

DIVISION OF STUDENT SERVICES

The Division of Student Services provides services and support for students at all campuses and sites, assuring a wide range of opportunities for a diverse student population. Students, who come to Troy University with hopes and high expectations, face choices and challenges which can be channeled into positive directions or which can prove to be overwhelming. The Student Services staff believes that educators both within and outside the classroom can make a positive difference in the lives of students. Education of the whole person, which is the purpose of the programs and services offered, helps students meet their expectations and expand understanding of themselves and their world. Staff members may guide many students' experiences but the student is ultimately responsible for personal choices and decisions. As educators, the staff strives to assure that those choices are sound and the decisions are well-reasoned. When things go well for students, staff builds on that experience, first providing recognition and acclaim and then challenging them to seek new experiences. In times of disappointment, staff members provide support and then gentle prodding to move past the disappointment.

The Student Services staff is also responsible for operating facilities, running businesses, supporting programs, and providing cost-effective services to meet the needs of our students. As good stewards of the resources at Troy, the staff strives to respond to changing interests and remain student centered in all we do.

Through Student Services, Troy University seeks to prepare

students for full citizenship in a global community, at work, at play, in fellowship, and in personal fulfillment. The following are the campus offices that are a part of the Division of Student Services: Dean of Student Services, Housing and Residence Life, Student Center and Conference Services, Student Involvement and Leadership, University Health Center, Personal Counseling, Student Recreation and Intramurals, Transportation, Security Access and CCTV and University Police. For a more detailed description of services, please refer to the student handbook, *The Oracle*.

Troy University Student Creed

I allow Truth and integrity to guide my goals.
 I persevere by Remembering my predecessors.
 I acknowledge that Openness promotes new concepts and ideas.
 I celebrate our differences Justly and respectfully.
 I strive for continued success by Aiming for excellence.
 I will contribute to the Troy University legacy, Now and forever.

STANDARDS OF CONDUCT

By publication of these "STANDARDS OF CONDUCT," the University calls to the special attention of students and organizations the standards by which they are expected to abide. Students and organizations should be aware of the STANDARDS and should know they will be held accountable for their provisions.

Student Conduct Office General Philosophy

Troy University emphasizes a developmental approach toward discipline that is educational and proactive and allows for maximum student growth. The Office of Student Conduct embraces the concept of a student-centered University. Troy University is committed to developing and establishing programs designed to enhance lifelong learning opportunities, foster a climate of personal growth and development, set high expectations for personal integrity, and assist students in the development of an informed set of values, ethics, and beliefs. Troy University embraces a campus climate in which civility and respect among members of the campus community is viewed vital to the overall ethical development of its students.

Authority for Rules and Regulations

The Board of Trustees of Troy University is vested with the authority to promulgate rules and regulations regarding the conduct of students while enrolled at Troy University by Title 16-56-6, Code of Alabama, 1975. The University Trustees have delegated full authority to the University administration to prepare and administer rules and regulations for the welfare and discipline of its students.

Administrative Responsibility and Authority

The Student Services Division of the University has primary authority for the supervision of student conduct and administration of discipline. The Senior Vice Chancellor for Student Services and Administration and campus staff are responsible for working with students and student organizations to encourage support and compliance with University standards. The Senior Vice Chancellor may delegate specific responsibilities to members of his respective staffs, and in some instances, to student government agencies. It is permissible for the Student Services Conduct Officers on each campus to handle disciplinary decisions administratively if both the student or student organization and the Conduct Officer agree to an administrative hearing. The Student Services Conduct Officer is responsible for coordinating all disciplinary procedures and maintaining appropriate records of student conduct and disciplinary actions.

Statement on Student Conduct

Troy University students are expected to obey national, state, and local laws, to respect the rights of members of the campus community, and to accept responsibility for the consequences of their behavior. In the event students fail to demonstrate such behavior, Troy University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include pursuing disciplinary action for violations of University rules and regulations, policies, violations of national, state, and local laws that occur on-campus, off-campus, or on the internet that adversely affects the educational interest of the University.

Troy University's student conduct system is not a court of law. The Student Conduct Code is not written with the specificity of a criminal statute. In cases where civil or criminal proceedings also involve a violation of the Student Conduct Code, the University reserves the right to take appropriate disciplinary action against the student. Such action will be regarded as separate and distinct from proceedings in criminal or civil court and may be scheduled according to timelines that serve the interest of the University.

The Trojan Way

To live and perform "The Trojan Way", we are expected to:
 Be Respectful

Speak Appropriately
 Dress Properly for the Occasion
 Behave as a Responsible, Kind Person
 Adhere to Applicable Laws and Policies

Misconduct Defined

By enrollment at the University, a student or organization neither relinquishes rights nor escapes responsibilities of local, state, or federal laws and regulations. The "STANDARDS OF CONDUCT" are applicable to behavior of students and organizations on and off the university campus if that behavior is deemed to be incompatible with the educational environment and mission of the university. A student or organization may be disciplined, up to and including suspension and expulsion, and is deemed in violation

of the “STANDARDS OF CONDUCT”, for the commission of or the attempt to commit any of the following offenses:

Academic Dishonesty, such as cheating and plagiarism do include the following:

Cheating:

- submitting material that is not yours as part of your course performance;
- using information or devices that are not allowed by the faculty;
- obtaining and/or using unauthorized materials;
- fabricating information, research, and/or results;
- violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
- collaborating with others on assignments without the faculty’s consent;
- cooperating with and/or helping another student to cheat;
- demonstrating any other forms of dishonest behavior.

Plagiarism:

- directly quoting the words of others without using quotation marks or indented format to identify them;
- using sources of information (published or unpublished) without identifying them;
- paraphrasing materials or ideas without identifying the source;
- self-plagiarism: re-submitting work previously submitted without explicit approval from the instructor;
- unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

Alcohol Possession and Use

- possession or consumption of alcoholic beverages by persons under the age of 21;
- driving under the influence of alcohol;
- possession or consumption of alcoholic beverages in public locations on campus, including residence hall common spaces; Common spaces in residence halls refer to any public space that exists outside the bedroom of a specific residential unit. Examples include, but are not limited to kitchens, living rooms, bathrooms, group study/lounge spaces, laundry rooms, elevator lobbies, computer rooms etc. Common spaces also include the public spaces located on the outside grounds of a residence hall.
- the sale, distribution, or furnishing of alcoholic beverages to persons under the age of 21;
- the use of alcohol in an irresponsible manner (games, contests, forced or ritualized consumption of alcohol, behaviors requiring the response of a University official or law enforcement officer, etc.);
- providing alcoholic beverages to a person who is intoxicated;
- any activity or conduct involving the use of alcohol that is in violation of law.

Animals

- intentional abuse, inappropriate handling, or causing death to wildlife and/or animals
- bringing any unauthorized animal into any building owned, leased, or controlled by Troy University

Assault

- any intentional physical contact of an insulting or provoking nature;
- any physical abuse, intentional injury, or physical harm of another person.
- Classroom Copyright Infringement
- any recording and transmission of classroom lectures and discussions by students without prior writ-

ten permission from the class instructor, and without all students in the class as well as the guest speaker (s) being informed that audio/video recording may occur (it is not a violation if student has educational accommodations through the Student Disability Resource Center);

- uploading any recordings of lectures and/or class presentations to publicly accessible web environments

Classroom Disruption

- any classroom behavior that interferes with the instructor’s ability to conduct class or the ability of other students to learn
- Damage or Destruction of Property
- any damage or destruction of University property or another person’s property

Deception

- any misuse of any University records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means;
- any giving or receiving of false information to the University or to any University official, administrator, or administrative unit;
- providing false information to law enforcement officials;
- possession of any fake, altered, or any other identification that belongs to another person;
- any attempt to perpetrate a fraud against the University or a member of the University community

Disorderly Conduct

- all lewd, obscene, indecent behavior, or other forms of disorderly conduct;
- any abuse or unauthorized use of sound amplification equipment;
- any conduct which materially interferes with the normal operation of the University, or with the requirements of appropriate discipline.

Disorderly/Improper Assembly

- any assembly for the purpose of causing a riot, destruction of property, or disorderly diversion, which interferes with the normal operation of the University;
- any obstruction to the free movement of other persons about campus or the interference with the use of University facilities

Drugs

- the possession, use, manufacture, cultivation, distribution, sale, and/or misuse of any controlled or illegal substance, designer drug, or synthetic cannabinoid (i.e. Spice or K2)
- the possession and/or use of any drug paraphernalia, i.e. bowls, hookah pipes, bongs, “homemade” smoking devices, any other smoking device or smoking paraphernalia;
- any activity or conduct involving drugs that is in violation of local, state, or federal law.

Failure to Comply

- failing to respond to a lawful request by properly identified University officials or law enforcement officials in the performance of their duties;
- failing to report for a conference, meeting, or appointment with any University official or faculty member;
- failing to appear and cooperate as a witness in a disciplinary case when properly notified;
- failing to comply with any disciplinary condition imposed on a person by any student conduct body or administrator;
- fleeing from law enforcement or university officials,
- failing to follow established University policies or guidelines

False Representation

- any unauthorized claim to speak and/or act in the name of Troy University or any organization, student, University officials or faculty members

Fire Safety

- any failure to evacuate or immediately respond to a fire alarm;
- participation in creating or causing a false fire alarm;
- participation in tampering, disconnecting, or altering any fire alarm system, equipment or component;
- failure to follow the instructions of staff and emergency personnel during fire alarms;
- the possession, use, manufacture, and/or sale of any incendiary device;
- participation in setting or causing to be set any unauthorized fire;
- the possession and/or use of any type of fireworks

Gambling

- Engaging in any form of gambling that is in violation of the law.

Harassment

- speech or other expression (words, pictures, symbols) that constitutes fighting words and is sufficiently severe, pervasive, or persistent so as to interfere, limit, or deny one's ability to participate in or benefit from an educational program. Fighting words may include, but are not limited to, words, pictures or symbols that:
- are directed to an individual or individuals based on that person's race, color, sex, religion, creed, age, sexual orientation, gender, gender identity, disability, veteran status or national origin, and
- threaten violence, tend to incite an immediate breach of the peace or provoke a violent response
- In the context of this policy, fighting words are those which are commonly understood to convey direct and visceral hatred or contempt for human beings. When determining whether speech is such as would provoke a violent response or incite an immediate breach of the peace, it is not necessary to show that that the person(s) addressed by the speech was or were actually incited to violence or hostile action. Conduct will be evaluated on a case-by-case basis, considering all circumstances involved
- following, placing under surveillance, or contacting (in person, by phone, electronically, or by any other means) another person without his or her permission for the purpose of harassing or intimidating that person. Harassing or intimidating means a knowing and willful course of conduct that serves no legitimate purpose and causes emotional distress by placing another person in reasonable fear for the safety of him/herself or others

Hazing

- any act which endangers the emotional, mental, financial, physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- any act intended to or actually cause physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above participation in hazing, either by facilitating or encouraging the act, or allowing oneself to be subject to acts of hazing

Joint Responsibility

- Students who knowingly act or plan to act in concert to violate University regulations have individual and joint responsibility for their behavior;

- Any student who knowingly allows another person to violate University regulations without reporting to a University Official;

Sexual Misconduct

- Any sexual conduct that takes place without the victim's consent, sexual harassment, or sexual misconduct (Refer to Title IX and Campus SaVE Act section in this publication for more details.

Solicitation

- conducting an unauthorized sales campaign in a residence hall, classroom, or administrative building, or any other campus location;
- placing door hangers or signs on cars on campus or in on-campus residential facilities, or other campus property;
- any violation of the "Campus Advertising, Sales, and Solicitation Policy." (see the full policy in this publication)

Student Identification Card Violations

- altering, lending, or selling a student identification card;
- using a student identification card by anyone other than its original holder;
- using a student identification card in any unauthorized manner

Theft

- taking, possessing, or attempting to sell or distribute any property that is the property of another person, organization, or entity (including but not limited to the University) without the owner's permission;
- taking or attempting to sell any service that belongs to the University without proper permission

Threats

- an expression of intention to inflict injury or damage;
- to cause another person to feel fear for their safety or well-being

Tobacco

- the use of all forms of tobacco products on property owned, leased, rented or belonging to Troy University, or in any way used by the University or its affiliates, is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes, vaping, etc. (see full Tobacco policy in this publication)
- smoking in the residence halls

Unauthorized Entry

- unauthorized entry on or into any University building, office, residence hall, off campus residence, parking lot, motor vehicle, or other facilities;
- remaining in any building after normal closing hours without proper authorization;
- remaining overnight in public areas of the residence hall or surrounding areas without approval from University Housing staff.

Unauthorized Use

- unauthorized use of University equipment;
- unauthorized use of bathrooms, exits, or windows;
- unauthorized use or duplication of keys;
- unauthorized use or possession of any parking permit

Unauthorized Use of Computer or Electronic Resources

- unauthorized entry into any network, computer, or file to use, read, or change the contents, or for any other purpose;
- unauthorized transfer of a file;
- unauthorized use of another individual's identification and password;
- use of computing facilities that interfere with the normal operation of the
- University computing system;
- use of computing facilities that violate copyright laws;
- all devices attached to the University network must be registered;
- use of tools for port-scanning, "sniffing," or to monitor or read transmissions from other users on the network is prohibited;
- workstations attached to the University network are required to have virus protection software. Virus definitions must be updated at least every two weeks;
- any violation of the University's computer use policies.

Violation of Confidentiality

- violating the confidentiality of a student's educational record;
- Student Conduct Advocates or University Student Conduct Board members may not disclose confidential student conduct information;
- student employees may not disclose confidential work-related information

Violation of Law

- Conduct in violation of public law, federal and state statutes, local ordinances, or university regulations or policies whether or not specified in detail, which adversely affects the student's suitability as a member of the academic community and regardless of whether such conduct has resulted in a conviction under a statute of ordinance. This includes violations both on and off campus

Violations of Other University Policy

- Violation of any university policies or regulations as published or referred to in the Student Handbook, including, but not limited to, those governing the time, place and manner of public expression; the registration of student organizations; the use of university facilities; occupation and visitation of residence halls and other housing owned or controlled by the university; and the use and parking of motor vehicles on the campus

Weapons and Firearms

- Except where allowed by law or specifically authorized by the administration or as part of a University-sanctioned event, no student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB guns, air-soft guns, and paint-ball guns) on any property owned, controlled, or leased by the University;
- no student shall use, possess, display or carry any toy weapon which resembles a real weapon;
- No student shall use, possess, display or carry any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the safety and well-being of a person on any property owned, controlled, or leased by the University unless specif

ically authorized by the administration or as part of a University-sanctioned event;

- anything used to injure, attempt to injure, or harass another person is considered a weapon;
- Illegal or unauthorized possession of weapons that include, but are not limited to: firearms, explosives, other weapons, or dangerous chemicals;
- any violation of federal or state Law against carrying a weapon and/or firearm;
- In unclear cases of definition, the context in which a particular object was used or attempted to be used will determine whether it is a weapon.

COMPLAINT POLICY

Please consult the Troy Student Complaint Policy located at: <http://trojan.troy.edu/students/documents/TROY-Student-Complaint-Policy-and-Form.pdf> and submit a completed form to the Associate Provost and Dean of Undergraduate and First Year Studies office at 117 Eldridge Hall, Troy University, Troy, AL, 36082.

Any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily

DISABILITY SERVICES: POLICIES AND PROCEDURES

Please consult the *Oracle*, the University's official student handbook, online at my.troy.edu/student-disability-services for the most current and complete policies related to disability services.

TOBACCO POLICY

Introduction

Troy University is committed to providing a healthy and safe environment for all students, faculty and staff. The University's Board of Trustees demonstrated this commitment with the approval of a resolution designating Troy University as a tobacco-free institution. This policy prohibits smoking and the use of all tobacco products within all University buildings, parking lots, structures, walkways, indoor and outdoor athletic facilities, University vehicles, worksites and grounds and any vehicles on campus regardless of ownership. The health care and health education programs of the University perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco products.

Definitions

- "Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or pipe.
- "Tobacco Products" such as all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes and smokeless tobacco products (e.g. chewing tobacco and snuff).
- "Members of the University Community" include its faculty, staff, students, volunteers, vendors, customers and visitors.

Policy

This policy applies to all Troy University employees, students, contractors, vendors, recruits and visitors.

The use of all tobacco products is prohibited on all property that is owned, operated, leased, occupied or controlled by the University. "Property" for the purposes of this paragraph includes buildings and structures, grounds, parking lots, non-public walkways, sidewalks and vehicles, as well as personal vehicles in these areas. These same policies apply for all TROY campuses and locations.

Troy University will provide a variety of wellness initiatives to assist students, faculty, and staff to achieve nicotine independence

and smoking cessation.

Implementation Authority

Authority for enforcement of this policy is vested in the Deans of Colleges, Department Chairs, Supervisors or the Dean of Students and Athletic Director or their designee, in conjunction with the Senior Director of Human Resources.

Compliance

Violation of this policy may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures or other applicable University Regulations or Policies. Visitors refusing to comply may be asked to leave campus.

COMMITMENT TO FREE EXPRESSION

Students at public universities enjoy robust speech rights under the Constitution in order to contribute to the marketplace of ideas, learn from each other, and freely discuss and debate a wide range of issues. Troy University is committed to protecting the freedom of speech for students, faculty, and staff, and will not infringe on speech that may be considered to be an unpopular or inconvenient expression of ideas.

