

MILES COLLEGE
STUDENT HANDBOOK

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BLACK LIVES MATTER



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Revised September 30, 2021

MISSION STATEMENT

Miles College is a senior, private, liberal arts Historically Black College with roots in the Christian Methodist Episcopal Church. The College through dedicated faculty cultivates students to seek knowledge that leads to intellectual and civic empowerment. Students are transformed through rigorous study, scholarly inquiry, and spiritual awareness, thereby enabling graduates to become responsible citizens who help shape the global society.

Accreditations

Miles College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Miles College.

Council on Social Work Education (CSWE)

Council for the Accreditation of Educator Preparation (CAEP)

Accreditation Council for Business Schools and Programs (ACBSP)

History of Miles College

Miles College was founded by the Colored Methodist Episcopal Church, now the Christian Methodist Episcopal Church (C.M.E.) and chartered by the State of Alabama to educate African- American young people.

The history of Miles College began with efforts in 1898 by the Colored Methodist Episcopal Church in Alabama to establish an educational institution. At that time there were only two conferences in the State, the Alabama and North Alabama Conferences. Each conference made an effort to build an institution, and for some years each of these conferences operated separate schools, one in Thomasville, established in 1898, and the other at Booker City (now Docena), established in 1902. The Thomasville High School served as a feeder for Miles for several years. The College is generally considered to have developed from the high school operated at Booker City by the North Alabama Conference. However, it may be considered a merger of the two schools.

In the Spring of 1905, the Board of Trustees decided to expand the scope of the school's curriculum. Acting on this decision, they exchanged the site at Booker City for the present site and erected a large brick building along with one or more frame buildings. The work of the Institution as a College was begun in the Fall of 1907.

In 1908, the organization of the School was completed and it was chartered under the laws of the State of Alabama as Miles Memorial College, in honor of Bishop William H. Miles. In 1941, the Trustees voted to change the name of the College to "Miles College."

The college is still supported by and affiliated with the CME Church, although the faculty and student body represent many religions and cultures, national and international. For over 100 years of survival in a difficult environment, Miles College has held steadfast in its goal of providing a quality college education while challenging and molding the minds of future leaders. During our centennial celebration, we observed our rich heritage as Metropolitan Birmingham's only senior Historically Black College and the impact it has made in the lives of more than 8,000 alumni of Miles College including two mayors of Birmingham, judges, physicians, business leaders, legislators and teachers.

The College has had fifteen Presidents with the current President, President Bobbie Knight serving as the 15th President.

James A. Bray, 1907-1912

William A. Bell, 1912-1913

John W. Gilbert, 1913-1914

George A. Payne, 1914-1918

Robert T. Brown, 1918-1922

George L. Word, 1922-1926

Mack P. Burley, 1926-1931

Brooks Dickens, 1931-1936

William A. Bell, 1936-1961

Lucius H. Pitts, 1961-1971

W. Clyde Williams, 1971-1986

Leroy Johnson, 1986-1989

Albert J. H. Sloan, II, 1989-2005

George T. French, Jr., 2005-2019

Bobbie Knight, 2019-present

Miles College is physically located within the city limits of Fairfield, Alabama and is just two blocks from the western-most city limit of Birmingham. Throughout its history, Miles has maintained and continues to maintain an 'open' admissions policy that invites all students with a high school education who demonstrate the potential for and commitment to earning a baccalaureate degree.

Alumni of Miles College contribute to the global progress as leading educators, preachers, business executives, entrepreneurs, politicians and community leaders. The mobility of our alumni is evidenced by the growing demographic diversity of our students and leads to the belief that the impact of a Miles College education is widening the scope of enriched contributions throughout society. We are proud to continue a long standing tradition to educate students who otherwise could not attend college because of their lack of academic preparation, test scores or their lack of funds while also providing an honors curriculum for academically gifted students.

Traditions at Miles College

Orientation for New Students: At the beginning of each semester, the upper class students, staff, faculty, administration and all facets of the College led by the First Year Enrichment program engage in a variety of informative, religious, cultural, personal/social, career and recreational activities. The primary purpose of this week is to acquaint new students and their families to the Campus, curriculum, customs/traditions and programs, as well as assisting them to adjust to their new home.

The Coronation of Mister and Miss Miles College: Each year a young woman and man are chosen by the student body to represent the Institution as “Mister and Miss Miles.” Their court consists of Miss Senior, Miss Junior, Miss Sophomore, Miss Freshman; a young man for each classification is chosen for their escorts and are presented during the Coronation Ceremony.

Homecoming: Miles College Alumni are formally welcomed back to Campus for a weekend during the football season. The Mister and Miss Miles College Coronation Ceremony, the parade, the game and the homecoming step show are the highlights of this week-long event.

Founders’ Day: Annually, the College Family rededicates itself to the fundamental purposes for which the Institution was founded.

Miles College Miss UNCF Pageant: Each year a young woman from the student population is chosen to serve as Miss UNCF. Selection is based on the amount of funds raised by each candidate.

Religious Emphasis Week: Each year, one week is set aside for the College Community to engage in deep religious thought and rededicate its life to God. Outstanding local, state, regional and national religious leaders address and counsel the Miles College Family.

Career Awareness Seminars: Career conferences and seminars are activities conducted in a group setting that bring persons representing various employer organizations to the College Campus for interaction with all students to provide career information and insight into the world of work.

All Sports Banquet: In the spring Semester of each year, at the end of the sports season, the Athletic Department honors its athletes at the Athletic Banquet.

Spring Arts Festival: A Miles College tradition sponsored by the Humanities Division, this activity familiarizes students with the Arts and Humanities.

Black History Month: Activities that focus on the accomplishments of African-Americans are held all month.

Commencement: All College faculty, staff, and graduating seniors are required to participate in this activity.

The Alma Mater

Hail to thee, our Alma Mater;
Dear Old Miles.
Though we toil, we'll not forget thee,
Dear Old Miles.
We will love thee as our home,
Though amid life's grandeur roam;
Alma Mater, Alma Mater,
Dear Old Miles.
Miles, the home of Southern beauty,
We love thee well.
Let our voices ring with praises,
Thy wonders tell.
We, thy loyal sons and daughters
Pledge to thee our loyalty.
For we love thee, yes, we love thee,
Dear Old Miles.
We will strive in life to serve thee,
Dear Old Miles.
All success in life we owe thee,
Dear Old Miles.
O'er thy hills and grassy plains,
Never shall our prestige wane;
Honor, love and praise we give thee,
Dear Old Miles.

*Catherine Lavender Vaughans
Class of '28*

Rights and Responsibilities of Miles College Student

College Standards

Miles College seeks to maintain the following standards as a means of preserving student rights and responsibilities. In order to provide an atmosphere conducive to the pursuit of knowledge, basic rights and responsibilities must be understood, guaranteed, and reinforced by every member of the College Community. The College's responsibility extends to all students enrolled. Students apprehended and proven guilty of serious and/or repeated violations of College standards may receive a maximum penalty of dismissal from the College.

The following section is not intended to restrain the activities of students and members of the College Community. They are intended, however, to ensure an orderly fashion of life on the Miles Campus and to give every student an equal opportunity to pursue an education in a safe and healthy environment.

STUDENT RIGHTS AND RESPONSIBILITIES:

- The **right** of respect for personal feelings; the right of freedom from indignity of any type; the right to a high quality education; and the right to make the best use of time and talents toward reaching the student's educational goal.
- The **responsibility** of assuming the consequences of one's own actions, and of avoiding conduct detrimental in its effect upon fellow students and the College Community. The Miles College Student is expected to conform at all times to a high standard of exemplary conduct both on and off Campus which will positively reflect upon himself, the College, and the student body a standard of excellence.
- The **right** to inquire about and to recommend improvements in policies, regulations and procedures affecting the welfare of students. The right to participate in Student Government and other student self-governing bodies which provide channels of engagement communication and means for using democratic processes to solve problems.
- The **responsibility** for knowledge and observance of all policies, rules and regulations of the College and designated College groups (i.e., Residence halls, campus organizations, traffic regulations, George T. French Jr. Student Activity Center regulations, academic and recreational facilities, civil laws, etc.). All students are required to become familiar with the College rules and regulations and to abide by them.
- The **right** of freedom of expression as defined by the Constitution of the United States and the State of Alabama. Students and student organizations shall be free to examine and discuss all questions which interest them.
- The **responsibility** for seeing that the essential order of the College is preserved. There can be no assembly or gathering which interferes with the educational programs of the College, which violates College regulations or violates statutes governing unlawful assembly. Any student parade, serenade, demonstration, rally and/or other meeting or gathering for any purpose conducted on the Miles College Campus must be scheduled with the Office of the Dean and Vice President of Student Affairs at least three (3) days in advance of the event. Names of the responsible leaders of the group must be submitted to the Office at the

time of scheduling. Organizations which meet at regular times and places may, at the beginning of the semester, schedule such meetings with the Office of the Dean and Vice President of Student Affairs.

- The **right** of freedom to hear and participate in a vital dialogue during public discussions and assemblies.
- The **responsibility** that such free discussions be accompanied by peaceful conditions consistent with the scholarly nature of an academic community and accountability on the part of speakers and sponsors to Campus and Civil Authority under existing laws and regulations.
- The **right** of freedom to write and distribute printed material, free or sold, on the Campus for reasons that are not commercial. The circulation of literature identified by authorship and sponsorship, and consistent with College regulations, will be permitted.
- The **responsibility** of filing a statement of intent in the Office of the Dean and Vice President of Student Affairs to make such distribution and the acknowledgement by the filer that he/she is subject to the College Regulations and Code of Ethics, and all of the laws of the City, State and Nation governing such freedom of expression.
- The **Constitutional right** of freedom of press is recognized for all student publications, to include allowance of the widest degree of latitude to student editors for the free discussion of current issues and problems.
- The **responsibility** of student editors for the exercise of journalistic ethics and maintenance of high standards of literary merit.
- The **right** to join College-approved organizations for educational, political, social, religious and cultural purposes, within the limits imposed by their responsibility to each other and to the structural life of the College.
- The **responsibility** to insure that no recognized organization has a purpose either in name or in fact, the advocacy of overthrow of the government by force or other unlawful means; and that no student organization's constitution, or other organizational document, may include discriminatory clauses pertaining to race, creed, color, sex or national origin.
- The **right** of due process in disciplinary procedures — when individual or group behavior comes under review by the College — in accordance with rules of procedure which shall insure basic procedural fairness as prescribed in the Miles College Student Code of Conduct.
- The **responsibility** for becoming fully acquainted with the College Catalog, Student Handbook, and other published policies for the guidance of students at Miles College.

Appearance and Dress Code Policy

As an academic institution, Miles College engages students in pre-professional, academic, and social learning experiences. It stimulates the student's awareness and appreciation of accepted societal expectations with regard to professional and personal preparation, appearance, and judgment.

In accordance with the goals and objectives of Miles College, to prepare students to competitively compete in the professional work force upon graduation, the College sets forth the following Policies which govern appearance and dress for all students and associations in the Miles College Community.

Undergarments should not be worn as fashion statements on Campus. All undergarments must be covered by appropriate outer clothing at all times.

Slacks, jeans and shorts should be worn with appropriate fittings, belts, suspenders, etc.

Baggy, sagging or loose fitting slacks, jeans, and shorts which hang from the hips and buttocks are never described as professional attire and are therefore prohibited.

Shorts, skirts and dresses of varied lengths may be worn. To determine appropriate length, one must consider appearance when sitting or standing. Shorts, skirts, and/or dresses, should never expose the upper thighs or lower buttocks. Length of the shorts, skirts, and dresses can be determined by extending the arm down toward the knee. No hem line must be shorter than your fingertips when your arm is extended. Splits in skirts and dresses may be worn. The appropriate length of the split should -- meet the classroom or academic facilities, and student activity center.

Biking shorts, spandex clothing, leggings and biking pants should not be worn except while participating in related sports activities.

Hats and caps should never be worn by males while in academic, residential buildings and the George T. French Jr. Student Activity Center. In addition, head bandanas are prohibited as well. Hats and caps may be worn outdoors and during athletic events.

All shirts, tops, and blouses must fully cover the upper body. Half shirts, tube tops, halter tops, and muscle shirts and wife-beaters are not allowed. Blouses and dresses may be cut in the neckline areas. Necklines, however, which expose cleavage and/or bust lines, may not be worn. Clothing/Tee-Shirts which display - messages or illustrations of a profane or violent nature - or which has sexual connotations, or which advertise or suggest statements concerning drugs, alcohol, illegal substances, weapons, or gang affiliations may not be worn.

Miles College Social Media Policy

Introduction

This policy applies to all use of social media by Miles College students to represent or discuss matters concerning the College and/or members of the College community, whether or not such use involves the College's network or other computer resources.

Social media includes, without limitation, texting, blogs and propriety platforms such as Twitter, Facebook, LinkedIn, Instagram, Snap Chat, Google+, YouTube, Flickr, and Yammer.

Purpose

This policy (1) provides guidance concerning the use of social media through the College's network, systems or equipment and/or the use of social media to represent or discuss matters related to Miles College and/or members of the Miles College community; and (2) sets forth rules for the administration of Miles' social media sites.

I. Usage Guidelines

A. Rules for Posting to Social Media Sites

When posting to any Miles College social media site, communicating with members of the Miles community, or discussing the College on any site, even through your own personal account or using your own phone, computer or other device without using the College network or equipment:

Do Not

- Use social media to harass, threaten, insult, defame or bully another person or entity; to violate any College policy; or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud.
- Post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious. This guideline should not be construed to prohibit associates from discussing matters relating to the terms and conditions of their employment as stated in the Note above. In addition, do not attempt to compromise the security of any Miles social media site or use such site to operate an illegal lottery, gambling operation, or other illegal venture.
- Post copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Remember, even information that is widely available to the public (such as text, photographs, or other material posted on the Internet) may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination. Post trademarked content (such as logos, names, brands, symbols and designs) without permission from the trademark owner. The "®" symbol indicates that the mark is federally registered and the owner has the exclusive right to use it. The "TM and SM" symbols indicate that the owner may have common-law rights, but the mark is not federally registered.
- Use the Miles College name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial use, or to promote a product, cause, or political party or candidate.
- Disclose confidential College information, non-public strategies, student records, or personal information concerning (past or present) members of the Miles community without proper authorization.
- Make false claims or representations about Miles College programs or services, and do not speculate or guess if you do not know the information.
- Spread gossip, rumors, or other unverified information. Furthermore, do not assume that everything posted on a social media site is true.

- Spend excessive time using social media for personal purposes during working hours or use any Miles College social media sites, networks, equipment or peripherals for unauthorized commercial purposes.
- Transmit chain letters, junk email, or bulk communications.
- Be rude or argumentative, or use inappropriate language. [Correct factual inaccuracies but avoid negative exchanges whenever possible.]
- Be careless with spelling or syntax, or use language that may easily be misunderstood. Post a person's photograph or video image without first obtaining permission and signed image releases from anyone depicted in the photograph or video. Blank release forms may be requested from the Office of College Relations at ajwilliams@miles.edu and should be promptly returned to the Office after they are signed.
- **Note:** Please keep in mind that photographs posted on social media sites can easily be misused by visitors.
- Represent your personal opinions as institutionally endorsed by Miles College. If you are not authorized to post specific content on behalf of the College, then the following disclaimer should appear in your post: "These are my personal opinions and do not reflect the views of Miles College."
- Expect that your posted content will remain private or that dissemination will necessarily be limited to your intended audience, even if you are accessing your own private account over the Miles College network or using Miles College equipment or peripherals.
- Attempt to mask your identity or attribute your comments to another person (real or fictitious).
- Insult, disparage, disrespect or defame the College or members of the Miles community. Discuss legal issues or risks, or draw legal conclusions on pending legal or regulatory matters involving the College.

Note: Miles College is not responsible for monitoring or pre-screening content posted on its social media sites. Notwithstanding the foregoing, reserves the right to monitor its sites and remove, without notice, any content that Miles determines to be harmful, offensive, commercial in nature, or otherwise in violation of law or this Policy. If you become aware of objectionable content posted on a Miles College social media -- or objectionable comments concerning the College that are posted on an unaffiliated site -- please notify the Office of College Relations promptly at 205.929.1452. Do not reply on behalf of the College. The Office of College Relations and IT will work with the appropriate department(s) as necessary to address the objectionable content.

B. Posting to Social Media Sites Not Administered by Miles College

Miles College is aware that members of the Miles community may wish to express their personal ideas and opinions through private social media that are not administered by the College.

Nevertheless, Miles reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures, up to and including dismissal from the College upon students who use private social media sites or communications resources in violation of the Usage Guidelines in this policy or in ways that reflect poorly on the College or are deemed to interfere with the conduct of College business.

In appropriate cases, such conduct may also be reported to law enforcement authorities.

II. Site Approval, Administration and Requirements

With appropriate authorization, Miles College social media sites may be administered on behalf of (a) Miles College as an institution; (b) individual programs or departments; (c) members of the faculty, in connection with a specific course; or (d) student organizations. **Unauthorized use of the Miles College name, logo, or trademarks without the written permission of an authorized official of the College is strictly prohibited.**

A. Authorization of Social Media Sites

Any person or organization who seeks authorization for a new site will be expected to articulate an appropriate purpose of the site and a reasonable plan for managing its content. All new sites require approval from the Office of College Relations.

- **Institutional sites** that represent Miles College as a whole must be authorized in advance by the President of Miles College.
- **Sites sponsored by one of Miles individual divisions** must be authorized in advance by the Program Director or Chair of that Division and Office of College Relations (including Online).
- **Program and departmental sites** must be authorized in advance by the Program Director or Division Chair, respectively, and the Dean and Vice President of Student Affairs and the Dean and Provost of Academic Affairs respectively.
- **Sites sponsored by recognized student organizations in connection with specific activities** must be authorized by the Dean and Vice President of Student Affairs.

Note: When naming pages or accounts, selecting profile pictures or icons, and selecting content to post, authorized Miles sites that represent only a segment of the Miles community (for example, an individual program, department or course) should take care to avoid the appearance of representing the entire Institution. Names, profile images, and posts should all be clearly linked to the particular program, department or course.

B. Site Administrators

Each authorized Miles College social media site must have a designated administrator. The Office of College Relations must be notified of any changes or additions to designated administrators by contacting 205.929.1452.

III. Questions

Violators may be subject to disciplinary action, up to and including dismissal from the College or termination of employment. Any questions regarding site administration or Usage Guidelines may be addressed to the Office of College Relations at 205.929.1452.

Privacy Policy (FERPA)

The Family Education Rights and Privacy Act of 1974 (Buckley Amendment) is a federal law which governs access to students' educational records. This law grants students guaranteed access to their educational records; such access includes the right to inspect and review educational records, the right to obtain copies of the records (a fee may be charged), and the right to challenge or supplement information on file in order to prevent flawed interpretation. Certain records (i.e., medical records) are not deemed to be educational records and are therefore not accessible to students. Additionally, the Buckley Amendment "personally identifiable information" to third parties without the student. Exceptions may be made only for College officials prohibits the disclosure of prior written consent of the and others with legitimate educational interest. The College may disclose "directory information" unless the student notifies the College to the contrary. Directory information is defined as a student's name, address, telephone number, date and place of birth, major field of study, student activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student.

Additional information on this subject may be received by contacting the Registrar's Office located on the second level of Brown Hall, ext. 1421.

Student Complaint Policy

Miles College is committed to continuous improvement of support services for its students. There is a clear, fair, and reliable and internal process for managing student complaints. The College also insures that there is a timely resolution process in place to improve student services and increase student satisfaction with the working, teaching, and learning environment of the campus.

The student complaint process is a right of the student.

1. If a student has a problem with Campus Life
 - a. Academic and /or administrative services
 - b. Student support services
 - c. Any form of bias or discrimination (not sexual harassment) by a full or part time individual (student or employee) of the College that is within the scope of the College's operations.
2. He or she is advised to choose to
 - a. make an oral or written complaint to the member of the faculty or staff responsible for the service immediately or within 72 hours of the incident if possible.
 - b. make comments or suggestions regarding the issues or
 - c. take no further action.
3. If the student is not satisfied with the outcome or if the matter is not resolved, they should seek the guidance or assistance of the next managerial level faculty or staff.
4. If there is still no satisfactory resolution to the issue, the student can lodge a formal written complaint to the Office of Student Affairs.
5. The Office of Student Affairs will route the student issue to the appropriate department or division manager and acknowledge receipt of the complaint in a timely manner via email or campus mail.
6. The appropriate Cabinet Member will receive the complaint and render a final decision. Only the President of the College may overturn a decision made by a Cabinet Member. Final decisions will be delivered to the student via written notification.
7. A student has the right to withdraw a complaint at any time during this process. The withdrawal must be in writing. The withdrawal must include the reason for withdrawing the complaint.

Sexual Harassment Policy

Miles College affirms its policy to maintain a working and learning environment free from sexual harassment of students. Sexual harassment at Miles is not simply inappropriate behavior; it is a violation of federal and state laws. Miles College Title IX Coordinator is available at 205-929-1440.

Definition: Sexual harassment is defined as verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies limits, provides different, or conditions the provision of aid, benefits, services or treatment protected under Title IX.

Sexual harassment can cause serious physical or psychological damage to students; affecting grades, attendance, performance and pride in one's work.

SEXUAL HARASSMENT INCLUDES:

UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS AND OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE CARRIED OUT BY SOMEONE IN THE WORKPLACE OR EDUCATIONAL SETTING.

SUCH BEHAVIOR MAY OFFEND THE RECIPIENT, CAUSE DISCOMFORT OR HUMILIATION, OR INTERFERE WITH JOB OR SCHOOL PERFORMANCE.

SEXUAL HARASSMENT MAY CARRY THE EXPLICIT OR IMPLICIT MESSAGE THAT IF THE VICTIM DOES NOT COMPLY WITH THE HARASSER'S DEMANDS, THERE MAY BE RETALIATION.

SEXUAL HARASSMENT MAY INCLUDE: INAPPROPRIATE PERSONAL ATTENTION BY AN INSTRUCTOR, ADMINISTRATOR, FELLOW STUDENT OR A PERSON WITH POWER OR AUTHORITY OVER ANOTHER; INAPPROPRIATE TOUCHING, PERSONAL QUESTIONS OR COMMENTS OF A SEXUAL NATURE; PRESSURE FOR DATES OR SEXUAL ACTIVITY; ATTEMPTED SEXUAL RELATIONS, SEXUAL RELATIONS, GENERALLY OFFENSIVE CARTOONS OR POSTERS, AND SEXUAL JOKES OR COMMENTS.

Title IX of the Education Amendments of 1972 states:

“No person in the United States shall, on the ground of race, color, national origin, age, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance, or be so treated on the basis of sex under most education programs or activities receiving Federal assistance.”

Hearing/Grievance Procedure:

Miles College has a legal responsibility to respond to allegations of sexual harassment. The College will take appropriate steps necessary to prevent sexual harassment from occurring by: raising campus awareness; identifying actions which may constitute sexual harassment; outlining responsibilities for preventing sexual harassment;

explaining and making conspicuous procedures for dealing with harassment; and providing information on Institutional Policies and Practices for filing sexual harassment complaints.

Title IX mandates that all sexual harassment complaints be investigated and resolved in a “prompt and equitable” manner. Awareness of sensitivity to the potentially negative effect on the lives and careers of both parties involved is of great importance in handling an investigation; therefore, Miles College will assure confidentiality when dealing with a sexual harassment charge.

Informal Complaint:

Whenever possible, complaints should be resolved informally. . If informal steps prove unsuccessful, the matter should be further pursued via the formal complaint/grievance procedure.

Formal Complaint Procedure:

Students may wish to report instances of sexual harassment, in writing, specifying the form of redress desired, to the Title IX Coordinator, who in turn will forward it to the Grievance Committee.

- A. A complainant is defined as any student, who has instigated prosecution or who refers an accusation against a suspected person.
- B. A determination of sexual harassment must consider two (2) factors:
 - a. (1) the conduct itself; and
 - b. (2) the context in which it occurred.

The written complaint should include the name, address and daytime telephone number of complainant, and provide the date(s) of, and sufficient information about, the alleged incident(s) so that the College can understand the nature of the complaint.

The complaint should be filed within 90 calendar days from the last date of the alleged incident.

Persons needing assistance in initiating or writing a formal grievance may contact the Title IX Coordinator.

In the event the Institution’s Internal Grievance Procedure proves unsuccessful, the complainant has 180 calendar days from the last date of the alleged discrimination to file a complaint with the U.S. Department of Education, Office of Civil Rights. The time for filing may be extended upon approval by the Department of Education.

Due Process requires that all persons involved in the grievance - both the grievant and the respondent (the party alleged to have violated Title IX requirements) - be provided equal opportunity to present their case and to receive a fair hearing.

Grievance Process:

- A. It is the intent of the College to provide individuals with a variety of sources of initial, confidential and informal consultation concerning incidents of sexual harassment without committing the individual to the formal act of filing a complaint with its required subsequent investigation and resolution. Following informal consultation, an individual could then decide whether to: do nothing; take personal action (such as a letter to the harasser); request informal third-party mediation; or file a complaint with the Title IX Coordinator, which initiates formal investigation and resolution of a complaint.

B. Steps of Processing a Formal Grievance/Complaint after the Title IX Coordinator receives the complaint in writing:

- a. Step 1 - College Level
Authority: Grievance Committee consisting of a faculty member, staff member, and administrator.
- b. Step 2 - Administrative Level
Authority: President and Administrative Cabinet
- c. Step 3 - Governance Level
Authority: The Board of Trustees (either in its entirety or represented by designated members).

Each step of the grievance process will provide an opportunity for actual grievance resolution. Only those persons with authority to mandate action to correct or remedy any discrimination identified should be involved in decision making at these grievance steps.

C. When the complainant files a written formal complaint with the Title IX Coordinator within the specified time, the following actions must be taken by the College:

- a. Respondent must be notified immediately (within 2 days of receipt of complaint), of the allegations against him/her.
- b. A hearing must be held by the Grievance Committee no later than five (5) calendar days after respondent has been notified.
- c. Due process will be afforded to all the parties involved (both parties must have an opportunity to be heard).
- d. Upon written notification of the date, time, and place of the hearing, both parties will be notified of their rights to:
 - e. have present at the hearing an individual or individuals to speak on his or her behalf;
 - f. have counsel of his or her own choosing during the hearing. This counsel may act only in an advisory capacity. receive a copy of the names of witnesses, including a brief statement of their expected testimony; and a right to cross-examine the witnesses.

Hearings shall generally be closed to the public.

Formal rules of evidence and procedure shall be followed.

A written record of the hearing shall be maintained. In addition, the College reserves the right to tape record and/or videotape the hearing.

After a decision has been made at any stage of the grievance process, all parties should be notified, within five (5) calendar days, of the decision, and the grievant should be notified of his/her right to appeal the decision to the next level of processing.

Policy on Substance Abuse Prevention

Miles College is a private educational institution, and as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee or visitor.

In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, **MILES COLLEGE** shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a **STUDENT**, the disciplinary action may include, but shall not be limited to, suspension or expulsion. Any visitor engaging in any act prohibited by this Policy shall be called upon to immediately vacate the Miles College Premises. If any student shall engage in behavior prohibited by this Policy which is also in violation of Federal, State or Local Law or Ordinance, that student or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

The College may conduct searches for illegal drugs or alcohol on College premises based on reasonable suspicion. This might include rooms in the residence halls, personal vehicles parked on College property, lockers, and searches of students and employees when there is a reasonable and articulable basis upon which to believe that illegal drugs or alcohol have been brought on to College property and the search is conducted on College property.

STUDENT-ATHLETE STATEMENT AND DRUG TESTING CONSENT:

Each year, student-athletes will sign a consent form demonstrating their understanding of the National Collegiate Athletic Association (NCAA) drug-testing program and their willingness to participate. This consent statement is part of a total Student-Athlete Statement required of all student-athletes prior to participation in intercollegiate competition during the year in question. Failure to complete and sign the statement annually shall result in the student-athlete's ineligibility for participation in all intercollegiate competition. If the student-athlete is a minor (18 years of age or younger), the parent or legal guardian must sign the consent form.

MILES COLLEGE COMMITMENT:

Miles College will continue to provide Alcohol and Drug Awareness Education to the student body. Our goal is to provide education for prevention and to provide intervention when necessary. As part of our efforts to promote a drug-free Campus, Miles will sponsor several activities during the year to include, but not limited to: a week-long series of drug prevention activities during designated times such as the National Collegiate Alcohol and Drug Awareness Week; and various seminars conducted through speakers, literature, lectures and films in the residence halls, classrooms and chapel forums.

WHERE TO GET ASSISTANCE:

There is help available for persons who are in need of counseling or other treatment for substance or alcohol abuse. The College will assist students who request help because of a drug, substance, or alcohol dependency problem, including confidential counseling and rehabilitation through a professional Assistance Program. Participation in a professional program does not automatically exempt a student from disciplinary action for violating the College's Substance Abuse Policy.

Search and Seizure Policy

The College seeks to assure a climate which is conducive to the purposes of education and learning, which assures the health, safety, and welfare of all students, and which avoids disruption of the educational process.

To assist the College in the realization of a climate conducive to education and learning, Miles College officials, may search the person or the personal property of any individual, including that property or facility provided by the College, upon reasonable suspicion and probable cause to believe that an illegal act or a violation of the College rules and regulations which are designed or intended to protect the health, safety, and welfare of the persons and property entitled to such protection by the College, is being or is about to be committed.

The President or his/her designate may seize any property deemed injurious or detrimental to the health, safety and welfare of the personnel or students.

When the College authorities have reason to suspect that a violation of College policy or state or Federal law is present, they reserve the right to investigate and confiscate evidence of the violation. In addition, Miles College officials may make a cursory search of the student's room and person, including refrigerators, closets, wardrobes, desks, bags, boxes, knapsacks or any item that can be used for the concealment of an illegal substance.

Material evidence such as alcoholic beverages and empty containers, drug paraphernalia, suspicious odors, disruptive behavior, weapons or possession of stolen property will generally be the basis for such a search.

Definitions

"dangerous object" means:

any explosive material or device;

any firearm or gas weapon;

any article, object or instrument that may be employed to cause bodily harm to a person or damage to property, or to render a person temporarily paralyzed or

unconscious;

any other object similar in nature to the objects listed above.

"illegal drug" means any unlawful substance that has a psychological or physiological effect; or any substance having such effect that is possessed unlawfully;

"college property, facility or activity" includes any educational, cultural, recreational, sporting or social activity of the school within or outside the school premises; and

"illegal activity" means the willful possession of an illegal drug, dangerous object or stolen item.

“Bear Claw” and “Bear Alert”

“Bear Claw” is Miles College’s crime stopper program that is “clawing crime one tip at a time” at Miles College and the surrounding community. The Bear Claw Application will allow users to report public safety concerns anonymously by using the web tip submission tab on the Miles College website. With the Web Tip Submission method, tipsters have the capability of visiting the Miles College Website (www.miles.edu) and click on Bear Claw Submit Tip under the Police tab to report a public safety concern. The Short Message Service (SMS) allows individuals to anonymously text tips regarding criminal activities or other public safety issues. With this texting capability, tipsters should text the following to 274637: Miles (space) Enter Tip. These text messages are secure and anonymous. Bear Claw is ONLY a tip line. If it is an emergency, dial 911! If you would like to speak to someone personally, dial 205-929-1720. Please note that in this case anonymity is not possible.

Miles College “Bear Alert” is a program that provides emergency alerts to faculty, students and staff of Miles College. These alerts include but are not limited to class cancellations, campus emergencies etc. Not being in the know could really cost you. You have to sign up for “Bear Alert”. Please check the notification that was sent to your Miles College email address to be able to register. It’s your lifeline to vital information when you need it. Free, quick, simple, and confidential, it’s a connection you can’t afford to be without.

Policy on Student Activities/Organizations

As an academic institution, Miles College engages students in pre-professional, academic, and social learning experiences. It stimulates the student's awareness and appreciation of accepted societal expectations.

The purpose of Student Activities is to encourage and provide opportunities for students to develop interpersonal, social, communication and leadership skills. Each student is encouraged to participate in at least one campus organization or institutional activity.

The College requires that all students participating in organizations be enrolled in the College and possess a cumulative grade-point average (GPA) of 2.0 (C) for Non-Pan Hellenic Council Organizations, and 2.5 (C+) for NPHC Greek-lettered Organizations. It is the students' responsibility to check with the organizations regarding their national individual GPA requirement.

All student organizations and activities must be registered in the Office of the Dean of Student Affairs.

GENERAL ORGANIZATIONS:

These are some of the organizations at Miles College that are not restricted because of registration in a particular major area:

Student Government Association

College Concert/Gospel Choirs

The Cheerleaders

Miles College Ambassadors

The Purple Marching Machine

Pre-Alumni Council of UNCF

Residential Assistants

Men of Distinction

DIVISION CLUBS:

These organizations are designed to give students an opportunity to broaden educational implications in a given field of study and to gain professional perspective:

Phi Beta Lambda Business Club

Education Club

Communications Club

Humanities Club

Political Science Club

Mathematics Club

Criminal Justice Club

Institute of Management Accountants

RELIGIOUS ORGANIZATIONS:

CME Student Association
Campus Outreach Ministry
Baptist Student Union
Interdenominational Ministerial
Alliance Women's Ministry
Delta Psi Epsilon Christian Sorority
Alpha Omega Christian Fraternity

For Greek, non-Greek, religious, Afro-centric fraternities and sororities refer to page 61.

The following regulations apply to all organizations on the Campus:

SOCIAL AFFAIRS:

All social affairs must be approved by the Dean and Vice President of Student Affairs at least two weeks prior to the date of the event. All financial affairs must have the written approval of the Dean and Vice President of Student Affairs.

CAMPUS FACILITIES:

Initial permission for use of any and all Campus facilities for social activities shall be secured from the Operation Manger located in the George T. French, Jr., Student Activity Center. The self-explanatory Activity Permit forms are available on the Miles College website (www.miles.edu).

Miles College Policy on Use of Facilities by Student Organizations

- Only student organizations recognized by Miles College and in good standing may use campus facilities. This includes division clubs, fraternities and sororities, honor societies, etc.
- Activity Permit Forms must be completed and signed by the appropriate individuals at least seven days prior to the event (if possible).
- Facilities are granted on a "first-come, first-served" basis, but institutional needs may make it necessary for an organization to reschedule an event. Students are encouraged *not* to host events that are in conflict with institutional functions such as athletic events, seminars and workshops, special presentations, chapel forums, etc.
- Advisors must approve the activity by signing off on the form prior to the organization securing the campus facility.
- Police/Security must be present on campus during all events held in any campus facility where admission will be charged (i.e., parties, step-shows, etc.). If admission is charged, you must have the approval of the Sr. Vice President of Finance and Administration and any additional security necessary will be at the expense of the sponsoring organization.
- If any events are held on the campus grounds such as alumni hill, the dormitory pavilion, please make sure to obtain the approval of the Director of Student Activities. Events held in the gymnasium or on the football or practice fields must have the approval of the Athletics Director.
- Students who need Audio/Visual assistance in Pearson Hall or Brown Hall must obtain the approval of IT.
- Students who need table or chairs must complete a Plant Request form at least five business days prior to the event upon the approval of the Dean and Vice President of Student Affairs (if possible).

- Organizations must submit a copy of the signed activity permit form to campus police --- at least seven days prior to the event (if possible) and retain a copy for the organization's records. Failure to present a copy of the signed permit form will result in the immediate termination of the event.
- Organizations must leave the facility site clean and free of all decorations or debris at the conclusion of the event. Failure to "clean-up" may result in a fine for janitorial expenses. The policy on use of facilities for student organizations can be amended at any time by the Dean and Vice President of Student Affairs. Failure to adhere to this policy may result in loss of privileges in conducting future campus events, fines, and/or disciplinary action.

SUSPENSION OF ACTIVITY:

- Miles College reserves the right to suspend the activities of any organization, or any member thereof, for any of the following:
- For practicing hazing or brutality in initiation of members (brutality shall be interpreted as any activity which inflicts unusual physical pain or bodily injury or which is demoralizing or humiliating beyond social decency)
- For infraction of the Code of Conduct or any other College regulations; stated or implied
- For failure of the organization to maintain a cumulative grade-point average of 2.0 or 2.5, as applicable, at the end of the semester
- For illegal (undercover) initiation of members into an organization
- For playing music with profanity at events

How to Start a New Organization at Miles College

1. The organizers must draft a constitution, bylaws, or charter that addresses at minimum:
 - a. the nature and mission of the organization
 - b. membership requirements
 - c. leadership roles and responsibilities (including faculty/staff advisor)
 - d. process for removal of someone in a leadership position and/or filling a leadership vacancy
 - e. organization operation (how often to meet, policy for quorum in a voting situation, etc.)
 - f. funding strategy and expected expenses
2. The organizers must recruit a faculty or staff (full time) advisor.
3. The organizers must present an initial membership list of at least 10 students or the minimum number of students necessary to establish the organization if the proposed organization is an affiliate, chapter, or charter of a nationally recognized organization.

When the organizers are satisfied with the constitution, it should be sent to the Director of Student Activities for review. The Dean and Vice President of Student Affairs, the Director of Student Activities or a designee may meet with the organizers to discuss the organization. Once the constitution has been approved for submission, the Student Government Association will vote on the acceptance of the organization at the next possible meeting.

The primary student founder(s) will need to attend that meeting where the organization is on the agenda. The Student Government Association might have questions or they might approve on the spot. It is possible that the Student Government Association may deny recognition to a proposed organization. The mission of the club cannot be contrary to the College's mission or be illegal.

After approval by the Student Government Association, the organization is officially recognized by the College and has all rights to use of facilities granted to recognized student organizations.

Miles College Policy on Student Organization Advertisement and Flyers

- Only student organizations recognized by Miles College and in good standing may post advertisements and flyers. This includes division clubs, fraternities and sororities, honor societies, etc.
- Flyers must be approved by the Office of the Dean and Vice President of Student Affairs at least seven days prior to the event if possible. Any flyer not approved by the Office of Student Affairs will be removed and discarded.
- Flyers cannot obstruct the view of windows and doors and should only be placed on bulletin boards (if possible).
- Flyers cannot be placed on surfaces where push pins or tape can cause damage. Any organization that damages college property with advertisement will be fined.
- Flyers cannot contain obscene language, lewd or suggestive images, graphics depicting substance abuse, messages or images that discriminate on the basis of race, creed religion, sexuality, or physical ability, or anything deemed to be of poor taste as determined by the Office of the Dean and Vice President of Student Affairs.
- Flyers must be removed within 24 hours of the conclusion of the event if possible.
- Flyers promoting events “off-campus” being hosted by student organizations or individuals must be approved by the Dean and Vice President of Student Affairs.
- The policy on flyers and advertisement for student organizations can be amended at any time by the Dean and Vice President of Student Affairs.
- Failure to adhere to this policy may result in loss of privileges in hanging flyers, fines, and/or disciplinary action.

George T. French Jr. Student Activity Center

The Activity Center exists as a venue to enable the College to assure a climate which is conducive to the purposes of education and learning through extracurricular activities.

THE STUDENT CENTER (George T. French Jr. Student Activity Center):

Students will observe the laws of common courtesy, good judgment, and respectful behavior at all times on the College Campus. The rules and regulations of the Student Center are as follows:

Eligibility:

The following persons are eligible to use facilities of the Center with approval from the Operation Manager:

- Miles Students
- Miles Faculty and Staff
- Miles Alumni
- Guests of students, faculty, staff and alumni (with permission only)
- Community organizations and guests (with College approval)
- Students desiring to utilize any recreational facility on the Miles College Campus must present the M-Card when asked by College authorities.
- Students must leave identification cards at the time games are signed out. Anyone who signs for a game is held responsible for that game. Games which are not returned or which are discovered to have been defaced or mutilated must be replaced at the expense of the student who signs it out.
- Games, cards, checkers, chess, etc., are restricted to the second floor game area and are not to be used in any other place in the building without special permission.
- Because of the College's desire to foster courteous and respectful behavior at all times, excessive noise and boisterousness is discouraged and students who persist in such unusual displays may be asked to leave the area.
- Students are urged to observe the posted schedule and to return games promptly at the end of the designated period.
- When there is a great demand for certain games, the playing time may be limited by the staff.
- Equipment and furnishings assigned to the College Center cannot be removed for any reason.
- Persons shall refrain from placing their feet on any furniture in the building.
- Persons shall refrain from sitting on the game equipment in the building.
- Horseplay, tussling, exceptionally loud talking, profanity, etc., will not be permitted in the building.
- Children are not allowed for extended time in the George T. French Jr. Student Activity Center due to liability issues.
- Young men must remove hats before entering the George T. French Jr. Student Activity Center.
- Damage to the building or equipment will be charged to the group using it at the time the damage occurs unless individual responsibility can be established.
- The Center will not be responsible for articles left in the building.
- Failure to cooperate with the Student Activity Center Staff (including student staff members) will result in disciplinary action against the offender.

POLICIES

- Reservations for the George T. French Jr. Student Activity Center must be made by first contacting the Operations Manager.
- For the Student Government and Campus Organizations, at least one advisor or designee, in addition to two professional police officers/security guards (whenever an entry fee is charged), must be present at all times during the affair.
- Campus Organizations may utilize the facilities but will be responsible for the payment of two guards (professional-whenver an entry fee is charged) and a \$100.00 damage deposit.
- Groups reserving facilities in the Center shall be responsible for the behavior of their members and guests and shall also ensure that the facilities are left in good order.
- Changes in the physical set-up of the reserved space must be approved by the Operations Manager.
- Only limited decorations will be allowed in the building. Please see the Dean and Vice President of Student Affairs before decorating any portion of the Center. Decorations such as hay, straw, dried leaves, untreated paper, etc. are prohibited.

MILES COLLEGE STUDENT GOVERNMENT ASSOCIATION

MILES COLLEGE MISSION STATEMENT

Miles College is a senior, private, liberal arts Historically Black College with roots in the Christian Methodist Episcopal Church that motivates and prepares students, through committed faculty, to seek knowledge that leads to intellectual and civic empowerment. The Miles College education engages students in rigorous study, scholarly inquiry, and spiritual awareness enabling graduates to become life-long learners and responsible citizens who help shape the global society.

All validated enrolled students of Miles College shall be members of the Student Government Association (SGA), and will be represented by the Executive, Legislative, and Judicial branches of the Association. The SGA hereby establishes three branches of government. They shall be the Executive, the Legislative, and the Judicial Branches.

Executive Branch

The Executive Branch of the SGA shall consist of the President and all the SGA cabinet members (Vice President; Secretary of Student Activities; Secretary of Finance; Secretary of Residence Life; Secretary of Community Relations; and Secretary of Auxiliary Services).

Duties of the Executive Branch:

The **President** is the elected official representative of the Student Government Association. He/she shall have the power to select the cabinet members. The President shall propose and present to the SGA Advisor, who is appointed by the President of the College, an annual budget for the SGA by the third week of August. He/she is the financial steward of the SGA's annual budget. The President is the official representative of the full student body regardless of the students' affiliation or association with any other campus organization. He/she shall preside over all SGA cabinet meetings. The President shall be a non-voting member of the General Assembly, herein after referred to as GA, and should attend all GA meetings. He/she shall have the power of veto over acts passed by the GA within five (5) business days after the act has been passed. A three-fourth (3/4) vote of the GA is required to reject such an act.

The **Vice-President** shall succeed the President if for any reason the President of the Association is unable to serve while in Office. In the event the President-Elect is unable to serve before installation, the Vice-President will serve in his position. If such a situation arises, the line of succession will be followed with the Secretary of Student Activities serving as the Vice- President. The Vice-President shall preside over the GA and determine the GA proceedings.

He/she shall cast a vote only in case of a tie.

Legislative Branch

The Legislative Branch shall consist of all members of the GA.

The GA is constituted of the following members: Vice President of SGA; one (1) Class President from each of the four classes; one (1) residence assistant from each residence hall selected by the Residence Hall Director; one (1) representative from the Pan Hellenic Council selected by the organization; one (1) representative from each Academic Division selected by the Division Chairs; one (1) from the Men's Athletic Department selected by the Athletic Director; one (1) from the Women's Athletic Department selected by the Athletic Director; one (1)

representative from Honors Program selected by the Director of the Honors Program; one (1) representative from student auxiliaries, i.e. Band, Choir, Cheerleaders, selected by the Office of Student Life and Engagement; one (1) representative from Student Ambassador Programs selected by Office of Student Life and Engagement; one (1) representative from First Year Enrichment; one (1) representative from Student Affairs; one (1) representative from Center of Academic Excellence Program selected by Program Manager, Center of Academic Excellence; one (1) representative from Chapel selected by the Office of Student Life and Engagement; one (1) representative from Fundamental Studies selected by the Division Chair; one (1) representative from transfer students selected by Counseling, Advising and Testing Center; one (1) representative from commuting students selected by Counseling, Advising and Testing Center; one (1) representative from Presidential Scholars selected by the Office of the President; one (1) representative from

Dean A Scholars selected by the Office of Academic Affairs one (1) representative from Dean B Scholars; Miss Miles College, for a total of 33 student representatives within the GA.

Duties of the Legislative Branch:

The Legislative Branch shall act as the official policy-making branch of the Association. It is the duty of the Legislative Branch to carry out the provisions of this Constitution and to promote the general welfare of the Association.

Judicial Branch

The Judicial Branch of the Association shall consist of the four (4) Class Vice Presidents to serve along with faculty and staff members appointed by the Dean and Vice President of Student Affairs

Duties of the Judicial Branch:

It is the duty of the Judicial Branch of the Association to assist in reviewing cases of student misconduct and submit recommendations of its findings.

Candidates for the position of President and Vice President will campaign as running mates on one slate as a team and will be elected as such. Candidates for Miss Miles College will campaign on their own platform. The winning President and Vice Presidential slate will select their following cabinet members: Their names must be submitted to the Director of Student Activities within one week of being declared the winning slate in order for them to be properly vetted.

- A. Secretary of Student Activities
- B. Secretary of Finance;
- C. Secretary of Residence Life;
- D. Secretary of Community Relations;
- E. Secretary of Auxiliary Services

The elected Class Presidents will appoint the following officers for their respective classifications: Their names must be submitted to the Director of Student Activities within one week of being declared the winning slate in order for them to be vetted.

- A. Vice President
- B. Under Secretary of Student Activities
- C. Secretary of Finance;
- D. Secretary of Residence Life;
- E. Secretary of Community Relations;
- F. Secretary of Auxiliary Services

Beginning 2018 and onward, SGA and Miss Miles College Elections will take place in March prior to the Board of Trustees Spring Meeting. On the day of elections, voting will begin at 8:00 a.m. and will conclude at 7:00 p.m. the same day. Only currently enrolled validated students will be able to vote. All validated students will need to present their M-Card in order to cast their vote. Students will not be able to vote without presenting their M-Cards; no exceptions will be made. Voting will be held in the multi-purpose room in the George T. French, Jr. Student Activity Center.

Class Presidents as well as Class Queens' elections will be conducted by their class advisors/sponsors and will be held during the same time as the SGA and Miss Miles College elections for sophomore, junior and senior classes. Each Class President and Class Queen will be elected by students in their classification. These elections will be coordinated by their respective class advisors/sponsors. Only currently enrolled validated students will be able to vote. All validated students will need to present their M-Card in order to cast their vote. Students will not be able to vote without presenting their M-Cards; no exceptions will be made. Voting will be held in the multi-purpose room in the George T. French, Jr. Student Activity Center.

The Student Government Association President Elect will be installed by the President of the College or his/her designee no later than the second week of the official opening day of the Fall Semester. The SGA President will then install the SGA Vice President, all members of the Executive Branch, and respective Class Presidents.

Miss Miles College and her Royal Court (First Attendant and Second Attendant) will be crowned on date to be determined each year by the SGA Advisor to kick-off the Homecoming celebration.

For further details about the SGA and the Royal Court, please refer to the SGA Constitution posted online.

Student Disciplinary System and the Student Code of Conduct

Miles College places marked emphasis on proper conduct, social graces, orderly behavior, good manners, grooming, and concern for the individual and functions to provide teaching, learning, and social interchange in a healthy environment. Accordingly, certain rules and regulations must exist and be enforced. Such rules and regulations have been standardized into a **STUDENT CODE OF CONDUCT**.

The Student Code of Conduct applies to all students enrolled at Miles College. Miles College is a community like any other which has certain standards of behavior. Students, faculty, and staff are expected to conduct themselves in a manner that supports the educational goals and mission of the college. All individuals must abide by the law and college policies. Students who do not abide by the college guidelines and Student Code of Conduct are subject to discipline. Violations of the Student Code of Conduct are processed through the Office of the Dean and Vice President of Student Affairs. The administration of student discipline is recognized as a vital part of the educational process. The College will exercise its rules within the fair and proper established procedures of due process as appropriate

Inappropriate Conduct

Inappropriate conduct by students at Miles College is discouraged and will not be tolerated. If a student engages in conduct that violates one or more provisions of the Student Code of Conduct, he or she will be subject to disciplinary action.

Such action normally includes:

- (1) Determination by the Dean and Vice President of Student Affairs to impose or recommend corrective measures, such as probation, suspension, or expulsion.
- (2) Any violation of one or more provisions of the student code of conduct that leads to suspension may be appealed to the judicial council except in the case of those infractions listed under the Zero Tolerance Policy and any violation that leads to expulsion. The recommendations by the Judicial Council on the appeal should be submitted to the Dean and Vice President of Student Affairs for consideration. However, the Dean and Vice President of Student Affairs reserves the right to uphold any suspension per the severity of such violation of one or more provisions of the student code of conduct.
- (3) The President of the College has a choice to review or not review any case before the Judicial Council.

Should a student be charged with a criminal offense, the nature of which may present a clear and present likelihood of serious physical or mental harm to the student or to any other member of the college community, the Dean and Vice President of Student Affairs, may impose such temporary sanction on the student, including suspension, as may be deemed necessary to protect the student, college community, and/or property from such danger. Such temporary sanction may exist and be enforced only until such time a final disposition of the case has been made and submitted by the Judicial Council to the Dean and Vice President of Student Affairs for consideration

Further, the Dean and Vice President of Student Affairs shall have the power to impose such temporary sanctions (interim sanctions), including suspension, pending a hearing, when the student or group of students engage in conduct that materially and substantially interfere with the requirements of appropriate discipline in the operation of the college.

Sanctions

Experience suggests that most inappropriate behavior will involve violations of more than one section of the Student Code and, as such, may yield sanctions beyond those minimums spelled out in this code.

The following list of sanctions is illustrative rather than exhaustive. *The college reserves the right to create other sanctions as it deems appropriate:*

- Expulsion from the college with permanent notation on transcript of disciplinary action Suspension from the college with permanent transcript notation
- Loss of eligibility for college funded scholarships or funds, including part-time work Cancellation of residence hall contract
- Probation - repeat violation of same code section or violation of any other code section while on probation could lead to the sanctions listed below
 - Loss of membership on teams, clubs, and officially recognized organizations Community service/uncompensated labor
 - Loss of institutional titles including but not limited to Miss Miles College or SGA President
 - Restitution
 - Loss of guest privileges on campus or residence halls Letter of censure or reprimand
 - Requirement of a letter of apology
 - Requirement of counseling, education, or College Forum Attendance

Due Process

For offenses that may result in suspension and/or expulsion, the procedures to be followed are:

Adequate Notice: A student who faces expulsion or suspension must be informed of the accusations and apprised of them with such specificity that an adequate defense can be prepared. Records of improper conduct should be maintained, and the rule broken must be legally defensible.

Rules and Regulations governing student conduct shall be distributed to the students and/or posted in a conspicuous place. These rules should be contained in the Student Handbook. A Miles College Student Handbook is available online.

Copy of Procedures: The involved student should be provided with a copy of the Judicial Council's decision in order to ensure that they know all of their rights.

Procedures for Administration of Disciplinary Action

Complaint: All acts of misconduct on the part of students shall be reported in writing to the Dean and Vice President of Student Affairs, who is designated the principal administrator to enforce college disciplinary measures as they pertain to student misconduct. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and each regulation which the student is alleged to have violated. The complaint should also accompany one of the following: a Student Incident Report Form or a Campus Police report. Either form can be used for reporting acts of misconduct by the student.

Investigation or Review: The Dean and Vice President of Student Affairs shall call to be reviewed or investigated alleged acts of student misconduct reported to him or her. He or she may appoint a staff member(s) to conduct an inquiry into alleged misconduct, and the appointed member(s) shall recommend to the Dean and Vice President of Student Affairs what further action is required. The Dean and Vice President of Student Affairs may dismiss the allegation or impose immediate sanctions. The Dean and Vice President of Student Affairs may host an informal hearing and summon the student(s) to appear before him or her before imposing disciplinary action that may result in suspension or expulsion. In such a case the decision will be deemed as non-appealable to the Judicial Council. After a decision is made, the Dean and Vice President of Student Affairs shall notify the accused student(s) in writing.

Notification: When written notification is made by the Dean and Vice President of Student Affairs to the student(s) for alleged violation of misconduct, it shall contain a statement of the nature of the alleged or suspected misconduct, and state the section(s) of the conduct code the student(s) is/are alleged to have violated. Rights and procedures for appeal are explained if applicable.

Student Reply: The student(s) must admit or deny the alleged violations in writing. Cases of misconduct that result in suspension must be appealed by the following:

1. The student(s) must submit in writing a request to review the case with the name, address, telephone number(s) and student identification number on the top of the letter.
2. The student must state the date of the disciplinary action and by whom he or she was disciplined in the letter.

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3. The student must state the nature and charges of the disciplinary action in the letter and the circumstances which merit review.
 4. The letter requesting a review must be signed and dated.
 5. The written request for review must be made within seven (7) days from the date on which the disciplinary action was taken against the student. In the event the disciplinary action was taken at the end of the semester, the student(s) has/have seven days from the beginning of the next semester to submit the request.

The student(s) waive/forfeit a hearing of the Judicial Council by failure to respond according to the procedure listed above.

Students who have been expelled can only appeal to the President of the College who is the final authority in judicial matters.

The Dean and Vice President of Student Affairs Reply: Upon receipt of the written letter requesting a review of the case, the imposition of any penalty is suspended until the appeal is finally decided. The Dean and Vice President of Student Affairs notifies the Chairman of the Judicial Council that a student(s) has/have requested a review of his or her case. The following will then occur:

1. The date, place and time for the committee review will be set
2. The student will be notified in writing within seven (7) class days after receipt of the student's request for a review of the meeting of the Judicial Council.
3. During the time after the submission of a letter of appeal, the student is responsible for preparing an adequate defense for his/her upcoming review of the Judicial Council.
4. The Judicial Council shall meet within five (5) class days after the student has been notified of the review.
5. The student who fails, without just cause, to appear in person for his or her appeal as notified forfeits his right to appeal.
6. Only the student and the Judicial Council Members will be present during the hearing.

Interim Action: If necessary, interim action may be taken while a student(s) is awaiting a review of his or her case. The President of the College or any member of the administrative cabinet may take immediate interim disciplinary action when in the opinion of such officials, the interest and safety of the college would best be served by such action. This interim action must be documented and can include suspension of the rights of the student(s) to be on campus and to attend classes.

The Miles College Judicial Council

The Miles College Judicial Council is composed of four students (each Class Vice President), three faculty and/or staff members, and the Dean and Vice President of Student Life and Engagement. The Dean and Vice President of Student Affairs shall be an ex-officio member of the Council. The Chairman of the Judicial Council must be approved by the President of the College or by the Dean and Vice President of Student Affairs when authorized by the President.

The Council will hear cases brought to its attention by the Dean and Vice President of Student Affairs. The Council has no jurisdiction over cases decided by the President of the College, nor shall it be interpreted to exclude an encroachment upon any authority or any Office of the Miles College Administration.

The Chairperson shall vote in cases where the Committee has a tie, and all votes shall be made by secret ballot.

Hearing Procedures

- The Judicial Council and/or the Dean and Vice President of Student Affairs may request, but not demand, that an accused student submit briefs or other documentation to the Judicial Council before a hearing; either party may file a brief voluntarily
- Live character testimony is not permitted; although, a charged student may submit written character references to the Judicial Council before the hearing
- The student may present names of witnesses, affidavits or any documents desired prior to the hearing to insure adequacy for the presentation of his or her defense
- If the student(s) fails to appear when the case is called for a hearing, without just cause he or she forfeits his right to appeal. The hearing may proceed in the student's absence if he/she failed to respond
- Any member of the hearing body shall disqualify himself if the personal involvement in the hearing is of such a nature as to prejudice the case
- Hearing body deliberations are closed to all but the hearing body members
- Members of the Miles College Campus Police may be requested to be present at hearings when the case warrants it
- No legal counsel or parents are permitted in the hearing
- The student has the right to remain silent with no inference of guilt drawn there-from. The student cannot be compelled to testify against him/her self
- The names of all witnesses shall be made known to the student during the hearing The student shall be entitled to inspect any affidavits or other evidence used against him/her during the hearing
- The hearing body may tape record the hearing if they so desired. Minutes shall be maintained of the proceedings. Minutes of the proceedings will be maintained confidentially in the Office of Student Affairs
- The hearing body shall provide recommendations for appropriate disciplinary actions to the Dean and Vice President of Student Affairs
- The Dean and Vice President of Student Affairs will review the case and recommendations and consider implementation of disciplinary action based on the recommendation of the Judicial Council but is not bound by the recommendation from the Judicial Council
- The decision reached at the hearing shall be communicated in writing to the student The decision of the Judicial Council shall be filed after the completion of a hearing All records of the case will be confidential

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- The decision of disciplinary action imposed by the Judicial Council is *final and there is no opportunity to appeal. All decisions made by the President are final.*
 - The final responsibility for all disciplinary decisions is vested in the President of the College

Judicial Council Hearing Meeting

1. All members sign in stating their presence on the date of the hearing.
2. The council members determine who will take minutes of the proceedings.
3. If a tape recorder is being used, all members are made aware that the proceedings are being recorded.
4. Presentation and Review of Evidence
5. Questioning of the accused and the complainant as necessary.
6. After the presentation of evidence, the accused and complainant (and any other witnesses if called upon by the Judicial Council) are dismissed and the Judicial Council discusses the case.
7. The Council votes by secret ballot.
8. Once the decision is made, the accused is returned to the room to receive the recommendation/s of the Judicial Council.
9. The recommendation of the Judicial Council is *final and no other appeals are awarded.*

Definitions

The following definitions and explanations apply to terms used in the Miles College Student Code of Conduct:

“**College**” or “**institution**” means Miles College.

“**Student**” includes all persons taking courses at the college, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered “students.”

“**College official**” includes any person employed by the college, performing assigned administrative or professional responsibilities.

“**College premises**” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).

“**Community**” includes any person who is a student, faculty member, college official, or other college employee. A person’s status in a particular situation shall be determined by the Dean and Vice President of Student Affairs.

“**College-sponsored activity**” means any activity on or off campus that is initiated, aided, authorized, or supervised by the college.

“**Admonition**” means a warning.

“**Expulsion**” means permanent severance of the student’s relationship with the college. Request for readmission and/or review of the case at a future date may be done only through written communication to the President of the College.

“Suspension” means temporary severance of the student’s relationship with the college for a specific period of time, though not less than one semester. A student expelled or suspended shall leave the campus and not visit the campus during the period of expulsion or suspension, except when on official school business. To violate this stipulation would affect adversely the student’s chance for readmission. During the suspension, the student shall not: (1) attend classes, or (2) participate in any College authorized activities. This status of suspension shall be reflected on the transcript only for the duration of the suspension, and will be removed by the Dean and Vice President of Student Affairs when the student regains eligibility to re-enter the College. A record of the disciplinary suspension remains a part of the student’s confidential record concerning individual suspension and shall indicate: (1) the date at which the suspension begins, and (2) the earliest date at which application may be accepted for readmission. The student must submit a written request to the Dean and Vice President of Student Affairs requesting readmission.

“Probation” means subjection of any individual to a period of testing and trial. Notice is given to the student that any further disciplinary violation may result in suspension or expulsion. Disciplinary probation may also include any or all of the following: the setting of restrictions or fines; the issuance of a reprimand; or a requirement of public work. A student on disciplinary probation will not be permitted to hold an elected or appointed office or to participate in or attend any contest, performance, or other extracurricular activity, on or off campus, that is sponsored by the college or with which the college is involved. This penalty is for a definite period of time determined by the circumstances of the case and is the most severe penalty under which a student may remain in the College. A record of the disciplinary probation remains a part of the student’s confidential record in the Office of the Dean of Student Affairs.

Student Violations and Related Sanctions

A: Rape

Rape is the penetration by an inanimate object or other bodily parts without consent. The act of penetration will be considered forced and without consent if the victim was unable to give consent due to a condition of which the offending student was or should have been aware (e.g., the victim was intoxicated due to the excessive use of alcohol or other drugs, coerced, or threatened verbally, including being threatened with future physical harm).

Sanction: EXPULSION (No appeal to the Judicial Council)

B: Breaking and Entering/Theft

Breaking and entering of any college building or a part thereof; or theft including, but not limited to, the unauthorized use of ATM, phone, credit cards, checks, Miles College ID cards, or computer systems, and knowingly possessing stolen property.

Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, and a fine of not less than \$100, probation, and/or community service.

C: Weapons, Firearms and Explosives

Possession or use of weapons, firearms, fireworks, bullets, or other explosive devices on college property (the term weapon may be defined as any object or substance designed to inflict a wound, cause injury, or incapacitate.)

Sanction: EXPULSION (No appeal to Judicial Council)

D: Illegal Substances

Sale or distribution of illegal substances

Sanction: SUSPENSION/EXPULSION (no appeal to the Judicial Council)

E: Illegal Substance Usage and/or Possession

Sanction: A violation of this section may result in one or a combination of the following: suspension, termination of housing contract, a fine of not less than \$200, probation and/or community service.

F: Breaching Campus Safety or Security

Breaching campus safety or security includes, but is not limited to:

- a. Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards; duplicating college keys or access cards; or propping open of exterior residence hall doors;
- b. Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations, or emergency exits;
- c. Placement of equipment or vehicles (including bicycles) so as to obstruct the means of access to or from college buildings.

Sanction: A violation of this section may result in one or a combination of the following: suspension, termination of housing contract, a fine of not less than \$100, probation, and/or community service.

G: Hazing

Miles College upholds the position on hazing adopted by the Association of Fraternity Advisors (AFA) and the National Pan-Hellenic Council; however, for brevity, the following policy should be utilized by all student organizations as a guideline. Enforcement of this policy falls under the jurisdiction of the Office of Student Affairs. For purposes of this section, hazing means any activity or situation intentionally or unintentionally created, with or without consent, whether on or off the organizations premises that:(1) endangers the mental or physical health of the participants; which produces physical discomfort; which subjects the individual to embarrassment, harassment, or ridicule; or which creates excessive fatigue; or (2) threatens physical or psychological harm to the individual; which requires participation by the individual in quests, treasure/scavenger hunts, stunts, morally degrading or humiliating games and activities; which requires late or early work sessions; or any activity that is not consistent with the laws, rituals, and policies of the organization or the regulations and policies of the college.

Any individual member or members of the organization participating in hazing activities will forfeit the organization's campus privileges, including its rights to license or its existence on the campus. The following are examples of conduct that constitute hazing activities:

- A. Actions that recklessly or intentionally endanger the physical and mental health or safety of students.
- B. Forced or required consumption of any food, drink, drug, or any other substance.
- C. Forced or required participation in physical activities, such as calisthenics, exercises, or so-called games.
- D. Exposure to the weather.
- E. Excessive fatigue resulting from sleep deprivation, physical activities, or exercises.
- F. Assignment of activities that would be illegal or unlawful, or might be morally offensive to the individual.
- G. Physical brutality, including paddling, striking with fists, open hands, or objects; and branding.
- H. Kidnapping, transportation, or stranding of individuals ("Road trips").
- I. Verbal abuse, including "Line-ups" and berating of individuals.
- J. Forced or required conduct that could embarrass or adversely affect the dignity of the individual, including the wearing of apparel that is conspicuous or extraordinary, and the performance of public stunts and activities.
- K. Forced servitude, including errands and cleanup activities.
- L. The intentional creation of cleanup work or labor for pledges by active members of alumni.
- M. Denial of sufficient time to study.
- N. Nudity or lewd behavior.
- O. Any other activities not consistent with the policies of the college.

Sanction: A violation of this section may result in one or a combination of the following: referral to authorities, expulsion, suspension, a fine of not less than \$250, probation, and/or community service.

H: Sexual Assault

Sexual assault is defined as the unwanted touching of the intimate body parts of another (e.g., breasts, buttocks, groin, genitals, or the clothing covering any such body part). These acts will be considered unwanted and without consent if the victim was unable to give consent due to a condition of which the offending student was or should have been aware (e.g., the victim is intoxicated due to the excessive use of alcohol or other drugs, coerced, or threatened verbally, including being threatened with future physical harm).

Sanction: A violation of this section may result in one or a combination of the following: referral to authorities, expulsion, suspension, a fine of not less than \$200, probation, and/or community service.

I: Academic Dishonesty

Academic dishonesty, including any attempt of a student to present as his or her own work that which is not his or her own work, aiding or abetting others in such an attempt, or any other forms of cheating.

Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine to be determined by the Office of Academic Affairs Judiciary Committee.

J: Disruptive Behavior/Disorderly Conduct/Obscene Behavior/Endangering Behavior

Participation in promoting disruptive behavior that would interfere with teaching, disciplinary proceedings or other college activities. Such activity may include, but is not limited to: Classroom behavior that interferes with either (a) the instructor's ability to conduct the class ,(b) the ability of other students to profit from the instructional program, or (c) any behavior not otherwise specified that is not acceptable and detrimental to the College Community

Endangering behavior is defined as conduct demonstrating that the student constitutes a danger to others or to the proper functioning of the college, including threats, possession of mace or other chemical sprays, possession or use of knives, propping safety doors open, etc.

Sanction: A violation of this section may result in one or a combination of the following: referral to authorities, cancellation of residence hall agreement, expulsion, suspension, a fine of not less than \$100, probation, restitution, mandatory counseling, and/or community service.

K: Intimidation

Intimidation or harassment on the basis of race, religion, national origin, age, sex, sexual orientation, handicap, or veteran status.

Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$100, probation, mandatory counseling, and/or community service.

L: Sexual Harassment

Sexual harassment occurs when a person is the recipient of unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature where:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- B. Submission to or rejection of such conduct by and individual is used as the basis for academic or employment decisions affecting the individual's welfare; or

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- C. Such conduct has the purpose or effect of substantially interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive or demeaning education or work environment.

Examples of Prohibited Behavior:

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Repeated unwelcome sexual propositions, invitations, solicitations and flirtations.
- B. Stated or implied threats that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
- C. Repeated and pervasive unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene gestures.
- D. Unwanted exposure to sexual graffiti, photographs, electronically transmitted images or suggestive objects that substantially interfere with an individual's welfare, academic or work performance.
- E. Unwelcome and inappropriate touching, patting or pinching.

Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$200, probation, and/or community service.

M: Stalking

Any repeated conduct directed specifically at another person that causes that person to fear his or her safety. Such conduct includes following another person and actions (internet, phone calls, and text messages) that threaten or intimidate another person through fear of bodily injury.

Sanction: A violation of this section may result in one or a combination of the following: referral to authorities, expulsion, and suspension, a fine of not less than \$100, probation, and/or community service.

N: Possession or Consumption of Alcohol

Drinking or having in possession any alcoholic beverage on campus or in campus housing; possession and/or consumption by a minor; and public intoxication.

Sanction: A violation of this section may result in one or a combination of the following: cancellation of housing contract, suspension, a fine of not less than \$50, probation, community service, counseling and/or letter of reprimand.

O: Furnishing False Information/ Fraud/ Forgery

Forgery, alteration, or misuse of college documents, records (including all software and computer databases) or identification, or possession of an altered driver's license, ID, credit card that belongs to someone else. Deliberate misrepresentation of facts that could adversely affect the mission of the college.

Sanction: A violation of this section will result in one or a combination of the following: referral to authorities, expulsion, suspension, a fine of not less than \$200, probation, and/or community service.

P: Vandalism

Vandalism to or destruction of any property of the college on college premises or at college- sponsored activities.

Sanction: A violation of this section will result in one or a combination of the following: referral to authorities, expulsion, suspension, a fine of not less than \$100, probation, and/or community service and restitution.

Q: Failure to Vacate

Failure to vacate a College building after fire alarm or other emergencies.

Sanction: A violation of this section will result in a fine of not less than \$25 and not more than \$100.

R: Noise Disturbances

Noise disturbances in residence halls, campus grounds, classroom buildings, campus buildings, or community.

Sanction: A violation of this section may result in a fine of not less than \$50, and cancellation of residence hall agreement, probation, community service or a combination of any of the above.

S: Inappropriate Sexual Behavior/Illegal Visitation

Inappropriate sexual behavior includes sexual intercourse or any activity involving the sexual organs of the male or female on college property (dormitory rooms, buildings, lobby, grounds, vehicles).

Sanction: A violation of this section may result in one or a combination of the following: cancellation of residence hall agreement, fine of not less than \$250, probation, and/or community service.

T: Unauthorized Use of Others' Property/Stealing

Sanction: A violation of this section may result in referral to authorities, a fine of not less than \$75, expulsion, suspension, restitution, probation, and/or community service.

U: Abuse of Residence Hall Agreement

Abuse of residence agreement as it relates to guests in residence hall including having overnight guests, disrespecting residence hall staff, failure to attend mandatory residence hall meetings, and failure to leave identification at front desk for guests.

Sanction: A violation of this section may result in cancellation of residence hall agreement, a fine of not less than \$25, probation, and/or community service.

V: Failure to Obey College Authorities/Insubordination

Failure to follow reasonable directions of college authorities that are necessary for the proper conduct of the college or disrespect to an administrator, faculty, staff member, or another student acting as an agent of the college.

Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$100, probation, community service and/or restitution.

W: Unauthorized Use of College's Name

Unauthorized use of the college's name or other identifying mark.

Sanction: A violation of this section may result in one or a combination of the following: referral to authorities, expulsion, suspension, a fine of not less than \$100, probation, community service and/or restitution.

X: Gambling

On-campus gambling.

Sanction: A violation of this section may result in one or a combination of the following: cancellation of residence hall agreement, expulsion, suspension, a fine of not less than \$100, probation, community service and/or restitution.

Y: Inappropriate Dress

Inappropriate dress includes, but is not limited to, wearing an undershirt customarily worn as an undergarment (“wife beater,” low cut tank top, white gauze shirt, “see through materials,” no underwear, etc.) These may not be worn in public places other than the physical education building.

Sanction: A violation of this section may result in a fine of not less than \$75, probation, or a combination of both.

Z: Misconduct either on or off campus of such a nature as to be detrimental to the college community or a violation of any college policy or regulation not otherwise specified but not limited to those policies or regulations pertaining to college facilities, student activities, conduct in campus housing, conduct in off-campus housing, and civic enterprises.

Can include but not limited to, domestic violence, unauthorized assembly, sexting, harassing communications, shoplifting, fighting on or off-campus (non-violent), indecent exposure, prostitution and/or solicitation, lewd and indecent behavior, public nudity, obscene behavior, possession of stolen property, sexual misconduct, setting a fire/arson, using or possessing fireworks on campus, aiding, abetting or conspiring, computer misuse, reckless behavior, driving while impaired, committing a city, state or federal crime, or unauthorized entry.

Sanction: A violation of this section may result in one or a combination of the following: referral to authorities, cancellation of residence hall agreement, cancellation of off-campus housing contract, expulsion, suspension, a fine to be determined by the Dean and Vice President of Student Affairs, probation, community service, mandatory counseling and/or restitution.

Zero Tolerance Statement

- Miles College has zero tolerance for the following offenses:
- Aggravated assault
- Arson
- Battery
- Bullying
- Burglary
- Drug Law violations
- Forcible sex offenses
- Illegal weapons possession
- Murder and Non-negligent manslaughter
- Manslaughter by negligence
- Motor vehicle theft
- Physical Abuse (Fighting)
- Robbery
- Simple assault

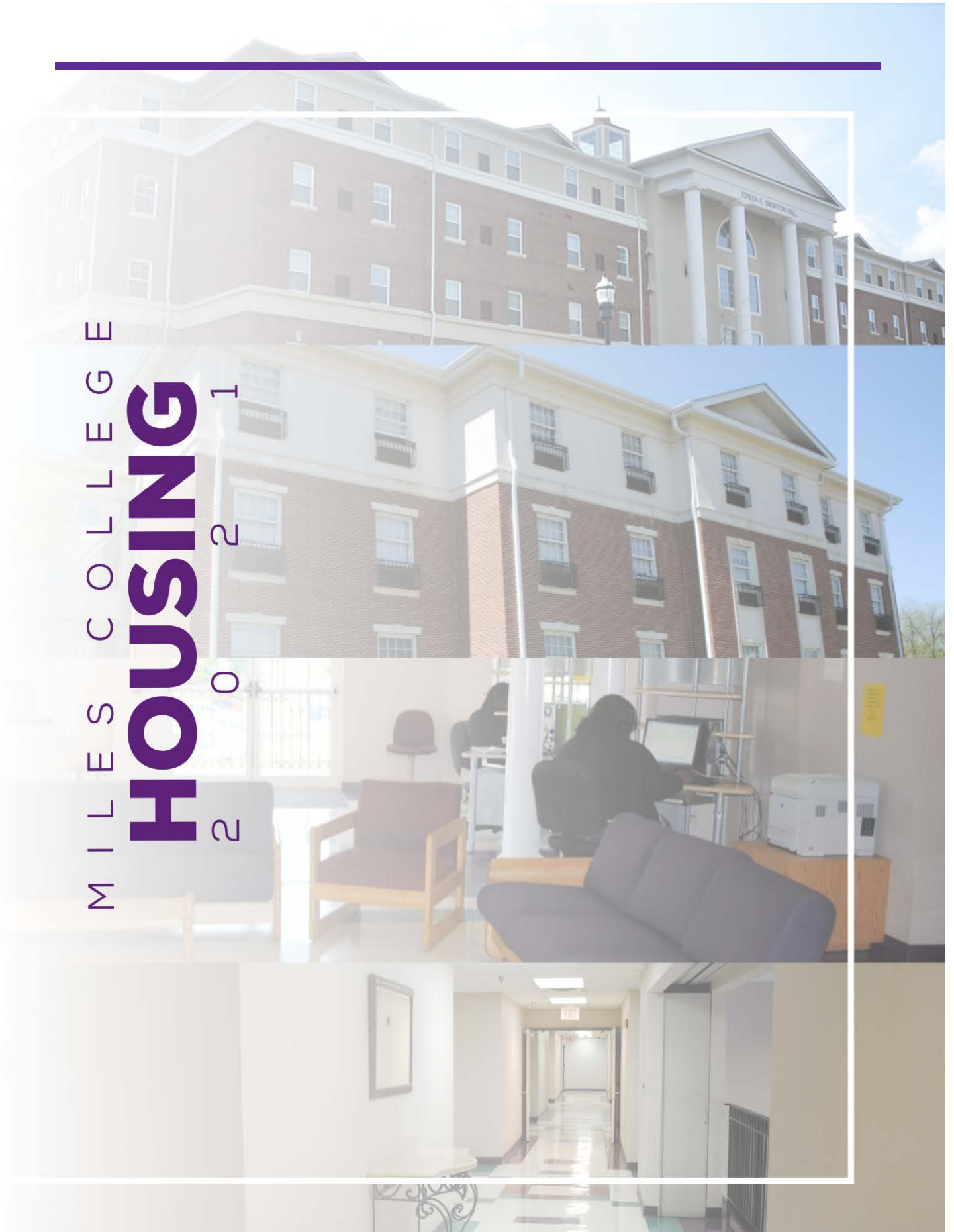
Miles College will not tolerate these acts on campus, off campus, or at a College sponsored function away from the campus.

Students found in violation of any of the above listed offenses will be immediately suspended or EXPELLED from Miles College without judicial council with notation on his or her permanent transcript.

M I L L E S C O L L E G E

HOUSING

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Residence Life and Housing Services

Miles College aims to stimulate the student's awareness and appreciation of accepted societal expectations. The purpose of Residence Life and Housing Services is to provide accommodations for residential students to encourage academic achievement and positive interaction with each other. Residential Life and Housing Services adds to the mission of the College to prepare students for leadership and involvement in a global society and to promote the learning, growth, and personal development of the whole student.

Miles College currently has the following residential properties:

- Murchison Hall
- Pitts Hall
- Stewart Hall
- Reddick Hall
- Bass Hall
- Teresa E. Snorton Hall

All students residing in campus housing are encouraged to purchase renter's insurance.

STUDENT RECORDS: All residential students must have a file in the residence hall where he/she resides. The file will contain the following:

1. Housing application (remains in admission office)
2. Signed housing contract
3. Copies of written communications including fines
4. Room inspection reports
5. Health form
6. Housing identification card

When it becomes necessary to suspend a residential student, a copy of the suspension letter must be placed in the student's file in the respective residential hall.

RESIDENT ROSTER: A roster of each residence hall should be compiled by the Director of Residence Life and Housing Services as soon as possible after registration. A copy of the roster should be sent to the Housing Services Coordinators, Security, and the Dean and Vice President of Student Affairs.

COLLEGE HOUSING

Miles College maintains residence for approximately 909 students. This includes six residence halls and two apartment complexes. Applicants for the complex must be approved by the Vice President and Dean of Student Affairs.

All residence hall rooms are furnished and designed to house two (2) students, with the exceptions of Bass, Stewart, Reddick, and Snorton Hall. Stewart, Reddick, and Bass Hall will house three students in some rooms and Snorton Hall is suite style which will house four students per suite. Laundry facilities and recreational areas are located in the basement and/or on the first floor of the residence halls.

Cable television and personal phone service has been installed in the individual rooms at the expense of the college. Long distance service is available at the students' expense. Residence hall space is allocated in the order of receipt of room reservation fees. If a student requests a roommate, fees for both students must arrive at the same time.

The residence halls are closed when classes are not in session and the College reserves the right to use rooms for conferences or conventions during vacation periods. Residence halls will be closed for the following holidays: Thanksgiving, Christmas, New Year's, and Spring Break. Thanksgiving (notice will be disseminated by the Dean and Vice President of Student Affairs when the College deems it necessary to leave the halls open during this holiday); the period between the completion of the academic year and the start of the summer session; the period between the end of the Summer Session and the beginning of the Fall Semester.

IT IS THE STUDENT'S RESPONSIBILITY TO SECURE ACCOMMODATIONS WHEN THE RESIDENCE HALLS ARE CLOSED.

RESIDENCE HALL CODE

In accordance with the philosophy of providing maximum opportunities for living and learning in an environment conducive to growth and psychological adjustments, the residence hall program includes those policies and regulations regarded essential to group living.

Under this code, it is the policy of the College to give to students a large degree of liberty consistent with good work and orderly conduct. This concept fosters the assumption of personal responsibility and the maintenance of integrity in all dealings involving students, faculty, and College authorities. The responsibility to set the right tone and attitudes on Campus is a part of student leadership.

The College's philosophy places marked emphasis on proper conduct, social graces, orderly behavior, good manners and grooming, and concern for the individual, his reputation and the College Community.

It is the responsibility of all students in the residence halls to become aware of and to observe all published rules affecting their status within the residence hall system at Miles College. Housing rules and regulations may be found in the **HOUSING CONTRACT**.

The meal plan is required for all resident students. Individual who are assigned to the apartments have the meal plan option. If you are to have a special diet from you doctor, see the Dean of Student Affairs and the cafeteria Director, they will provide you with this special diet.

HOUSING APPLICATION: The non-refundable \$150.00 housing application fee is required of all new resident students before a room can be assigned.

ROOM RESERVATION DEPOSIT: Housing contracts are for a period of one year. Students who anticipate residing in Campus housing for the next academic year **MUST** submit a Security Deposit of \$100 by May 1 to secure housing for the next academic year. This Security Deposit will be credited to the student's tuition account for the fall semester. The cost for single or private occupancy is double the regular cost of a room, only if room is available. Cost will be set-up by the Business Affairs office before room is assigned.

RESIDENT CHECK IN PROCEDURES: Upon the arrival of an individual to a residence hall, a copy of his/her validated schedule and an updated M-Card must be presented as proof of enrollment. The following are also requirements for the Check-in Procedure:

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1. Make sure the student has completed a Housing Application Form and has paid the Housing Application Fee. (Returning students must pay a Housing Reservation Fee.)
 2. The student must complete the Housing Identification Card. Make sure the student identification number, home address and phone number, and the person to notify in case of an emergency section is completed. If the individual's name is not listed on the room assignment computer roster, please inform the individual that the room assignment is only temporary until clearance is received from the Director of Residence Life and Housing Services.
 3. The Director of Residence Life and Housing Services with the assistance of Housing Services Coordinators will assign rooms before the students' arrival. Changes to room assignments cannot be made without the approval of the Dean and Vice President of Students Affairs.
 4. Make sure the student reads and is thoroughly familiar with the Housing Contract, Rules and Regulations, and Housing Code. The student must sign the contract (if under 18 years old the parent must sign) and is to receive a signed copy before he/she is assigned a room.
 5. The Housing Services Coordinator or his/her designee, must accompany the student to the assigned room to inspect the room before the student moves into the room to insure that everything is in its proper place. The Check-In Inspection Sheet must be signed by the residential student and the inspector.
 6. Ensure the student is assigned a key and that the student signs the form indicating whether or not a key was received, and whether or not the key deposit was paid. Once a key has been given to a student, the student **MUST BE CHARGED FOR THE ROOM.**
 7. The residential student must have a completed Health Form in his/her file. Make sure the student fills out the form and has a copy of his/her health insurance card on file. If the student does not have his/her own health insurance, he/she must subscribe to the student health insurance program.
 8. If an individual moves into the residence hall for even one day, he/she will be charged for the full semester. Please be sure the student understands this.
 9. All new residential students will receive a copy of the Residence Fines/Replacement Cost for College Property Form once check-in procedures are completed.
 10. All residential students must complete the residence Renewal Housing Form at the end of each Fall Semester.

RESIDENT WITHDRAWAL PROCEDURES: Any residential student who withdraws from the residence hall and/or College before the completion of the semester must fill out a Withdrawal Form. A copy of the form must be filed in the student's residence hall file. The form will be delivered to the Business Office after it has been signed by the appropriate personnel in the Division of Student Affairs.

CARE AND INSPECTION OF BEDROOM: Residents are expected to take of their own rooms and to keep them clean and presentable. Cleaning supplies (brooms, mops and dustpans) should be purchased by the student for the general cleaning of personal rooms. Stripping and removal of wax, waxing and polishing of floors will be done by the custodial staff, as needed.

Pictures and other objects may not be thumb tacked, nailed, or scotch taped to the walls, doors, windows, or furniture. Masking tape and other special tapes will be permitted for this purpose.

Occupants are held responsible for damages done to furniture or other College property connected with their rooms. All damage or defacement of the institution's property will be charged to the occupants of the room.

Room inspection will be conducted on a weekly basis by the Residence Hall Director. Room inspection dates and times should be posted in a conspicuous location for the benefit of all residents of the residence hall.

COOKING: Is not permitted in the Residence Halls.

LAUNDRY FACILITIES: Are located in the basement area of Pitts and Murchison Halls, the first floors of Bass and Stewart-Reddick Halls and the second floor of Snorton Hall. The machines are card-operated and provide laundering and drying for different types of clothing.

ELECTRICAL APPLIANCES: A usage fee of \$60.00 per semester is required for personal computers, microwaves, toasters, refrigerators, and stereos.

The following electrical appliances **MAY BE USED** in student bedrooms: radio, television, typewriter, tape recorder, clock, hair dryer, razor, electric toothbrush, and styling irons (be sure to unplug these appliances at all times when not in use.)

Electrical appliances which **MAY NOT BE USED** in the student bedrooms: heating pads, hot plates, George Forman grills, deep fryers, waffle or sandwich makers or any appliances not specifically listed above (unless special permission has been obtained from the Dean and Vice President of Students Affairs).

Electrical cords must be of good quality, in good condition, and are subject to inspection and approval by the Department of Plant.

SMOKING: and flammables such as incense, candles, etc. are not permitted in the residence halls at any time. Violation of this policy will result in a fine and/or automatic termination of the housing contract.

PETS: or experimental animals including mice, hamsters, birds, reptiles or insects are strictly prohibited in any part of the residence halls.

RESIDENCE HALL GOVERNANCE: Living in the residence halls is considered a privilege and not a right. A student's residence on Campus is contingent on that student's compliance with the policies established for the general welfare of all residence hall students. In order to be eligible to live in the residence halls, students must be officially enrolled at the College.

In accordance with the philosophy of providing maximum opportunity for living and learning, the College places emphasis on acceptable conduct, social and orderly behavior, cleanliness and basic concern for the individual rights of others as well as the integrity of the Institution.

Each residential unit has a governing body which is organized to unify a cohesive bond between the students, who bring to the residential units diverse backgrounds and geographical and cultural differences. This organization provides opportunities for interest and attitudinal expression through student-initiated activities.

RESIDENCE HALL FINES

(Subject to change at the discretion of the Dean and Vice President of Student Affairs)

1. \$25 Missing a mandatory residence hall meeting without an excuse (per offense)
2. \$25 First warning of loud music/television
\$50 Second warning of loud music/television, loud talking and singing.

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- \$50 Cancellation of housing agreement for third violation of loud music/television, loud talking and singing.
 3. \$50 Hanging clothes, towels, etc. in or outside of window
 4. \$50 Tampering with or removing light bulbs from hallway
 5. \$350 Playing with fire extinguishers or the fire alarm (May be subject to termination of housing agreement by Dean and Vice President of Student Affairs)
 6. \$250 Standing in the window in underwear or indecently exposed
 7. \$50 May be subject to termination of housing agreement by Dean and Vice President of Student Affairs
 8. \$50 Use of profanity (per offense) Violation of room inspection
\$75 Second violation of room inspection
Cancellation of housing agreement for third violation of room inspection
 9. \$200 Leaving room excessively dirty after check-out
 10. \$150 Tampering with or destroying locks on doors
 11. \$500 First violation of dormitory visitation policy
Cancellation of housing agreement for third violation of visitation policy
 12. \$150 Possession of alcohol in the room or in the parking lot or Public Intoxication
\$300 Second possession of alcohol in the room/parking lot or Public Intoxication
Third possession of alcohol in the room/parking lot or public intoxication will result in a cancellation of the housing agreement.
 13. \$250 First offense of smoking in the room
\$500 Second offense of smoking in the room
Cancellation of housing agreement for third offense of smoking in the room
 14. \$100 First offense of insubordination to residence hall staff
\$250 Second offense of insubordination to residence hall staff
Cancellation of housing agreement and possible suspension for third offense of insubordination to residence hall staff.
 15. \$25 Wearing hats inside academic building (males)
 16. \$25 Wearing “do rags” outside of the residence hall (males and females) Hanging out or talking out of dorm room window
 17. \$250 First offense for entering or exiting out of emergency exits
\$400 Second offense for entering or exiting out of emergency exits
Cancellation of housing agreement for third offense of using emergency exits
 18. \$500 First offense of being found guilty of using a grill or hot plate, burning candles, burning incense, or using a George Foreman Grill in the residence hall Cancellation of housing agreement for second violation of the above
 19. \$350 Leaving belongings in the room if not registered for Spring Semester Items will also be discarded immediately.
 20. \$350 Tampering with fire alarm/smoke detector in room
 21. \$350 Tampering with security cameras
Cost of labor and repairs for destruction of residence hall property such as toilets, sinks, water fountains, fire alarms, smoke detectors, thermostats, etc. Replacement cost of property will be subject to the current market price.
Possession of illegal substance with the intent to sell in room or parking lot will result in immediate expulsion or suspension. Violation of Zero Tolerance Policy can cause cancellation of housing contract

IN HOUSE RESIDENT RULES

Visiting Hours: 5:00 p.m. - 11:00 p.m.

1. Resident students **MAY NOT** have overnight guest in their bedrooms, even if the roommate is away or the space is unassigned. Any unauthorized person found in a building will become the responsibility of the occupants in whose room he or she is found or is staying and the penalty and/or charge will be levied upon the occupants. For health and safety reasons, infants and children are strictly prohibited in the residence halls.
2. **Quiet Hours** are in effect between the hours of 11:00 p.m. and 7:00 a.m. Monday through Thursday.
3. **Visitors.** All visitors must sign the sign-in sheet, even if they are students of Miles College. Identification must be left with the front desk. Room visitation by the opposite sex is strictly prohibited and may be just cause for a fine and/or termination of the housing contract.
4. **Loitering** is prohibited. Individuals are not allowed to sit in the lobby unless they are visiting a specific resident student. Male resident students have cable television in their own residence hall and are encouraged to utilize their own facility.
 - a. The residence hall steps are to be cleared of all residents and visitors at 11:00 p.m.
 - b. The lobby area will be cleared during quiet hours and no later than 11:00 p.m. on weekends (residents included).
 - c. The parking lots adjacent to the residence hall must be cleared nightly by 12:00 midnight.
5. **Sick Trays:** A student who is ill and confined to a residence hall may have meals brought in. Students must obtain slips for sick trays from the Residence Hall Directors. Meals may be picked up only during regular meal hours. For students who are in need of medical attention, they are encouraged to go see a doctor or emergency personnel will be called as appropriate.
6. **Pregnancy:** Due to health, safety and legal reasons, Miles College Policy does not encourage pregnant women to reside in the residence halls. In such cases, the following procedure is to be followed:
 - a. Notify the Dean and Vice President of Student Affairs and the Director of Residence Life and Housing Services
 - b. Sign a release waiver (Waiver and Release of Liability and Acknowledgement of the Assumption of Risk)
7. Because some students opt to study in the residence halls, there is to be no excessive noise, loud music or horseplay in the room, or hallways.
8. The use of personal wheeled vehicles such as motorbikes, bicycles, skateboards, hover boards, wagons, scooters, etc. are not permitted in residence halls at any time.
9. Use of residence hall facilities by anyone other than those officially housed therein is prohibited without the specific written authorization of the Dean and Vice President of Student Affairs or duly authorized representative.
10. Keys to College property may be held only by authorized persons and may not be loaned to anyone else. Master keys may be held only by authorized persons in charge of a building, the police/security force, chief administrators of a given area, and the Director of Physical Plant. Students are responsible for their individual room keys. Students who lose their keys will be charged \$200.00 for a replacement key.

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11. All secondary entrances are used as **EMERGENCY EXITS ONLY**. Residents are required to enter and exit through the front entrance only. Residents are specifically prohibited from opening secondary doors for any person or tampering with, or in any way preventing doors from locking or closing properly. Violation of this regulation will result in a fine. All doors in the residence hall will be locked at 11:00 p.m. daily or as otherwise posted by the Dean and Vice President of Student Affairs.
 12. Emergency situations occurring in the residence halls are to be handled by the Housing Services Coordinator who will in turn notify Campus Security. Campus Security will contact the Fairfield Police Department if the need arises.

FIRE REGULATIONS

Fires can happen anywhere. A fire in a large building creates an enormous risk to everyone. Other reasons for evacuating residence halls include natural gas leaks, and storms. Knowing what to do is the key to surviving a fire emergency. Conducting regular fire drills gives you the knowledge and confidence to escape a fire safely. There are two steps for a good evacuation program – planning and practice.

Everyone should recognize and respond to the sound of the smoke detector or other fire alarm immediately. Immediate response is vital for a quick, orderly evacuation. Everyone should exit in an orderly manner to prevent confusion and minimize panic or injury. No one should push their way out an exit. Single file lines are best in controlling traffic to the exits.

Fire extinguishers and smoke detectors are provided in each building for the protection of the lives and property of each resident. There are two extinguishers on each floor of the residence halls.

In case of fire, each student should do the following if you detect a fire in its early stages:

1. Call 911:
2. Awaken your roommate.
3. Get a towel and dress, if possible.
4. Turn on and leave the ceiling light burning.
5. **DO NOT** open windows, except to escape a fire blocking your immediate exit, close your door, leave unlocked.
6. Go to the nearest **END OF THE HALL EXIT**. Do not use the Center stairway.
7. Proceed to a distance of at least 50 feet on the front lawn.
8. The Resident Director will check immediately for missing students.
9. **DO NOT RETURN TO THE BUILDING UNTIL AN ALL CLEAR HAS BEEN ANNOUNCED.**

Fire Drills are conducted in the Residence Halls on a Regular Basis.

City of Fairfield Fire Department – 785-2422 or 911

DO NOT call the Fire Department or 911 with prank Calls. Your call can be traced, and you will be prosecuted. Students who activate a false alarm will be fined and/or expelled from the residence hall.

STUDENTS WHO FAIL TO EVACUATE THE BUILDING DURING A FIRE DRILL OR A FIRE EMERGENCY WILL BE FINED.

TORNADO WATCH – TORNADO WARNING

March through October is “Tornado Season.” The following terms are used by media and emergency agencies when referring to tornados:

1. **Tornado Watch:** Weather conditions are ripe to produce these storms. You should be alert to changing weather conditions and be prepared to seek shelter should Tornado Warning” be announced.
2. **Tornado Warning:** A tornado has been sighted in the area.

In the residence halls, you will be notified by one or more of the following:

- A. Continuous sounding of area alarm;
- B. Radio/TV news bulletins;
- C. Verbal notification from Residence Hall staff.

Upon receiving such notice:

- A. Close your room windows (if open) to avoid water damage. Leave your room immediately.
- B. Go to your designated safety spot.
- C. Grab a pillow, blanket, or coat to protect your head from flying objects.
- D. Residence Halls should be equipped with a weather radio.
- E. Listen to radio for weather bulletins.
- F. Refrain from using the telephone or entering your room during the danger period.
- G. Staff will notify when the danger is over.

There will be emergency familiarization programs as well as fire and tornado drills during the academic year. More specific information will be provided by staff.

STUDENTS WHO FAIL TO COMPLY WITH TORNADO DRILLS OR A TORNADO EMERGENCY WILL BE FINED.

Health Insurance Services

The College seeks to assure a climate which is conducive to the purposes of education and learning, which assures the health and safety of students while enrolled at the Academy.

All registered students are covered for Accidental and Supplemental Sickness Indemnity Insurance as a part of their comprehensive fee.

The College reserves the right to ask any student to submit to an examination whenever it is deemed necessary for the good of the student and the well-being of the College Community. Students whose health records reflect chronic ailments by frequent absences from classes may be requested, at the close of the scholastic year, not to return to the College until these ailments have been corrected.

All students with health emergencies should be referred to the appropriate health care facility or the nearest hospital emergency room. In the event an incident occurs the housing services coordinator, faculty, or staff should get the following information for the record:

1. What happened?
2. When did the illness or injury occur? Where is the pain or injury?
3. What has been done to help the student?
4. Does the student have a medical history or on medication?

The above listed information must be given to the emergency personnel and included in the incident report as applicable.

The student is responsible for all bills not covered by insurance and all transportation charges to and from health care facilities.

M I L E S C O L L E G E

GREEK LIFE

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Policy on Fraternity and Sorority Affairs (Greek Life)

As an academic institution, Miles College engages students in pre-professional, academic, and social learning experiences. It stimulates the student's awareness and appreciation of accepted societal expectations.

The purpose of Fraternity and Sorority Affairs also known as Greek Life is to encourage and provide opportunities for students to develop interpersonal, social and leadership skills and encourage them to engage in campus and community service.

The Goal of Greek Life at Miles College

The goal of Greek Life at Miles College is to foster opportunities for students in the following areas:

Campus and Community Service

Members of fraternal organizations are required to perform service to the campus and the surrounding community.

Campus Engagement and Pride

Students in fraternal organizations are the ones first called to represent the institution and should exhibit knowledge and pride in the academy.

Scholarship

Membership in fraternal organizations requires high scholastic achievement.

Leadership

Students in fraternal organizations are required to develop leadership skills through participation in their organization and campus programs and workshops.

Friendship and Networking

Students who are members of fraternities and sororities establish friendship bonds that last a lifetime. They also learn how to interact with people from diverse backgrounds in many different settings (business and social).

Greek Life at Miles College aids the Office of Student Affairs in fostering culture, class and civility at the academy. Membership in campus fraternal organizations helps students develop interpersonal, social, communication and leadership skills.

The College requires that all students participating in organizations be enrolled in the College and possess a cumulative grade-point average (GPA) of 2.0 (C) for Non-Pan Hellenic Council fraternities and sororities, and 2.5 (C+) for NPHC Greek lettered Organizations; however, the fraternities and sororities' national membership intake may require a higher GPA than indicated herein, and it is the responsibility of the student to ensure that they meet the national requirement.

NPHC ORGANIZATIONS:

National Panhellenic Council

Alpha Phi Alpha Fraternity, Inc.

Alpha Kappa Alpha Sorority, Inc.

Kappa Alpha Psi Fraternity, Inc.

Omega Psi Phi Fraternity, Inc.
Delta Sigma Theta Sorority, Inc.
Phi Beta Sigma Fraternity, Inc.
Zeta Phi Beta Sorority, Inc.
Sigma Gamma Rho Sorority, Inc.
Iota Phi Theta Fraternity, Inc.

CAMPUS FRATERNAL COUNCIL:

Tau Beta Sigma Honorary Band Sorority, Inc.
Kappa Kappa Psi Honorary Band Fraternity, Inc.
Rho Nu Tau Sorority
Gamma Delta Iota Sorority
FBI Fraternity
Nasiha Roho Adinasi Fraternity
Uzuri Weusi Malkia Sorority
Lambda Psi Gamma Sorority
Cheer Phi Cheer Fraternity

RELIGIOUS ORGANIZATIONS:

CME Student Association
Interdenominational Ministerial Alliance
Alpha Omega Fraternity
Delta Psi Epsilon Christian Sorority
Campus Outreach
Chapel Praise Team

SUSPENSION OF ACTIVE MEMBERSHIP:

Any student whose cumulative grade-point average is less than 2.0 shall not be eligible for active membership and cannot hold office in any social organization at Miles College. For NPHC Greek-lettered organizations, the cumulative grade-point average is 2.5. Financial delinquency and disciplinary probation and/or expulsion shall likewise apply.

SUSPENSION OF ACTIVITY:

Miles College reserves the right to suspend the activities of any organization, or any member thereof, for any of the following:

For practicing hazing or brutality in initiation of members (brutality shall be interpreted as any activity which inflicts unusual physical pain or bodily injury or which is demoralizing or humiliating beyond social decency)

For infraction of the Standards of Conduct, violation of the honor system, or any other College regulations; stated or implied

For failure of the organization to maintain a cumulative grade-point average of 2.0 or 2.5

For illegal (undercover) initiation of members into an organization

For playing music with profanity at an event (only that event will be shut down)

Miles College Policy on Fraternal Organization Advisors

At Miles College all social and service fraternal organizations are required to have persons that counsel, guide and advise them.

These advisors serve to aid the organizations in sponsoring wholesome and engaging activities for the College. Campus advisors/sponsors must be fully aware of College's expectations and policies.

The advisor must:

- Be a full- time or part-time member of the faculty or staff. Since the NPHC organizations are affiliated with a national office, the primary advisor may be an advisor assigned by the alumni/ae chapter.
- Be financially active and in good standing with their national organization if a member of the NPHC.
- Be knowledgeable of the organization's constitution, by-laws, policies and procedures.
- Be aware of the expectations of the national body (if applicable) and the College.
- Be available to serve on the Greek Affairs Committee.
- Be a liaison between the College and the organization.
- Possess an awareness of all current Miles College policies governing students and organizations.
- Be present at all activities, projects and programs of the organization or appoint a faculty/staff or alumni/ae chapter designee if necessary.
- Attend mandatory meetings, workshops, or sessions required by the College
- Approve activity permit forms or campus use of facilities forms and be present at the activity
- Sign all organizational paperwork as required by the College from the organization

Miles College Policy on Fraternal Organization Intake

PROSPECTIVE MEMBER GUIDELINES

- Be in good financial standing with the University (must have a zero balance)
- Not be on any disciplinary probation or suspension
- Be in good academic standing and carry no less than twelve (12) semester hours at the time of application
- Must have a minimum cumulative grade point average of 2.5 for NPHC Organizations and 2.0 for all other organizations; however, the fraternities and sororities' national membership intake may require a higher GPA than indicated herein, and it is the responsibility of the student to ensure that they meet the national requirement.
- Have the minimum number of hours required by the organization if it is an NPHC organization. Transfer students must have completed 12 semester hours at Miles College prior to seeking membership in an organization
- Have participated in Greek Speak or some organizational or campus-based workshop on hazing.

MEMBERSHIP

The Office of Student Affairs works closely to monitor the membership activities of the Greek Letter Organizations. Accordingly, each chapter is required to meet the following requirements and submit the appropriate documentation to the office prior to the membership intake period:

- An updated copy of the national and chapter membership guidelines must be on file with the Office of Student Affairs.
- The chapter must be in good academic and social standing. (All active members must have a 2.5 GPA for NPHC and 2.0 for other fraternal organizations and must not be on suspension.)
- The chapter must complete the following forms:
 - A. Active Members Roster and Academic Release Form
 - B. Inactive Members Roster Form (if applicable)
 - C. Chapter Anti-Hazing Contract Form
 - D. Certification Report Form
 - E. Permission to Conduct Intake Form
- Miles College Prospective Pan-Hellenic/Social Organizations Member Verification Form must be submitted for all candidates PRIOR to induction.

INTAKE ACTIVITIES

- Intake periods will be established by the Dean and Vice President of Student Affairs prior to the beginning of the semester for all Fraternal Organizations.
- No student enrolled with less than twelve (12) semester hours is eligible for intake activities. (A student MUST be enrolled full-time)
- Only students whose names appear on the Miles College Prospective Member Verification Form are to be considered for intake.
- Intake activities must take place on campus unless special permission is granted by the Dean and Vice President of Students Affairs (a written request from the chapter's graduate advisor must be received prior to any intake activities taking place)
- Intake related activities on campus must end by 11:00 p.m. No intake activities, interest meetings, interviews, "shop," etc. can occur during Midterms or Final Exams.
- All organizations can conclude intake with a formal new member presentation. New member presentation must occur within timeline as outlined in the Miles College Greek Intake Schedule that is presented every semester. Formal member presentations are not mandatory by Miles College.

Miles College Guidelines for Greek Weeks

The time allotted for Greek Weeks will be determined by the Dean and Vice President of Student Affairs. Greek Weeks can include (but not limited to) activities such as educational programs, talent shows, community service projects, campus clean-up projects, church attendance, and pageants. All Greek Week activities must be approved by the Dean and Vice President of Student Affairs. Greek Week activities should positively display the organization and engage the entire Miles College community. Greek Weeks are excellent recruitment tools that allow the campus community the opportunity to get to know the members of the fraternity and sorority.

Although Greek weeks are allocated for a specific time, they do not, however, supersede Miles College activities, or another organization's activities. Other events and activities are allowed and will take place regardless of the assigned organizational week. No Greek Letter Organizations may infringe upon another organization's week by holding a separate event on campus without written approval from the organization that is hosting a week. If another organization is hosting an event off campus during an assigned week, they may not advertise their event on campus property.

An organization can advertise their events during their week only.

No Greek Weeks are scheduled during the week of Midterms, Finals, Spring Break, Religious Emphasis Week, Spring Arts Festival, or the SGA / Miss Miles College Elections. College sponsored events in campus facilities supersede Greek Organizational activities. Organizations cannot begin an activity before 7:00 a.m. or host an activity (on campus) after 11:00 p.m. Organizations may not host social events during class time or during chapel.

All member organizations are responsible for removing all decorations, flyers, and or garbage from their week. All advertisements must be removed by 11:59 p.m. on the last day of their week. Failure to clean up after every event or to remove advertisement by the end of the week will result in a clean-up charge of no less than \$100.00.

An infraction of the Greek Week Policy is subject to a fine or suspension to be determined by the Dean and Vice President of Student Affairs.

Miles College Policy on Greek “Step-shows,” “Yard-shows,” “Strolling” and New Member Presentations

Step-shows, Yard-shows, Strolling, and New Member Presentations are forms of cultural expression that provide entertainment and display the pride of an individual in his or her organization. Step-shows should create an environment that positively promotes fraternities and sororities to the campus community, especially to prospective members.

According to the NPHC Step-show Guidelines (originally written by Jasmine Andrews, NPHC National 3rd Vice President and B. Afena Cobham, Assistant to the NPHC Executive Director in 2001) “fraternities and sororities are strongly urged to consider positive themes when developing step-shows...When skits are performed, they should be developed to convey positive political, social justice, and moral messages.” Step-shows “which take the form of dancing, singing, and/or skits, should not be performed using lewd, indecent, or obscene behavior.”

In keeping with the goal of promoting culture, class and civility at the academy, any fraternity or sorority recognized by Miles College must refrain from public displays that exhibit lewd, indecent, or obscene behavior or uses music, songs, or chants that relay the same.

Organizations must refrain from “bashing,” “dissing,” or any form of disrespect, degradation or belittlement to any other organization (NPHC or MC-BGC). Organizations must insure that their costumes and attire are in good taste and not in violation of the student dress code. Organizations must also insure that new member presentations do not display anything contrary to the Miles College Policy on Hazing.

As the academy seeks to direct students to seek “holistic development that leads to intellectual, ethical, spiritual, and service oriented lives,” the activities of fraternities and sororities will promote unity, positive expression, healthy student engagement, and responsible citizenship. Fraternities and sororities represent the best and brightest of students matriculating at the academy and members should serve as an example of fine and true Mileans.

Any Greek, non-Greek, or approved organization on Campus can be asked to immediately cease “performance” at any time by the Dean and Vice President of Student Affairs, an Advisor, or any College Official who feels as though their display is inconsistent with the above mentioned policy.

Any organization in violation of the College's policy on stepping, strolling, yard-shows, new member presentations and dance performances, will be subject to fine and/or suspension and will be reported to their national office, if applicable and/or to The Office of Student Affairs.

All NPHC Weeks and New member presentations must be scheduled during the spring semester unless approved by the Dean and Vice President of Student Affairs. Non-Greek organization must be scheduled in the fall semesters unless approved by the Dean and Vice President of Student Affairs.

SEXUAL MISCONDUCT POLICY FOR STUDENTS, FACULTY AND STAFF

POLICY STATEMENT

In accordance with federal and state law, including Title IX of the Education Amendments of 1972 (“Title IX”) and Title VII of the Civil Rights Act of 1964 (Title VII), Miles College prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. Miles College is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, this Policy prohibits Sexual Misconduct, a form of sex discrimination, as defined herein.

Miles is committed to reducing incidents of Sexual Misconduct, providing prevention tools, conducting ongoing awareness and prevention programming, and training the campus community in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and the Violence Against Women Act (“VAWA”). Prevention programming and training will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, sexual harassment, alcohol and drug use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When Sexual Misconduct does occur, all members of the Miles College community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the colleges reporting and addressing sexual misconduct. Policy expressly prohibits Sexual Harassment, which includes, but is not limited to, Sexual Assault, Dating Violence, Domestic Violence, and Stalking, as well as gender-based violence, and/or violence based on sexual orientation or gender identity or expression. This Policy applies to all members of the Miles College community. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process of Fifth and Fourteenth Amendments.

Definitions and Prohibited Conduct

Community: Students, faculty, and staff, as well as contractors, vendors, visitors, and guests.

Complainant: An individual who is alleged to have experienced conduct that violates this Policy.

Consent: Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time by a party by using clear words or actions.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such relationship shall be determined based on the totality of the circumstances including, without limitation to: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but

is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.

Domestic Violence: Violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the alleged victim.

Incapacitation: The physical and/or mental inability to make informed, rational judgments. It can result from mental disability, sleep or any state of unconsciousness, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.

Nonconsensual Sexual Contact: Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to the touching of a person's intimate parts (for example, genitalia, groin, breasts, or buttocks); touching a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts. This provision also includes "Fondling" as defined by the Clery Act.

Nonconsensual Sexual Penetration: Any penetration of the vagina, anus, or mouth by a penis, object, tongue, finger, or other body part; or contact between the mouth of one person and the genitals or anus of another person. This provision also includes "Rape, Incest, and Statutory Rape" as defined by the Clery Act.

Confidential Employees: Institution employees who have been designated by the institution to talk with a Complainant or Respondent in confidence. Confidential Employees include those providing counseling, advocacy, health, mental health, or sexual assault related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Confidential Employees must only report that the incident occurred and provide date, time, location, and name of the Respondent (if known) without revealing any information that would personally identify the alleged victim. This minimal reporting must be submitted in compliance with Title IX and the Clery Act. Confidential Employees may be required to fully disclose details of an incident in order to ensure campus safety

Reasonable Person: An individual who is objectively reasonable under similar circumstances and with similar identities to the person being evaluated by the institution.

Reporter: An individual who reports an allegation of conduct that may violate this Policy but who is not a party to the complaint.

Respondent: An individual who is alleged to have engaged in conduct that violates this Policy.

Responsible Employees: Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Title IX Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders).

Sexual Assault: Sexual Assault is an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, which, for the purposes of this Policy, only includes:

- Rape—sexual intercourse against a person's will
- Forcible sodomy—anal or oral sex against a person's will

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- Forcible object penetration—penetrating someone’s vagina or anus, or causing that person to penetrate her or himself, against that person’s will
 - Marital rape
 - Unwanted sexual touching
 - Sexual contact with minors, whether consensual or not
 - Incest (Sexual intercourse or sexual intrusion between family members.)
 - Any unwanted or coerced sexual contact

Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another for one’s own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited.

Examples of sexual exploitation may include, but are not limited to, the following:

1. Invasion of sexual privacy;
2. Prostituting another individual;
3. Non-consensual photos, video, of sexual activity;
4. Non-consensual distribution of photo, video of sexual activity, even if the sexual activity or capturing of the activity was consensual;
5. Intentional observation of nonconsenting individuals who are partially
6. undressed, naked, or engaged in sexual acts;
7. Knowingly transmitting an STD or HIV to another individual through sexual
8. activity;
9. Intentionally and inappropriately exposing one’s breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or
10. Sexually based bullying.

Sexual Harassment (Student on Student): Unwelcome verbal, nonverbal, or physical conduct based on sex as well as on the basis of gender identity, determined by a Reasonable Person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to participate in or to benefit from an institutional education program or activity in violation of Title IX.

Sexual Harassment (Other than Student on Student): Unwelcome verbal, nonverbal, or physical conduct, based on sex including gender identity, that may be any of the following:

1. Implicitly or explicitly a term or condition of employment or status in a course, program, or activity.
2. A basis for employment or educational decisions; or
3. Is sufficiently severe, persistent, or pervasive to interfere with one’s work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one’s ability to participate in or to benefit from an institutional program or activity.

Sexual Harassment also includes an incident of sexual violence that does not qualify as Sexual Assault, gender-based violence, and/or violence based on sexual orientation or gender identity or expression. These forms of Sexual Harassment need not be on the basis of sex.

Sexual harassment comes in many forms and can be committed:

- By or against anyone, regardless of gender, age, position, or authority.
- By a stranger, an acquaintance, or someone with whom the Complainant has an intimate or sexual relationship.
- By or against an individual or may be a result of the actions of a group of individuals.

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- By or against an individual of any sex, gender identity, gender expression, or sexual orientation.
 - In the presence of others, or when the parties are alone.

Miles College also prohibits unwelcome conduct determined by a Reasonable Person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a Miles College education program or activity in violation of Title IX.

Sexual Misconduct: Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, nonconsensual sexual penetration, sexual exploitation, sexual harassment, and stalking.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property.
2. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Types of Claims

1. Quid Pro Quo: This the demand for sexual favors in exchange for some job or academic benefit (something for something)
2. Hostile Environment: This is sexually harassing conduct that unreasonably interferes with an individual's work or creates a hostile, intimidating, or offensive work or learning environment. The "hostile" work or learning environment forms of sexual and unlawful harassment may include offensive language, jokes, emails, gestures, comments, graphics, calendars, or graffiti. A hostile environment is created when sexual harassment is severe, or persistent or pervasive, and objectively interferes with, denies or limits someone's ability to participate in or benefit from Miles College's educational, employment, social or residential program.

Miles College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not on the basis of a protected status. Addressing such behavior may not result in the imposition of discipline under the College's policy but will be addressed through respectful confrontation, remedial actions, education and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact Human Resources and students should contact the Dean of Students or the Title IX Coordinator.

Reporting Sexual Misconduct

Initial Evaluation of Sexual Misconduct Reports: Upon notice of the alleged Sexual Misconduct, the institution's Title IX Coordinator will assess whether a formal investigation, informal resolution, or dismissal would be appropriate. In making this determination, the Title IX Coordinator will assess whether the allegation(s), if true, would rise to the level of prohibited conduct, whether a Formal Complaint must be filed, whether an investigation is appropriate in light of the circumstances, whether the parties prefer an informal resolution, and whether any safety

concerns exist for the campus community. The need to issue a broader warning to the community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) shall be assessed in compliance with federal law.

Interim Measures:

Interim measures may be implemented at any point after the institution becomes aware of an allegation of Sexual Misconduct and should be designed to protect any student or other individual in the Miles College community. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient’s educational environment, or deter Sexual Misconduct and retaliation. Interim measures must be implemented consistent with the provisions in applicable Board and institutional policies and procedures.

An interim suspension should only occur where necessary to promote safety and should be limited to those situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the institution must make reasonable efforts to give the Respondent the opportunity to be heard on whether the Respondent’s presence on campus poses a danger. If an interim suspension is issued, the terms of the interim suspension take effect immediately. The Respondent shall receive notice of the interim suspension and the opportunity to respond to the interim suspension.

Within three business days of receiving a challenge the institution will determine whether the interim suspension should continue.

Miles College encourages the reporting of all Sexual Misconduct as soon as possible. While there is no statute of limitations on the college’s ability to respond to a report, the ability to respond diminishes with time, as information and evidence may be more difficult to secure.

Institutional Reports

An institutional report occurs when the institution has notice of a complaint. That notice occurs in two instances:

1. When a Responsible Employee receives a complaint; or
2. When the Title IX Coordinator or their designee receives a complaint.

Any individual may make a report, but the institution does not have notice of the report until information is known to a Responsible Employee or the Title IX Coordinator. The report may be made directly to the Title IX Coordinator in multiple formats to include writing, email, phone, letter, fax, interview, or other method that provides the basis of the complaint of sexual misconduct. There is no specific information required to constitute a report; however, the report should contain as much information as can be provided. To submit an incident report, options for resolution, support services and more:

Title IX Coordinator – Patricia Wilson
Phone: (205) 929-1440
Office Location: Brown Hall, RM 101

Email: titleix@miles.edu

<https://www.miles.edu/sites/miles.edu/files/documents/MilesCollegeTitleIXComplaintForm.pdf>

Complainants, or anyone with knowledge of Sexual Misconduct, may file a report with a Responsible Employee or the Title IX Coordinator. That Responsible Employee must provide a complete reporting of all information known to them to the Title IX Coordinator. Responsible Employees informed about Sexual Misconduct allegations should not attempt to resolve the situation but must notify and report all relevant information to the Title IX Coordinator as soon as practicable.

Upon receipt of an institutional report, the Coordinator will contact the Complainant. The Title IX Coordinator will discuss the availability of supportive measures, the invitation to the Complainant to discuss their wishes with respect to implementation of supportive measures and explain the process of filing a complaint. An institutional report does not automatically prompt an investigation.

The Title IX Coordinator's identity and contact information shall be published prominently on the institution's website, as well as in any relevant publication. Miles College may choose to have Deputy Title IX Coordinators to whom reports may be made, as well.

The Title IX Coordinator shall notify the Appropriate Cabinet member of any allegation(s) of Sexual Misconduct that could, standing alone as reported, lead to the suspension or expulsion of the Respondent(s). The Appropriate Cabinet member will work with the institution to determine whether any support services or interim measure(s) are necessary and to assign an investigator who will work under the direction of the Appropriate Cabinet member or designee. If an allegation is not initially identified as one that would lead to the suspension or expulsion of the Respondent(s), but facts arise during the course of the investigation that could lead to the Respondent's suspension or expulsion, the Title IX Coordinator shall notify the Appropriate Cabinet member or designee. The Appropriate Cabinet member shall have the discretion to oversee the handling of the complaint.

Confidential Reports

Confidential Employees or Privileged Employees may receive reports of Sexual-based Misconduct without the requirement to report that information to the Title IX Coordinator, except as dictated by law or professional standards. Upon request by the Complainant, Confidential Employees and Privileged Employees may make a report to the Title IX Coordinator within the degree of specificity dictated by the Complainant. Nothing in this provision shall prevent an institution staff member who is otherwise obligated by law (i.e., the Clery Act) to report information or statistical data as required.

Law Enforcement Reports

Because Sexual Misconduct may constitute criminal activity, a Complainant also has the option, should the Complainant so choose, of filing a report with campus or local police, for the Complainant's own protection and that of the surrounding community. The institution may assist the Complainant in reporting the situation to law enforcement officials. Filing a criminal report does not automatically constitute an institutional report.

Emergency Assistance 911

Miles College Police Department Reporting (205) 929-1720

Fairfield Police Department (205) 786-4111

Anonymous Reports

Miles College provides a mechanism by which individuals can report incidents of alleged Sexual Misconduct anonymously. Individuals should understand, however, that it will be more difficult for the institution to respond and to take action upon anonymous reports.

Complaint Consolidation

Miles College may consolidate complaints as to allegations of Sexual Misconduct against more than one Respondent, by more than one Complainant against one or more Respondents, or cross-complaints between parties, where the allegations of sexual misconduct arise out of the same facts or circumstances. Parties shall have the opportunity to request or object to the consolidation; however, the institution shall have the Miles College authority to make the final determination. For the purpose of this Policy, consolidation may occur during the investigation and/or the adjudication phases of the sexual misconduct process.

Complaint Dismissal

Miles College is permitted, but not required, to dismiss complaints on the following grounds:

1. The alleged conduct, even if proved, would not constitute sexual misconduct.
2. The Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the complaint:
3. The Respondent is no longer enrolled or employed by the institution; or
4. There are circumstances that prevent the institution from gathering evidence sufficient to reach a determination regarding the complaint.

The parties shall receive simultaneous written notice of the dismissal and the reason(s) for the dismissal. The parties shall have a right to appeal the institution's decision to dismiss the complaint.

Retaliation

Anyone who has made a report or complaint, provided information, assisted, participated or refused to participate in any manner in the Sexual Misconduct Process, shall not be subjected to retaliation. Anyone who believes that they have been subjected to retaliation should immediately contact the Title IX Coordinator or their designee. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.

False Complaints

Individuals are prohibited from knowingly making false statements or knowingly submitting false information to a system or institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated under the appropriate institutional process.

Amnesty

Individuals should be encouraged to come forward and to report Sexual Misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by a student during an investigation concerning the consumption of drugs or alcohol will not be used against the particular student in a disciplinary proceeding or voluntarily reported to law enforcement; however, students may be provided with resources on drug and alcohol counseling and/or education, as appropriate. Nevertheless, these students may be required to meet with staff members in regard to the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction. Nothing in this amnesty provision shall prevent an institution staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

Responding to Reports of Misconduct

Support Services

Once the Title IX Coordinator has received information regarding an allegation of Sexual Misconduct, the parties will be provided written information about support services. Support services are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without charge that are made available to the Complainant and Respondent before or after the filing of a complaint or where no complaint has been filed. Support services include counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and other services, available at the student's institution.

Interim Measures

Interim measures may be implemented at any point after Miles College becomes aware of an allegation of sexual misconduct and should be designed to protect any student or other individual in the Miles College community. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the campus community, or deter Sexual Misconduct and retaliation. Interim measures will be provided consistent with the provisions in applicable Board of Trustees and institutional policies and procedures.

Emergency Removal

Emergency removal will only occur where necessary to maintain safety and should be limited to those situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

Jurisdiction

Miles College will take necessary and appropriate action to protect the safety and well-being of its community. Sexual misconduct allegedly committed is addressed by this Policy when the misconduct occurs on institution property, or at institution-sponsored or affiliated events, or off-campus, as defined by the student conduct policy.

Advisors

Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions and guidance to the party, but may not actively participate in the process. All communication during the Sexual Misconduct process will be between the institution and the party, and not the advisor. With the party's permission, the advisor may be copied on all communications.

Informal Resolutions

Allegations of Sexual Misconduct may be resolved informally. The Complainant, the Respondent, and the institution must agree to engage in the informal resolution process and to the terms of the informal resolution. The Complainant(s) and the Respondent(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

Timeframe

Efforts will be made to complete the investigation and resolution within 120 business days. Temporary delays and limited extensions may be granted by Miles College for good cause throughout the investigation and resolution process. The parties will be informed in writing of any extension or delay and the applicable reason. The institution shall keep the parties informed of the status of the investigation.

Responding to Reports of Sexual Harassment Pursuant to Title IX

The implementing Title IX regulations require special handling of complaints of sexual harassment, as defined in the regulations and listed below. The following section outlines the required specialized handling of these matters that may differ from an institution's handling of Sexual Misconduct, as defined in this Policy. Unless expressly mentioned in this section, other provisions of this Policy shall apply to all alleged Sexual Misconduct. Other Title IX sex-discrimination allegations are handled pursuant to other applicable institutional policies.

Definition of Sexual Harassment

Under Title IX sexual harassment, means conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning the provision of an aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
3. "Sexual assault" as defined by the Clery Act and "dating violence," "domestic violence," and "stalking" as defined by the VAWA Amendments.

Jurisdiction

Alleged misconduct is addressed by Title IX when the misconduct occurs against a person in the United States on institution property, or at institution-sponsored or affiliated events where the institution exercises substantial control over both the Respondent and the context, or in buildings owned or controlled by a student organization that is officially recognized by the institution.

Formal Complaints

A Formal Complaint is a written document filed by the Complainant or signed by the Title IX Coordinator alleging sexual harassment, as defined by Title IX and its implementing regulations, against a Respondent and requesting that the institution open an investigation. In order to file a Formal Complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the institution occurring within the United States at the time of the filing.

Informal Resolution

Formal Complaints may be resolved informally, except in the instance of an allegation by a student against an institution employee. The following must be met in order to proceed with the informal resolution process:

1. The parties have received written notice of the allegations.
2. The parties have received written explanation of the informal process to include, but not limited to:
 - a. Written agreement of the parties to initiate the informal resolution process;
 - b. Written notice that the parties may withdraw from the process at any time prior to the agreement of the terms of the resolution;
 - c. Written notice that the final resolution precludes any further institutional actions on the allegations.
3. The institution has agreed to engage in the informal resolution process.

Advisors

Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process but may not actively participate in the process except to conduct cross-examination at the hearing. If a party chooses not to use an advisor during the investigation, the institution will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

All communication during the Sexual Misconduct process will be between the institution and the party, and not the advisor. The institution will copy the party's advisor prior to the finalization of the investigation report when the institution provides the parties the right to inspect and review directly related information gathered during the investigation. With the party's permission, the advisor may be copied on all communications.

Process for Investigation and Resolving Sexual Misconduct Reports

Investigation

Throughout any investigation and resolution proceeding, a party shall receive written notice of the alleged Sexual Misconduct, shall be provided an opportunity to respond, and shall be allowed the right to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in the investigation or resolution process, the investigation and resolution process may still proceed, and policy violations may result.

Until a final determination of responsibility, the Respondent is presumed to have not violated the Sexual Misconduct Policy. Prior to the finalization of the investigation report, timely and equal access to information directly related to

the allegations that has been gathered during the investigation and may be used at the hearing will be provided to the Complainant, the Respondent, and a party's advisor (where applicable).

Formal judicial rules of evidence do not apply to the investigation process. Additionally, the standard of review throughout the Sexual Misconduct process is a preponderance of the evidence.

1. The parties shall be provided with written notice of the: report/allegations with sufficient details, pending investigation, possible charges, possible sanctions, available support services and interim measures, and other rights under applicable institutional policies. For the purposes of this provision, sufficient details include the identities of the parties involved, if known, the conduct allegedly constituting Sexual Misconduct, and the date and location of the alleged incident, if known. This information will be supplemented as necessary with relevant evidence collected during the investigation. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the party's institution email.
2. Upon receipt of the written notice, the parties shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A Complainant shall have the right to respond to and supplement the notice. Throughout the Sexual Misconduct process, the Complainant and the Respondent shall have the right to present witnesses and other inculpatory and exculpatory evidence.
3. If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
5. An investigator shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
6. The initial investigation report shall be provided to the Complainant, the Respondent, and a party's advisor (if applicable). This report should fairly summarize the relevant evidence gathered during the investigation and clearly indicate any resulting charges or alternatively, a determination of no charges. For purposes of this Policy, a charge is not a finding of responsibility.
7. The Complainant and the Respondent shall have at least 10 calendar days to review and respond in writing to the initial investigation report and directly related information gathered during the investigation. The investigator will review the Complainant's and the Respondent's written responses, if any, to determine whether further investigation or changes to the investigation report are necessary.
8. The final investigation report should be provided to the Complainant, the Respondent, and a party's advisor, if applicable, at least 10 calendars days prior to the Hearing. The final investigation report should also be provided to all Hearing Panel members for consideration during the adjudication process.

A. Access to Advisors: Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the sexual misconduct process, including providing questions, suggestions and guidance to the party, but may not actively participate in the process except to conduct cross-examination at the hearing as outlined in the

Resolution/Hearing section below. If a party chooses not to use an advisor during the investigation, Miles College will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

All communication during the sexual misconduct process will be between the institution and the party, and not the advisor. The institution will copy the party's advisor prior to the finalization of the investigation report when the institution provides the parties the right to inspect and review directly related information gathered during the investigation. With the party's permission, the advisor may be copied on all communications.

B. Investigation: Throughout any investigation and resolution proceeding, a party shall receive written notice of the allegations made against them and shall be provided the opportunity to respond. All employees, both parties and non-parties, are required to cooperate to the fullest extent possible in any internal investigation conducted by Miles College, when directed to do so by the persons who have been given investigative Miles College authority.

Until a final determination of responsibility, the Respondent is presumed to have not violated any applicable policies associated with the allegations. Prior to finalizing the investigation report, timely and equal access to information directly related to the allegations that has been gathered during the investigation and may be used at the hearing will be provided to the Complainant, the Respondent, and a party's advisor (where applicable). Formal judicial rules of evidence do not apply to the investigation process; additionally, the standard of review throughout the investigation and resolution processes is a preponderance of the evidence.

Additionally, the investigation procedures will provide the following:

1. The parties shall be provided with written notice of the: report/allegations with sufficient details, pending investigation, possible charges, possible sanctions, available support services and interim measures, and other rights under applicable institutional policies. For the purposes of this provision, sufficient details include the identities of the parties involved, if known, the conduct allegedly constituting sexual misconduct, and the date and location of the alleged incident, if known. This information will be supplemented as dictated by evidence collected during the investigation. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the party's email.
2. Upon receipt of the written notice, the parties shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A Complainant shall have the right to respond to and supplement the notice. Throughout the investigation and resolution process, the Complainant and the Respondent shall have the right to present witnesses and other inculpatory and exculpatory evidence.
3. If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
5. An investigator shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.

Hearings, Possible Sanctions and Appeals-Employees

Title IX Hearings: The investigator may testify as a witness regarding the investigation and findings but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing. All directly related evidence shall be available at the hearing for the parties and their advisors to reference during the hearing. Relevant facts or evidence that were not known or knowable to the parties prior to the issuance of the final investigative report shall be admissible during the hearing. The institution will determine how the facts or evidence will be introduced. The admissibility of any facts or evidence known or knowable by the parties prior to the issuance of the final investigative report, and which were not submitted during the investigation, shall be determined by the institution in compliance with the obligation to provide both parties an equal opportunity to present an respond to witnesses and other evidence.

Notice of the date, time, and location of the hearing as well as the designated Hearing Officer shall be provided via email at least 10 calendar days prior to the hearing. Parties may attend the hearing with their advisor. Hearings shall be conducted in-person or via video conferencing technology. At all times participants in the hearing process, including parties, a party's advisor, and institution officials, are expected to act in a manner that promotes dignity and decorum throughout the hearing. Participants are expected to be temperate, respectful to others, and follow procedural formalities outlined by this Policy and the institution. Institutions may establish their own rules of decorum and expectations of behavior during the hearing process. The institution reserves the right to remove any participant from the hearing environment.

Each institution shall maintain documentation of the investigation and resolution process, which may include written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years.

Additionally, the following standards will apply:

1. Where a party or a witness is unavailable, unable, or otherwise unwilling to participate in the hearing, including being subject to cross-examination, the Hearing Officer shall not rely on statements of that party or witness in reaching its determination regarding responsibility. The Hearing Officer shall not draw an adverse inference against the party or witness based solely on their absence from the hearing or refusal to subject to cross- examination.
2. The parties shall have the right to present witnesses and evidence at the hearing.
3. The parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.
4. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.
5. Decision maker(s) shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
6. Formal civil rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.

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7. Following a hearing, the parties shall be simultaneously provided a written decision via email of the hearing outcome and any resulting disciplinary or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the rationale for any disciplinary or other administrative action.

Title IX Disciplinary Action-Employees: In determining the severity of sanctions or corrective actions the following should be considered: the frequency, severity, and/or nature of the offense; history of past conduct; an offender's willingness to accept responsibility; previous institutional response to similar conduct; strength of the evidence; and the wellbeing of the university community. The institution will determine disciplinary action and issue notice of the same, as outlined above.

Title IX Appeals-Employees: The Complainant and the Respondent shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original investigation (or hearing), because such information was not known or knowable to the person appealing during the time of the investigation (or hearing); (2) to allege a procedural error within the investigation or hearing process that may have substantially impacted the fairness of the process, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by a conflict of interest or bias by the Title IX Coordinator, investigator(s), or administrative decision maker(s), or (3) to allege that the finding was inconsistent with the weight of the information.

The appeal must be made in writing, must set forth one or more of the bases outlined above, and must be submitted within five business days of the date of the final written decision. The appeal should be made to the President of the institution solely on the three grounds set forth. The appeal shall be a review of the record only, and no new meeting with Respondent or the Complainant is required.

The President may affirm the original finding and sanction, affirm the original finding but issue anew sanction of greater or lesser severity, remand the case back to the decision maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President's decision shall be simultaneously issued in writing to the Complainant, the Respondent within a reasonable time period. The President's decision shall be the final decision of the institution.

Resources for Information and Assistance
State Resources

Alabama Coalition Against Rape
P.O. Box 4091
Montgomery, AL 36104
(334) 264-0123
www.acar.org

Alabama Crime Victims
Compensation Commission
P.O. Box 231267
Montgomery, AL 36123-1267
(334) 290-4420
1-800 541-9388 (for victims only)
www.acvcc.alabama.gov

Alabama Attorney General's Office for Victims Assistance
Alabama State House
11 South Union St. 3rd Floor
Montgomery, AL 36130
(334) 242-7300
1-800-626-7676
www.ago.state.al.us

Governor's Office for Victims of Crime
State Capitol
600 Dexter Avenue
Montgomery, AL 36104
(334) 242-7100
www.governor.state.al.us/staff.htm

National Suicide Prevention Lifeline
<https://suicidepreventionlifeline.org/>
1-800-273-8255

Resources for Information and Assistance
National Resources

National Center for Victims of Crime
1-855-4-VICTIM
1-855-484-2846
<https://victimsofcrime.org/>

National Organization for
Victim Assistance
1-800-TRY-NOVA
1-800-879-6682
www.try-nova.org

Office for Victims of Crime
Resource Center
1-800-627-6872
TTY 1-877-712-9279
[www.ojp.usdoj.gov/ovc/ovcres/
welcome.html](http://www.ojp.usdoj.gov/ovc/ovcres/welcome.html)

National HIV/AIDS Hotline
1-800-342-AIDS
1-800-342-2437
TTY 1-800-243-7012
Spanish 1-800-344-SIDA

National Sexual Violence
Resource Center
717-728-9740
www.nsvrc.org

Rape, Abuse & Incest
National Network
1-800-656-HOPE
1-800-656-4673
www.rainn.org

Violence Against Women Office
202-307-6026
www.ojp.usdoj.gov/vawo