

Conduct and Behavior Policies

Code of Conduct

This section lists student responsibilities in effect at South University. These regulations have been adopted to ensure the safety and well-being of the student body and the orderly operation of the University. Any student suspected of a violation of these regulations will be accorded due process as outlined herein. Policy and procedural updates will go into effect at the beginning of the subsequent quarter.

The South University Code of Conduct also applies to online activities outside the online classroom that occur on South University websites. **The list below is illustrative only, and South University may sanction other conduct not specifically included on this list.**

1. **Abuse/Assault:** Verbal abuse, assault, battery, or any other form of physical abuse of a student or University employee is prohibited.
2. **Acts of Sexual Misconduct or Relationship Violence:** Students are prohibited from any form of sexual misconduct, sexual violence or relationship violence. Acts of sexual misconduct, sexual violence or relationship violence are addressed by the Sexual Misconduct & Relationship Violence Policy found in this handbook as well as in the South University catalog.
3. **Alcohol:** Use, sale, possession or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school, including school sponsored housing, is prohibited. Exceptions may be made for certain school sponsored events pending approval of the Dean of Student Affairs and the Assistant Vice Chancellor for Student Services. Being under the influence of alcohol on school property or at any school function is also prohibited.
4. **Computer Policies:** Violation of the institution's policies on the responsible use of technology includes but is not limited to:
 1. The theft or abuse of computer, computer server, email, Internet or Intranet resources
 2. Any unauthorized entry into a file for any purpose including reading, changing, or distributing the contents of the file
 3. Unauthorized transfer of a file
 4. Abuse of printers or printing privileges
 5. Unauthorized downloading of copyrighted materials in violation of the law
 6. Unauthorized use of another individual's identification and/or password
 7. Use of computing facilities to interfere with the work of another student, faculty member, or school official
 8. Use of computing facilities to send obscene or abusive messages
 9. Use of computing facilities to interfere with normal operation of the school's computing system
5. **Disorderly Conduct:** No student shall engage in disorderly conduct. Students are expected to contribute to a higher education climate that encourages learning, mutual respect, and that is conducive to higher learning culture. The following behaviors are prohibited:
 1. Interference with or disruption of the normal operations of the school such as teaching, administrative functions, pedestrian or vehicular traffic, school activities or the online classroom;
 2. Unauthorized entry into, or use of, school facilities;
 3. Breach of peace on school property or at any school-sponsored or supervised program or inciting others to riot or cause destruction.
 4. Incivility: Unprofessional, disrespectful, intimidating and/or undesirable behaviors
6. **Dress:** South University seeks to properly prepare students for the general business and professional community. Students in allied health majors have specific dress requirements which are defined by their

departments. If a student is improperly dressed, he/she will not be permitted to attend class or use University facilities. Inappropriately revealing and/or improper dress includes but is not limited to: sagging and low-rise pants, low-cut necklines, and bare midriffs.

7. **Drugs:** Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property or at any function sponsored or supervised by the school, including school sponsored housing, is strictly prohibited. Being under the influence of illegal or controlled substances on school property, at any off-campus sites while participating in academic learning experiences or at any school function is also prohibited.
8. **Failure to Comply:** Failure to comply with the direction of school officials, faculty, staff or security officers who are acting in the performance of their duties is a violation of the Code of Conduct. Students on school property or at school-sponsored or school-supervised functions must identify themselves to school officials who are acting in the scope of their duties upon the school official's request.
9. **Falsification of Records:** Forgery, falsification, alteration or misuse of school documents, records or identification is prohibited.
10. **Fire and Safety:** Students are prohibited from violating school safety regulations that include but are not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drills, turning in false fire alarms or making bomb threats.
11. **Harassment:** Harassment of a member of the University community including written or verbal acts or uses of technology which have the effect of harassing or intimidating a person is strictly prohibited. This includes harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.
12. **Hazing:** Students are prohibited from any form of "hazing" and must abide by the "Anti-Hazing Policy" found in this handbook.
13. **Health and Safety:** Any conduct that threatens the health or safety of a student or another individual in the University community is prohibited.
14. **Noise:** In order to maintain an environment conducive to study, students are prohibited from activating noise making devices such as radios, cellular phones, beepers, and alarm watches while in any South University building.
15. **Obstruction of the South University Disciplinary Process:**
Violations of the Code of Conduct include, but are not limited to:
 1. Failure to respond to the request of a disciplinary body or school official.
 2. Falsification, distortion, or misrepresentation of information before a disciplinary body or school official.
 3. Disruption or interference with the orderly proceedings of a disciplinary meeting or hearing.
 4. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
 5. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
 6. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.
 7. Failure to comply with the sanction(s) imposed under the student conduct policy.
16. **Offensive Conduct:** Lewd, indecent, or offensive conduct is prohibited on ground and online. This would include but is not limited to verbal profanity, obscene gestures, clothing, materials, or electronic content brought onto the premises or the online classroom by any student or guest deemed to be lewd, indecent or offensive as determined by school officials.
17. **Parking:** All vehicles parked on campus must have parking permits. Students may only park in designated student areas. Students are prohibited from parking on curbs or in designated faculty spaces, staff spaces, or spaces for people with disabilities.
18. **School Sponsored Housing:** Any violation of the student housing license agreement and/or the rules and regulations of the school-sponsored housing program shall also constitute a violation of the Code of Conduct.
19. **Smoking:** Smoking in classrooms, school buildings or any area not specifically designated as a smoking area is prohibited.

20. **Solicitation:** Solicitation is defined as any activity designed to advertise, promote, or sell any product or commercial service or encourage support for, or membership in, any group, association or organization. Solicitation in University facilities is not permitted. Individuals and organizations may not solicit on campus. This includes students who operate direct sales or other business enterprises. Specifically, soliciting students to sign up for credit cards is not permitted.
21. **Student ID:** The use of a student identification card by anyone other than its original holder is prohibited. Lending, selling, or otherwise transferring a student identification card is prohibited.
22. **Theft:** Without proper authorization no student shall take, attempt to take, or keep in his possession items of University property, or items belonging to students, staff, student groups, or visitors to the campus.
23. **Threats:** Students are prohibited from threatening any student, guest, or university employee, with physical harm, damage to property, or other dangerous or intimidating behaviors by any means of communication.
24. **Unauthorized Student Publications:** All student publications including those on paper, in an electronic format, or on a web page must be approved in advance and must follow the guidelines stated in this Student Handbook.
25. **Unauthorized Use of University Resources:** Use of University resources including library, computer and medical labs, and student facilities is limited to currently enrolled students.
26. **Vandalism:** Vandalism, damage or defacement of school property or the property of another student or University employee is prohibited.
27. **Visitors:** Unauthorized visitors may be asked to leave if their presence is disruptive to the orderly operation of the University. Students are responsible for any misconduct or vandalism of their guests while on South University property. In order to maintain a study environment and protect their safety, children are not allowed on the South University campus.
28. **Violation of Law:** Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions are in violation of the Code of Conduct.
29. **Weapons:** Possession or use of firearms, fireworks, ammunition, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions is prohibited.

Disciplinary Procedures

Procedures Regarding General Code of Conduct Violations

1. Alleged violations of the Code of Conduct or other student misconduct shall be referred to the Dean of Student Affairs within a reasonable period of time after the complaint is received, the Dean of Student Affairs or his/her delegate will notify the student of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The student will meet with the Dean of Student Affairs or his/her delegate to discuss the complaint and alleged violation. The Dean of Student Affairs or his/her delegate will render and communicate the decision to the student.
2. If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Dean of Students or his/her delegate may make a determination of violations of South University policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.
3. The Dean of Student Affairs or his/her delegate's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of South University.

Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student from South University, the following procedures should apply unless the student elects to forego them.

1. The charges against the student shall be presented to the student in written form, including the time, place and nature of the alleged offense(s). A time shall be set for a hearing not less than two and no more than fifteen calendar days after the student has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Affairs or his/her delegate.
2. Hearings shall be conducted by the Dean of Student Affairs or his/her delegate (herein referred to as the "Hearing Officer") **according to the following guidelines:**
 - Hearings are typically conducted in private
 - Admission of any person to the hearing shall be at the discretion of the Dean of Student Affairs or his/her delegate
 - In hearings involving more than one student, the Hearing Officer, in her or her discretion, may permit the hearing concerning each student to be conducted separately
 - The complainant (Administrator) and the respondent (Student) may present witnesses at the hearing. Those witnesses may be questioned by the Hearing Officer
 - Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion
 - All procedural questions are subject to the final decision of the Hearing Officer
 - After the hearing, the Hearing Officer shall determine whether the student has violated the rules, regulations or policies that the student is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred, the Hearing Officer's determination will also address whether dismissal from South University is an appropriate sanction for the offense(s)
 - The Hearing Officer's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of South University
 - The Hearing Officer shall provide the student with a copy of the determination, including information regarding the student's right of appeal to the University Conduct Committee.

Sanctions

If a student is found in violation of the Code of Conduct, South University may impose sanctions. The type of sanction imposed may vary depending upon the seriousness of the violation(s) and South University reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. Administrative Reprimand which may or may not be recorded in the student's permanent record.
3. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Dean of Student Affairs or his/her delegate defines the terms of probation.
4. Educational Sanctions: The student will be required to complete an educational service, work assignment, service to the university, attend counseling, or have restricted privileges.
5. Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
6. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit university-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.

7. Expulsion: The student will be expelled from South University immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.
8. Restitution: Compensation for loss, injury, or damage to property leased, owned or controlled by the university. This may take the form of appropriate services and/or monetary or material replacement.

In all cases, if the student is not satisfied with the decision, he or she may appeal the judgment by requesting a hearing before the University Conduct Committee. The student must obey the terms of the initial decision pending the outcome of the appeal i.e. a student who has been suspended or expelled from school may not be on school property.

The request must be made in writing to the Dean of Student Affairs within five working days of notification of the above decision and must include the student's reasons for the appeal. The request must include specific reasons why the student feels the disciplinary process, the finding, and/or the sanction should be reviewed by a committee. If no request for appeal is made, the decision is final. Requests for a hearing will result in the University Conduct Committee being contacted to arrange a hearing not less than two or more than fifteen calendar days after notice of the original decision has been given to the student. The maximum time limit for scheduling a hearing may be extended at the discretion of the Dean of Student Affairs if the decision is rendered during a university break between terms when most faculty and students are off campus.

The University Conduct Committee will hold a hearing on the appeal and make a recommendation regarding disposition of the appeal. This committee will be comprised of staff and faculty members not involved in making the initial disciplinary decision. Committee members are chosen at the sole discretion of South University and will be comprised of one Department Chair or coordinator, one faculty member, and one student. South University reserves the right to exclude a student member from the Conduct Committee when circumstances merit. The Dean of Student Affairs or his/her delegate will coordinate and provide logistical support to the hearing. The student making the appeal and the person bringing the charges will be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the hearing including, for example, relevancy of evidence, duration of the hearing or any part thereof, procedures, the weight to be given any evidence.

The committee will report back to the Assistant Vice Chancellor for Student Services or his/her delegate with its recommendation following its review of the appeal. The Assistant Vice Chancellor for Student Services or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal and communicate this promptly to the student. The Assistant Vice Chancellor for Student Services's decision shall be final. International students subject to any level of sanctions must meet with the International Student Advisor to ensure student visa status requirements are met.

Interim Suspension or Immediate Expulsion

South University may immediately remove, suspend, or expel a student from school without applying or exhausting these procedures when, in South University's sole judgment, the student poses a threat of harm to himself, to others, or to property of South University or a member of South University. After the expulsion or during the interim suspension, students shall be denied access to the school including classes, labs, library, clinical assignments, and school sponsored housing and rotations and/or all other school activities or privileges for which the student might otherwise be eligible.

Violations of Law

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of South University community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. South University will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

Search of Student's Property

South University reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of South University faculty or staff that a serious risk to the health, safety and welfare of students, and/or the University community exists. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing.

Anti-Hazing Policy

Hazing involving South University students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at South University. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the University's student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs at the location the student attends. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the college community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

Firearms Policy

It is the responsibility of all employees, students, alumni and all others to adhere to the provisions set forth in this policy and to report any known violations of this policy to Human Resources or a member of management.

It is the responsibility of management and Human Resources to enforce compliance with this policy and to take corrective action when necessary.

Conditions/Guidelines:

1. This Policy applies to anyone on South University premises, unless otherwise prohibited by law.

2. Firearms, including concealed weapons, are not permitted on South University premises and/or at South University events, except that **sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing contracted services to South University or to South University's vendors and contractors (where approved by South University) may carry weapons.**
3. Firearms are not permitted in any vehicle while the vehicle is parked on South University property, whether said property is owned or leased by South University or provided to South University for its use, except where otherwise required by law.
4. Any employee or student who becomes aware of a violation of this policy should immediately notify Human Resources, Dean of Academic Affairs and Retention, Dean of Student Affairs, or a member of management or a member of school staff.

Violation of this policy is considered a serious offense that endangers the safety of anyone on South University premises. Any person violating this policy may be required to leave South University premises. Employees violating this policy are subject to discipline, up to and including termination. Students violating this policy are subject to suspension or dismissal from school.

Food and Drink

South University strives to create a welcoming environment and provide a clean and well-maintained campus for the benefit of its students, faculty and staff.

What you can do to help create an environment to be proud of:

- Dispose of your food trash in the trash cans outside or in the student lounge.
- Report spills to custodial staff or administrative personnel as soon as possible.
- Encourage fellow students and employees to take pride in their environment.

Students or employees that have specific health considerations should consult the Dean of Student Affairs for information.

Non-Discrimination Policy

South University does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran's status, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. South University provides reasonable accommodations to qualified individuals with disabilities. South University will not retaliate against persons bringing forward allegations of harassment or discrimination. The campus Dean of Student Affairs has been designated to handle inquiries and coordinate the campus' compliance efforts regarding the Non-Discrimination policy. The contact information for each location can be found in the South University Academic Catalog, [Appendix: Contact Information for all Policy Related Questions and Concerns](#) section.

No Harassment Policy

South University is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business.

Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law. (Please note that sexual harassment is more thoroughly addressed in the [Sexual Misconduct & Relationship Violence Policy](#).)