community to receive such communication. [For additional information refer to Rollins College Policy KI 1031 College Postings.](#)

## Theft or Unauthorized Possession

Just as students expect others to not take their belongings, Rollins College expects that students will be respectful of other's personal property and the property of the College. As a community, Rollins does not tolerate theft, attempted theft, or possession of stolen items.

## Use of Rollins College Name or Symbols

In order for Rollins College to protect itself and its brand from misrepresentation, no student or student organization may use the Rollins College name, seal, symbols, logos, slogans, or songs without written authorization from the Vice President of Student Affairs or their designee.

# AN EXPECTATION OF RESPONSIBILITY

Learning to behave responsibly is a critical component of students' college education. While in college, students will be faced with many situations that challenge their values, beliefs, and character. These situations offer great opportunities for learning and personal growth. Part of becoming a responsible adult is being able to weigh risk and reward and make the choice that has the most positive outcome. Rollins College expects students to own the choices that they make and the consequences that come with those choices.

Another part of being a responsible adult is empowering others to make good decisions. As a member of the Rollins community, students are expected to be a positive influence on their peers and should encourage them to behave responsibly. The College recognizes there are times that students or their peers may make a poor choice. One poor choice does not have to lead to more poor choices – students always have the option of asking for help to prevent further poor choices or a negative event from occurring.

## Alcohol

A large factor in decision-making for college students involves the use of alcohol. Often, alcohol use leads to further poor choices, specifically in regards to illegal substances, abuse, hazing, and sexual misconduct and harassment. It is the College's expectation that students who choose to drink are making those decisions with thoughtful consideration and are guided by the law, common sense, and information about how alcohol use can impact both students and those around them. Regardless of age, excessive drinking and intoxication will not be tolerated.

The College abides by Florida state laws regarding alcohol. These include:

- Individuals under the age of 21 may not possess and/or consume alcohol
- Individuals may not sell, give, or serve alcoholic beverages or permit alcohol to be served to persons under 21
- Individuals may not drive with a blood alcohol level of 0.08% or more
- Individuals may not possess open containers of alcohol, including secondary containers (i.e. cups or water bottles) on a street, sidewalk, or in a park. This applies both on and off campus.

Student-athletes must comply with additional alcohol policies. The College abides by NCAA recommendations and best practices regarding alcohol. These include:

- No athlete shall report for physical activity or remain in practice, play, or competition while having an alcohol concentration of .04 or greater. Furthermore, no athlete shall compete within forty-eight (48) hours after alcohol usage.
- No athlete shall use alcohol while in practice, play, or competition.

There are certain locations and instances in which possession and consumption of alcohol is not permitted on campus. These include:

- Buildings that are designated for first-year students

## AN EXPECTATION OF RESPONSIBILITY

- A room/apartment where all assigned residents are under the age of 21
- Public spaces in a residence hall (lounge or lobby spaces, restrooms, hallways, etc.)
- Times when the residence hall is not officially open – before the official residence hall opening and after the official residence hall closing
- During orientation, winter break, and intersession

Students often ask how possession of alcohol is determined. These are some questions a conduct educator may ask to determine whether a student is in possession of alcohol:

- What is the location and the quantity of the alcohol?
- Is the student able to exercise control over the situation?
- How many students voluntarily take responsibility, and can they attest which students are not in violation?

The College is concerned about students who binge drink or rapidly consume alcohol due to the serious risks associated with this behavior. For student safety, drinking games, common sources of alcohol, or non-traditional sources of alcohol, such as kegs or powdered alcohol (“palcohol”) are not permitted. Displays of empty alcohol containers often promote or glamorize excessive drinking. Empty alcohol containers may also be viewed as evidence of consumption and are not permitted. Students should also note that manufacturing their own alcohol on campus is not permitted.

When students meet with a conduct educator to discuss their alcohol use, part of the discussion will be about involving parents or guardians in the conversation. The College encourages students to be proactive rather than reactive and share information with their parent or guardian up front. In certain circumstances, parental notification will occur if a student is found responsible for violating the alcohol policy. The College will help students navigate how to have a conversation with their parents about their alcohol use.

Students who drink are susceptible to risks, such as addiction, accidents or injury due to impairment, overdose, and unpredictable or violent behavior. Therefore, regardless of age or legal standing, students who are at academic/personal risk due to alcohol or other drugs, become over-intoxicated, or suffer medical consequences such as blacking out should expect to discuss their alcohol use with a conduct educator and evaluate how their decisions may be impacting their academic and personal success.

### Computer & Other Electronic Device Misuse

Technology is a critical component of the student experience. The College expects that students use technology in a way that is effective, purposeful, and responsible.

Using technology responsibly can mean many things – how a student represents oneself online, how a student cites sources and respects intellectual property, and the way a student protects his or her identity from being stolen. The College believes students should be conscious of, and guardians of, their own online reputation and the digital dignity of the Rollins community. This means that students should not use digital

resources for hateful rhetoric that is insensitive to the beliefs, cultures, or differences of others. Students should comply with all laws, license agreements, and contracts governing network, software, and misconduct in order to protect other's rights and

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## Fireworks, Explosives, Weapons, & Other Dangerous Items

Rollins College takes weapons and other dangerous items very seriously, as they pose a

# AN EXPECTATION OF RESPONSIBILITY

There can be significant consequences that accompany substance use. These consequences may include community probation, removal from campus housing or relocation, suspension, or even dismissal.

The College's primary concern is for student safety and well-being. Students are encouraged to seek help before Community Standards & Responsibility has to get involved. Rollins has resources available to assist students with their substance use. Students who wish to speak to a confidential source can make an appointment with Counseling & Psychological Services (CAPS) at the Wellness Center by calling 407.628.6340.

Rollins College abides by the Drug-Free Schools and Communities Act, which supports programs that prevent the illegal use of alcohol, tobacco, and drugs. [More information on this policy can be found on the Rollins HR, Support, and Risk Support portal.](#)

## Laws (Federal, State, and Local) & Other Regulations

As responsible citizens, students are expected to comply with all local, state, and federal policies, statutes, laws, and ordinances. Criminal conduct involving the violation of local, state, or federal statutes could also constitute a violation of policy and may result in College action even if this behavior is not prosecuted by public officials.

Student-athletes are expected to comply with all NCAA regulations. This includes the ban on gambling and sports wagering. More information about these regulations can be found on the [Rollins Sports website](#).

A determination will be made between Community Standards & Responsibility and the Associate Vice President of Athletics or designee as to whether an NCAA regulation violation will be handled through the Community Standards process or by the appropriate coach or designee.

## Recording Device Use

In order to protect the integrity of the classroom experience, the use of recording devices is limited to either the expressed permission of the faculty member or with proper documentation from the Office of Accessibility Services. [Information about accommodations through Accessibility Services can be found on their website](#) or on [MyRollins](#).

## Requests or Orders

Students are expected to immediately and fully cooperate with college officials, Residential Life & Explorations student staff, law enforcement, and emergency personnel in the completion of their duties. Some examples of reasonable requests include providing an R-Card to a Campus Safety Officer or RA when asked, attending meetings requested by faculty or staff members, and complying with sanctions or conditions.







# COMMUNITY STANDARDS, OTHER OFFICES, AND POLICIES REGARDING EXPRESSION AND ASSOCIATION

## Assembly, Inquiry, and Expression

Students are free to express their opinions both publicly and privately. Students are free to support causes in any orderly manner, including organized protests which do not disturb the normal and essential functions of the College.

Students have the right to peacefully protest within the institution, so long as the health and safety of others is not compromised.

Students who interfere with the entering or exiting of institutional facilities, who interrupt classes or institutional operations, or who damage property are in violation of College policy and will be held accountable for their actions.

Even though the College retains the right to contact local law enforcement bodies, the institution may choose to instead impose its own disciplinary sanctions in cases of disorderly picketing and unpeaceful protests.

Every student has the right to be interviewed on campus by any organization that is recruiting at the institution and is permitted to be here. Reasonable conditions may be put in place to regulate the timeliness of these requests and to locate an appropriate space. Any student, group, or registered organization may protest against these organizations, provided that the protest does not interfere with any other student's rights to have such an interview.

[Additional information about Rollins College policies regarding demonstrations can be found here.](#)

## Student Media

Student media are free to express ideas and viewpoints. The editors and managers shall not be prohibited from establishing and expressing editorial views because of student, faculty, administration, alumni, or community disapproval of content. All student media communication shall explicitly state in the publication or broadcast that the opinions expressed are not necessarily those of the institution or its student body.

All student media policies must be in compliance with FCC laws, Associated Press journalistic practices, and College policies and procedures.

All student media are required to be registered with the Center for Campus Involvement on an annual basis. There are some specific components that student media groups must include in their registration process, such as an organization constitution/ statement of purpose, stylebook policies (including safe harbor and FCC guidelines for radio), and editorial, advertising/underwriting, and business policies.

The College believes that the student media contribute to the educational mission of the institution, although the views and ideas presented may not represent the institutional perspective. Advisors provide input and feedback to aid the decision-making process while allowing for free press. Decisions with regards to the internal policies and practices of each organization are based on the mission of the College.

# COMMUNITY STANDARDS, OTHER OFFICES, AND POLICIES REGARDING EXPRESSION AND ASSOCIATION

## Campus Safety

Community Standards & Responsibility receives reports from the Campus Safety Office and determines whether or not the individuals in the report will be charged with violating College policy. Community Standards & Responsibility also works with Campus Safety to ensure compliance with federal legislation, including the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. More information about Clery compliance can be found within the [Annual Safety and Fire Safety Report](#).

## Conduct Checks

During the course of the year, many offices on campus will contact Community Standards & Responsibility to inquire about a student's conduct status. Some of these offices may include:

- Athletics
- Center for Career & Life Planning
- Center for Campus Involvement
- Center for Leadership & Community Engagement
- Office of Fraternity & Sorority Life
- Office of International Programs
- Office of the Vice President for Academic Affairs & Provost
- Residential Life & Explorations

A student's conduct standing has the potential to affect many privileges, including, but not limited to, the ability to participate in immersion experiences, study abroad, obtain an internship, live in certain residence halls, become a Resident Assistant or Peer Mentor, and hold a leadership position within a student organization. Community Standards & Responsibility recognizes the impossibility of anticipating every circumstance under which a student's privileges may be revoked due to conduct standing. The final decision regarding these privileges lies with the office granting the privilege.





Students are not required to answer any or all of the conduct educator's questions. That being said, an educational conference is intended to serve as a critical time for dialogue

## A COMMITMENT TO FAIRNESS

A finding of “responsible” in the hearing process can result in a sanction(s) that may escalate up to suspension or dismissal from the College. More information regarding sanctions can be found starting on page 29.

### The educational conference and hearing processes

Community Standards & Responsibility may receive information informally when a faculty, staff member, student, or community member expresses concern about an incident or an event. Community Standards & Responsibility also receives information formally through an incident report.

Any member of the College community may file an incident report against any student for misconduct. Incident report forms can be found on the [Rollins College Community Standards & Responsibility website](#) and shall be directed to Community Standards & Responsibility. All reports should be submitted as soon as possible after the event takes place, preferably within twenty-four hours of the incident. Community Standards & Responsibility may review the information presented, as well as conduct or initiate an investigation to determine if the charges have merit and/or if they can be disposed of administratively. If the charges are not determined to have merit, there will be no subsequent proceedings.

Any Rollins College student can be called into Community Standards & Responsibility for an educational conference, regardless of whether an incident report has been filed or not. A student may also request an educational conference if there is a concern they would like to discuss. However, an incident report must be filed in order for a student to be charged and participate in the hearing process.

Community Standards & Responsibility may notify an individual or organization by letter and/or email to request their attendance at an educational conference or a hearing. Students typically have three days to respond to this notification. However, Community Standards & Responsibility may deem it necessary to extend or lessen the deadline depending on the severity of the incident. It is the College's expectation that students regularly check their Rollins email account, and if they experience any difficulties, contact [Information Technology](#) in the Olin Library to address their issue.

Students are expected to respond to Community Standards & Responsibility and to attend their educational conference or hearing. If a student does not respond to the request for an educational conference or a hearing, the College may choose to proceed in one of the following ways:

- A student who does not respond to a request for an educational conference may have their case moved up to the hearing process.
- A student who does not respond to a request for a hearing will have their case held in absentia. This means that Community Standards & Responsibility will conduct a hearing using only the information they have already received about the incident.
- In extenuating circumstances, a student may be charged with violating the Requests or Orders policy in the event that they do not respond. This is a rare occurrence and will be at the discretion of the conduct educator.

If the College chooses to hold a hearing in absentia, the student will lose the ability to provide new information or other relevant facts not brought out in the original hearing.

When a student attends an educational conference or a hearing, they will meet with a conduct educator. Conduct educators are college personnel who are trained to critically examine a student's decision-making process, recognize examples of good judgment, and hold students accountable for incidents of poor judgment.

The conduct educator will discuss several important points with the student prior to holding an educational conference or a hearing. The conduct educator may:

- Explain the charge(s) or the event that is causing concern
- Explain the students' rights
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## What rights do students have in the hearing process?

Students are afforded specific rights in the hearing process. Those rights are explained in detail below:

**1. Proceedings will be conducted in private.**

During a hearing, the student and the conduct educator will discuss the specific details of the incident or the cause for concern. This conversation is meant to be private, so the student can feel comfortable sharing any personal information that they wish to divulge.

**2. Students may be accompanied by an advisor.**

The student has the right to bring an advisor for moral support. This advisor must be a Rollins College student, staff member, or faculty member. Community Standards & Responsibility will also allow a parent to serve in the advisor role. The student may request that special permission be given by the Director of Community Standards & Responsibility, in the Director's sole discretion, for an advisor who does not meet the listed criteria.

The advisor does not speak on behalf of the student, but rather allows the student to be more comfortable and provide guidance when sharing information with the conduct educator. It is the College's expectation that the advisor be respectful of the conversation that is occurring between the student and the conduct educator. The conduct educator may ask the advisor to leave if that person hinders the student's ability to explain themselves in the conversation.

**3. Students may have witnesses appear on their behalf. Witnesses will be present only to give their statement and answer questions for the conduct educator.**

If the student or the conduct educator deem it necessary, a witness/witnesses may be asked to attend the hearing to provide context or clarification. During a hearing, the conduct educator asks the student questions about their choices and decision-making in a given incident or situation. The conduct educator will also be asking questions of any witnesses who appear. If the student wishes to ask questions of any witnesses, those questions must first be approved by the conduct educator.

A witness will only be present during the hearing. If a witness is present, they must be approved by the conduct educator. A witness will only be present during the hearing. If a witness is present, they must be approved by the conduct educator. A witness will only be present during the hearing. If a witness is present, they must be approved by the conduct educator.

**5. Students may choose not to answer any or all of the questions posed by the conduct educator.**

The student has the right to not answer any or all of the questions posed by the conduct educator. However, Community Standards & Responsibility always encourages students to participate in the conversation. The less a student shares with the conduct educator, the more likely it is that the student will be charged with a violation of the Community Standards & Responsibility. Students are encouraged to be truthful (with the conduct educator) and to provide as much information as possible.

## A COMMITMENT TO FAIRNESS

- The conduct educator or a designee will notify the student/organization in writing of their findings, recommendations, sanctions, or conditions and the appeal process in a timely fashion.
- The College recognizes the impossibility of anticipating every circumstance under which disciplinary authority of the College must be exercised. The College also recognizes the possibility that compelling circumstances may require that certain procedures normally afforded to students be suspended. To facilitate the prompt adjudication for a campus disciplinary matter under such circumstances, the Vice President for Student Affairs, or a designee, shall hold an educational conference or administrative hearing. The student's procedural rights shall remain in effect.
- The College will, upon written request, disclose to the alleged victim of any crime of violence as defined by federal law, or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such a crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of the victim will be treated as the alleged victim.

If a student has any questions about the additional guidelines listed above, they should always ask the conduct educator for guidance and clarification.

### Outcome Letter

Once an educational conference or a hearing is complete, the conduct educator must consider all of the information they have received about the incident at hand and must hold students accountable for their actions. If the College is responding to an incident report, the educational conference or hearing will result in a student being found responsible or not responsible for violating College policy.

This information will be communicated to the student in a written outcome letter. Outcome letters are emailed to students at their Rollins email address. In some cases, the conduct educator may also deem it necessary to discuss the decision via phone or in person. The conduct educator will make that determination and will contact the student appropriately.

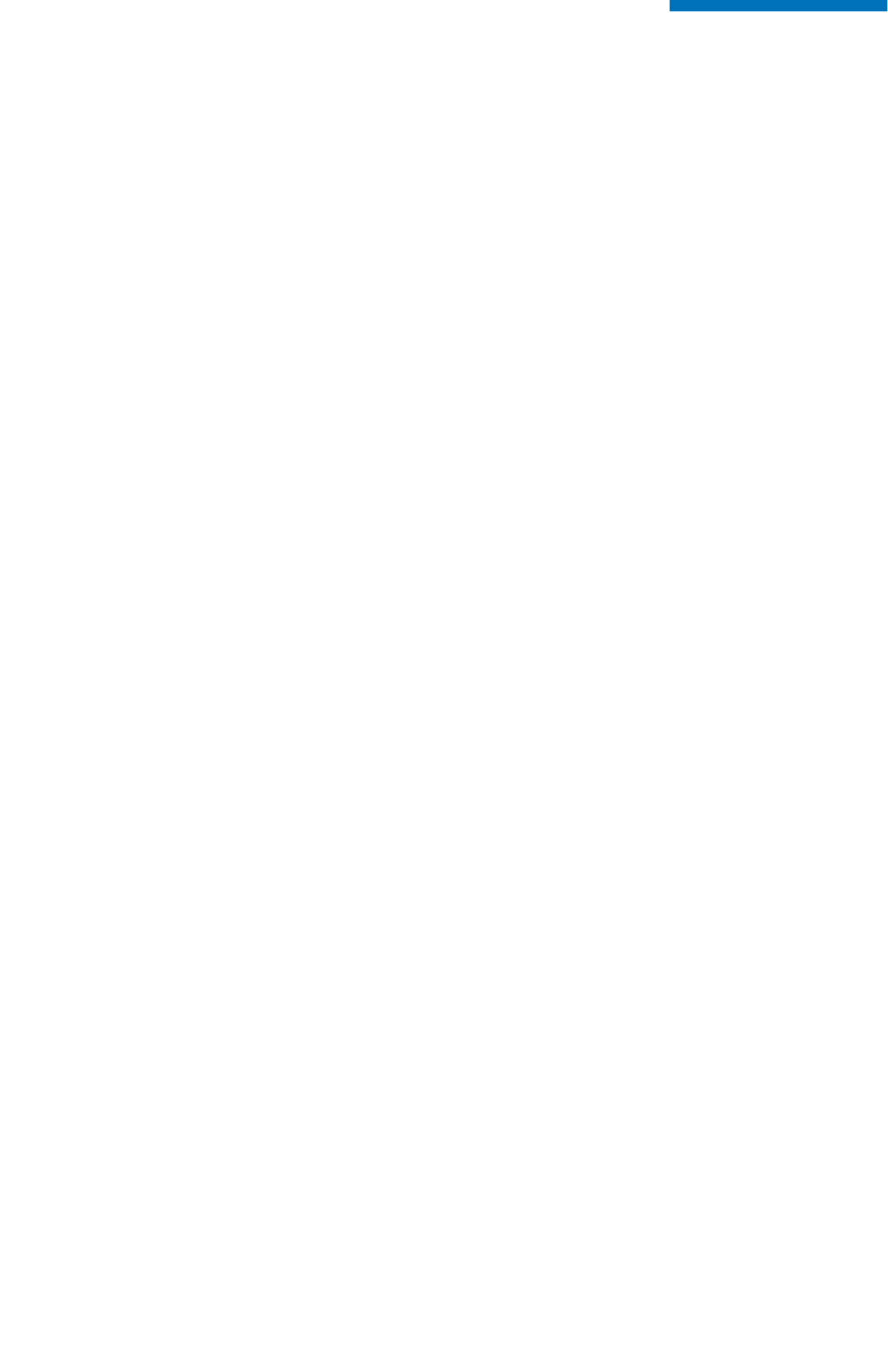


### 3. ASSIST



11. **Disciplinary Warning** Disciplinary Warning is for a designated period and includes the probability of more severe disciplinary sanctions, which may include community probation or suspension from the institution if the student is found violating the specified policy during the warning period.
12. **Diversity and Inclusion Training** This training, presented by the Student Center for Inclusion & Belonging, includes information about values congruence, identity development, and addressing issues of perception within the greater community.
13. **Educational Bulletin Board/Flyer** Design, research, and create a bulletin board or educational flyer on a specific topic assigned by Community Standards & Responsibility.
14. **Educational Research/Reflection** The assignment of one or more relevant texts or books with an associated writing component. This may include a research paper, a reflection paper, and/or an essay. The topic, length, and source determinations will be made at the discretion of the conduct educator. Specific guidelines will be outlined in the sanction letter.
15. **Educational Service** Completion of a determined number of hours of educational community service. The conduct educator reserves the right to assign this service to the appropriate office or community partner. Specific guidelines and hours will be outlined in the sanction letter.
16. **Empathy and Compassion Building Group** This group is conducted by the Wellness Center, and is intended to give students the tools to identify and understand another person's situation, feelings, and motives. The frequency and duration of this group is at the discretion of the counselor(s) involved. There is a fee associated with this sanction.
17. **Ethics Training** A written Ethics Training assignment must be completed and submitted to the Office of Community Standards & Responsibility by the sanction due date. If necessary, a meeting with a member of the Office of Community Standards & Responsibility may be scheduled to individually discuss this training.
18. **Group Participation** Required attendance at a weekly group offered by the Wellness Center that is designed to help students reduce/moderate their drinking and/or drug use. There is a pre-group, individual session that is used as an intake and overview of group expectations. There is a fee associated with this sanction.
19. **Know the Code Worksheet** This worksheet is intended to teach students more about the Code of Community Standards and to reflect on any policy violation(s) they be responsible for. Students are required to complete this worksheet on their own – those who are found to plagiarizing another student's Know the Code will be charged with Falsifice who ar  
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## Failure to Complete Sanctions or Conditions

## Educational Records

A student's educational record is typically maintained for five years after graduation or permanent separation from the College or date of last enrollment. Disciplinary action resulting in suspension, dismissal, and/or revocation of degree may be maintained indefinitely. A student may, upon graduation or permanent separation, submit a written request to the Vice President for Student Affairs or their designee, asking that minor disciplinary actions may be expunged. It is at the discretion of the Vice President for Student Affairs or their designee to consider the request. The decision of the Vice President for Student Affairs or their designee is final.

In accordance with the Family Educational Rights and Privacy Act (FERPA), Community Standards & Responsibility may release a student's conduct information to another school to which the student is transferring without obtaining consent. For more information about FERPA, please visit the Department of Education's [website](#).

## New Information

Prior to an appeal, if the student believes that there is new evidence or relevant facts that were not available to the student at the time of the original hearing, and such evidence or facts may be sufficient to alter the original finding, the student may make a request that this information be considered. The student must make such a request in writing to the appellate officer by the appeal deadline in the decision letter. If the appellate officer determines the new information could be, if proven, sufficient to alter the original finding, the case will be returned to the original conduct educator for reconsideration.

# A COMMITMENT TO FAIRNESS

## Appeals

Students have the opportunity to appeal the outcome of their hearing on at least one of the following grounds for appeal:

1. There was procedural misconduct by the conduct educator which was prejudicial to the accused student or;
2. The sanction(s) imposed was inappropriate for the violation of College policy

There are no other grounds for appeal. Attempted appeals that are not based on any of the grounds listed may be dismissed without further meeting or action.

All appeals must be done in writing and submitted to Community Standards & Responsibility by the deadline stated in the outcome letter. It is the College's expectation that the appeal is written by the student.

Community Standards submits all appeals to the appellate officer for consideration.

The appeal will be limited to the verbatim record of the initial hearing, supporting documents, and the written appeal. New evidence or other relevant facts not part of the original hearing will not be considered. The appellate officer may uphold, reduce, or increase the sanction(s) imposed by the conduct educator. In some cases, the appellate officer may choose to return the case to the original conduct educator. The student will be notified in a timely fashion of the appellate officer's determination. Decisions of the appellate officer are final.

If a student elects to file an appeal, pending a decision from the appellate officer, the student may continue to attend their courses and participate in College life as usual. Limitations on personal contact and/or participation in College-related events or activities may be imposed.





## A CARING APPROACH

Student organizations that are hosting a social event are expected to call for medical assistance if an alcohol or drug related medical emergency occurs during the social event. This act of responsibility will be considered a mitigating factor when potential conduct consequences are being considered. Student organizations do not automatically qualify for use of the Responsible Action Protocol.

It is the expectation of Rollins College that the Responsible Action Protocol will only be used once during a student's tenure at Rollins. Any subsequent requests for use of the Responsible Action Protocol will be at the discretion of the Assistant Vice President for Student Affairs and Dean of Student Affairs or designee.

### Students who are Baker Acted or Marchman Acted

The Florida Mental Health Act of 1971, commonly referred to as the "Baker Act", allows the involuntary institutionalization and examination of an individual by a health professional(s). Chapter 397 of the Florida Statutes, or the Hal S. Marchman Alcohol and Other Drug Services Act of 1993, is commonly referred to as the "Marchman Act". The Marchman Act provides for the voluntary or involuntary assessment and stabilization of a person allegedly abusing substances like drugs or alcohol, and provides for treatment of substance abuse.

When Community Standards & Responsibility receives a report of a student who has been Baker Acted or Marchman Acted, the office will review the report to determine if College policy may have been violated. If so, a student will be contacted as is stated in "The educational conference and hearing processes" section of *The Code of Community Standards*.

There may be additional documentation required by College officials before a student who has been Baker Acted or Marchman Acted may return to campus. For more information about the process for students who are Baker or Marchman Acted, please contact the Dean of Students office.

## Parents and Families

Community Standards & Responsibility recognizes that our students, like all of us, make mistakes. The competitive environment at Rollins, in which students want to excel both academically and socially, can sometimes lead to decisions and behaviors that students later regret. Through the Community Standards & Responsibility processes we hope to help students learn where they could have made different decisions and offer them strategies for making better choices should they face a given situation again.

The expectations and policies we have in place for our students flow from the philosophy of *The Code of Community Standards*. Our belief is rooted in themes of trust, respect, honesty, fairness, and responsibility. Community Standards believes that parents and families play an integral role in their student's education and development, which is why we encourage parents and families to discuss these themes with their students. Parents and families can help us engage students in conversations about how they can





## Emergency 911

Winter Park Police Department  
407.644.1313 (Non-emergency)

## Campus Safety

407.646.2999 (or x2999)  
rollins.edu/campus-safety

407.646.1564  
rollins.edu/r-card

Kenneth H. Miller  
**Assistant Vice President of Public Safety**  
407.646.2999  
kmiller@rollins.edu

Scott Rayburn  
**Safety & Emergency Planning Manager**  
407.646.2244  
srayburn@rollins.edu

Stephen Velazquez  
**Security Director**  
407.646.2999  
svelazquez@rollins.edu

## Community Standards & Responsibility

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**Director**  
407.691.1790  
jmonti@rollins.edu

Tiara Grace  
**Associate Director**  
407.691.1790  
tgrace@rollins.edu

## Dean of Students

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**Assistant Vice President of Student  
Affairs & Dean of Students**  
407.646.2345  
lhayner@rollins.edu

Dr. Penelope Strater  
**Associate Dean of Students  
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Resource Center**  
407.646.2345  
pstrater@rollins.edu

## Vice President of Student Affairs

Donna A. Lee  
**Vice President of Student Affairs**  
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vpsa@rollins.edu

## Facilities Services

Jeremy Williamson  
**Assistant Vice President of  
Facilities Services**  
407.646.1000  
jwilliamson@rollins.edu

## Human Resources & Risk Management

Matt Hawks  
**Associate Vice President of Human  
Resources & Risk Management  
Deputy Title IX Coordinator**  
407.646.2104  
1.800.272.7252 (EAP)  
mhawks@rollins.edu

## Residential Life & Explorations

Tynika Williams  
**Assistant Dean of Students/  
Director**  
407.646.2649  
tnwilliams@rollins.edu

## Title IX

Sarah Laake  
**Title IX Coordinator**  
407.691.1773  
slaake@rollins.edu

## Wellness Center

Dr. Connie Briscoe  
**Executive Director**  
407.628.6340  
cbriscoe@rollins.edu