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**BEACON  
COLLEGE**

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# Student Handbook

2023-2024 AY

## August 2023

# 1. General Information

## a. Mission Statement

Beacon College is an accredited, liberal arts institution of higher education, which uniquely serves the educational needs of students with Learning Disabilities, Attention Deficit Hyperactivity Disorder and other Learning Differences.

## b. Administrative Services

- i. **General Administration:** All administrative offices are open Monday through Friday 8:30 a.m. to 4:30 p.m.

## c. Academic Standards

- i. **General Administration:**

All academic complaints should be made in writing through the Maxient system. The complaint will be routed to the appropriate department chair. If the complaint involves a department chair it will be routed to the Provost.

- ii. **Student Responsibilities:** Students must assume full responsibility for understanding and abiding by the policies, procedures, rules, and regulations of the College. Students who accept an offer of admission to Beacon College are expected to be responsible members of the College and community, to respect the rights of others, and to observe the laws of the state of Florida. Students in attendance at Beacon College are expected and required to abide by all College rules, regulations, and policies. Status as a student indicates one's acceptance of these obligations and duties.

- iii. **Orientation**

Orientation is held prior to each semester for all first-year students, including new and transfer students. Attendance is required for all incoming students. For more information regarding orientation programming, contact the Director of Student Experience. Please visit the [Beacon College Orientation website](#) for more information.

- iv. **Academic Complaints**

As a first step, students are encouraged to discuss their concerns directly with the individual involved. If the student feels uncomfortable directly discussing the concern with the involved faculty, or staff, or thinks the concern will not be handled correctly, then the academic complaint should be made in writing through the Maxient system by using the following link [Student Forms - Beacon College](#). The complaint will be routed to the appropriate supervisor. If the complaint involves a department chair it will be routed to the Provost.

- v. **Non-Academic Complaints**

As a first step, students are encouraged to discuss their concerns directly with the individual involved. If the student feels uncomfortable directly discussing the concern with the involved student, faculty, or staff, or thinks the concern will not be handled correctly, then the student may submit a written complaint through the Maxient system by using the following link: [Student Forms - Beacon College](#). The complaint will be routed to the appropriate supervisor.

vi. **Concerns with Online Classes (Foundations Program)**

As a first step, students are encouraged to discuss their concerns directly with the online faculty member, if that is not satisfactory a complaint should be made in writing through the Maxient system by using the following link [Student Forms - Beacon College](#). The table below will guide students on where the complaint process first starts, and the next steps if not resolved.

vii. **Concerns with Online Classes (Foundations Program)**

As a first step, students are encouraged to discuss their concerns directly with the online faculty member, if that is not a satisfactory complaint should be made in writing through the Maxient system by using the following link [Student Forms - Beacon College](#).

The table below will guide students on where the complaint process first starts, and the next steps if not resolved.

viii. **Responsibility for Addressing Student Complaints by Area**

<b>Area of Concern</b>	<b>First-Level Response</b>	<b>Next-Level Response</b>	<b>Final-Level Response</b>
<b>Admissions</b>	Director of Admissions	Associate Vice President of Transitions	Vice President of Enrollment Management
<b>Bookstore</b>	Bookstore Manager	Chief Financial Officer	President
<b>Career Center</b>	Director of Career Advisement, Development	Career Integration Manager	Provost
<b>Discrimination/Harassment</b>	HR Director	Department Chair, AVP, VP, or Provost	President
<b>Faculty</b>	Assistant Chair or Department Chair	Department Chair or Provost	Provost
<b>Financial Aid</b>	Director of Financial Aid	Vice President of Enrollment Management	President
<b>Foundations Program (Distant Learning)</b>	Assistant Chair of Distance Learning	Provost	President
<b>Grade(s)</b>	Faculty Member	Assistant Chair or	Provost

		Department Chair	
<b>Graduation</b>	Registrar	Provost	President
<b>Library</b>	Director of Library Services	Provost	President
<b>Mailroom</b>	Mailroom Manager	Mailroom Supervisor	Provost
<b>Mathematics Lab</b>	Assistant Chair	Department Chair	Provost
<b>Parking</b>	Safety Officer	Shift Supervisor	Director of Safety
<b>Refunds</b>	Account Specialist	Director of Accounting Services	CFO
<b>Registration</b>	Academic Advisor	Director of Student Success	Registrar
<b>Safety</b>	Safety Officer	Shift Supervisor	Director of Safety
<b>Student Activities</b>	Director of Student Experience	Associate VP of Transition Services	VP of Enrollment Management
<b>Transcripts</b>	Registrar	Provost	President
<b>Writing Center</b>	Writing Center Consultant	Director of Writing Center	Provost

The Maxient system maintains a log of formal written student complaints.

ix. **Formal Grade Appeals**

For a formal grade appeal, the student must submit a written request for an administrative review to the Provost. The student needs to explain the reason for the request. The professor will submit all necessary information within two working days for the request, and the Provost will ask three faculty members at random to review the paperwork. The faculty members will examine the information and anonymously vote to determine if the appeal is approved or denied.

x. **Formal Grade Appeals**

For a formal grade appeal, the student must submit a written request for an administrative review to the Provost. The student needs to explain the reason for the request. The professor will submit all necessary information within two working days for the request, and the Provost will ask three faculty members at random to review the paperwork. The faculty members will examine the information and anonymously vote to determine if the appeal is approved or denied.

xi. **Academic Honor Code**

The Academic Honor System of Beacon College is based on the premise that each student has the sole responsibility:

1. To uphold high standards of academic honesty and intellectual ownership;
2. To refuse to tolerate academic dishonesty in the Beacon College community; and
3. To foster a high sense of honor and social responsibility on the part of all students.

xii. **Academic Integrity Policy**

1. Academic Misconduct: Beacon College expects students to know, understand, and comply with the Academic Integrity Policy, which prohibits academic misconduct in any form.
2. All accusations of Academic Misconduct, both intentional and unintentional, will be considered in violation according to the following definitions.
3. **Plagiarism**
  - a. The use and passing off of ideas or writings of another as one's own.
  - b. Using the words or ideas of another, from any source, without proper citation.
  - c. Turning in the same work, even if it is your own, in more than one class (or in a repeated class) without prior permission.
4. **Cheating**
  - a. Taking an examination or test or completing an assignment in a dishonest way, as by improper access to answers.
  - b. Receiving or providing unauthorized assistance with any academic assignment.
  - c. Working with another student on an individual assignment without faculty approval.
5. **Fabrication**
  - a. Using untruthful statements in one's work.
  - b. Altering, distorting, or making up data.
  - c. The unauthorized collaboration with another individual to complete academic work, test, quiz, or other assignment, providing unauthorized assistance to another student, allowing another student access to completed academic work, and/or conspiring with another person to commit a violation of academic dishonesty.
  - d. Altering or assisting in the altering of any official record of the college and/or submitting false information.
  - e. Omitting requested information that is required for, or related to, any official record of the college.
  - f. Providing false grades, falsifying information on a resume, or falsifying other academic information.
  - g. Providing false or misleading information in an effort to injure another student academically or financially.

- h. Providing false or misleading information or official documentation in an effort to receive a postponement or an extension on academic work, test, quiz, other assignment, credit for attendance, and/or obtain an academic or financial benefit for oneself or another individual.
- i. Any other action or attempted action that may result in creating an unfair academic advantage for oneself or may result in creating an unfair academic advantage or disadvantage for another student that is not enumerated in items 1-9.

**6. Disturbances in the Classroom**

- a. Behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class. Examples could include persistently speaking without being recognized, continuing with conversation distracting the class, physical threats, personal insults, using cell phones, and any other actions which provide distractions to others.

**xiii. Academic Misconduct and Sanctions**

1. Faculty members are expected to report all incidents of misconduct through the Maxient system by following the link below:

2. [https://cm.maxient.com/reportingform.php?BeaconCollege&layout\\_id=1](https://cm.maxient.com/reportingform.php?BeaconCollege&layout_id=1)

**3. Standard Sanctions**

**a. Plagiarism, Cheating or Fabrication**

- i. First Violation at the College- Student will be asked to redo the assignment
- ii. Second Violation at the College - Student will receive a zero for the assignment
- iii. Third Violation at the College - Students will be referred to a hearing before the Academic Committee for a decision.

**b. Disturbances in the Classroom**

- i. First Violation- faculty member will intervene and address the situation for his or her class
- ii. Second Violation- Students will be removed from the class and required to complete some interventions before returning. Interventions may include referral to Counseling, completion of an educational module in Judicial Educator, a written plan to improve behavior, or other interventions as deemed appropriate by the faculty member.
- iii. Third Violation- Students will be referred to a hearing before the Academic Committee for a decision.

**d. Academic Success Services**

**i. Academic Advising and Assistance**

1. Every student will be assigned to an academic advisor who will assist in

identifying a progression of courses and determining the appropriate classes to take each semester. Advisors will be assigned at the time of admission to Beacon College, and students should discuss their academic progress with their advisor on a regular basis.

2. The Professor is the best resource for assistance if a student is having academic trouble in a course. In addition to specific advice or assistance, the professor can inform a student of other available support. Students may also want to talk to their academic advisor and/or Learning Specialist if they find that they are having difficulty that cannot be corrected by the Professor.

ii. **Academic Support Services**

Academic Support Services include academic services (i.e., accommodations for learning disabilities, assistive technology, the Career Development Center, the Center for Student Success, the Mathematics Lab, peer tutoring, and the Writing Center).

iii. **Accelerated Literacy and Writing**

Accelerated Literacy Reading & Writing Integration is designed to help students build fundamental skills for success in college level reading and writing. Explicit instruction focuses on locating the main idea, summarizing, annotation, graphic organizers, organizational patterns, narrative reading/writing, and expository reading/writing. Students will be challenged with multiple genres of reading, interactive class activities, the opportunity to improve critical thinking, and rich discussion. One should think of the Accelerated Literacy Reading & Writing Integration course as an excellent stepping stone towards academic success.

iv. **The Center for Student Success**

1. The mission of the Center for Student Success is to create meaningful and sustainable academic progress by helping the student meet the standards of personal independence and responsibility.

2. Services at the Center for Student Success are offered by learning specialists, who act as educational/developmental mentors, student advocates, as well as academic and life advisors.

3. Every student is assigned to a learning specialist at the time of admissions to Beacon College: first-time students and freshman transfer students - to freshman learning specialists, all other transfer students – to sophomore learning specialists (or as appropriate on a case-by-case basis).

4. Learning specialists offer individualized support unique to the student's need and level (freshman, sophomore, junior/senior). Therefore, as students progress, they move from working with freshman (1<sup>st</sup> year), to sophomore (2<sup>nd</sup> year), and then to junior/senior (3<sup>rd</sup> year and beyond) learning specialists. If the student's pace of progress is not satisfactory (e.g., if they fail to complete 24 credit hours per academic year), they may stay with the same level learning specialist for another academic year.

5. Freshman students meet with their learning specialists for 60 minutes per week – either once or twice (30 minutes each session). Sophomore students

meet with their learning specialist for 30 to 60 minutes depending on the need; junior/senior students meet with their learning specialist for 30 minutes.

6. Additional time is available through Open Learning for up to 20 hours per week. Every Monday through Thursday and on Saturday, Beacon students can come to the Center for Student Success to work — either autonomously or with others (peers, peer-tutors, or learning specialists). The role of Learning Specialists, who supervise this forum, is to provide the necessary support for the students to engage with the course material and practice formative communication with academic staff and peers.

7. Junior/senior students are encouraged to also use the Senior Lounge for their work throughout the day.

8. As educational/developmental mentors, learning specialists:

a. Provide academic support by monitoring academic progress, reviewing it with the student, and creating -- in collaboration with the student -- meaningful interventions in the areas of need;

b. Identify, recommend, and assist in the development of compensatory skills and positive habits to improve attendance, participation, assignment completion & submission, use of resources, and communication;

c. Build executive function competencies by modeling and coaching students on how to monitor performance and act strategically to solve problems and complete tasks;

d. Collaborate with faculty to improve student performance; and

e. Make referrals to other available and appropriate supports.

9. As academic and life advisors, learning specialists:

a. Help students select a course of study appropriate to their interests, ability and career goals, including the selection of remedial courses for explicit academic skill development (in collaboration with the faculty);

b. Assist students in developing a balanced academic plan;

c. Engage students in planning for their future;

d. Help students learn more about their learning differences, increase their self-awareness and social & emotional intelligence (esp. as it relates to social norms and conventions when interacting with the faculty, staff, and fellow students in and outside of the classroom);

e. Provide framework and tools for effective self-advocacy; and

f. Help students resolve and manage conflicts, personal concerns, and life



challenges.

10. The Center for Student Success manages the peer-tutoring program at Beacon College. Peer-tutors are current Beacon students who excelled in the courses they tutor and who are trained in effective tutoring strategies prior to and while working with students.

11. The Center for Student Success sends one to four scheduled parent communications a semester (the frequency depends on the level and the needs of the student/their academic progress). These communications cover the major areas of academic engagement (attendance, class participation, homework completion/submission, use of supports/resources, and communication). Learning specialists do not report grades or changes in grades to parents: current grades are available in Canvas, mid-term and final grades – in myBeacon Portal.

**v. Canvas – Learning Management System**

1. Canvas is a web-based learning management system (LMS) that allows students and professors to access their course material online (e.g., syllabus, assignments, discussion, quizzes, grades, etc.)
1. Beacon College currently offers traditional face-to-face courses that use Canvas (web-enhanced).
2. You will need access to a computer and the internet to use Canvas. Computer labs are available at the college. Please note that each course is set up differently by instructors and some features of Canvas may or may not be used in each course.

**vi. Library**

1. The Beacon College Library provides students and faculty with reference services, library use instruction, and interlibrary loan services as well as an increasingly updated collection of books and periodicals.
  
2. Students who are currently registered at Beacon College may check out library materials by displaying their Beacon College Student ID card. If a student loses a book, he/she will have to pay the replacement cost of the book. If a student has any outstanding book(s) upon departure or graduation from the College, the Registrar will hold their diploma and transcripts until paid.

**vii. Mathematics Lab**

1. The purpose of the Beacon College Mathematics Lab is to help students develop problem solving strategies while alleviating anxiety and improving mathematical skills and understanding. The Lab is open to students Monday – Friday, 8am to 6pm (closed during breaks and holidays) and provides:
  - a. Dedicated stand-alone computerized center;
  - b. Semi-self-paced course of study;
  - c. Individualized course-specific instruction and support;
  - d. Continual feedback; and an

- e. Informal environment for relaxed learning.

## **e. Registrar's Policies**

### **i. Registration:**

There are three steps in the Registration Process: 1) Academic Advising, 2) Registration, and 3) Tuition and Fee payment. Academic advising is by *appointment only*. Registration dates will be posted each semester. The Registrar's Office is the best source of information about registration. Consult the Beacon College Academic Calendar for the appropriate dates each semester. Fee payment may be made by cash, personal check, money order, or credit card. For more information on fee payments, contact Accounting Services.

### **ii. Changes in schedule:**

1. A Drop/Add period is provided at the beginning of each semester to meet the last-minute scheduling needs of students and to allow for changes in course schedules during the first week of classes. Consult the Beacon College Academic Calendar for Drop/Add dates. A student is not considered as having formally withdrawn from a class until an Academic *Course Drop-Add* form is signed by the academic advisor and submitted to the Registrar's Office.
2. Students may drop courses from their schedule during the Drop/Add period, but should be aware that a reduction in enrolled hours may affect financial aid and housing eligibility. Students are strongly encouraged to consult with the Director of Financial Aid before dropping courses from their schedule.
3. Students may withdraw from a course following the Drop/Add period, on or before three weeks after the issuance of mid-term grades. Student-initiated withdrawals after this deadline are only allowed under extenuating circumstances and with the written permission of the Provost. Students who fail to formally withdraw from a course and do not attend will receive an "F" in that course.

### **iii. Academic Transcripts:**

1. The Registrar's Office is responsible for maintaining the official transcript of student academic work. Students may request a copy of their academic transcripts by submitting an online Transcript Request on the Beacon College website or by completing an *Official Transcript Request* form available for printing from the Beacon College website or obtained from the Registrar.
2. All tuition and fees are due in full at the time of transcript requests. Any deferment of payment because of grants or other approved financial arrangements will result in transcripts being held until the student's account has been cleared in full. The receipt of grant and/or funds may take from four to six weeks after the semester begins.
3. Any delinquency in tuition, fees, bookstore charges, residence life fees/fines, or library fine payments will cause transcript service to be withheld until all accounts have been cleared.

4. There is a \$5 transcript fee for each request which can be paid through PayPal through the Beacon College website. The fee must be paid before the transcript will be prepared. If a student has a balance on his or her account, the balance must be paid before a transcript can be issued.

**iv. Incomplete Grade Policy**

1. A student may request an instructor to assign a temporary incomplete grade (I) to a course.

2. Incomplete grades may be given by an instructor only in the following circumstances:

a. The student initiates the request for an incomplete grade before the end of the academic semester;

b. The student has completed a major portion of satisfactory work;

c. An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;

3. Required work may reasonably be completed in an agreed-upon time frame and does not require the student to repeat any portion of the course that was previously completed and assessed.

4. The instructor and student will discuss the terms for the Incomplete before the final day of scheduled class meetings for the semester. The *Incomplete Course Application Form* can be used to document the terms of the Incomplete and should be turned in to the Registrar's Office by the instructor as a part of the student's official record.

5. Responsibility for completion of the work rests solely with the student. At the end of the agreed-upon date for course completion, the instructor will complete a *Change of Grade Form* and forward to the Registrar's Office.

6. An Incomplete grade not changed to a passing grade by the agreed-upon date for course completion or at the latest by the last day of the next academic semester is changed to a failing ("F") grade automatically and is recorded on the student's official transcript.

7. Students receiving an Incomplete grade cannot register for the same course again until the course grade is finalized.

**v. Confidentiality and Access to Student Records**

1. Beacon College issues reports of progress, including grades, written evaluations, and letters of warning, and other academic records directly to the student. Parent communication may also be provided, if permission is granted by the student.

2. A student has access to all information pertaining to educational records and academic status. Parents and legal guardians may have access to information pertaining to education and academic status only as stated under the Family Educational Rights and Privacy Act (FERPA).

3. Veterans and International Students: The Registrar is responsible for certification and eligibility services for veterans and international students. Any student requiring assistance in processing paperwork should contact the Registrar in Beacon Hall.

**vi. Non-Degree Seeking Student**

1. A non-degree seeking student is a student who is not seeking an academic degree, yet wants to take courses at Beacon College.
  - a. **Enrollment**
    - i. Enrollment as a non-degree seeking student is subject to approval by the Office of Admissions. Registration is on a space-available basis.
  - b. **College Credit**
    - i. Courses taken in the non-degree seeking student category carry college credit, and they may be transferred into a degree program at the discretion of the program.
  - c. **Housing**
    - i. Only full-time, degree seeking students may live in on-campus housing.
  - d. **Other Information**
    - i. Taking courses as a non-degree seeking student does not constitute admission to a program or imply later applicability of those courses toward a degree.
2. Non-degree seeking students must adhere to the same academic policies that govern degree-seeking students.

**vii. Degree Requirement**

Undergraduates must complete a *Graduation Application* with the Beacon College Registrar who is located in Beacon Hall. There is no fee to apply for graduation.

1. Associate of Arts or Associate of Science Degrees
  - a. Although not required, students may receive an AA or AS degree, which must be awarded prior to or at the same time as the bachelor degree.
  - b. The Associate of Arts or Associate of Science degree will be awarded upon satisfactory completion of:
  - c. 61 credits; with at least 31 being completed at Beacon College
  - d. General education requirements: 34 credits in English and communication, computer information systems, humanities and fine arts, mathematics and natural science, social and behavioral sciences, and critical thinking.
  - e. An overall GPA of 2.0
2. Bachelor of Arts or Bachelor of Science Degrees
  - a. The Bachelor of Arts or Bachelor of Science degree will be awarded upon satisfactory completion of:

- b. 120 credits; with at least 30 being completed at Beacon College plus an additional two (2) upper-level courses within the major and also completion of the Career Development course sequence namely COE 2606: Career Exploration, COE 3606: Career Planning, and COE 4606: Career Development
  - c. General education requirements: 34 credits in English and communication, computer information systems, humanities and fine arts, mathematics and natural science, social and behavioral sciences, and critical thinking
  - d. An overall GPA of 2.0
3. Catalog Year
- a. Beacon College operates on a semester system. There are two semesters averaging 15 weeks of instruction, and one summer term during the month of May. Semesters begin in August, January, and May.
  - b. Catalog year determines the set of academic requirements that must be fulfilled for graduation. Students complete a program under the catalog in effect at the time of their initial enrollment unless they specify a desire to change to a new catalog term and the change is approved by the Office of the Registrar.
  - c. Beacon College makes every reasonable effort to honor the curriculum requirements appropriate to each student's catalog year. However, courses and programs may change as a result of curricular review.

4. Registrar's Certification:

Students who have completed all requirements for their degree will be required to graduate. The Registrar certifies that all requirements have been completed and that the student has been recommended by the faculty and the Board of Trustees for graduation.

- a. Completion Deadline to Receive a Degree
  - i. Students who graduate at the end of the fall semester will be invited to participate in the May graduation ceremony that takes place at the end of the academic year.
  - ii. If due to COVID or other extraneous events an additional ceremony is held, graduates will not be eligible to participate unless they have fulfilled all requirements discussed above prior to the ceremony.

5. Summer Term Enrollment: Students who are finishing their degree during the May semester, and have only three (3) or six (6) or less academic credits remaining, will be allowed to participate in the graduation ceremony held just prior to the May term.

## **f. Preferred & Legal Name Policy**

**Purpose & Intent:** Beacon College recognizes that many members of its community use names other than Legal Names that were first provided to the College to identify

themselves. For some students and employees, a chosen Preferred Name may be an important part of their identity. Therefore, the College has established guidelines that allow students and employees to indicate their preferred first names to the College community even if they have not changed their legal names.

When making a name change request, the student accepts the risk of confusion and unforeseen results from using a name that differs from the name on College records.

## Definitions

**Legal Name** – a name, also commonly known as a given name, that appears on the state issued ID card, driver’s license, passport, social security card, birth certificate, and immigration documents. Documentation (marriage license, court order, divorce decree, etc.) is required to change a legal name. A legal name change will result in a comprehensive change in the individual’s records.

**Preferred Name** – a first name that you may *prefer* to be called. It is different from your legal first name and no legal documentation is required. A preferred name is generally used by individuals who *choose* to use:

- A middle or nickname (as an alternative for the first name)
- International or other students/staff who wish to adopt an English language nickname
- A name that better represents the individual’s gender identity
- A name that the individual is in the process of changing to legally

**Legal Name Policy** - Beacon College must always maintain a record of students’ and employees’ legal name. They are used where required within Beacon records and systems (i.e., Human Resource records, Financial Aid documents, student conduct records, medical/insurance records, academic transcripts, etc.). A legal name will continue to appear within institution records for reasons related to conducting institutional business, technology limitations or if required by law. Legal name change requests will be approved based on submission of legal evidence indicating the name change. All requests must be verified with Registrar as the approving office, and then Information Technology can update their systems.

**Preferred Name Policy** - A preferred name will appear in select institutional systems, records, or documents in which a legal name is not required. To assure accurate identification, the legal last name will appear along with the chosen first name whenever possible. Beacon College reserves the right to remove or deny the preferred first name if used inappropriately. This includes, but is not limited to, names using foul or inappropriate language, names submitted to avoid a legal obligation, fraud, and names used to create misrepresentation. A preferred name that includes numbers or symbols will not be recognized. **Each individual may request one preferred first name change during each twelve-month period.** An individual may request to revert back to their legal name at any time. The request to change a legal name to a preferred name must be made in writing and submitted to the Office of the Registrar.

*For the purpose of F-1 student visa status, the legal name must be used on I-20s. An individual's legal name is what appears on the passport.*

*Under FERPA, a student's preferred name or legal name may be disclosed as directory information (unless a request to withhold is on file to prevent disclosure, see FERPA Policy). The preferred name will be used as first preference.*

## **Procedures for Preferred Name Requests and Legal Name Changes**

Procedures for preferred and legal names may vary. **Individuals interested in updating personal records should contact the appropriate office directly related to their status of enrollment or employment.**

**Current Students** (attending currently or attended previously/non-graduates):

Contact the Registrar

**International Students** (attending currently or attended previously/non-graduates):

Contact the Registrar

**Prospective/Admitted/Deposited Incoming students** (not enrolled)

Contact the Admissions Office

**Faculty & Staff employees**

Contact Human Resources

**Preferred & Legal Name Display Areas:** The below chart indicates where chosen and legal names will appear in Beacon College records and documents, along with the affiliated campus office.

- If a preferred name is requested, it will display on all items in the "Preferred Name" column.
- The Legal Name will always appear within records listed in the "Legal Name" column.

\*Changes to a name (preferred or legal) may take 2 to 3 business days to update across campus systems.

The college will continue to review the section below to adhere to policy updates and institutional changes that impact the use of Preferred and Legal Names.

## Office of the Registrar

<b>Preferred Name (If Requested) Displays On:</b>	<b>Legal Name Will Display:</b>
Academic Evaluation	Transcripts (Official, Unofficial, and CE)
Registration Confirmation	Enrollment Verifications
Class Schedule	Subpoenas
Graduation Reports	
Academic Standing (probation/suspension)	
Diplomas	
Commencement line-up name cards	
Commencement Program	
Deposit Reports	
Course & Attendance Rosters	
Student Email*	

## Student Affairs

<b>Preferred Name (If Requested) Displays On:</b>	<b>Legal Name Will Display:</b>
On-Campus housing rosters	Meal Plans
Roommate assignments	Medical & Insurance Records
Orientation	Student Disability Services Records
Disability Accommodation Notifications	Student Conduct Records
Student Elections	
Student Organization Representatives	



## **g. General Information**

### **viii. Financial Aid**

Financial assistance is offered to eligible students to help them pay part of their educational expenses. Amounts of awards vary and depend upon the student's demonstrated financial need, academic achievements, and the amount available for distribution. The financial aid award is generally a combination of federal, state, and institutional grants, corporate and community organizational scholarships, and loans. Students are expected to complete the Free Application for Federal Student Aid (FAFSA) to receive full financial aid consideration.

Florida residents may qualify for the Effective Access to Student Education (EASE) Program. This grant is given to undergraduate students based on legal residency in the State of Florida, among other criteria. It is not a need-based grant, but the state requires the FAFSA to be completed as well as the Florida Residency Affidavit. Guidelines for applying for financial assistance are detailed on the Beacon College Financial Aid webpage; visit the Office of Financial Aid for further information.

#### **1. Standards of Academic Progress**

- a. Beacon College complies with federal statutes requiring students to be enrolled in a degree-seeking program while maintaining satisfactory academic progress in order to continue receiving financial aid. Satisfactory Academic Progress is described in HEA Sec. 484(c), 34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34 provided by the U.S. Department of Education. Beacon College makes these standards available to all students; the Office of Financial Aid adheres to all applicable regulations. For additional information, contact the Financial Aid Office.
- b. Academic progress is reviewed by the Office of Financial Aid at the end of every semester. The first semester a student does not meet the federal definition of academic progress, s/he receives a warning and is given only one more semester to recover. If they do not meet the standard of academic progress the second semester, financial aid is canceled for future semesters; however, an appeal process is available.
- c. Students must be aware of the following requirements for receiving financial aid involving three measures of academic progress:
  - i. Qualitative Component (GPA) – Undergraduate students are expected to maintain a cumulative GPA of 2.0 at Beacon College. Recipients of the Florida Academic Scholarship must earn a 3.0 cumulative GPA at the end of each academic year to receive the scholarship the following year. A new student must have a minimum grade point average of 1.7 in the first 15 credit hours.
  - ii. Pace of Progress (credit hours completed) – Must successfully complete 67% of attempted course work. Grades of I, F, W, WF, WP, or NP are attempted courses and not counted as completed. In general, full-time students, and especially scholarship recipients, should complete 24 credit hours each academic year.
  - iii. Maximum Time Frame to Earn Degree (credit hour limit) – Eligibility for financial aid includes an expectation that students focus on courses required to earn a degree. At the same time, this standard allows more credits than the minimum credits required

to earn any specific Beacon College degree. This allowance acknowledges that students may transfer credits from another college that will not count towards their Beacon College degree or that a student may change majors before graduation. Some degree programs also have prerequisite requirements that do not count as degree coursework. Beacon College's maximum credit standards involve the following:

- i. Students are allowed a maximum of 90 credit hours to earn an Associate degree. This represents 150% of normal completion time of 60 credit hours.
  - ii. Students are allowed a maximum of 180 credit hours to earn a Bachelor degree. This represents 150% of the normal completion time of 120 credit hours.
  - iii. In general, full-time undergraduates should complete 24 credit hours each academic year, and part-time undergraduate students should complete at least 12 hours.
- d. Students who lose their eligibility for financial aid have the opportunity to appeal for reinstatement with the Director of Financial Aid.
  - e. The Financial Aid Office will notify, by email to the student's College email account, any student receiving financial assistance who does not meet minimum satisfactory progress standards or who is being terminated from aid.

ix. **Cost of Attendance**

Cost of Attendance (COA) is an estimate of school-related expenses the student can expect to have for the academic year or semester of enrollment. The COA is composed of the following categories: tuition and fees, books and supplies, room and board, transportation, and some personal expenses. These components are determined by law (Higher Education Act of 1965, section 472) and are designed to cover the educational-related expenses of the student.

**f. Internet & Technology**

i. **Beacon College Email Account Policy**

Beacon College provides and maintains email accounts for all students and therefore, does not save student's personal email accounts.

The College uses the Beacon College email account as an **official** means of communication with students, College staff, faculty, and departments will communicate to students directly through Beacon College email and in many instances will consider this email correspondence as the student's signature.

Each student is responsible for maintaining his/her College email account so that it is open for new mail and students are expected to read their College email regularly and respond appropriately.

ii. **Internet Usage Policy**

1. It is the expectation that all students of the computer rooms/labs will be

courteous of others when viewing materials that may be offensive to some individuals. Anyone viewing questionable images in a manner that offends others shall be asked to close the offending site. Any subsequent viewing of possibly offensive sites and/or images by said user will result in the loss of their computer room/lab privileges.

2. Beacon College provides internet access to all enrolled students, faculty and staff. The Information Technology staff is located near the Compass Center. The purpose of Beacon College network access to the internet is to support education by providing access to unique resources along with the opportunity for collaborative work.
3. Use of Beacon College internet access must be for academic activities consistent with the educational objectives of Beacon College. Use of other organization's network or computing resources must comply with the rules appropriate for that federal or state regulation or such use is prohibited. This includes, but is not limited to, copyright materials, threatening or obscene materials, or material protected by trade secrets. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.
4. Beacon College reserves the right to limit internet access to web addresses containing resources deemed to be unsafe, inappropriate or noncompliant with policy aforementioned in subsection (3) of the Internet Usage Policy.
5. In times of high network activity, Beacon College reserves the right to throttle a student's personal internet connection on Beacon College's network in order to ensure proper business operations. Network connections will be throttled through Quality-of-Service measures that are determined by bandwidth usage (Mbits/sec) and total connection payload (TB/semester).
6. In addition, those found to violate these policies may have internet access privileges to personal devices be temporarily or permanently revoked as a disciplinary action and security measure.

### **iii. Catalog, Print, and Electronic Materials**

1. Beacon College provides its website, catalog, handbooks, and any other printed materials or electronic media for general guidance. The college does not guarantee that the information contained within them including, but not limited to, the contents of any page that resides under the DNS registrations of beaconcollege.edu is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor.
2. In addition, a student's or prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.
3. Links or references to other materials and websites provided in the above-referenced sources are also for information purposes only and do not constitute the College's endorsement of products or services referenced.

4. Students in attendance through their application to the College are bound by all College rules and regulations including, but not limited to, the Student Handbook, Student Code of Conduct, College Academic Catalog and all other college documentation, including but not limited to, addressing programs of study, student attendance, housing and status as a student.

#### iv. **Computing and Internet Services**

1. **Acceptable Use** The purpose of Beacon College network access to the Internet is to support education by providing access to unique resources and the opportunity for collaborative work. Use of your access must be for academic activities consistent with the educational objectives of Beacon College. Use of other organization's network or computing resources must comply with the rules appropriate for that federal or state regulation; otherwise, such use is prohibited. This includes, but is not limited to, copyright materials, threatening or obscene materials, or material protected by trade secrets. Use of campus computing services for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

- a. **Privileges**

The use of the Internet is a privilege. Inappropriate use will result in cancellation of those privileges. Netiquette – Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- i. Limit use to one hour if others are waiting to use the public computers.
- ii. Be considerate in your choice of sites and graphics. The viewing of sexually explicit materials may constitute sexual harassment under federal law.
- iii. Be polite. Do not get abusive in your messages to others.
- iv. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- v. Do not reveal your personal address or phone numbers of students or colleagues.
- vi. The unauthorized use or distribution of copyrighted works (including Web page graphics, sound files, trademarks and logos) is prohibited and may provide the basis for disciplinary action, civil litigation and criminal prosecution.
- vii. Note that electronic mail (email) is not guaranteed to be private. People who support the system do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities. Do not use the network in such a way that you would disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be private property.
- viii. Do not attempt to access restricted portions of the network, an operating system, security software or accounting software unless

authorized by the appropriate college administrator or owner.

- ix. Tapping into telephone or network lines is a clear violation of the college's policy.
  - x. Use the college's information technology facilities and services for college-related work.
  - xi. Use of college information technology resources for personal gain requires prior approval. Contact Vice President of Finance and Strategic Priorities, for written approval
- b. Security on any computer system is a high priority, especially when the system involves many users. If a person feels he/she can identify a security problem on the Internet, please notify an administrator. Do not demonstrate the problem to other users. Do not use another individual's access. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges.

Please note that our email password policy falls under the Microsoft password complexity rules: Passwords must contain a minimum of 6 characters; Passwords must contain either a number or symbol; Passwords must contain both an uppercase letter and a lowercase letter and passwords will expire in 90 days.

- c. Internet Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, alter, or destroy data of another user, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- d. Crypto-mining: Crypto-mining of any kind on Beacon's Network is strictly prohibited. Sites referencing, discussing, or affiliated with crypto-mining will be blocked as a preventative measure. Any attempt to access these sites will be held in direct violation of subsection (iv) and may have personal device internet access privileges revoked immediately as a security response.
- e. Computers and Technology: Digital Millennium Copyright Act: In compliance with the Digital Millennium Copyright Act, Beacon College has appointed, Vice President of Finance and Strategic Priorities, as the College's agent to receive notification of claimed infringement from a copyright owner.
- f. Email Communication: All Beacon College students are provided an email account. That email account allows communication between the College and students. Email is to be considered the official means of communication. Therefore, students must regularly check their Beacon College email account for official Beacon College information.

**v. Personal Device Policy**

- 1. Students may bring personal electronics devices on campus at their own discretion. This does not include devices outlined in section (3).
- 2. By agreeing to (1), Students also must agree that Beacon College is not liable for any damages done to student devices while on campus or when utilizing Beacon

College's network.

3. Beacon College reserves the right to decline all repairs on personal electronic devices. Beacon College cannot accept liability in the event a repair fails or causes further damage to personal property.
4. Students are prohibited from bringing the following electronic devices on campus:
  - a. Internet Routers
  - b. Internet Access Points
  - c. Range-Extenders
  - d. Radio-Antenna/Personal Radio Stations
  - e. Any other high-power electronic devices that could cause noticeable Wi-Fi/radio interference.
5. Students found to be in possession of these devices will have them confiscated until the end of the semester. Devices found on the network will have their access rights immediately revoked.

vi. **Reservation of Rights**

Beacon College Reserves all Rights not otherwise stated or referenced. The College reserves the right to cancel and change programs and course offerings at any time.

**g. On Campus Services**

i. **Campus Safety**

1. Introduction

- a. The Office of Campus Safety is committed to maintaining a safe and secure environment for students, faculty, staff, and visitors. We provide 24-hour patrol protection to the campus. Our routine services include: security escorts after hours, responding to incidents requiring immediate medical assistance, facilitating contact with EMS, parking and traffic control, safety/security services at special events, responding to campus policy violations, and assisting local law enforcement on Beacon College property.
- b. The Department is a non-sworn private security entity. Officers do not have the authority to make arrests. The department consists of a director, and nine patrol officers. Many of the officers have prior police, security, and or military training. The College also provides an ongoing program of in-service and on-the-job training for patrol officers in the area of patrol procedures, emergency response, CPR, first aid, AED, report writing, etc. Patrol officers are not armed and no one is allowed to possess a weapon on campus.
- c. Beacon College Safety works with the Leesburg Police Department, and other state and regional law enforcement agencies, such as Lake County Sheriff's department and Federal Agencies such as the FBI.

2. Reporting Crimes and Emergencies

- a. We encourage all members of the college community to report all crimes

and emergencies, no matter how small, to the Department of Safety immediately. The Department of Safety can be reached 352-638-9799 to report all criminal activity and/or emergencies.

- b. The department of Campus Safety is responsible for investigating potential crimes that occur on campus.
- c. The business phone number for the Office is 352-638-9723. Local Police Departments may be reached via 911. Upon receipt of any complaint (criminal or otherwise), an officer will respond to take a report and include crimes in our crime statistics.
- d. The department of Campus Safety is the liaison to the Leesburg Police department. In the event that a student needs to report a crime to the Leesburg Police department, Campus Safety will accompany the student to the police department and assist them with the process. When Beacon needs to contact the Leesburg Police for a non-life-threatening situation staff should contact Campus Safety who will then contact the Leesburg Police.
- e. If deemed necessary, municipal police may investigate and potentially work with Beacon Safety.
- f. If a staff member is concerned about a student after hours, they should contact Campus Safety to do a safety check. Campus Safety should contact the RD on call for back up as needed.

### 3. Crime Prevention

Routinely, through emails, handbooks, in-house publications, speaker series, presentations and orientations, members of the community receive crime prevention information. The majority of the programs occur during the start of the traditional academic year in August. These programs focus on security procedures, practices and awareness information.

### 4. Emergency Notifications and Evacuation Procedures

Beacon College's Emergency Guide and Emergency Operations Manuals include information about the Emergency Resource Team and College operating status parameters; incident priorities and performance expectations; evacuation guidelines; and contingency planning. College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The Colleges emergency guide can be seen at: [Emergency Preparedness | Beacon College](#)

### 5. Fire Safety

If a fire occurs in a Beacon College building, community members should immediately notify Beacon College Department of Safety at 352-638-6945. Beacon College Safety will initiate a response with the Leesburg Fire Department. If any member of the community finds evidence of a fire, no matter how small, Safety should be notified to investigate and document the incident for the purpose of including the fire in the statistics in the annual fire safety report.

### 6. Annual Fire Safety and Security Report

- a. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to

collect crime data, report and disseminate this information to the campus community and the Department of Education on an annual basis.

- b. The Beacon College Department of Safety is responsible for preparing and distributing this report. We work with the Leesburg Police Department, The Lake County Sheriff's Office and the Beacon College Division of Student Affairs as well as all of the Beacon College Campus Security Authorities (CSA) to prepare this report. Statistics policies and practices from these offices and agencies are gathered for inclusion in the report.
- c. A full copy of this report can be obtained at:  
<https://www.beaconcollege.edu/wp-content/uploads/2020/12/Beacon-College-Annual-Fire-and-Security-Report-2020.pdf>

#### 7. Emergency Numbers Locations

- a. Campus Safety - 352-638-9799
- b. Facilities After Hours **Emergency Only** - 352-409-6199

#### 8. Missing Person

- a. Beacon College encourages students to provide confidential contact information for an individual to be notified in case the student goes missing. The emergency contact will be contacted in accordance with official notification procedures by the institution if the student is determined missing. The custodial parents or guardians of any students who are not yet 18 years of age, and who are not emancipated individuals, and who are determined missing in accordance with the official notification procedures will be notified. Beacon College will also inform appropriate law enforcement agencies.
- b. It is the policy of the Division of Student Affairs to actively investigate any report of a missing student who is enrolled at the College.
- c. Most missing person reports in the college environment result from students changing their routines without informing roommates and/or friends of the change. A student will be considered missing, if a roommate, classmate, faculty member, staff member, friend, family member, or other campus person has not seen or heard from that person in a reasonable amount of time. In general, a reasonable amount of time is 24 hours or more but may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety, such as if a student has expressed suicidal thoughts or may be in a life-threatening situation. Any report of a missing Beacon College student will be actively investigated immediately. The Director of Campus Safety or their designee will attempt to contact the student through phone, text, email, visits to campus apartments, etc. If the student has not been located through these efforts the Director of Campus Safety will liaison with the Leesburg Police Department until the student has been located.



- d. Any individual at Beacon College (student, faculty, or staff) who has information that a student may be a missing person must notify the Office of Campus Safety immediately.
- e. The Director of Campus Safety or their designee will begin an immediate investigation and gather all essential information about the suspected missing student from the reporting person, from the student's acquaintances, and from others as needed. Such information may include the following:
  - i. A physical description of the missing person, including the clothes that were last worn;
  - ii. Student's cell phone number (if known);
  - iii. Where the student might be, who the student might be with, and a vehicle description;
  - iv. Information about the physical and emotional well-being of the student; and
  - v. A class schedule, when last attended class.
- f. Appropriate campus staff, including the Associate Dean of Students, the Vice President of Student Affairs, Provost and President's Office, will be notified. Contact with the student will be attempted using the following means:
  - i. Calling the student's cell phone;
  - ii. Emailing the student;
  - iii. Entering into the student's assigned campus housing;
  - iv. Talking to roommates and other friends;
  - v. Reviewing the student's network print or email accounts to determine most recent activity; and
  - vi. Checking the student's social networking sites such as Facebook, Instagram, and Twitter.
- g. A person shall be determined to be missing if:
  - i. Search efforts are unsuccessful in locating the student in a reasonable amount of time; OR
  - ii. It is apparent immediately that the student is a missing person (e.g., witnessed abduction); OR It has been determined that the student has been missing for more than 24 hours.
  - iii. No later than 24 hours after determining that a student is missing, the Associate Dean of Students or their designee will notify the emergency contact and advise that the student is believed to be missing.

## ii. Dining Services

It is the policy of Beacon College to provide students with dining services. The College has partnered with Sodexo to provide food services at the Dining Commons, Navigator Café and campus vending locations. Sodexo employs a Dining Manager and an Operations Manager to operate the Dining Services Department. Dining Services operates a buffet style service. Meal costs are included in the Room and Board fees.

Dining Services is maintained for the benefit of the students, faculty, and staff. For help with Meal Cards management can be contacted in the main dining commons building.

1. Student Use of Food Services

- a. The following requirements have been developed for student use of Dining Services:
- b. All students abide by the appropriate conduct for behavior and dress in our dining areas and should adhere to Beacon Colleges Student Code of Conduct.
- c. Students are required to remove their trays and other items from the tables.
- d. Dishes, glasses, and silverware must remain in the Dining Commons.
- e. When directed, students must sign up for meals.
- f. Students who are ill may request a to-go meal from a member of the Dining Services staff by dialing the Chopping Block at 352-787-3139.

2. Meal Hours

- a. Dining Service operates on the following meal schedule:
  - i. Monday – Friday
    1. Breakfast: 8:00 a.m. – 10:00 a.m.
    2. Lunch: 11:00 a.m. – 1:30 p.m.
    3. Dinner: 5:00 p.m. – 7:00 p.m.
  - ii. Saturday and Sunday
    1. Brunch: 10:30 a.m. – 1:00 p.m.
    2. Dinner: 4:30 p.m. – 6:30 p.m.
  - iii. Navigator Café is open Monday – Friday 9:00 a.m. to 3:30 p.m.
  - iv. Meal Hours are subject to change.

3. Dietary Restrictions:

Students with dietary restrictions due to health-related issues should make an appointment with the Executive Chef and/or the Dining Manager to discuss their dietary concern(s). When possible, the staff will make every effort to honor the dietary request(s).

4. Meal Plans/Exemptions from Meal Plans

a. Residential Meal Plans/Exemptions from Meal Plans

- i. All on-campus residential students are required to subscribe to the continuous access meal plan. This plan grants students' daily access to Dining Services during the hours of operation. Requests to change meal plans must be made within the first ten days of each semester.
- ii. Dining Services can accommodate a wide range of dietary restrictions. It is the responsibility of the student to communicate with Dining Services the need for a specific accommodation. Requests for an exemption from a required on-campus meal plan will be considered only for a student whose medical doctor,

having reviewed menus and methods of preparation, states that the student cannot or must not eat the food at Beacon College for medical reasons.

- iii. It is also required that Dining Services be allowed to attempt to accommodate a student's diet before being granted an exemption for medical reasons. If it is determined that Dining Services is unable to accommodate the medically defined dietary restrictions, the request for exemption will be considered by the College. For more information, see the Beacon College Policy on the Use of Meal Plan Exemption as an Accommodation.

- b. Off-campus Student Meal Plans

Students living off-campus may purchase meal plans offered by the College. Please inquire with the Accounting Services for costs.

- iii. **Mailroom**

1. Mail is available Monday thru Friday. Hours are posted at the mailroom located inside the bookstore at the student center.
2. Packages are tracked through q-trak and you should receive an automated message when your package has arrived. Regular postal mail can be checked on periodically by you with the mail attendant in the mailroom. They will get your mail for you. You are required to show a picture id and sign for packages.
3. Postage stamps are available in the bookstore.
4. The mailing address you should use is:

**Your legal name (no nicknames please)**

**Beacon College**

**100 West Meadow**

**Leesburg, FL 34748**

5. Please consider the weekends, holidays and breaks when placing orders. If packages arrive when campus is closed, we are unable to guarantee the security of your packages and they may be left unattended by delivery drivers.
6. Our regular business hours for receiving packages, when campus is open, is 8:30 AM to 4:00 PM Monday through Friday. There are no staff to accept packages during weekend hours.
7. Refrigerated items, like HelloFresh boxes. You will be emailed once it arrives and will need to pick up as soon as you are able. You are responsible for picking up the package within 3 days of delivery. The mailroom will not be responsible for keeping the items refrigerated after three days.
8. Postal mail that is not picked up will be recycled or donated at the end of the Academic Year.
9. Packages will be held no longer than one month. Items will not be returned to the sender. The item will instead be donated at the end of the semester.
10. We can ship items 5 pounds or less, you would just need to have it weighed at Beacon Hall and pay the shipping in the bookstore. Office Depot just a few blocks away – has shipping services for USPS and FEDEX. They will weigh and measure your package and give you the cost comparison of sending your

package by USPS or FEDEX multiple ways – overnight, next day by afternoon, ground service etc.... You can choose the cheapest route or your preferred carrier/price, they provide the tape and the drop off and pick up service.

**11. All students must abide by the appropriate conduct for behavior and dress in the mailroom and adhere to Beacon Colleges Student Code of Conduct.**

**iv. Transportation**

1. It is the policy of Beacon College to provide students with College regulated transportation services.
2. Procedures
  - a. Transportation Services operates on a set schedule developed each semester by the Transportation Director. The schedule is publicly displayed on the Beacon College web site and is posted around the campus.
  - b. Local Van and/or Bus transportation is provided at no additional charge to students. The Van and/or Bus operates on a set schedule to facilitate transporting students. The Van and/or Bus schedule is developed each semester by the Transportation Director.
  - c. Students are responsible for being at designated pick-up points five minutes prior to the scheduled pick-up time. Times listed on the shuttle schedule are departure times. Students who fail to be at the designated pick-up points assume the responsibility for securing an alternative transportation source. The driver is not allowed to stop at unauthorized stops.
  - d. Students utilizing College Transportation Services should recognize that this service is a privilege. Appropriate behavior should be exhibited on the Van and/or Bus at all times. Students who conduct themselves inappropriately may be suspended or denied use of College sponsored transportation. The Transportation Driver may call upon Campus Safety for removal of students exhibiting inappropriate behavior.
  - e. The following rules should be adhered to:
    - i. No food or drinks are to be consumed in Beacon College vehicles at any time.
    - ii. No smoking, vaping, tobacco, or tobacco products are allowed in Beacon College vehicles.
    - iii. No alcohol or drug products are allowed in Beacon College vehicles.
    - iv. No fighting or weapons allowed as stated in the Beacon College Student Code of Conduct.
    - v. Wearing Seat Belts is mandatory.
    - vi. At no time shall the student distract the driver or other students on the vehicle. The driver is authorized to enforce all rules and regulations.
    - vii. All students abide by the appropriate conduct for behavior and dress in any of the owned or operated college vehicles and should

adhere to Beacon Colleges Student Code of Conduct.

- viii. Students may schedule individual transportation to off campus locations (specifically, medical appointments) for a fee by contacting the Transportation Department Office at least 2 business days in advance.
  - 1. Appointments will be scheduled based on driver and vehicle availability and in accordance with the On-Demand Transportation Services Policy.
- ix. Airport shuttle transportation requires advanced scheduling of at least 2 business days and prepayment at time of scheduling. Separate fees apply to off group scheduled trips. Please contact the Transportation Department Office for fee amounts.
- x. On-demand drivers are provided by Beacon College to assist with medical appointments and other special needs for a minimal fee. They are available from 8:00 a.m. to 4:30 p.m. Monday – Friday. In the event that a student needs transportation during off hours, Lyft, Uber, or Leesburg Taxi should be contacted. Campus Safety will provide transportation in the event that a student needs a ride home from the hospital or urgent care center after hours

## 2. Student Code of Conduct

- i. **Philosophy:** The aim of education is the intellectual, personal, social, moral, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the Beacon College community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed for the promotion and protection of such an environment. Acceptance of membership in the Beacon College community amounts to neither a surrender of individual rights nor a means for escaping the fundamental responsibilities of that membership. Everyone must share in the commitment to protect personal safety while promoting the educational development of each member of the college community. The Student Code of Conduct is designed to balance the rights and needs of the individual with the responsibility of said individual to meet the needs of the community.
- ii. **Purpose and Intent:** The primary purpose of the enactment of this Student Code of Conduct is to set forth the standards of conduct expected of students who choose to join the Beacon College community. The integrity of the college community is contingent upon the fulfillment of a trust; the students will engage in reasonable

behaviors to promote and protect the educational environment. The Student Code of Conduct does not constitute an exhaustive list of punishable offenses but rather prescribes standards to guide individual choices. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to promote the college community, and to maintain order and stability on campus.

- iii. **Student Conduct Mission and Policies:** The Student Code of Conduct outlines behavioral standards developed by the Beacon College community for students and student organizations and the related procedures for addressing misconduct. Students should be aware that the student conduct process is not a criminal or civil court proceeding. Students and student organizations are responsible for actions that constitute misconduct and violate the Code of Student Conduct.
- iv. Any student or student organization found responsible for misconduct may be subject to conduct sanctions. The college provides a fair and equitable student conduct process, utilizing a thorough, neutral, and impartial Investigation, from which is generated a prompt resolution. The Student Code of Conduct and related processes educate students about their rights and responsibilities while promoting holistic development, self-worth, and mutual respect for all members of the college community. Freedom of discussion, inquiry and expression is also fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood.
- v. Beacon College is committed to an educational and developmental process that balances the interests of individual students with the interests of the college community. No student will be found in violation of the Student Code of Conduct policy without sufficient information and evidence showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.
- vi. The student conduct process at the college exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations and values. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.
- vii. Beacon College is committed to an educational experience that provides students with an understanding of the complex moral issues inherent in human life and develops the knowledge and skills for effective and responsible participation in the world. The Student Code of Conduct emphasizes the dignity and worth of each person and substantiates the need for an inclusive environment to support the betterment of all persons associated with the college. Beacon College is a compassionate community. In

its treatment of students, it recognizes the wisdom both of letting students experience the consequences of their actions and of providing the opportunity to learn and grow in ways that can overcome past difficulties.

- viii. The student conduct process is designed to be educational in nature and promotes the college's mission. Being a member of the college community is a privilege, and the conduct process will determine if a student's conduct warrants modification of or restriction upon that privilege.
- ix. **Jurisdiction and Authority:** The Student Code of Conduct is designed to exercise control and supervision of the college, its properties and activities, and sets forth policies and procedures for the governance of the institution. The Associate Dean of Students or his/her their designee is responsible for enforcing the rules set forth under the Student Code of Conduct.
- x. Students who violate the Student Code of Conduct may be accountable to both civil and criminal authorities and to the college. Sanctions may be imposed for acts of misconduct, regardless of whether such misconduct occurs on or off college property. All students, as a matter of admission to the college, agree to be bound by the Student Handbook as well as all other College rules and regulations and policies and procedures. The college reserves all rights in these matters.
- xi. The Student Code of Conduct shall apply to students from the time of admission through the conferral of a degree. It shall also apply to a student(s) who are under suspension or on leave or where there still exists an enrolled status with the college. Students at the college are provided an electronic copy of the Student Code of Conduct annually in the form of a link on the Beacon College website. Students are responsible for having read and abiding by the provisions of the Student Code of Conduct.
- xii. The college community has developed standards of behavior pertaining to students and to student organizations. Students and student organizations are subject to conduct action according to the provisions of the Student Code of Conduct. The college respects the rights and responsibilities of students and will consider each violation of college policy and each violation of federal, state and/or local law on a "case-by-case" basis and will further attempt to initially use educational options and subsequent intervention and/or prevention options to assist students.
- xiii. The Student Code of Conduct and the student conduct process applies to the conduct of individual students and all student organizations. For the purposes of student conduct, the college considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the college.
- xiv. The Student Code of Conduct applies to behaviors that take place on college premises, at college-sponsored activities and events, and may apply to off-campus behavior when Associate Dean of Students or their designee determine that the off-campus conduct affects a substantial college interest, such as situations where a student's conduct may present a danger or threat to the health or safety of him/herself or others; situations that infringe on the rights of other

students; situations causing significant disruption to the educational community or detrimental to the educational mission of the college.

- xv. Proceedings under the Student Code of Conduct may be carried out prior to, independent of, concurrent with or following civil or criminal proceedings. Misconduct which may constitute a violation of federal, state, local laws, and/or Beacon College policy will be considered a violation of this policy, and will be investigated and adjudicated through the college conduct system and standard of proof. A lack of conviction in any criminal proceeding will not, in and of itself, serve as evidence in a college conduct proceeding. Determinations made and/or sanctions imposed as a result of college disciplinary proceedings will not be subject to change because criminal charges arising out of the same facts that resulted in the violation of college rules were dismissed, reduced, or resolved in favor of or against a criminal law defendant.
- xvi. The college retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, and/or graduate. All sanctions must be satisfied prior to enrollment eligibility. In the event of serious misconduct committed while still enrolled, but reported after the accused student has graduated, the college may invoke these procedures and should the former student be found responsible, the college may revoke that student's degree.
- xvii. The Student Code of Conduct may be applied to behavior conducted online, via email, or another electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The college does not regularly search for this information, but may take-action if and when such information is brought to the attention of college officials.
- xviii. The Student Code of Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of the college may seek resolution of violations of the Student Code of Conduct committed against them by members of the college community.
- xix. **Scope:** The rules presented in the Student Code of Conduct are applicable to all students. Any violations of local, State or Federal laws may result in additional charges and sanctions by the college.
- xx. The Student Code of Conduct will apply to student conduct that occurs on college premises, at college-sponsored activities both on and off-campus. Factors that will be considered when determining whether to address off campus conduct include, but are not limited to, whether the incident is documented by a verifiable source, adversely affects the college community, occurs at a college program or activity, or endangers the health or safety of a student or others.
- xxi. Student conduct proceedings may be initiated for alleged conduct that potentially violates both law and college policy without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under these procedural standards may be carried out prior to, concurrently with, or following civil or criminal proceedings. Determinations made



or outcomes imposed will not be subject to change because criminal charges or civil complaints arising out of the same facts giving rise to violation of college policy were dismissed, reduced, or resolved in favor of the respondent.

- xxii. Any conduct which may present a risk to the health or safety to a member of the college community may result in immediate removal from the college pending the outcome of college investigation and action or criminal proceedings. The Associate Dean of Students or their designee shall determine sanctions for students in violation of local, State, or Federal laws. Sanctions may include termination of student employment, suspension or expulsion from Beacon College and/or student residences, and referral for prosecution.
- xxiii. The college may restrict a student's contact with specified individuals when determined appropriately based on the facts or information and circumstances of each unique incident. The Associate Dean of Students or his/her their designee can administratively issue such a restriction to any individuals involved in a conflict or incident, regardless of whether a determination of alleged violations has been made. Such restrictions are valid and enforceable only with respect to individuals who are students at Beacon College.
- xxiv. The college may determine what college personnel have an educational need-to-know regarding the status and/or outcome of conduct processes and to provide notice to relevant college personnel as determined by the Associate Dean of Students or his/her their designee.
- xxv. When a student is suspended or dismissed from the college for cause, there will be no refund or proportion of tuition and/or fees paid.
- xxvi. Search and Seizure: It is the policy of the Division of Student Affairs to conduct search and seizure activities when warranted.
- xxvii. Beacon College endeavors to foster a climate conducive to the purpose of education and learning, which assures the health, safety, and welfare of all students and personnel. College administrators wish to avoid or minimize disruption of the educational process. Therefore, in order to assist in the realization of these goals, the Associate Dean of Students or their designee may authorize the following:
- xxviii. The search of any person or the personal property of any individual, including property owned and/or operated by Beacon College, upon reasonable suspicion that an illegal act or a violation of college policy is being or about to be committed. Types of property include but are not limited to: campus housing, vehicles located on campus grounds, personal storage safes, bags and backpacks.
- xxix. The seizure of any property deemed illegal by Beacon College and/or municipal, state, and federal regulations, or that which is injurious or detrimental to the health, safety, and welfare of College students and personnel. Types of searches include:
  - 1. General entry for one or more of the following:
    - a. Non-Emergency Maintenance: By requesting a maintenance repair, a student has granted permission for a member of the facilities staff to enter his/her

residence to make the necessary repair. Facilities staff may also enter student living quarters at any other time in the course of performing other maintenance services.

- b. Health and Safety Inspections: Several times throughout the academic year, Housing and Residence Life (HRL) staff will conduct routine inspections of all student living spaces. Such inspections may or may not be announced in advance.
- c. Fire Safety Inspections: Apartments and rooms are entered for periodic inspections of fire safety equipment (i.e., fire extinguishers, sprinklers). Residences may also be entered when the alarm system indicates a smoke detector has been activated or if repairs become necessary.
- d. Contract Labor: Outside agencies contracted with the College may enter residences to administer services for fire equipment inspection, pest control, Cable TV and internet, maintenance such as flooring, plumbing or servicing of air conditioning or appliances.
- e. HRL Courtesy Issues such as to turn off alarms, stereos or other items which are causing a disturbance for other members of the campus community when there has been no response by occupants.

## 2. Investigative Entry (Reasonable Suspicion):

- a. Emergency Maintenance Repairs: Facilities staff may enter residences at any time to investigate emergency maintenance involving loss of power, heat, AC, or plumbing.
- b. Violations of Student Code of Conduct or Local, State or Federal Laws: Upon reasonable suspicion that an illegal act or a violation of College policy is being or is about to be committed, the search of any person or the personal property of any individual, including property owned and/or operated by the College, may be executed. Such possible violations of laws and policies include but are not limited to policies pertaining to alcohol and drugs, weapons, fireworks, fire safety, theft, pets, smoking, unregistered guests, and noise.
- c. If a clinical staff member has a reasonable suspicion a student is a threat to themselves or others, they may enter the residence.

xxx. **Crime Statistics:** An annual report of crime statistics is compiled and published each year in accordance with State and Federal law. These reports are posted throughout the campus including the Student Center, Beacon Hall, and Admissions Office.

xxxi. **Notice:** Notice is deemed to have been properly provided when written notification is sent to the student's official assigned Beacon College email address, delivered via mail to the student's last known address, or personally delivered to the student. The student's Beacon College email is the college's primary means of communication with students. Students are responsible for all

communication delivered to their college email address. Students will be given a reasonable amount of time to respond to requests to meet with college officials. Pre-Scheduled meetings are scheduled around a student's published academic schedule and include the opportunity to reschedule in the event of unavoidable conflicts. Should a student wish to reschedule an appointment, they should do so in a timely manner. The college will make all reasonable efforts to accommodate student scheduling conflicts, but will not permit unreasonable delays in the conduct process. After proper notice has been given to the student, the Investigator or their designee may proceed with the conduct process. Should a student fail to comply with the requests of an Investigator or their designee, the students may be issued a 'Failure to Comply' via the Student Code of Conduct. Students are advised to keep their most current local address, permanent address, and local telephone number updated in the student records system.

- xxxii. **Timelines:** It is recommended that reports of alleged violations of the Student Code of Conduct should be received within ten (10) college working days of the alleged incident to initiate conduct procedures. There is no time limit on reporting violations; however, the longer someone waits to report an offense, the more difficult it becomes to obtain information and evidence regarding the incidents. Beacon College will make every effort to complete the process as quickly as possible. Timelines may vary depending on the availability of individuals participating in the process, availability of evidence, delays for concurrent criminal investigations, breaks between academic semesters, and other delays.
- xxxiii. **Confidentiality:** Beacon College is committed to ensuring confidentiality during all stages of the student conduct process. If students are unsure whether they want to involve family or friends, and are not yet certain whether they want to report to the police or the college, there are resources available, both on and off campus, that offer confidential assistance and support.
1. The college is committed to facilitating an environment that supports students reporting incidents of misconduct, and will always attempt to resolve a situation in accordance with a student's wishes. In most cases, the college will not initiate student conduct proceedings or take administrative action without consulting with the reporting student.
  2. In some exceptional circumstances, where the incident in question presents a continuing threat to the campus community, the college may be required to investigate irrespective of the Complainant's desire to pursue allegations of student misconduct, and may be required to issue a "timely warning" to the campus community, as required by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Timely warnings do not include personally identifiable information of involved parties.
  3. All reports of misconduct will be maintained with the highest possible level of confidentiality. Information provided by the student will only be shared with essential staff members and only as is necessary for the effective investigation and adjudication of the case. Where reports of misconduct involve other students, either as alleged or witnesses in the case, some information may need to be shared with those involved parties in order to complete a thorough Investigation.

- xxxiv. **Anonymity:** Beacon College understands the sensitive nature of some incidents of alleged misconduct. Further, the college is mindful of a victims' desire, in some cases, to report an incident without disclosing their name or other identifying information. Beacon College will always attempt to protect a student's anonymity if that is the student's request. Doing so, however, can oftentimes make it more difficult to thoroughly and effectively investigate an incident. The college will work with each student on a case-by-case basis to find the approach that best fits the student's wants and needs.
- xxxv. **Family Educational Rights and Privacy Act (FERPA):** FERPA protects the privacy of student education records, including personally identifiable information derived from student conduct records. Generally, schools must have written permission from a student in order to release any information from a student's education record. FERPA allows schools to disclose student records, without consent, in situations including, but not limited to school officials with legitimate educational interest, other schools to which a student is transferring, to comply with a judicial order or lawfully issued subpoena, to parents when there is a health or safety emergency involving the student, to parents when the student has committed a disciplinary violation with respect to use or possession of alcohol or a controlled substance and the student is under 21 years of age at the time of the disclosure, to the victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense concerning the final results of a disciplinary hearing.
- xxxvi. **Withdrawal:** A responding student facing an alleged violation of the Student Code of Conduct may have a hold placed on their transcript requiring them to contact the Dean of Campus Wellness and Student Development or their designee to request permission to withdraw from the college. While a student may be permitted to withdraw from the college, the hold will remain on the student's transcript until all allegations are resolved. The investigation into alleged conduct violations may continue regardless of the student's withdrawal or choice to participate in the investigation. The college reserves the right to reinstate a student who withdraws at any point during the conduct process.
- xxxvii. **Prohibited Conduct**
1. **Academic Misconduct:** Academic misconduct includes cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics/standards, and any act or attempted act designed to give unfair academic advantage to oneself or another student.
  2. **Cheating**
    - a. Copying from another student's academic work, test, quiz, or other assignment
    - b. Receiving assistance from and/or seeking aid from another student or individual to complete academic work, test, quiz, or other assignment without authority.
    - c. The use or possession of materials or devices during academic work, test, quiz or other assignment which are not authorized by the person administering the academic work, test, quiz, or other assignment.

- d. Possessing, using, buying, stealing, transporting, selling or soliciting in whole or in part items including, but not limited to, the contents of an unadministered test, test key, homework solution, or computer program/ software. Possession, at any time, of current or previous course materials without the instructor's permission.
- e. Obtaining by any means, or coercing another person to obtain items including, but not limited to, an unadministered test, test key, homework solution or computer program/software, or information about an unadministered test, test key, homework solution or computer program.
- f. Transmitting or receiving information about the contents of academic work, test, quiz, or other assignment with another individual who has completed or will complete the academic work, test, quiz, or other assignment without authority.
- g. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, quiz or other assignment or sign in/register attendance.
- h. Taking, keeping, misplacing, damaging or altering the property of the college or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
- i. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
- j. Failing to comply with instructions given by the person administering the academic work, test, quiz or other assignment.

### 3. Plagiarism

- a. The representation of words, ideas, illustrations, structure, computer code, other expression or media of another as one's own and/or failing to properly cite direct, paraphrased or summarized materials.
- b. Self-plagiarism which involves the submission of the same academic work more than once without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.

### 4. Fabrication

- a. Using untruthful statements in one's work.
- b. Altering, distorting, or making up data.
- c. The unauthorized collaboration with another individual to complete academic work, test, quiz, or other assignment, providing unauthorized assistance to another student, allowing another student access to completed academic work,

and/or conspiring with another person to commit a violation of academic dishonesty.

- d. Altering or assisting in the altering of any official record of the college and/or submitting false information.
- e. Omitting requested information that is required for, or related to, any official record of the college.
- f. Providing false grades, falsifying information on a resume, or falsifying other academic information.
- g. Providing false or misleading information in an effort to injure another student academically or financially.
- h. Providing false or misleading information or official documentation in an effort to receive a postponement or an extension on academic work, test, quiz, other assignment, credit for attendance, and/or obtain an academic or financial benefit for oneself or another individual.
- i. Any other action or attempted action that may result in creating an unfair academic advantage for oneself or may result in creating an unfair academic advantage or disadvantage for another student that is not enumerated in items a-f.

#### 5. Disturbances in the Classroom

- a. Behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class. Examples could include persistently speaking without being recognized, continuing with conversation distracting the class, physical threats, personal insults, using cell phones, and any other actions which provide distractions to others.

#### 6. Actions against Members of the University Community and Others

- a. Any act, or attempted act, perpetuated against another person or persons including, but not limited to members of the college community.

#### 7. Disruptive and/or Obstructive Conduct

- a. Intentional or reckless behavior that disrupts or obstructs the normal operation of the college, its students, faculty, staff and/or college visitors. Any act of uncivil behavior that impacts the College community or exhibits a lack of respect and understanding of others in the College Community. Also, any conduct that creates a hostile living or learning environment for other students or members of the College Community.

#### 8. Harmful, Threatening, or Endangering Conduct

- a. Intentional or reckless behavior that harms, threatens, or endangers the physical or emotional health or safety of self or others. A threat that causes fear of an attack or an actual physical attack by one or more people which may include one or more types of harm, such as pushing, shoving, slapping, punching, or kicking, regardless of whether physical injury ensues. It may also include the use of weapons like knives, sticks, bottles, or bats.
- b. Assault:
  - i. Intentionally or recklessly causing physical harm to another individual.
  - ii. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.
- c. Threats:
  - i. Written or verbal acts that would cause significant distress or fear in a reasonable person or that a reasonable person would interpret as a reasonable expression of a threat or intent to inflict harm upon any person, group of people, or damage to any property.
  - ii. Intimidation:
    - 1. An implied threat or act that causes a reasonable fear of harm in another.
- d. Intimate partner / relationship violence/dating violence:
  - i. Violence or abuse, verbal or physical, by a person in an intimate and/or dating relationship with another.
  - ii. Verbal abuse must be sufficiently severe, persistent, or pervasive that it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment which interferes with the student's ability to realize the intended benefits of the college's resources and opportunities.
- e. Bullying / cyber bullying:
  - i. Repeated or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.
  - ii. Harassment or intimidation through electronic means. Activities protected by freedom of expression will not be considered violations of the Student Code of Conduct.
- f. Stalking:

- i. A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety/safety of others or would cause the person to suffer substantial emotional distress. A “course of conduct” means two or more acts in which a person directly, indirectly, or through two or more, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with the person’s property.

## 9. Sexual Misconduct

### a. Sexual Harassment:

- i. Unwelcome sex-based verbal, written, or physical conduct when: (1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment or education; (2) Submission to or rejection of such conduct is used as a basis for decisions affecting employment or education; or (3) Such conduct has the purpose or effect of interfering with the individual’s work or educational performance or of creating an intimidating, hostile, or offensive working or educational environment. To constitute an intimidating, hostile, or offensive working or educational environment, the complaints of conduct must be either severe, persistent, or pervasive.

### b. Sexual Exploitation:

- i. Taking non-consensual or abusive sexual advantage of another for the benefit of oneself or a third party. Prohibited behavior includes, but is not limited to:
  - 1. Photography or video recording of another person in a sexual, intimate, or private act without that person’s full knowledge and consent;
  - 2. Purposeful distribution or dissemination of sexual or intimate images or recordings of another person without that person’s full knowledge and consent;
  - 3. Sexual voyeurism;
  - 4. Inducing another to expose one’s genitals or private areas;
  - 5. Prostituting another student;
  - 6. Engaging in unprotected sexual activity while knowingly infected with a sexually transmitted infection without the party’s full knowledge and consent.

### c. Public Indecency:



- i. Engaging in private or sexual acts in a publicly viewable location, such that it is offensive to accepted standards of decency. Including, but not limited to exposing one's genitals or private area(s), public urination, defecation, and/or public sex acts.
- d. Nonconsensual Sexual Contact:
  - i. Intentional sexual touching, however slight and with any object or part of one's body, of another's private areas without consent. Private area includes butt, breasts, mouth, genitals, groin area, or another bodily orifice.
- e. Nonconsensual Sexual Intercourse:
  - i. Sexual penetration or intercourse, however slight, with a penis, tongue, finger, or any object, and without consent. Penetration can be oral, anal, or vaginal.

## 10. Hazing

- a. Intentional, knowing, or reckless act directed against a student by one person acting alone or by more than one person occurring on or off college premises that endangers the mental or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a disciplinary proceeding. Hazing includes, but is not limited to:
  - i. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.
  - ii. Any type of activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student, such as sleep deprivation, exposure to the elements, confinement in small space, personal servitude, or calisthenics.
  - iii. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of a student.
  - iv. Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, adversely affects the mental health or dignity of a student, or discourages a student from entering or remaining enrolled at the college, or may reasonably be expected to cause a student to leave the organization or the college rather than submit to acts described above.

- v. Any activity in which a person solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred or may occur; witnesses or participates in a specific hazing incident, and knowingly fails to report the incident in writing to Associate Dean of Students. Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates or alumni of the organization of committing or assisting in the commission of hazing.
- vi. Any activity that involves coercing a student to consume an alcoholic beverage, liquor, or drug, or creates an environment in which the student reasonably feels coerced to consume any of those substances.

#### 11. Discriminatory Harassment

- a. Conduct based on a student's sex, race, national origin, religion, age, disability, sexual orientation, gender, or other protected categories, classes, or characteristics that is sufficiently severe, persistent, or pervasive that it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment which interferes with the student's ability to realize the intended benefits of the college's resources and opportunities.

#### 12. Retaliatory Discrimination or Harassment

- a. Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant [or supporter of a participant] in a conduct process, civil rights grievance proceeding, or other protected activity.

#### 13. Complicity

- a. Assisting via acts or omissions another student, individual, or group in committing or attempting to commit a violation of the Student Code of Conduct, specifically violations that constitute actions against members of the college community and others.
- b. Complicity with or failure of any organized group to address known or obvious violations of the Student Code of Conduct by its members, specifically actions against members of the college community and others.
- c. Any person who is knowingly present for the commission of a violation of the Student of Code Conduct and does not take steps to remove themselves from the location of the violation

#### 14. Alcoholic Beverages

- a. Unlawful or unauthorized possession, use, distribution, delivery, or sale of alcohol and/or public intoxication; consumption that endangers oneself; or operating a vehicle while intoxicated or under the influence of alcohol. Possession, use, and/or consumption of alcoholic beverages by persons under the age of 21. Purchasing or providing alcohol to persons under the age of 21. Possession of alcohol containers by persons under the age of 21. Possession or consumption of alcoholic beverages on College property including apartments and other residential facilities, classroom buildings, administrative offices, etc. Possession or use of common source containers (kegs, beer bong, etc.) Any activity or conduct involving the use of alcohol that is in violation of law. The possession and/or use of any alcohol paraphernalia (empty bottles as decoration in a student residence).

## 15. Narcotics or Drugs

- a. Beacon College is committed to the safety and wellbeing of our students. Students who misuse drugs, whether they are illegal or prescriptions, are putting their safety at risk. Misusing a mind or body-altering substance can negatively affect cognitive processes making it difficult to exercise good judgment and participate in the learning environment. A student's choice to abuse or use substances has the potential to negatively impact the entire community. All members of the community are expected to follow state and federal laws regarding illegal drugs. As a result, it is not permissible to sell, manufacture, possess, distribute, and/or use controlled substances (including prescription drugs without valid medical prescriptions), or drug paraphernalia. Intentionally or recklessly inhaling, ingesting, or using substances that alter a student's mental state (e.g., nitrous oxide, glue, paint, etc.) will not be tolerated. Using substances can have serious consequences at Beacon. These consequences may include community probation, removal from campus housing or relocation, suspension, or termination. As responsible citizens, students are expected to comply with all local, state, and federal laws. In addition to violations of local, state, and federal laws, criminal conduct that violates Beacon College policies may also result in Beacon College acting even if the behavior is not prosecuted by public officials.

## 16. Smoking

- a. Smoking in unauthorized areas on college property as designated by the Beacon College smoke-free and tobacco-free environment policy. No smoking in any campus building or residence hall (i.e., e-cigarettes, vaporizers, etc.). Students may possess legal smoking products and store them inside their residence hall spaces. Students are asked to observe courtesy when smoking outdoors and in large groups of people by stepping away from the immediate area surrounding doors and windows and refraining from blowing smoke in the direction of others. All residents must smoke in designated smoking areas in the residence halls and may NOT smoke on balconies at the residence halls. Discarding cigarette/cigar butts on the ground or in any way other than in a designated

receptacle is considered littering. Any violation of the above smoking/vaping policies are punishable with fines and/or community service. First Violation: Verbal warning. Second Violation: \$25.00 fine and community service with facilities. Third Violation: \$50.00 fine and community service with facilities. (This all depends on what smoke and tobacco policy we have in place in the fall)

#### 17. Firearms, Weapons and Explosives

- a. Illegal or unauthorized possession of firearms, explosives, ammunition, other weapons, or dangerous chemicals or use of any item, in a manner that attempts to harm others. Use, possession, manufacture or sale of that which is or may be injurious to persons or property.
- b. On-campus possession or use of firearms, destructive devices, or other dangerous articles or substances, including but not limited to non-lethal weapons such as pellet guns, bb guns, paintball markers, slingshots, crossbows, stun guns, Tasers, metallic knuckles, archery equipment, or any dangerous chemical or biological agent. On-campus possession or use of unauthorized knives. Culinary knives used in kitchen areas for their intended purpose and pocket knives with blades less than three inches in length are permitted in the residence halls. Other knives or objects with longer than a three-inch blade is prohibited and include, but are not limited to, swords, hunting knives, daggers, dirks, stiletto knives, machetes, axes, hatchets, and switchblades are not permitted. This also includes items that may be considered decorative in manner, such as sword-canes, ornamental daggers, and swords. On-campus possession or use of fireworks, sparklers, and any item designed with the primary intention of exploding, including but not limited to: firecrackers, skyrockets, rockets, roman candles, and cherry bombs. Intentionally and willfully sets fire to college property or objects that are upon college property. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives on college property. Abuses, removes, or damages fire or safety equipment. Fails to vacate a building or facility when a fire alarm is activated. Fails to leave a building, street, walkway, driveway, or other facility of the college when directed to do so by an official of the college.

#### 18. Flammable Materials/Arson

- a. Use of items or materials to ignite, spread, or intensify flames for fire, or the attempt to ignite, spread, or intensify flames for fire, except as expressly permitted by college officials.
- b. Attempting to ignite and/or the action of igniting college and/or personal property on fire either by intent or through reckless behavior that results, or could result, in personal injury or property damage of college premises.

#### 19. Theft, Damage, Littering or Unauthorized Use

- a. Attempted or actual theft of property or services, including, but not limited to property or services of the college, other college students, other members of the college community, campus visitors or others.
- b. Possession of property known to be stolen or belonging to another person without the owner's permission.
- c. Attempted or actual damage to property including, but not limited to property owned or leased by the college, by other college students, by other members of the college community, by campus visitors or others
- d. Littering on grounds owned or leased by the college, by other college students, other members of the college community, campus visitors, or others.
- e. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, personal check, or other unauthorized use of personal property or information of another.
- f. Alteration, forgery or misrepresentation of any form of identification.
- g. Possession or use of any form of false identification.
- h. Failure to meet financial obligations owed to the college, or components owned or operated by the college, including, but not limited to, the writing of checks from accounts with insufficient funds.
- i. Selling items including but not limited to: stolen items, student identification cards and/or any item which may be used as a form of false identification.

## 20. Gambling, Wagering, Gaming and/or Bookmaking

- a. Gambling, wagering, gaming and bookmaking as defined by federal, state, local laws, and/or Beacon College policy are prohibited on college premises involving the use of college equipment or services.

## 21. False Alarms or Terroristic Threats

- a. Intentional sounding of a false fire alarm, falsely reporting an emergency or terroristic threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers, filing false police reports, or improperly possessing, tampering with or destroying fire equipment or emergency signs on college premises.

## 22. Unauthorized Entry, Possession or Use

- a. Unauthorized entry into or use of college premises or equipment including another student's room.

- b. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, college identification card or access code for use in college premises or equipment.
- c. Unauthorized use of the college name, logo, registered marks or symbols; however, registered student organizations are permitted to use the word college as a part of their organizational names or to use the complete statement “a registered student organization at Beacon College”
- d. Unauthorized use of the Beacon College name to advertise or promote events or activities in a manner that suggests sponsorship and/or recognition by the college.

### 23. Failure to Comply

- a. Failure to comply with reasonable directives of a college official acting in the performance of their duties.
- b. Failure to present student identification on directive or identify oneself to any college official acting in the performance of their duties.
- c. Failure to comply with the sanctions imposed by an Investigator under the Student Code of Conduct.

### 24. Abuse, Misuse, or Theft of College Information Resources

- a. “Information resources” means procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors. Beacon College information resources are strategic assets of the college that must be managed as valuable college resources. Unauthorized use of college information resources is prohibited, and may be subject to criminal prosecution in addition to disciplinary sanctions pursuant to the Student Code of Conduct. Usage of Beacon College information resources may be subject to security testing and monitoring, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of information resources, regardless of location or method of access, is also subject to the Information Technology Security Policies, College Operating Policies, and other applicable laws. Abuse, misuse, or theft of college information resources includes, but is not limited to the following:
- b. Unauthorized use of college information resources including, but not limited to, confidential and/or sensitive information and passwords, including the unauthorized sharing of confidential and/or sensitive information or passwords with individuals who have not been granted access to college information resources.
- c. Use of college information resources:

- i. For unauthorized or nonacademic purposes including, but not limited to, illegal access, attempted or actual unauthorized accessing, copying, transporting or installing programs, records, data, or software belonging to the college, another user, or another entity, and/or illegal activity.
    - ii. To violate Part I, Section B.2 of the Student Code of Conduct (Actions against members of the college community and others).
  - d. Attempted or actual:
    - i. Breach of the security of another user’s account and/or computing system, depriving another user of access to Beacon College information resources, compromising the privacy of another user or disrupting the intended use of Beacon College information resources.
    - ii. Use of Beacon College information resources to interfere with the normal operation of the college.
    - iii. Use of Beacon College information resources for unauthorized political or commercial purposes, or for personal gain. This includes email signatures that promote personal or commercial gain or political agendas.
    - iv. Destruction, disruption, or modification of programs, records, or data belonging to or licensed by the college or another user, or destruction of the integrity of computer-based information using Beacon College information resources.
    - v. Use of Beacon College information resources to interfere with the normal operation of the college:
    - vi. Access, creation, storage, or transmission of material deemed obscene. Exceptions may be made for academic research where this aspect of the research has the explicit approval by the Beacon College official processes regarding academic ethical issues. Discovery of obscene material, including child pornography, on any Beacon College information resource must be reported to the Information Security Officer or Chief Information Officer immediately.
    - vii. Intentional “spamming” of students, faculty, or staff (defined as the sending of unsolicited and unwanted electronic communications, including but not limited to e-mails and text messages to parties with whom the sender has no existing business, professional or personal relationship) using Beacon College information resources.

## 25. Providing False Information or Misuse of Records

- a. Knowingly furnishing false information to the college, to a college official in the performance of their duties, or to an affiliate of the college, either verbally or

through forgery, alteration or misuse of any document, record or instrument of identification.

26. Skateboards, Rollerblades, Scooters, Bicycles or Similar Modes of Transportation

- a. Use of skateboards, rollerblades, scooters, bicycles or other similar modes of transportation is prohibited inside college buildings or academic classrooms.
- b. Use of skateboards, rollerblades, scooters, bicycles or other similar modes of transportation is prohibited outside when on college premises and when used in such a manner as to constitute a safety hazard or cause damage to college or personal property.

27. Violation of Published Beacon College Policies, Rules or Regulations

- a. Violation of any published college policies, rules or regulations that govern student or student organization behavior, including, but not limited to, violations of:
  - i. Transportation & Parking Services
  - ii. College Student Housing
  - iii. Recreational Sports
  - iv. Student Organizations
  - v. Beacon College Board Rules
  - vi. Beacon College Operating Policies and Procedures
  - vii. Community Policies of the Student Handbook
  - viii. Beacon College Athletics

28. Violation of Federal, State, Local Law and/or College Policy

- a. Misconduct which may constitute a violation of federal, state local laws, and/or Beacon College policy will be considered a violation of this policy, and will be investigated and adjudicated through the college conduct system and standard of proof. A lack of conviction in any criminal proceeding will not, in and of itself, serve as evidence in a college conduct proceeding.

29. Abuse of the Discipline System



- a. Failure of a student to respond to a notification to appear before an Investigator during any stage of the conduct process.
- b. Falsification, distortion, or misrepresentation of information in disciplinary proceedings.
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d. Filing an allegation known to be without merit or cause.
- e. Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.
- f. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during and/or after the disciplinary proceeding.
- g. Influencing or attempting to influence another person to commit an abuse of the discipline system.

### 30. Discipline Procedures

- a. The Judicial Process may be initiated following a report or complaint of alleged prohibited conduct under this Student Code of Conduct with the Associate Dean of Students or their designee. Reports of such prohibited conduct will ordinarily be investigated and decided according to the Judicial Process set forth below. If the report involves allegations of a sexual nature, the matter will be referred to to the Associate Dean of Students and Title IX Coordinator for processing under the Sexual Misconduct Response Policy. Students may also choose to report sexual misconduct to the Associate Dean of Students and Title IX Coordinator pursuant to the Sexual Misconduct Response Policy. In certain cases that fall under this Student Code of Conduct, the Associate Dean of Students and Title IX Coordinator, may utilize the Grievance Process set forth in the Sexual Misconduct Response Policy instead of the Judicial Process. In such cases, the Associate Dean of Students and Title IX Coordinator apply the Grievance Process to investigate and decide the allegations and to provide any supportive measures or institute any emergency removals appropriate under the circumstances.
- b. In cases involving allegations of conduct prohibited under the Sexual Misconduct Response Policy and other College policies, the Associate Dean of Students and Title IX Coordinator may consolidate the allegations and work with the Director of Student Conduct or their designee to investigate and determine them together using the Grievance Process set forth in the Sexual Misconduct Response Policy.

### 31. Elements of Essential Fairness in College Judicial System

- a. Students are entitled to the following rights in connection with the Judicial Process:

- i. The right to be informed in writing of the alleged violation and the corresponding charge;
- ii. The right to be informed in writing of the procedures of the judicial body which will hear the case and of the right to request a hearing before the Judicial Committee;
- iii. The right to answer charges;
- iv. The right to a fair and impartial hearing, including the right to have questions asked of witnesses and to present evidence on one's behalf;
- v. The right to be informed in writing of the outcome of the conduct hearing; The name of the advisor shall be provided to the Associate Dean of Students or their designee no later than 1 day prior to both informal mediations and formal hearings;
- vi. The right to appeal the decision of Judicial Committee to the Associate Dean of Students;
- vii. The right to appeal the decision of the Associate Dean of Students to the Vice President of Student Affairs.

### 32. Structures of the Judicial System

- a. It is the policy of the Division of Student Affairs to establish a procedure for non-academic issues of student misconduct
- b. The Judicial Committee is the designated hearing board for the college in matters where a student invokes such a right. This committee is responsible for hearing cases, considering judgments, and determining what sanction(s) to impose on those appearing before the Judicial Committee. These disciplinary proceedings are designed to allow for fact-finding and decision-making in the context of an educational community and to encourage students to accept responsibility for their own actions. The intent is to provide procedural safeguards to protect the rights of the individual student and the legitimate interests of the college.
- c. The Judicial Committee is a committee of three (3) faculty and/or staff members.

### 33. Initiation of Charges; Processing of Referral; Investigation

- a. Any member of the College community, including students, administrators, faculty and staff, may bring a potential violation to the attention of the Associate Dean of Students or their designee. To initiate a case, the complainant must submit a referral through the online form. The referral will then be sent to the Associate Dean of Students or their designee.

- b. The referral must state sufficient facts, including specific name(s), date(s), location(s), and description(s) of the alleged act(s) of misconduct.
- c. The referral should be submitted as soon as possible after the event takes place, preferably within five (5) days of the alleged misconduct.
- d. The Associate Dean of Students or their designee will decide as to whether further fact-finding is mandated. If the Associate Dean of Students or their designee determines that further fact-finding is necessary, he or she, or their designee, will provide in writing to the accused student the alleged violation, corresponding charge and the next steps of the judicial process. The Associate Dean of Students or their designee will then conduct an investigation, taking statements from individuals associated with the alleged misconduct and collecting relevant evidence.

#### 34. Interim Action

- a. Following the submission of a referral, if the Dean of Campus Wellness and Student Development or their designee believes that the information supporting the allegations of misconduct is reliable, and determines that the continued presence of the student on the College campus poses a threat to any individual, the student will be suspended on an interim basis. Any interim action shall be communicated in writing to the student and shall become effective immediately upon sending such notice.
- b. The interim suspension shall remain in effect until a final decision has been made on the pending charges or until the Dean of Campus Wellness and Student Development or their designee determines that the reasons for imposing the interim suspension no longer exist.
- c. A student who is suspended for an interim period shall be provided an opportunity to appeal the decision to Dean of Wellness and Student Development no later than four (4) days following the effective date of the interim suspension. Such appeal shall be for the purpose of reviewing the interim action and will not reach the merits of the underlying charges.

#### 35. Informal Mediation

- a. The preferred approach to resolving issues of student misconduct is through the informal mediation process. In some cases of student misconduct, a formal hearing may not be necessary. This is often true when the student admits responsibility and/or when the violation is of a less serious nature. However, a student may request to have a formal hearing as opposed to an informal mediation.
- b. The Informal Mediation process is a confidential process and the information shared in that process will not be used in connection with a Judicial Process.

- c. If the Associate Dean of Students or their designee determines that Informal Mediation is appropriate, the student will attend an Informal Mediation with the Associate Dean of Students or their designee to discuss the student's rights, the incident, the student's involvement in it, and the student's options in attempting to resolve the matter. A student may accept responsibility for the violation and the recommended sanctions and sign a written waiver of such right to a formal hearing. Students who accept responsibility in an Informal Mediation waive their right to an appeal.
- d. At the conclusion of the Informal Mediation meeting, the Associate Dean of Students or their designee will provide an outcome in writing to the student, including either the procedure for the formal hearing process, or a summary of the resolution and sanctions, if any, agreed upon in the meeting.

### 36. Formal Hearing

- a. The Judicial Officer will notify the student in writing of the specific charges, date, and location of the Formal Hearing and a copy of the procedures to be followed during the hearing. The student shall receive notification at least four (4) days in advance of the hearing, unless an Interim Action has been initiated or the student waives such right.
- b. An advisor may assist students at the Hearing. The advisor must be from the College community. An advisor shall be limited to advising the student during the hearing. The advisor may not appear in lieu of the student or speak on their behalf.
- c. The Hearing will be open only to those participating in the Hearing in order to preserve the confidential nature of the disciplinary process and to protect the privacy of the student charged with the violation and any witnesses who may be called to testify.

### 37. Order of Presentation

- a. The Associate Dean of Students or their designee shall present the evidence that supports the charges and shall have the burden of showing a preponderance of the evidence that a violation of the Student Code of Conduct has been committed.
- b. The Associate Dean of Students or their designee shall call witnesses to provide statements or submit evidence. Members of the Judicial Committee shall question the witnesses.
- c. Following testimony of all witnesses called by the Associate Dean of Students or their designee; the student (accused) will then present his/her case. Each witness for the student is called to testify. The student has the right to have questions asked of witnesses. Depending on the nature of the case, the Associate Dean of Students or their designee may, within his or her discretion,

choose to ask the student's questions of a witness, or may allow the student to ask their questions of the witness directly. The pattern remains the same as described above. Witnesses must have or provide pertinent information in regard to the charge(s) in question.

- d. Members of the Judicial Committee shall also question the student.
- e. Following the close of the student's presentation, the Judicial Committee may call witnesses for clarification, if needed. If witnesses are recalled, they are subject to the same procedure as outlined above.
- f. Following the presentation of all evidence and witnesses, members of the Judicial Committee shall discuss the evidence presented and the reasonable inferences to be determined from the evidence. In cases of repeated offenses, the student's previous infractions will be considered in assigning sanctions. Based upon the evidence presented during the hearing, the committee will render a decision by a majority vote no later than two (2) days following the conclusion of the hearing. The written decision shall include findings regarding the alleged violations, including a rationale for the decision outlining the facts and evidence used to make the decision. The decision shall also specify any sanction(s) imposed.
- g. The administration of the Formal Hearing will be conducted by the Judicial Committee Chairperson or their designee.

### 38. Burden of Proof

- a. Decisions in the judicial process will be based on the preponderance of the evidence, meaning the evidence shows it is more likely than not that the alleged violation occurred.

### 39. Appeals Process

- a. Students and student groups have the right to appeal the decision of the Judicial Committee. A written appeal must be submitted first to Associate Dean of Students. If that appeal is denied, then to the Vice President of Student Affairs.
- b. The Associate Dean of Students reviewing an appeal request may make one of the following recommendations:
  - i. Affirm. The Associate Dean of Students may affirm the decision and/or outcomes of the original hearing body.
  - ii. Alter outcome. The Associate Dean of Students may alter the outcome(s) issued by the original hearing body. Alteration in the outcome may include reducing or increasing the severity of outcome(s) or requirements.

- iii. New hearing. The Associate Dean of Students may determine a new hearing by a different hearing body is warranted to correct procedural irregularity or to consider new information. A student may appeal any decision by a hearing body assigned to adjudicate a new hearing.
- iv. Remand. The Associate Dean of Students may direct the original hearing body to review their original decision subject to any instructions from the appeal administrator. The hearing body may affirm its original decision or render a new decision consistent with those instructions. A student may appeal a decision made on remand; however, if a hearing body affirms its original decision, a student may not appeal the decision on the same grounds as in the previous appeal.
- v. Final Agency Action. The Associate Dean of Students will forward findings and recommendations to the Vice President of Student Affairs for review. The Vice President of Student Affairs' review and decision is considered the final decision of the college and will be communicated in writing within fifteen business days to the respondent and if applicable, simultaneously to the complainant. This timeline may be extended if necessary in consideration of the record on appeal.

#### 40. Sanctions

- a. Sanction(s) recommendations will be decided by the Judicial Committee. The number and nature of the previous offenses, if any, and any mitigating or aggravating circumstances which might exist may be considered during deliberation. Any sanctions imposed by the Judicial Committee, shall be communicated in writing to the student and to the appropriate College officials. The Dean of Campus Wellness and Student Development or their designee shall be responsible for ensuring compliance.
- b. Possible sanctions include, but are not limited to:
  - i. No Action: Judicial Committee rules that there is not enough evidence to warrant a responsible finding, and no sanctions will be imposed on the student.
  - ii. Warning: A written statement advising the student that a violation of the Student Code of Conduct has been committed and that further misconduct may result in more severe disciplinary action.
  - iii. Disciplinary Probation: Removal of the student from good standing. Additional restrictions or conditions may also be imposed. Appropriate college officials shall be notified of the imposition of such sanctions. Probation shall last for a stated period of time and until specific conditions, if imposed, have been met. Any violations of these rules or College policies committed during the probationary period will subject the student to further discipline, including suspension or expulsion.

- iv. Community Service: Completion of a determined number of hours in a designated setting as assigned by the Associate Dean of Students or their designee, or by the Judicial Committee. Community Service assignments may include campus and/or off-campus sites. Community Service may be imposed alone or in conjunction with other sanctions.
- v. Educational Programs: Completion of an educational module based on a topic appropriate to the violation, reflective paper, apology letter, and other forms of education may be imposed that provide an opportunity for the student to learn from, rectify, and prevent future occurrences of the violation.
- vi. Fines: Fines, specifically for violations of the Drug and Alcohol Policies may serve as a deterrent for future violations. Fines may also include restitution, or the reimbursement for damage to or misappropriation of college property or the property of others whether exclusively or in combination with other disciplinary action. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.
- vii. Suspension from Housing: Temporary separation of the student from college housing for a specified period of time and/or until specific conditions, if imposed, have been met. Students who are on “housing suspension” will lose Residence Life support during the period of suspension. The student is responsible for securing and paying for lodging during the period of housing suspension.
- viii. Expulsion from Housing: Permanent separation of the student from college housing. The dismissed student is responsible for securing and paying for alternative housing.
- ix. Suspension: Temporary separation of the student from the college for a specified period of time and/or until specific conditions, if imposed, have been met. A temporary indication of suspension will appear on the student’s transcript until they return to good standing. Except where prior approval has been granted by the Associate Dean of Students or their designee, a suspended student shall not participate in any college-sponsored activity and shall be barred from the college campus.
- x. Expulsion: Permanent separation of the student from the college. An indication of dismissal will appear on the student’s transcript. The expelled student is prohibited from participating in college-sponsored activities, attending classes, taking meals in the dining hall, or otherwise visiting the campus in any way.

### 3. Academic Support Services

#### a. The Center for Student Success

The mission of the Center for Student Success is to create meaningful and sustainable academic progress by helping the student meet the standards of personal independence and responsibility.

- i. Services at the Center for Student Success are offered by learning specialists, who act as educational/developmental mentors, student advocates, as well as academic and life advisors.
- ii. Every student is assigned to a learning specialist at the time of admissions to Beacon College: first-time students and freshman transfer students - to freshman learning specialists, all other transfer students – to sophomore learning specialists (or as appropriate on a case-by-case basis).
- iii. Learning specialists offer individualized support unique to the student's need and level (freshman, sophomore, junior/senior). Therefore, as students' progress, they move from working with freshman (1<sup>st</sup> year), to sophomore (2<sup>nd</sup> year), and then to junior/senior (3<sup>rd</sup> year and beyond) learning specialists. If the student's pace of progress is not satisfactory (e.g., if they fail to complete 24 credit hours per academic year), they may stay with the same level learning specialist for another academic year.
- iv. Freshman students meet with their learning specialists for 60 minutes per week – either once or twice (30 minutes each session). Sophomore students meet with their learning specialist for 30 to 60 minutes depending on the need; junior/senior students meet with their learning specialist for 30 minutes.
- v. Additional time is available through Open Learning for up to 20 hours per week. Every Monday through Thursday and on Saturday, Beacon students can come to the Center for Student Success to work — either autonomously or with others (peers, peer-tutors, or learning specialists). The role of Learning Specialists, who supervise this forum, is to provide the necessary supports for the students to engage with the course material and practice formative communication with academic staff and peers.
- vi. Junior/senior students are encouraged to also use the Senior Lounge for their work throughout the day.
- vii. As educational/developmental mentors, learning specialists:
  1. Provide academic support by monitoring academic progress, reviewing it with the student, and creating -- in collaboration with the student -- meaningful interventions in the areas of need;
  2. Identify, recommend, and assist in the development of compensatory skills and positive habits to improve attendance, participation, assignment completion & submission, use of resources, and communication;
  3. Build executive function competencies by modeling and coaching students how to monitor performance and act strategically to solve problems and complete tasks;
  4. Collaborate with faculty to improve student performance; and
  5. Make referrals to other available and appropriate supports.
- viii. As academic and life advisors, learning specialists:



1. Help students select a course of study appropriate to their interests, ability and career goals, including the selection of remedial courses for explicit academic skill development (in collaboration with the faculty);
  2. Assist students in developing a balanced academic plan;
  3. Engage students in planning for their future;
  4. Help students learn more about their learning differences, increase their self-awareness and social & emotional intelligence (esp. as it relates to social norms and conventions when interacting with the faculty, staff, and fellow students in and outside of the classroom);
  5. Provide framework and tools for effective self-advocacy; and
  6. Help students resolve and manage conflicts, personal concerns, and life challenges.
- ix. **The Center for Student Success** manages the peer-tutoring program at Beacon College. Peer-tutors are current Beacon students who excelled in the courses they tutor and who are trained in effective tutoring strategies prior to and while working with students.
- x. **The Center for Student Success** sends one to four scheduled parent communications a semester (the frequency depends on the level and the needs of the student/their academic progress). These communications cover the major areas of academic engagement (attendance, class participation, homework completion/submission, use of supports/resources, and communication). Learning specialists do not report grades or changes in grades to parents: current grades are available in Canvas, mid-term and final grades – in myBeacon Portal.
- xi. **First Year Experience**
1. It is the policy of the Division of Student Affairs that First Semester Students attend and participate in First Year Experience, known as the Beacon Experience, as an extended Orientation Program. The First Year Experience program will consist mainly of the Beacon Experience Seminar and will support the student through the transition into Beacon College, and in the self-discovery process.
  2. Beacon Experience Seminar is offered every week for one hour and twenty minutes for First Year Students of Beacon College. First Year Students include all students, first time college students and transfer students alike.
  3. First Year Students are expected to participate throughout their first semester as a student of Beacon College.
- xii. **Peer Tutoring**  
The goal of the Peer Tutoring Program is to provide peer academic support. Some Peer Tutors function as classroom Teaching Assistants and others conduct regular study groups. Teach Assistants are accessible to students in their classes and help identify and assist at-risk students.

## 4. Student Experience and Transitions

### a. Housing & Residence Life

- i. **Overview:** The Department of Housing and Residence Life encourages an integrated learning community for residential students to foster student success and a College community. Through educational opportunities and community programming, The Department of Housing and Residence Life implements a student-centric and developmental residence life program to enhance social and independent living skills. With an emphasis on inclusive housing, the Department of Housing and Residence life creates an environment to help with the full development of each citizen as they pursue a life abundant.
- ii. **Contact & Further Information:**
  - 1. A Resident Director is housed in each complex. For immediate questions and concerns, please email the Office of Housing & Residence Life (housing@beaconcollege.edu).
  - 2. All students residing at Beacon College will be provided with a **Housing Manual** that provides a comprehensive overview of policies and procedures. While the Student Handbook reviews key elements of the policies and procedures of residing on campus, all students must review and sign the **Housing Manual** to acknowledge receipt and agreement of all expectations within residence life.
- iii. **Resident Responsibilities**
  - 1. Resident Responsibilities
    - a. Each resident is responsible for arranging financial support prior to entering and signing a contract with the college. The resident will pay for room and board charges and any other fees as provided in the Contract. Failure to satisfy the financial obligations accrued under the Contract may result in any or all of the following: denial of further meals and services, denial of reassignment, termination of the Contract, and eviction.
    - b. Residents are required to comply with all rules, regulations, ordinances, housing policies and administrative rulings of Beacon College, the housing state, federal, state and local laws, and the terms and conditions stated in the Contract. Further information regarding all campus and housing policies can be found in your Housing Manual. All students must sign their Housing Manual when provided by a Resident Director, which acknowledges receipt and agreement of all terms.
    - c. Residents accept responsibility for the actions or omissions of themselves and others in their residence.
    - d. Residents release the college, its trustees, employees and agents from any liability for damages sustained by themselves or others as a result of such actions or omissions. The college is not liable for the theft or loss of money, property or valuables, damages to any resident's property or personal injury sustained in the housing unit.
  - 2. Individual Responsibilities and Community Responsibilities
    - a. The College Housing Bill of Rights, found in the Housing Manual provides a clear statement of each individual's rights within the college housing community.
  - 3. Safety of the Individual and the Community
    - a. Fundamental to the protection of the individual is the

maintenance of an environment that is physically safe and predictable. As members of a group, each individual has a special responsibility to ensure that safety hazards are eliminated, fire equipment is maintained, and fire procedures established and followed. All policies and procedures can be found in the Housing Manual.

4. Personal and Community Property
  - a. No person shall tamper with or borrow without permission the personal property of others.
  - b. No person shall, without proper authorization, remove any property its assigned place in college housing.
  - c. No resident of college apartments shall fail to keep the area immediately in front of their apartment clean, orderly and free from safety hazards.
5. Roommate Rights:
  - a. Upon moving into a new space with a roommate, every resident will have the opportunity to initiate the completion of a roommate agreement with the RD. Once set, the agreement will be like any other policies or expectations but does not supersede HRL Policies or the Student Rights & Responsibilities Handbook. You can work with your RD to address concerns and revise this agreement at any time throughout the year. Further information regarding roommate rights, conflict resolution, mediation, and cohabitating can be found in the Housing Manual.
6. Housing Requirements
  - a. Occupancy: Occupancy begins when the student checks in to their assigned College housing accommodations. Occupancy of a room is limited to a properly assigned resident and to the period for which the housing fee has been assessed. Residents are not permitted to sublease or rent their residential space to another. No student is permitted to enter another student's room/suite or apartment without permission from the occupant.
  - b. All residential students (single or married) must remain full-time students (registered for at least 12 credit hours) and be actively attending classes. If a student drops below 12 credit hours and desires to live on campus, he/she must present a request in writing to the Director of Housing and Residence Life.
7. Housing Assignments
  - a. Housing Reapplication: Reapplication is the process by which current residents choose their residence hall room or apartment for the following academic year. This process takes place in the spring semester.
  - b. Room Assignments
    - i. Room assignments are made based upon a number of factors, including – but not limited to – available spaces and the responses to the Roommate Preference Form all residents submit as a part of their applications.
    - ii. Beacon College reserves the right to require a resident to move to another apartment when such action is

determined to be necessary or appropriate.

- c. Room Change Process
    - i. All requests for room changes must be made in writing to the Director of Housing and Residence Life. Unauthorized room changes will result in judicial action.
      - 1. In the case of approved room changes, Residents who are changing rooms must officially check out of the current room and residence hall, if changing buildings, and check into the new room.
  - d. Room consolidation
    - i. The college reserves the right to assign new roommates or consolidate partially empty rooms at any time. An occupant of a partially-filled room does not have the right to refuse a roommate and in some cases, the student living in the room may not be contacted until after the assignment has been made.
8. Disability Accommodations/ADA
- a. It is the policy of Beacon College to provide equal access and reasonable accommodation for individuals with disabilities to participate in any program, service, or opportunity provided by the campus; and to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as amended by the ADA Amendments Act of 2008 (ADAAA), the Fair Housing Act, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Under the Fair Housing Act, persons with disabilities may request a reasonable accommodation defined as a change, exception to any rule, policy or procedure or service needed for a person with a disability an equal opportunity to use and enjoy a dwelling. Please refer to the Housing Manual for further guidelines regarding housing accommodations.
9. Financial Obligations Related to Housing and Residence Life
- a. Financial Standing
    - i. Students must remain in good financial standing in order to remain in campus housing. Failure to remain in good financial standing with the College will result in action by the College, which may include the cancellation of class registrations, suspension of meal plan, and/or being asked to vacate the residence halls.
  - b. Cancellation and Termination Policies
    - i. The Residence Hall contract is for one academic year. The Housing Manual describes incidents that may result in cancellation and termination.
10. Early Termination:
- a. Please refer to the Housing Manual regarding policies on early termination that may stem from graduation, academic disqualification, military deployment, medical withdrawal, or academic-related withdrawals.
11. Requirement to Vacate in Emergency:

- a. In the event the College orders the campus to close because of a hurricane, natural disaster or other emergency, Campus Housing will require students to vacate his/her room until further notice. Housing emergency protocols can be found in the Housing Manual.

#### 12. Check-in Procedure

- a. At the time of move-in, students will sign the Residential Housing Contract, the Room Inventory Sheet and be provided the key to their space. At the time of check-in, new students will also be given their Student ID Card for tap access to designated buildings.
- b. Room Condition and Inventory Report
  - i. The Room Condition Report states the condition of the residence hall room/apartment including furnishings.
  - ii. The student receives this document when they move into the suite/apartment and is expected to inspect the room/apartment and review the report.
  - iii. If the student finds any changes and/or omissions, the student should note these in the appropriate area of the report.
  - iv. The student must return the signed report to the hall staff of his/her assigned residence hall/apartment.
  - v. The student may be charged for any damage(s) or change(s) in the condition of the room/apartment not previously indicated on the report at check-in.

#### 13. Check-Out Procedure

- a. Prior to Departure
  - i. When checking out at the end of the semester or year, students will be contacted by their Residence Director (RD) to schedule a check-out time and discuss guidelines for a proper check-out.
- b. During Departure
  - i. All personal belongings must be removed from the room/apartment prior to returning the key. Students will receive a copy of the check-out receipt and all the listed damages when they hand their key in post-inspection. All billing and fees associated with damages will be communicated with the student (and their family) within 2 weeks of their check-out.
- c. Post Departure
  - i. Beacon College shall not be held responsible for student's belongings left after 24 hours of their scheduled check-out date and time.
- d. Abandoned Property
  - i. Students who withdraw or take leave from the College during the academic year must remove personal belongings by no later than the scheduled check-out date from their residence hall. Students may be charged for the removal of such property.
- e. Improper Check-Out
  - i. Failure to check out of your room properly may result in a

- fine with an additional charge for a lock change if the keys are not returned.
- f. Other Residence Life and Housing Policies
    - i. A detailed list of miscellaneous residence life and housing policies can be found in the Housing Manual. Below are some, but not all, of the pertinent guidelines for students residing in Beacon College housing.
  - g. Summer Storage
    - i. Beacon College does not provide any space on-campus for the storage of personal belongings. Students are encouraged to protect their belongings with appropriate insurance coverage as Beacon College is not responsible for lost, stolen, or damaged property.
  - h. Vacations and Interim Housing
    - i. All residence halls will be closed to visitation when school is not in session. Students wishing to stay in the halls during these times because of extenuating circumstances must receive authorization from the Office of Housing and Residence Life and are subject to additional charges. Exceptions may be granted for students who are part of a college-sponsored activity. There are no support services such as on-call housing staff, counseling, transportation or dining during this period. All college policies remain in effect during breaks
  - i. Minor Children
    - i. Non-matriculated minor children are not permitted to reside in on-campus housing.
  - j. Commercial Enterprise Ventures within the Residential Community
    - i. Commercial solicitation and solicitation of any non-college related or supported activities are prohibited. Residents shall not use their room, Ethernet lines, wireless Internet or any part of a residence hall to advertise, sell, solicit, or conduct or serve as an agent for a business.
  - k. Registered offenders and criminal history
    - i. If it comes to the attention of the college that an individual required by law to register as a sex offender or has a criminal history related to other crimes applies to reside, or is currently staying, in a college-owned residence hall or apartment, Director of Housing and Director of Campus Safety or their designee will convene a college housing review committee to determine if the individual will be allowed to reside or continue to stay in college housing.
  - l. Trespassing
    - i. Within each on-campus community, there are areas that residents are not allowed to enter such as the roof and maintenance closets/hallways. Residents are also not allowed to enter another resident's room without permission from that resident.
  - m. Photographic and Video-graphic Recording

- i. All persons have a reasonable expectation of privacy while living in student housing communities. Taking still photographs, making a video recording, audio recording, or streaming audio/video of private, non-public in-person or virtual conversations and/or meetings without the knowledge and expressed consent of all recorded parties or where the person has a reasonable expectation of privacy is prohibited. Student conduct action will be taken, and cases may be referred to the Office of Student Conduct.
- n. Failure to Separate and Implied Consent
  - i. Each student is responsible for all activities that occur in his or her assigned room. By allowing the existence of behaviors or items that violate residence hall or College policy, the student has non-verbally consented to the violations. Each student is responsible for taking an active role in ensuring that unlawful or inappropriate behaviors or items do not exist in his or her residence hall room.
  - ii. It is the student's responsibility to report behaviors or items that violate residence hall or College policy to a staff member. Passive participation in events that violate College policy or residence hall regulations will not be tolerated.
- o. Guests and Visitation
  - i. A guest is defined as any non-resident of an assigned space that is granted access by a host. Guests who are not students of that community must be escorted at all times by the student whom the guest is visiting in the residential community. Guests may visit students' rooms/apartments only by invitation. Students are responsible for the actions of their guests, including any Community Standards violations or vandalism.
- p. Cohabitation Policy
  - i. Cohabitation is not permitted. For the purpose of on-campus housing (both rooms and apartments), cohabitation is defined as: the housing of unauthorized individual(s) in a residential unit for more than three (3) consecutive days, or the sharing of space, including the storage of another's belongings in a room not assigned to them.
- q. Explosive / Weapons
  - i. Students are expected to follow the College's guidelines regarding explosives and weapons. Use of these items will result in discipline with the office of conduct/judicial affairs. A list of prohibited items can also be found in the Housing Manual.
- r. Littering/Trash Policy
  - i. Dispersing litter in any form on Beacon College premises or facilities is strictly prohibited. Garbage containers are provided on the exterior of each residence building and it is the responsibility of each resident to remove trash from

their room and common spaces regularly. Disposal of trash in a place other than designated bins or dumpsters is prohibited. Violators are subject to additional fees and billing at the discretion of Beacon College staff.

- s. Smoking/Vaping Policy
  - i. Smoking of any substance is prohibited in all Beacon College housing. Please refer to the College's policy on smoking and vaping which also can be found in the Housing Manual. The Office of Housing and Residence life will abide by the College's conduct process if a student breaks this policy.
- t. Permissible Furniture
  - i. A detailed overview of permissible furniture can be found in the Housing Manual.
  - ii. The resident is responsible for the proper care and use of all furnishings. Furnishings and any items brought into the room may not be arranged in a manner that prevents clear access to exits, including windows. Residents may not move furniture from one room to another, nor may residents remove lounge furniture from any lounge.
  - iii. Students should review the list of prohibited items in the halls that may be a safety or fire hazard. A comprehensive list can be found in the Housing Manual.
- u. Vandalism: College property must not be vandalized. Conduct charges, outlined in the student handbook, will be followed if a student vandalizes campus.
- v. Decorations with in the Residence Halls
  - i. In order not to accrue additional charges, students must follow these guidelines when decorating rooms:
    - 1. No nails, tape, white "plastic tack" or stick-ums, please. You may use the "easy release" mounting devices designed to be removed without causing wall damage.
    - 2. Do not hang items from your ceiling or ceiling tiles.
    - 3. Decorations of any kind (including posters, pictures, etc.) may not be attached to windows.
    - 4. Lofts are not permitted.
    - 5. Rooms may not be painted.
- w. Heating/ Air Conditioning Units: In order to keep the unit working, do not block the heating/air-conditioning unit with furniture, beds or debris. Heating/AC filters will be changed each semester; a fine will be assessed to occupants of rooms with blocked units as outlined above. Residents are not permitted to use window air-conditioning units or portable heaters in the residence halls.
- x. Window / Window Sill: Students should not remove, prop, and/or damage the windows or screens in any residential community. Students are not permitted to sit on the window ledge or climb up on or onto any roof. This applies to all lounge windows as well as individual room windows. Students are not permitted to enter or



exit any residential community housing through a window, except in the event of a fire or other similar emergency situation. Flags, satellite dishes, beds and any other items are prohibited from and should not be placed in front of windows. Damage to windows and screens will be billed to all responsible parties.

- y. Breezeway and Balcony
  - i. The following rules apply to residential balconies in order to ensure general student safety within, and the aesthetic integrity of, the Residential Communities:
    - 1. No college-provided furniture may be located, at any time, on the balcony.
    - 2. Throwing of objects off the balcony is prohibited.
    - 3. Grills are prohibited.
    - 4. No items should be hung from balcony rails (including, but not limited to: towels, rafts, signs, hammocks, clothing, flags and lighting). Signs related to school spirit shall be permitted pending the approval of the Office of Student Experience. Each sign shall be evaluated on a case by case basis.
    - 5. Balconies may not be used for storage purposes (including, but not limited to: garbage, indoor furniture, and bicycles).
    - 6. Smoking is prohibited in these areas.
  - z. Blocking Egress: Hanging items including, but not limited to, beads, tapestries, flags, banners, sheets, or other items in a manner that blocks exit or escape from the inside of a residential community room is prohibited.
  - aa. Alcohol and Other Drug Policy
    - i. Residents are expected to be familiar with and uphold local, state, and federal laws and College policies regarding the use and possession of alcohol and/or other drugs. Violations of the College's AOD policy that occur inside Beacon College owned housing, in the entryways to these buildings, or on external housing structures (i.e., porches and balconies) will be considered a breach of the Housing Contract and may result in termination of the Contract according to the applicable termination guidelines.
  - bb. Lockouts, Lost Keys, & Lock Changes: Residents who have been locked out of their apartment must contact the Department of Campus Safety. The resident may be asked to confirm possession of their apartment key, may be issued fines/fees for replacement of a key, and/or issued fines/fees for excessive lockouts. Additionally, residents who have lost their key and will be issued a fine/fee for a replacement key.
  - cc. Laundry: Laundry facilities are located in each residence hall, including Village Apartments and the Woodward Apartments. Unlimited free laundry service is provided for students living in residence halls.
  - dd. Space Use for Meetings

- i. Residence halls are generally not buildings for general public access. Safety and security of residents is a primary concern. Building lounges, lobbies, and other public areas are primarily for use by residents of that building. Use of meeting spaces must be approved by the Resident Director of that building.
- ee. Pool Policy: The pool located in the Village Apartments is for the use of all matriculated and current Beacon College students. The pool is open for use from 9:00 am to 7:00 pm daily and a maximum of 10 people are allowed in the gated pool area at one time. There is no lifeguard on duty and students choose to use the pool at their own risk. Students must assess their own swimming abilities before getting into the water.
- ff. To maintain safety, diving, running on the deck, and unsafe behavior is prohibited. As with other common areas, students are expected to keep the pool and surrounding area clean by showering before entry. Further, animals (other than Service Animals) are not permitted in the gated pool area and no animals are permitted in the water. No food or drinks can be brought into the gated pool area.
- gg. Health and Safety Inspections: Cleaning services are not provided by the College. Students are responsible for cleaning their own rooms and apartments (including private bathrooms) and are expected to keep the common areas of the residential space in order. Residents are responsible for obtaining their own cleaning supplies. Room inspections by the Housing and Residence Life staff may be held periodically to ensure compliance with community living standards and/or health and fire safety guidelines. Advance notice of these inspections will normally be given.
- hh. Safety and Security of Locks and Doors: Keep outside doors locked even if it causes you an inconvenience. Propping outside doors for easier re-entry or giving out access codes to buildings compromises the safety of the entire building and is considered a very serious violation of policy. Door propping also includes taping or otherwise interfering with the locking mechanism of any door, so that it does not lock.
- ii. Quiet Hours: Courtesy quiet hours are in effect at all times in the residence halls. Mandatory quiet hours are from 10:00 p.m. until 8:00 a.m. Sunday through Thursday and 2:00 a.m. until 10:00 a.m. on the weekends. During final exam week, strict quiet hours are in effect 24 hours a day.
- jj. Keys and General Building Access: Students are issued a key that permits access to their assigned room. Students who lose or temporarily misplace their keys should immediately report the loss to their Resident Director. Further policies regarding keys and access can be found in the Housing Manual.
- kk. Student IDs: Students must carry their Beacon College identification card with them at all times. Anytime College staff member asks to see a student's I.D. card, they must show it.

Failure to do so is a policy violation and may result in disciplinary action.

- ll. Disorderly Conduct: Conduct that is disruptive, lewd or indecent, a breach of peace, or which aids, abets, or encourages another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the college community. May also include participating in or hosting parties or gatherings that disturb the peace and/or violate law and/or police.
- mm. Animals: For both residential students and guests, animals are not permitted in the residence halls, this includes student rooms, common areas or in carriers.
- nn. Emergency and Safety Policies
  - i. A full list of protocols related to emergency and safety procedures can be found in the Housing Manual.
    - 1. Medical Emergencies
      - a. Should a situation occur in which medical attention appears necessary, Residence Life staff should be notified and may contact the local emergency services. Any costs incurred for emergency transport, hospital services, and any other assistance will be the responsibility of the resident and/or their family.
      - b. By accepting residency, the resident agrees that the College and its authorized agents and employees, including Housing and Residence Life, may provide or secure medical care in the event of illness or injury that necessitates such care. Medical care may include hospitalization, anesthesia, surgery, and/or other treatment. The resident agrees that the College is not liable for any costs or expenses associated with any medical care provided.
      - c. The resident acknowledges that in the event of a health or safety emergency the College may release information about the resident to other persons or entities who may need this information to protect the health or safety of the resident or others. Any such disclosures shall be made consistent with the Family Educational Rights and Privacy Act (FERPA).
    - ii. Emergency Contact Policy
      - 1. The Office of Housing and Residence Life holds the safety and security of the residential population a primary concern. All residential students are required to fill out an emergency contact card as a

part of the check-in process. This card lists contact information for two people and will be utilized in cases of emergency. The card also requires a listing of all medical conditions or allergies for notification of medical personnel in case of emergencies.

Residents under the age of 18 must list a parent or legal guardian as one of the two contacts.

2. The Office of Housing and Residence Life reserves the right to contact a parent or legal guardian/listed emergency contact at the discretion of the Director of Housing and Residence Life or their designee.

oo. Harassment and Discrimination Policy

- i. Any form of abuse, harassment, threat, or violence, not of a sexual nature (including, but not limited to, physical contact, verbal, graphic, written, or electronic communication) that creates an intimidating, hostile, or offensive environment for another person(s) is incompatible with Beacon College's philosophy and will not be tolerated. We do not accept ignorance, anger, alcohol, or substance abuse as a valid excuse, reason, or rationale for negative behavior.
- ii. Discrimination, based on race, religion, gender, sexual orientation, or another identifying factor, as well as harassment of any kind will result in a meeting with the Director of Conduct/Title IX Director and repercussions will follow.

pp. Search/Seizure

- i. Authorized college officials have the ability to enter students' rooms for reasons related to normal inspections, maintenance purposes, general safety and security of the community, and to address policy violations in progress or that may have occurred. Staff members who need to enter a room during the performance of their duties will knock and identify themselves. A student need not be present for a staff member to enter the room.
- ii. Reasonable effort shall be made to have the student present during any search, and the student shall be informed as to the reasons for the search and the objects or information sought, except when Campus Safety or Housing and Residence Life believes that a serious policy violation or emergency exists.
- iii. Room/Apartment Entry by Staff
  1. Authorized personnel may enter a resident's room or apartment under the following circumstances:
    - a. When occupied in a room/apartment provides permission.
    - b. When there is an immediate threat, or reason to believe that there is a threat, to the health and/or safety of residents or

property. When it is necessary to preserve campus order, security, or discipline.

- c. By search warrant issued by a university official pursuant to the Beacon College Code of Student Conduct or agency of the law.
- d. During fire drills, alarms, or severe weather evacuations for purposes of routine maintenance repairs or inspections.
- e. To shut off unattended loud stereos, radios, alarm clocks, telephones, or other noise-producing devices, after attempting to contact the residents of the room/apartment.
- f. To open doors for lockouts.
- g. To conduct health and safety inspections after sending at least 24-hour notice.
- h. To conduct quarterly pest control treatments.
- i. To change air filters in heating/cooling units once a month.
- j. To complete maintenance requests or repairs when needed.
- k. To conduct end of the semester room inspections.
- l. To conduct room inspections after a resident moves out.
- m. To verify occupancy.

qq. Fire Policy and Fire Safety Regulations

- i. Students must abide by campus policies related to fire safety including fire alarm procedures, safety equipment, drills, and prevention. All policies are outlined in the Housing Manual. Students should refer to the Housing Manual regarding prohibited items that go against fire and safety regulations.
- ii. In order to promote health and sanitation as well as prevent fire hazards, the Housing Manual identifies restrictions regarding cooking appliances.

rr. Community Kitchen

- i. Students have access to community kitchens in the Residence Halls.
- ii. Kitchen use is for building residents only.
- iii. In order to ensure a safe and clean environment, students are required to clean up after themselves in the kitchen, including throwing away any trash, wiping down the counters, cleaning all dishes, and turning the oven off.
- iv. Residents are responsible for their own food and personal belongings in the kitchen or refrigerator.
- v. Students are not permitted to store food, cooking equipment, appliances, or other items in the kitchen at any

time

ss. Facilities Management

- i. Maintenance repairs
- ii. Residents are responsible for the proper care and use of the items in your room and the community facilities.
- iii. If something breaks, Beacon College maintenance personnel will make all replacements and repairs.
- iv. Routine maintenance repairs are free of charge.
- v. Those resulting from carelessness, vandalism, misuse or negligence will be made at the expense of the responsible resident.
- vi. Students are encouraged to throw away trash as opposed to flushing it down toilets when possible.
- vii. Substances including but not limited to wax, grease, and rice can clog plumbing and should never be disposed of down any sink, toilet, shower, or any other drain.
- viii. Please note that clogged drains caused by disposal of food items may be billable to the residents of that room or community. Sinks are not intended to have solid food waste disposed of in them.
- ix. When informing the staff of maintenance needs be sure to include details such as: when the issue began or tends to occur, and as many details as possible about what exactly is not working.
- x. Please place all maintenance requests by emailing your designated Residential Director directly via email or contact housing at [housing@beaconcollege.edu](mailto:housing@beaconcollege.edu).
- xi. In turn, Housing and Residential Life staff will then report problems to the College's Facilities staff. Non-emergencies will be reported to the Facilities staff each weekday as requests are received.
- xii. If maintenance emergencies occur after 5:00 p.m. during the week, on weekends or Beacon College holidays, please call the RD on duty.
- xiii. Facilities Management has a "students first" philosophy, which means they will try to address most items within 24-48 hours.
- xiv. Any maintenance request that has not been fulfilled within seven (7) business days should be reported to the RD so that they can follow-up on the initial request.
- xv. Emergency maintenance
  1. Maintenance emergencies, including but not limited to flooding, interruption of electrical power, broken windows, and locks or other issues that affect the health and safety of the residents should be reported immediately to the Housing and Residence Life office when open, or to the RD on duty or the front desk on evenings, weekends or on holidays.
  2. Entry procedures

- a. Because our maintenance staff responds to thousands of work orders annually, it is not possible to schedule work in advance.
  - b. Maintenance staff are authorized to enter a room if the resident is not home when they arrive.
  - c. However, they are trained to strictly observe an established procedure before entering.
  - d. The procedure requires that they knock loudly at least three times, pause and listen for a response from inside the room, and then open the door slightly and call “maintenance” loudly, again waiting to hear a response. If they do not hear a response, they then enter the room.
- tt. Damages to Residence Hall Spaces
- i. Damages to Residence Hall Common Areas
    - 1. When hallways, bathrooms, lounges, lounge furniture, and other public facilities in a residence hall receive undue abuse, the residents of that area are expected to assist in identifying the responsible individual(s).
    - 2. When those responsible cannot be identified, all residents may be required to pay a prorated share toward repairing such damages.
    - 3. Students may file an anonymous report to assist in identifying those who are responsible for community damage.
- uu. Residential Damages
- i. Each student is responsible for the care of College property in the rooms, facilities, lounges, public areas and the campus in general.
  - ii. Any resident who is responsible for damaging College property will be billed for the necessary repair work. Disciplinary action may also result.
- vv. Student Billing Assessment
- i. In the event there is damage to a residential space, then the Housing and Residence Life staff will assess the damage and investigate the cause of the damage. Any damage deemed intentional will be considered vandalism. Housing and Residential Life staff will also refer the student(s) to the Office of Student Citizenship and Integrity for a review.

## **b. Student Activities**

- i. The Role of Student Activities at Beacon College
  - 1. While academic learning is the primary goal of college, co-curricular activities help students learn and grow beyond the walls of the classroom and provide students with hands-on experience in leadership skills, team work, inclusion, and opportunities to socialize with peers.

2. Contracts
  - a. Only duly authorized officers of Beacon College may act as legal representatives of the Institution. No student or student organization, including the Student Government Association (SGA), may legally or financially bind the College in any way.
3. The Office of Student Experience
  - a. The Office of Student Experience provides co-curricular activities to aid in the education and development of student talents outside the classroom.
  - b. The Office of Student Experience is responsible, under the guidance of the Associate Dean of Students their designee, for the planning and implementation of on- and off-campus student activities and events, to include leadership development, advisement of student organizations, advisement of the Student Government Association (SGA), and local vendor partnerships.
  - c. The Office of Student Experience sponsors a full-range of activities for students each semester and during May Term. These events may include welcoming activities, commemorative events, seasonal activities, and a variety of lectures based on student leadership and success; other events are added based on student interests and requests. All activities are funded through a student activity fee. Leadership programs include, but are not limited to: communication, time management, stress management, team building, and conflict resolution. Student leadership opportunities are available in a number of areas including: Student Resident Assistants, Orientation Leaders, Clubs and Organization Leadership, and the Student Government Association.
  - d. It is the policy of the Department of Wellness and Student Development to establish written procedures governing the supervisory role of the College over student activities.
  - e. The Dean of Campus Wellness and Student Development, or their designee, in collaboration with the Office of Student Experience, is responsible for planning and scheduling Student Life-sponsored campus activities. Students who wish to participate in the Student Life-sponsored activities must follow the prescribed procedure:
    - i. Students must sign up for any activity requiring a sign up within the designated period.
    - ii. Students must attend any required meetings that relate to the activity.
    - iii. Pay the required admission fee or co-payment, when applicable.
    - iv. A student who fails to attend an activity or find a replacement after signing up for an activity may be held responsible for any cost absorbed by the College (this applies when tickets are purchased in advance or when reservations require a deposit).
    - v. The College strongly encourages students to use College-sponsored transportation. Students who elect to drive their personal vehicles must first be granted permission from the



Director of Student Experience – which will be granted on an individual basis and is at the discretion of the Director of Student Experience – and should be aware of the following:

1. Student drivers assume responsibility for their personal safety and the safety of all passengers in the vehicle.
  2. Students electing to drive are responsible for securing directions to the event location from the Director of Student Experience.
  3. Student drivers assume responsibility for transporting all passengers in the vehicle both to and from the activity.
  4. Student drivers and passengers must be at the appointed destination when the Trip Advisor arrives in order to secure a ticket or have the admission price paid for by the College (if students are not present, they will be responsible for reimbursing the College for any advanced ticket purchase).
  5. When students are participating in College-sponsored activities, either on- or off-campus, students are expected to exhibit appropriate behavior as established in the Student Code of Conduct. As such, students are subject to the established Student Code of Conduct.
  6. The College assumes no liability for students who provide their own transportation to College-sponsored events.
4. Student Emergencies Occurring Away from Campus
- a. In order to ensure that adequate assistance is provided during student emergencies, the following policy will be followed for all College-approved activities:
    - i. The Trip Advisor(s) will account for the well-being of each student and contact the Director of Student Experience, followed by the Associate Dean of Students, or their designee, in cases of emergency.
    - ii. The Director of Student Experience, the Associate Dean of Students, or their designee, will advise the Trip Advisor and apprise their supervisor and the student's parent, guardian, or responsible party of what has transpired, when applicable.
    - iii. Students not requiring medical treatment and those who are released by medical personnel will be transported to their Housing assignment.
    - iv. Students requiring medical treatment will be transported to the local emergency room. The Trip Advisor will stay with the student until they have been transported to the hospital.
    - v. The Associate Dean of Students will contact the Provost, who will in turn contact the President of the College and

the student's parent, guardian, or responsible party to inform them of the outcome and to receive further instructions.

- vi. The College assumes no liability for students who provide their own transportation to College-sponsored events.

### **c. Student Organizations**

- i. The Role of Student Organizations at Beacon College
  - 1. Student organizations bring students with common interests together and, in turn, provide leadership and team building skills that will be essential after college. Participation in student organizations offers fellowship, leadership, recreation, and meaningful interaction with faculty, staff, and students.
- ii. Students are encouraged to form organizations on campus that assist in creating networks of individuals with similar interests. Organizations may be nationally affiliated, based on academic majors or other career needs, assist in meeting physical/spiritual needs, prove social in nature, or are organized to promote shared values and experiences of members of the Beacon College student body. Approval of all student organizations is coordinated by the Director of Student Experience, in partnership with the Associate Dean of Students, or their designee.
- iii. Procedures to Establish an Organization
  - 1. Students wishing to establish a new organization will first meet with the Assistant Director of First-Year Engagement to discuss the purpose of the group, overall interest, group liability, and registration process and expectations. If deemed necessary, students may also be required to meet with staff from the Fitness and Athletics Department.
  - 2. Students are required to create a guiding document for the organization and will work with the Director of Student experience to complete said document. A copy of the guiding document will be sent to the Associate Dean of Students for final approval.
  - 3. Once an organization has been approved, students will complete an online registration form. A Registered Student Organization (RSO) will have access to the following: participation in Club Fair, funding through SGA and fundraising efforts, space reservations, event and programming support, advertisements via the student mailing list (two [2] per semester).
  - 4. Official recognition of an organization is granted on a year-to- year basis. A renewal application must be submitted during the fall of each year.
  - 5. Beacon College may provide direct financial support to student organizations. Limited funding resources may be available through the Student Government Association.
  - 6. Space for an organization meeting may be scheduled through the Director of Student Experience. A group may utilize the public address systems and other electrical amplification equipment. Student gatherings must not disrupt nor interfere with the operation of the Institution nor interfere with or impede vehicular or foot traffic.
  - 7. With the exception of National Honor Societies, membership in organizations shall not be denied to any currently enrolled Beacon College student if criterion for membership is met and the student is in good standing with the College.

8. All official student organizations must have a guiding document which specify minimum requirements for membership; club officers must be free of academic probation and must also meet general club membership requirements as set forth by the club.
9. A campus advisor is required for all student organizations. The advisor shall be responsible for ensuring organization compliance with College policies and procedures, serving as the College's official representative to the organization, checking student eligibility, and functioning as a resource person to the organization.
10. Any amendment or resolution to an organization's application shall be submitted to the Director of Student Experience or their designee, for approval.
11. All student organizations shall be subject to all rules and regulations of the College.
12. Any student organization that does not meet the College requirements, rules, or regulations may be placed on probation for a period of one (1) semester. An organization placed on probation must meet all requirements within the one (1) semester probationary period or request an extension in writing.
  - a. If the organization does not meet all requirements or request an extension in writing, it may be suspended.
13. In the event a club is disbanded for any reason, it may only be reactivated by reinitiating the application procedure.

**d. Student and Student Group Sponsored Activities**

- i. Beacon College is committed to the academic freedom of the student and strongly supports its students and student groups in their efforts to sponsor activities that add to the education and development of the college community. The college recognizes that some activities will target a single class, seminar or organization, and that other activities may address a wider spectrum of the college community.
- ii. Students and student organizations are eligible to sponsor activities on campus. As such, the following procedures apply:
  1. Any presently enrolled student or College-recognized organization is eligible to sponsor activities, speakers, or programs. The Director of Student Experience, or their designee, must grant prior approval for these events. Requests for approval or use of college facilities and services should be submitted at least 30 days in advance of the event or the advertising of the event.
  2. Only duly authorized officers of Beacon College may act as legal representatives of the Institution. No student or student organization, including the Student Government Association (SGA), may legally or financially bind the College in any way.
  3. The privilege of inviting speakers and performers carries with it the important responsibilities of ensuring that the integrity of the College is not compromised. The College reserves the right to disapprove and/or cancel any event deemed likely to cause an interruption in the College's orderly activities.
  4. When acting as recognized representatives of the College or participating in a College-sponsored activity, students are subject to abide by the

Student Code of Conduct of the College.

**e. The Student Center**

- i. The Student Center is a regular gathering place for students, hub of student activity, and a popular spot for meetings and socializing. The Student Center provides a supportive environment for social and recreational activity.
- ii. Use of the Student Center for organization-sponsored events should be scheduled through the Director of Student Experience.

**f. Student Government**

- i. It is the policy of the College to support the establishment and maintenance of a Student Government Association (SGA).
- ii. The College officially recognizes the Student Government Association (SGA) as an organization. This organization is responsible for representing the student constituency and their concerns. SGA has the right to address and take positions on College issues. Positions on issues taken by SGA shall not be represented or deemed to be the official position of the College.
- iii. Officers
  1. The Student Government Association shall consist of the following elected positions:
    - a. President;
    - b. Vice President;
    - c. Treasurer;
    - d. Secretary; and
    - e. Representatives (two [2] representatives for each Housing community, two [2] representatives for off-campus students, and four [4] At-Large Representatives [one representative for every 100 students enrolled])
  2. The Student Government Association will act in accordance with their own guiding document which includes, but is not limited to: membership requirements, election processes, and funding processes
  3. Student Role and Participation in Institutional Decision-Making
    - a. It is the policy of the Division of Student Affairs to involve students in the decision-making process of the College.
    - b. Beacon College encourages student participation in the institutional decision-making process. Specifically, Student Government Association is the official organization designed to represent students in matters pertaining to student welfare, student activities, student opinion, and participation in College planning.
    - c. College administration meets regularly with SGA officers in order to keep abreast of the student's point of view on important issues facing the College.
    - d. The College also encourages student input in the decision-making process through special student assemblies and participation on various college standing committees.

**g. Voter Registration**

- i. Beacon College fully supports and advocates that students register to vote. Students can register through the Florida Division of Elections – Department of State website: <http://election.dos.state.fl.us/voter-registration/voter-reg.shtml>.

## 5. Campus Wellness & Student Development

### a. Care Team

The CARE team is a multidisciplinary leadership team designed to support student success and well-being. A faculty or staff member may refer a student to the committee due to academic or social-emotional concerns by filling out a student of concern form located on the Beacon College website. Following that, the committee determines appropriate student interventions and provides guidance to faculty and staff.

### b. Student Wellness

- i. In the event that a student has an issue off campus, the Vice President of Student Affairs will assist the student in connecting with on-campus support services, working in conjunction with the Provost, Dean of the Center for Student Success, and Associate Dean of Students.
- ii. In the event a student reports a conflict with another student that causes them to be concerned about their safety, the Vice President of Student Affairs will work with campus partners to assist them. A safe space on campus and enhanced campus safety monitoring may be examples of such services provided if deemed necessary.

### c. Counseling and Wellness Center

- i. The Counseling Department employs a strengths-based approach to help students reduce psychological distress, develop interpersonal skills, and nurture a stable sense of self to accomplish their academic and personal goals.
- ii. Services include: short-term individual counseling, consultations, walk-in appointments, group counseling, skill-building workshops, referrals to off-campus providers, crisis interventions, on-campus screenings.
- iii. Clinical staff follow a stepped care model to assign students to the appropriate services depending on their level of need and available resources.
- iv. Health and privacy laws protect student's mental health records. Student information cannot be shared with a third party without written consent.
- v. The Counseling and Wellness Center is open Monday - Friday 10:00 AM - 7:00 PM, while school is in session. To schedule an appointment, email: [Counseling@beaconcollege.edu](mailto:Counseling@beaconcollege.edu)

### d. Community Educators

- i. Community Educators assist with student success by coordinating intervention and support services across campus. Referrals from faculty and staff are the basis for providing services. Services are limited at the discretion of the community educator.

#### Hours and Contact Information

1. Community Educators are available Monday - Friday 8:30 AM - 6:00 PM, while school is in session. To contact a Community Educator, email [communityeducators@beaconcollege.edu](mailto:communityeducators@beaconcollege.edu)
- ii. **Student Outreach and Support**
  1. Reach out to students via email and phone call to offer an appointment for

- support
- 2. Arrange for appropriate support for identified needs
- 3. Maintain contact and meet with students to address needs
- 4. Foster self-advocacy in students to manage their academic and personal responsibilities.
- 5. Advocate for students individually and systemically

**e. Fitness and Athletics**

- i. **Mission Statement** - The Department of Fitness and Athletics offers experiences that enrich the lives of the Beacon College community through excellence in facilities, fitness, sport, and play. We are committed to advancing student success, developing leaders, and encouraging lifelong wellness, all leading to a Life Abundant.
- ii. **Commitment to Community** - Fitness and athletics is pleased to offer the entire Beacon community the privilege of participating in the programs offered as well as the use of the equipment in the Fitness Center. We take pride in offering a variety of activities in hopes of reaching a diverse clientele. Our expectation as a department is to embrace an open-minded and respectful attitude toward individual differences of all participants. Any hostile act or uncivil behavior will be handled swiftly and the offending person may be referred to the Director of Student Citizenship and Integrity.
- iii. **Core Values** - Our core values are the building blocks of all we do. We live by them daily, they are part of our moral compass, guiding our thoughts, actions, and decisions. Our core values are:
  - 1. Respect
  - 2. Sportsmanship
  - 3. Integrity
  - 4. Responsibility
  - 5. Accountability
  - 6. Diversity
  - 7. Excellence
- iv. **Goals** - The goals of the department are:
  - 1. To provide opportunities for students, faculty and staff to actively engage in activities involving sport, recreation, and play while providing structure for an experiential education.
  - 2. To provide opportunities to actively engage in programs and activities promoting an enhanced quality of life, the Life Abundant.
  - 3. To provide opportunities for personal development through leadership, diversity, and teamwork.
  - 4. To provide a forum for an experiential education for all students and members of the Beacon community.
- v. **Eligibility** - All students who meet the eligibility requirements for participation in any sport or activity are welcome and encouraged to participate. It is the sincere hope of the Department of Fitness and Athletics that all students keep themselves in good academic standing. However:
  - 1. Should the Director, or Assistant Director of Athletics, be notified by the Provost or the Dean of Wellness and Student Development, or their official their designees, that a student should be restricted from participation in sports or activities offered by the Department of Fitness and Athletics, the department will abide by their requests and suspend the named player from participation.

2. A return to play can only be granted by the same person, in writing, who requested the suspension.
  3. All Beacon students must maintain at least a 2.0 GPA for any semester to be in good academic standing.
  4. Should the Department of Fitness and Athletics be advised that a student's GPA has fallen below 2.0 for any semester and should be withheld from participation in any Fitness and Athletic activities, the department will comply.
  5. A student will be allowed to participate when the Director of Fitness and Athletics is advised, in writing, by their Learning Specialist that their academic progress has risen above a 2.0 GPA.
  6. The same applies to suspensions for social and behavioral concerns.
  7. Beacon College Alumni cannot participate in Fitness and Athletic programs or use the equipment in the Fitness Center.
- vi. **Prohibited Items** – The following items are strictly prohibited from the any activity or sport:
1. Jewelry - necklaces, watches, bracelets, and earrings (other than pierced earrings), cannot be worn during play to reduce the chance of injury.
  2. Alcohol, tobacco products, electronic cigarettes.
  3. Firearms, knives and any other sharp object which could cause harm to another person.
  4. Illegal substances are strictly prohibited.
  5. Students with casts, splints, leg or arm braces, intended for recovery from an injury may not participate in any sport or activity. Injured students must present a note from a medical professional indicating that they are medically allowed to play again to the Director of Fitness and Athletics before they can participate again.
  6. Helmets, forearm pads, and athletic shoes with metal cleats, are banned from all flag football, soccer, and kickball games.
- vii. **Athletic Dress and Uniforms** – Students are expected to wear appropriate athletic dress to participate in activities and sports. Such dress includes: t-shirt, sweatshirt, athletic shorts or sweatpants, headbands, wristbands, and athletic footwear. Students cannot wear:
1. Clothing including graphic designs or profane language that could be offensive to players, officials, and spectators.
  2. Shorts and athletic pants with pockets are not allowed during flag football, soccer and kickball games.
- viii. **Fitness and Athletic Department Equipment** – The department will provide all essential equipment necessary for all sports and activities.
1. Fitness and Athletic Department equipment cannot be removed from the Fitness Center without the permission of the Director of Fitness and Athletics.
  2. Any misuse or intentionally caused damage to any of the department equipment by any student will result in disciplinary action which will include suspension from the activity they are participating in, as well as possible referral to the Office of Student Citizenship and Integrity.
- ix. **Sportsmanship** – Sportsmanship is a vital component in the development of a safe and healthy competitive environment for students participating in recreational activities at Beacon College. The following behaviors are unacceptable by both fans and spectators (What is the difference between the two?):
1. Any language that is verbally abusive or derogatory towards a teammate,

- opponent, official, or spectator.
  - 2. Profane (cursing) language directed at a teammate, opponent, official, or spectator
  - 3. Physical abuse, including, but not limited to, touching, pushing, striking, grabbing, and tackling, of a teammate, opponent (outside the normal course of play), official, or spectator.
  - 4. Threatening, verbal abuse, derogatory, or racial remarks, of a teammate, opponent, official, or spectator, with physical or any other kind of abuse or injury.
  - 5. Taunting of opponents, or any other person playing or watching the activity or sport is unacceptable.
  - 6. The mistreatment of Beacon College property, equipment, or supplies provided by the college.
- x. **Rule Interpretation** – The rules of the games will be explained to all participants before the event begins. Once play begins, the following applies to all participants should there be a question about a call made by anyone officiating the event. Fans cannot dispute a call made by an official.
- 1. Only Team Captains can question a judgment call or play. Absolutely no other player can question the call of an official.
  - 2. The Team Captain can call a “time out” and approach the official in a sportsmanlike manner. No other players can approach the official.
  - 3. The official will explain his or her call, or confer with another official, and advise the Team Captain of their decision.
  - 4. The questioning of a call by any official, by the Coach or Team Captain, must be done before the next play. If it is not, it cannot be discussed, the play stands.
  - 5. All calls are final, play continues.
- xi. **Infractions** – The sole intent of the Fitness and Athletic Department’s Code of Conduct is to promote fair play, good sportsmanship, and to provide a safe and healthy environment for all of those who choose to participate. There will be incidents when the aforementioned rules and expectations are violated by players and spectators. Officials and representatives of the Department of Fitness and Athletics will attempt to mitigate all behaviors before reaching the level of a violation of said rules and expectations.

The jurisdiction of the event officials and Fitness and Athletic Department representatives continues throughout the area of play and adjacent areas such as parking lots. Should the verbal or physical behavior of a student, player or fan, be deemed by an official to be unwarranted, flagrant, or excessive, they will be subject to the following consequences:

- 1. The player will be ejected from the game or activity and must leave the area of play immediately
- 2. In addition to the immediate ejection, the following will also be automatically effective:
  - a. First ejection = immediate ejection, plus one-week suspension from all Fitness and Athletics activities, programming, sports, and the Fitness Center.
  - b. Second ejection = immediate ejection, plus two-week suspension from all Fitness and Athletics activities, programming, sports, and the Fitness Center.



- c. Third ejection = immediate ejection, plus suspension for a period of 16 academic weeks from all Fitness and Athletics activities, programming, sports, and the Fitness Center.
  - 3. Any attempt to physically harm another student, official, spectator, or member of the Beacon College staff and faculty, will result in the incident being reported to the Office of Student Citizenship and Integrity.
  - 4. An ejected player cannot remain in the area of the play. This includes any adjoining parking lots or side streets. If he or she does not leave the area immediately, Campus Safety will be notified to have them removed.
- xii. **Appeals** – Suspensions can be appealed under the following conditions, stipulations, and timeframes:
  - 1. Appeals must be submitted in writing via email to the Director of Fitness and Athletics and the Director of Student Citizenship and Integrity within 48 hours of the incident.
  - 2. The Director of Fitness and Athletics or the Director of Student Citizenship and Integrity will respond within 24 hours to the Appeal from the time received.
  - 3. The suspension must be served while the Appeal is under review. The student filing the Appeal cannot participate in, nor be within the area of play of any sport, activity, or program, while the suspension is under review.
  - 4. Suspended students, including those whose appeal is under review, cannot be a spectator, or in the parking lot of any event.
  - 5. All decisions regarding an Appeal are final.

#### **f. Health Promotion**

- i. Beacon College partners with Community Health Centers for all medical needs. Community Health Centers offer comprehensive, non-emergency medical, dental, behavioral, and vision services in a holistic, patient-centered medical /dental home.
- ii. CHC provides students with access to an onsite Beacon nurse, timely referrals to dentists and board-certified physicians, and access to the University of Florida Health System's Leesburg hospital or Advent Health Waterman Hospital in Tavares.
- iii. Specialized areas within the CHC Leesburg facility include:
  - Primary care (both preventative and due to illness)
  - Telemedicine
  - Dental
  - Behavioral health (counseling and psychiatry)
  - Optometry
  - Men's medicine
  - Women's medicine
  - Routine tests and screenings
  - Laboratory
  - X-ray
  - EKGs
  - Pharmacy (on-site and mail order)
- iv. Students are responsible for seeking and obtaining needed medical services from the health office and the local community. Students are responsible for all fees associated with obtaining health care services from all sources outside of Beacon College. The following conditions warrant parent or guardian notification:
  - 1. A student under the age of 18 is transported and admitted to the hospital.
  - 2. A student is transported and admitted to the hospital and as a result of his/her

- condition they are incapacitated, incoherent, and/or disoriented.
- v. All students are required to submit immunization records; per Beacon College's Immunization Policy, and proof of comprehensive medical insurance.
    1. First-year students are required to complete a Medical Action Plan and a physical exam report signed/stamped by a healthcare provider. Returning students are strongly encouraged to get a physical and update their medical forms annually. The physical exam has to be within one year of attending Beacon College.
  - vi. All students are required to maintain medical insurance while attending Beacon College. To ensure that this is met, students may enroll in the Student Health Insurance Plan. Beacon College will provide all students the option to enroll in the Student Health Insurance Plan to ensure all students have medical insurance. All students must complete the Student Health Insurance waiver/enroll form annually through the Wellfleet portal. Students who fail to submit the form by the approved deadline will be automatically enrolled in the Student Health Insurance Plan and required to pay for all associated costs.
  - vii. Student Responsibilities: All first-year students and returning students are required to submit the following documents:
    1. Authorization for Treatment/Release of Confidential Information
    2. Health Insurance and Health Care Expenses (Proof of medical insurance through the SHIP)
    3. Medical History
    4. Emergency Contact Form
    5. Immunization record (Tdap booster)
    6. Physical Exam Report
    7. Returning students are required to update and submit annually the following documents:
    8. Health Insurance and Health Care Expenses (Proof of medical insurance through the SHIP)
  - viii. Returning students are encouraged to update their Emergency Contact and Medical History annually or as changes occur (medication, surgery, new diagnosis, etc.)
  - ix. Students who fail to submit all required documentation will be prevented from moving into campus housing or attending classes.
  - x. Beacon College requires all new students to obtain a complete physical examination prior to enrollment with the exam having been completed within one year of attendance. A complete physical examination may be to the student's benefit, particularly if the student has been under treatment for a chronic condition or serious illness. A detailed statement from a physician will help the College provide informed continuity of care.
  - xi. All students are required to submit a copy of their immunization record documenting all childhood immunizations that are signed and stamped by an authorized health care provider. The Advisory Committee on Immunization Practices (ACIP) recommendations for adult vaccinations include meningococcal meningitis and Hepatitis B. All new students must provide documentation of vaccinations against meningococcal meningitis and hepatitis B.
  - xii. If these vaccinations are being waived for medical or religious reasons the student must provide the Office of Health Promotion with written documentation from a health care provider or religious official specifying the reason(s) these vaccinations are being waived.
  - xiii. Health and Wellness Programming

Our Office of Health Promotion provides a variety of services to help students develop essential life skills. Some of these services are:

1. Money Management & Budgeting
2. Cooking and Food Safety
3. Personal Healthcare & Basic First Aid
4. Organization & Time Management
5. Problem Solving & Decision Making Skills
6. Medication Management

#### **Xiii. Hours and Contact Information**

##### *Health Promotion Office*

- The Villages Apartment 418 # 4
- Monday - Friday 8:30 AM to 5:00 PM  
Saturday- 8:30am to 4:30pm  
352-638-9701 or [mybeaconhealth@beaconcollege.edu](mailto:mybeaconhealth@beaconcollege.edu)

##### *Community Health Centers*

- 225 N 1<sup>st</sup> St Leesburg FL, 34748.
- Direct line to Beacon CHC nurse 352- 314-7401

#### **g. Voluntary and Involuntary Leave from the College**

##### **i. Voluntary Leave.**

1. At times, due to a student's mental health, a medical condition, serious family issues, or other extenuating circumstances, a student may request a voluntary leave.
2. A voluntary leave is a temporary separation from the College for a specified period of time.
3. This period of time is to be determined in consultation with the Provost, Vice President of Student Affairs, Dean of Center for Student Success and Associate Dean of Students. Students may have the option to complete coursework missed during the period of voluntary leave.
4. During the voluntary leave time, the student remains financially responsible for all tuition and fees. No proration of said financial obligations shall be granted during the leave period.

##### **ii. Involuntary Leave.**

1. An involuntary leave shall be invoked in extraordinary circumstances when a student is unable or unwilling to request a voluntary leave and/or when such leave may be necessary to protect the safety of that student and/or others within the Beacon community or the integrity of the College's learning environment.
2. To invoke an involuntary leave, the Vice President of Student Affairs, Dean of Center for Student Success, and Associate Dean of Students, will review the circumstances related to the student's behavior giving rise to the consideration of the involuntary leave.
3. In particular, a review will be made giving attention to whether the student engages in, or is judged to be likely to engage in, behavior that poses a danger or causes harm to self or others or disrupts the learning environment. The student and/or parent/guardian shall be informed of the involuntary leave or other determination as well as specific requirements to remain a student in good

standing.

4. The involuntary leave shall remain in effect until specific requirements for return are met. In any case, an involuntary leave shall be in effect for the remainder of the current semester although a specific period of time shall be made on a case-by-case basis. The student's academic record shall indicate "withdrawal." All financial obligations remain in effect, and any refund shall be in accordance with the College's refund policy.
5. A determination of involuntary leave can be appealed to the Provost.