CODE OF STUDENT CONDUCT

2026-2027

SCAD The University for Creative Careers

Section I: Purpose

The Savannah College of Art and Design is committed to providing a living and learning environment for all students, a place where they may develop as both creative individuals and responsible citizens. Consistent with that purpose, efforts are made to foster the personal and social development of students as they are held accountable for violations of university regulations. As members of the SCAD community, students are expected to behave in ways that are respectful of the rights of all other community members to live, learn, work and teach in such an environment. This Code of Student Conduct is meant to address any student behavior that disturbs or detracts from this goal of the SCAD community.

Section II: Definitions

A. The terms "institution," "university" or "SCAD" mean Savannah College of Art and Design.
B. "Student" includes all persons enrolled in courses at the university, either full time or part time. Persons who withdraw after allegedly violating the Code of Student Conduct, or who are not officially enrolled for a particular quarter but who have a continuing relationship with the university or who have been notified of their acceptance for admission, are considered "students." The Code of Student Conduct applies at all locations of the university, including off-campus SCAD programs.
C. "SCAD premises" includes all land, buildings, facilities and other property in the possession of or owned, leased, used or controlled by SCAD (including adjacent streets and sidewalks).
D. The vice president for student success is the person designated by the SCAD president to be responsible for the administration of the Code of Student Conduct, although the president may assign another person to discharge those duties if deemed appropriate.
E. "Hearing officer" refers to any person or persons authorized by the vice president for student success to determine whether a student has violated the Code of Student Conduct and to impose sanctions. "Appeal officer" means any person authorized by the vice president for student success to consider an appeal of the hearing officer's determination that a student has violated the Code of Student Conduct or to consider an appeal of sanctions imposed by the hearing officer.
F. "Responding student" means any student or organization, as defined herein, cited with violating this Code of Student Conduct.
G. "Complainant" means any person who submits a report alleging that a student has violated this Code of Student Conduct.
H. "Alleged victim" means any SCAD student, staff member or faculty member who submits a report alleging that a student committed a violent crime against them. Students who believe they have been victims will have the same rights under this Code of Student Conduct as are provided to the responding student even if another member of the university community submitted the report.
I. "SCAD officials" refers to any person working as a representative of the university.
J. "Weapon" is defined as possession, use or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, switchblades, tasers, mace, or knives with a blade of two inches or longer, (exception: up to 6.5 inches for kitchen knife blade), including the storage of any item that falls within the category of a weapon in a vehicle parked on SCAD property.
K. "Hazing" is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that: is committed in the course of an initiation into, an affiliation or connection with, the maintenance of membership in, or any other condition or precondition connected to a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in student organization activities (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including, but not limited to — whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity; causing, coercing, or otherwise inducing sleep deprivation, exposure to the

elements, confinement in a small space, extreme calisthenics, or other similar activity; causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances; causing, coercing, or otherwise inducing another person to perform sexual acts; any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct; any activity against another person that includes a criminal violation of local, state, tribal, or federal law; and any activity that induces, causes, or requires another person to perform a duty or task that involves a violation of local, state, tribal, or federal criminal law.

L. "Acknowledgment of Understanding" refers to the document completed by the student at the end of the hearing. This document allows students to state their understanding and acknowledgment of their personal responsibility in the case.

Section III: Jurisdiction

Students at SCAD are provided a copy of the Code of Student Conduct annually in the student handbook, found on MySCAD. Students are responsible for having read and abiding by the provisions of the Code of Student Conduct.

The Code of Student Conduct shall apply to student conduct that occurs on university premises, in university-sponsored or supervised activities and to off-campus conduct or online activity that adversely affects the SCAD community and/or the pursuit of its objectives. Each student shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Code of Student Conduct shall apply to a student's conduct even if the student is suspended for disciplinary measures or withdraws from SCAD while a disciplinary matter is pending.

The Code of Student Conduct and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, and all SCAD-affiliated student organizations. The Code of Student Conduct applies at all locations of the university, including the locations in Savannah and Atlanta, Georgia; and Lacoste, France, as well as those students who are enrolled in SCADnow programs and off-campus programs.

SCAD 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, and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the responding student has graduated, the university may invoke these procedures, and should the former student be found responsible, the university may revoke that student's degree.

The Code of Student Conduct may be applied to behavior conducted online, via email or other 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 university does not regularly search for this information but may take action if and when such information is brought to the attention of university officials.

The Code of Student Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of SCAD may seek resolution of violations of the Code of Student Conduct committed against them by members of the SCAD community.

There is no time limit on reporting violations of the Code of Student Conduct; however, the longer someone waits to report an offense, the harder it becomes for university officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the university's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the office of community standards and/or to the SCAD Department of University Safety.

SCAD email is the university's primary means of communication with students. Students are responsible for all communication delivered to their SCAD email address.

Section IV: Violations of the law

Alleged violations of federal, state, and local laws by students may be investigated and addressed under the Code of Student Conduct. When an offense occurs over which SCAD has jurisdiction, the student conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

SCAD reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint.

Section V: Behavioral standards

SCAD considers the behavior described in the following sections as inappropriate for the university community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate or graduate. SCAD encourages community members to report to university officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in section VII.J., Conduct procedures.

A. Alcohol. Possessing, consuming, or distributing alcoholic beverages without university authorization, including but not limited to:
   i. Possessing, consuming, displaying, or distributing alcoholic beverages on university premises, regardless of age; or if underage, possessing, consuming or distributing alcoholic beverages off university premises;
   ii. Being publicly intoxicated or engaging in other irresponsible acts committed under the influence of alcohol;
   iii. Operating a motor vehicle under the influence of alcohol or while impaired by the consumption of alcohol; or
   iv. Furnishing or selling any alcoholic beverages to any person not of sufficient legal age to possess or consume such alcoholic beverage.

B. Health and safety. Creation of health and/or safety hazards (e.g., dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, spreading body fluids, etc.).

C. False information. Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments.

D. Theft. Intentional and unauthorized taking of SCAD property or the personal property of another, including goods, services, and other valuables; or knowingly taking or maintaining possession of stolen property.

E. Disrespectful behavior. Including, but not limited to:
   i. Disrespectful behavior shown by any student to a member of the SCADcommunity or surrounding community, in or out of the academic setting.
   ii. Online behaviors that are repeated, severe, and/or aggressive that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression on an online platform (e.g. communication that aims to humiliate, degrade, control, intimidate, of cyber stalk another person).

F. Disruptive behavior. Including, but not limited to:
   i. Disruption or obstruction of teaching, research, administration or other SCAD activities, and/or other authorized non-university activities that occur on campus;
   ii. Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others or causes physical harm to others, or damage and/or destruction of property;
   iii. Conduct that is lewd, disorderly, or indecent; committing a breach of peace; or aiding, abetting, or procuring another person to breach the peace; or
   iv. Any unauthorized use of electronic or other devices to make an audio or video record of any person without their prior consent.
   v. Distributing, emailing, or sharing on social media or with a third party confidential documentation or university communications intended to be private or otherwise intended for a sole recipient; or
   vi. Knowingly distributing, emailing, or sharing on social media or with a third party any unauthorized recording or confidential documentation.
   vii. Covering or obscurement of physical features for the purpose of concealing identity, either through masking or other facial coverings, when

committing a violation of law or policy.

G. Abuse of conduct process. Abuse or interference with, or failure to comply in, SCAD processes, including conduct hearings, including but not limited to:
   i. Failing to follow the instruction of the hearing officer or other SCAD official attempting to investigate an incident;
   ii. Falsification, distortion, or misrepresentation of information;
   iii. Disruption or interference with the orderly conduct of a student conduct proceeding;
   iv. Institution of a matter under this Code of Student Conduct that is knowingly false or without cause;
   v. Attempting to discourage an individual's proper participation in or use of the Code of Student Conduct system;
   vi. Attempting to influence the impartiality of the hearing officer or appeal officer;
   vii. Harassment (verbal or physical) and/or intimidation of a hearing officer, complainant, alleged victim, witness, or other party to a student conduct proceeding, regardless of whether the conduct occurs prior to, during, and/or after a student conduct proceeding;
   viii. Failing to comply with the sanctions imposed under the Code of Student Conduct;
   ix. Influencing, or attempting to influence, another person to commit an abuse of the Code of Student Conduct system; or
   x. Failure to provide or destroying or concealing information during an investigation of an alleged policy violation.

H. Drugs. Possession, use, distribution, or manufacture of controlled substances, including but not limited to:
   i. Possession or use of narcotics, other controlled substances, or any THC product, including Delta-8;
   ii. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;
   iii. Possession of drug-related paraphernalia, including but not limited to pipes, bongs, hookahs, and other water pipes;
   iv. Selling, manufacturing, or delivering any controlled substance or possessing with intent to manufacture, sell, or deliver any controlled substance;
   v. Huffing, sniffing, or inhaling any substance not intended for such use; or
   vi. Being publicly intoxicated or engaging in other irresponsible acts committed under the influence of drugs.
   vii. Possessing, using, sharing, distributing, purchasing, or selling any substance containing THC, including low-THC products.

I. Failure to Comply. Failing to comply with the directions of SCAD officials, Department of University Safety officials, and/or SCADhome staff, including all policies related to COVID-19. Failing to comply with local police acting in performance of their duties and/or failure to identify oneself to any of these persons when requested to do so.

J. Fire Safety. Violation of local, state, federal, or campus fire policies, including but not limited to:
   i. Intentionally or recklessly causing a fire that damages SCAD or personal property or causes injury;
   ii. Burning candles or incense in SCAD housing facilities;
   iii. Failure to evacuate a SCAD-controlled building during a fire alarm and/or failure to evacuate a SCAD-controlled building during a fire alarm in a timely manner;
   iv. Improper use of fire safety equipment;

K. False Reporting. Initiating or causing to be initiated any false report, including but not limited to warning or threat of fire, explosion, or other emergency.

L. Hazing. Participating in acts of hazing. The express or implied consent of the alleged victim is not a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this code.

M. Trespass. Unauthorized access to any building (e.g., keys, cards) or unauthorized possession, duplication or use of means of access to any building. Misuse of access privileges to SCAD premises or unauthorized entry to or use of buildings, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a SCAD building. Providing means for unauthorized access to SCAD buildings.

N. Unauthorized Use of Property. Attempted or actual use of property of the university, property of a SCAD community member, or the personal or public property of any other person or entity without proper authorization, or in a manner for

which the property was not intended.

i. Erecting, constructing, or assembling without authorization any temporary or permanent physical structures, assemblages, or visual features that may reasonably impede or constrain the flow of pedestrian or vehicle traffic within, through, or around university facilities.

O. Abuse and Harassment. Conduct taking place in-person, via written, telephonic, or electronic means, or indirectly by employing the involvement of others, that threatens the health or safety of any person, including but not limited to the following::

i. Inflicting physical injury upon another person or oneself;
ii. Placing a person in fear of or at risk of imminent physical injury or danger; or
iii. Inflicting mental or emotional distress upon a person through verbal abuse, threats, intimidation, or coercion.
iv. Inflicting mental or emotional distress upon a person through ongoing and/or unwelcome communication. Such contact may be considered a violation regardless of its intention.
v. Harassing a person based on that person's age, race, color, sexual orientation, gender identity, religion, national or ethnic origin, disability, veteran status, or status in any group protected by applicable laws. Conduct is considered harassing if it has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive work or academic environment. Factors to be considered in determining whether and the extent to which behavior could be construed as harassment may include but are not limited to frequency, severity, and pervasiveness of the conduct, whether it is physically threatening, the degree to which the conduct interfered with an employee's work performance or a student's academic performance and/or full enjoyment of the University programs and services, and the relationship between the parties. The conduct must be both subjectively and objectively offensive (i.e., offensive to the individual subjected to the conduct and to a "reasonable person").

P. Sexual Exploitation. Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute an offense under the Sexual Misconduct Policy. Examples of such conduct include, but are not limited to:

i. surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
ii. non-consensual digital, video, or audio recording of nudity or sexual activity;
iii. non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved; or
iv. exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances

Q. Property Damage. Intentional, reckless, and/or unauthorized damage to or destruction of SCAD property or the personal property of another.

R. Computing Resources. Theft or misuse of university computing resources, including but not limited to the following:

i. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
ii. Unauthorized transfer of a file;
iii. Use of another person's computing identification and/or password;
iv. Use of computing facilities or university network resources to interfere with the work of another student, faculty member, or SCAD official;
v. Use of computing facilities or university network resources to send obscene or abusive messages;
vi. Use of computing facilities or university network resources to interfere with normal operations of the SCAD computing system; or
vii. Any other violation of the SCAD technology policies.

S. Weapons. Illegal or unauthorized possession or use of weapons.

T. Other Policies. Violating other published SCAD policies or rules, including all SCADhome policies.
U. Violation of law. Violating federal, state, or local law.
V. Bystanding.
    i. Complicity with or failure of any student to address known or obvious violations of the Code of Student Conduct or law;
    ii. Complicity with or failure of any organized group to address known or obvious violations of the Code of Student Conduct or law by its members.
W. Tobacco and Smoking. Consuming, distributing, and smoking any substance regardless of age, including but not limited to:
    i. Smoking any substance (e.g., tobacco, herbal, Delta-8, etc.), using any smoking device (e.g., cigar, e-cigarette, vape, etc.) at any time on SCAD property (in any SCAD building, covered parking area, or vehicle) or within 50 feet of any SCAD building entrance;
    ii. Possessing, consuming, or distributing nicotine products in any form (e.g., cigarette, loose tobacco, chewing tobacco, nicotine vapes, nicotine pouches, etc.) in university residential facilities with the exception of nicotine replacements therapies (e.g. nicotine patches, nicotine gum, or other FDA approved nicotine cessation products);
    iii. Possessing, consuming, or distributing any smoking paraphernalia (e.g., pipes, vapes, rolling papers, etc.) in university residential facilities;
    iv. Furnishing or selling any tobacco or smoking products to any person not of sufficient age to possess or consume such products.

Section VI: Student conduct authority

A. Authority: The vice president for student success appoints a director of community standards to oversee and manage the student conduct process. The dean of students and director of community standards may appoint hearing and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process.
The director of community standards (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.
B. Gatekeeping: No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or an alleged victim's statement. A complaint that lacks sufficient or credible information will not be forwarded for a hearing.
C. Conflict resolution options: The director of community standards has discretion to refer a student-on-student complaint for mediation or other forms of appropriate conflict resolution with a SCAD staff member (e.g., SCADhome, faculty, community standards, etc). All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing. The director of community standards may also suggest that complaints that do not involve a violation of the Code of Student Conduct be referred for mediation or other appropriate conflict resolution.
D. Interpretation and revision: The director of community standards (or designee) will develop procedural rules for the administration of hearings that are consistent with provisions of the Code of Student Conduct. Material deviation from these rules will, generally, be made only as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The director of community standards (or designee) may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this code. The director of community standards may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Code of Student Conduct will be referred to the vice president for student success, whose interpretation is final. The Code of Student Conduct will be updated annually under the direction of the director of community standards.

Section VII: Formal conduct procedures

A. University as convener: SCAD is the convener of every action under this code. Within that action, there are several roles. The responding student

is the person who is alleged to have violated the code. The party bringing the complaint, who may be a student, employee, visitor, or guest, will not have access to be present or participate in the process. Witnesses who may offer information regarding the allegation must provide written statements at least one day prior to the hearing.

In cases involving violent crimes (not including sexual misconduct), SCAD will be the convener of every action under this code. Within that action, there are several roles. The responding student is the person who is alleged to have violated the code. Alleged victims of violent crimes may choose to be present and participate in the process as fully as the responding student. There are witnesses, who may offer information regarding the allegation during the investigation. There is an investigator(s) whose role is to present the allegations and share the evidence that SCAD has obtained regarding the allegations.

B. Group violations: A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):
   i. Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
   ii. Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
   iii. Were known or should have been known to the membership or its officers.

   Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made, and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.
C. Amnesty: Students who are engaged in minor violations but who choose to provide information related to more serious violations and/or crimes by others to the attention of the university may be offered amnesty for their minor violations. In order to promote safety, medical services should be sought for any student who excessively consumes a substance or shows physical distress (ex: trouble breathing, loss of consciousness, disorientation, vomiting). In line with that belief, students who seek medical attention for someone who is intoxicated or has overdosed may be eligible for amnesty for possession or use of alcohol or other drugs. Amnesty may also apply to the individual who is in need of medical assistance. Educational options will be explored. Records regarding the provision of amnesty will be maintained. Abuse of amnesty requests can result in a decision by the director of community standards not to extend amnesty to the same person repeatedly.
D. Notice of alleged violation: Any member of the SCAD community, visitor, or guest may allege a policy violation(s) by any student for misconduct under this code through the following process. Except in unusual circumstances, a report of the alleged violation shall be submitted in writing via the student conduct incident form on MySCAD or an email to the director of community standards (or designee). Submission of a report to the director of community standards (or designee) shall be considered approval to move forward with the conduct process.

   Administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a complainant, alleged victim, or a third party, and should be submitted as soon as possible after the offending event occurs. SCAD has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

   The director of community standards (or designee) will assume responsibility for the investigation of the alleged violation as described in the sub-section below.
E. Interim Action: Under the Code of Student Conduct, the vice president for student success (or designee) may impose restrictions and/or separate a student from the community pending the scheduling of a hearing on alleged violation(s) of the Code of Student Conduct when a student represents a threat of serious harm to others or is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve SCAD property, and/

or to prevent disruption of, or interference with, the normal operations of the university. Interim actions can include separation from the institution or restrictions on participation in the community pending the scheduling of a campus hearing on alleged violation(s) of the Code of Student Conduct.

Interim suspensions are imposed until an outcome letter is sent. This hearing may resolve the allegation or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and SCAD may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, SCAD will delay its hearing only until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed.

A student who receives an interim suspension may request a meeting with the vice president for student success (or designee) to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, SCAD may still proceed with the scheduling of a campus hearing.

During an interim suspension, a student may be denied access to SCAD housing and/or university facilities/events or may be temporarily reassigned to another SCAD housing facility. SCADhome personnel will decide on the reassignment details.

As determined appropriate by the vice president for student success, this restriction may include classes and/or all other SCAD activities or privileges for which the student might otherwise be eligible. At the discretion of the vice president for student success and with the approval of, and in collaboration with, the appropriate dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

F. Student conduct hearings
   i. The following procedures will be applied:
      a. Hearings will be closed to the public. Admission to the hearing of person(s) other than the parties involved will be at the discretion of hearing officer. In hearings involving more than one responding student, the standard procedure will be to hear the complaints separately with each individual student; however, the director of community standards may permit hearing them jointly. In joint hearings, separate determinations of responsibility will be made for each responding student.
      b. The hearing officer shall provide an overview of the process, review all pertinent reports, and relate the information with the citations outlined in the student's community standards conduct letter.
      c. The responding student shall have an opportunity to provide information to the hearing officer about the alleged incident.
      d. The hearing officer may continue the initial hearing on a future date if needed and if deemed appropriate by the hearing officer.
      e. When a student and/or organization denies responsibility for a violation of the rules governing student behavior, the hearing officer shall determine the student's responsibility on the basis of preponderance of the evidence; that is, if it is more likely than not that the evidence supports that the cited student violated the rule. If it is so determined, the student will be found responsible.
      f. The hearing officer will inform the responding student/organization in writing of the results of the hearing.
      g. If the responding student fails to attend the hearing, the hearing officer may proceed with the hearing despite the student's absence and shall base any determination upon the evidence received.
      h. A student who fails to complete a sanction may be found to have committed an additional violation of the Code of Student Conduct, which may result in additional sanctions and/or having a hold placed on their records as a result of that failure. The director of community standards or designee reserves the right to

impose such additional sanctions without conducting an additional hearing.

i. All procedural questions are subject to the final decision of the hearing officer.

j. The university shall have no obligation to maintain confiscated items. SCAD may at any time, in its sole discretion and without liability, turn over any confiscated item to local law enforcement. Any student who desires to regain possession of a confiscated item(s) held by the university should submit a written request to the director of community standards (or designee) within 30 days of the confiscation. The request shall include information on date of confiscation, reason for request, and details of how the item will be immediately removed from campus. If a written request is received within this period and SCAD maintains possession of the confiscated item, the director of community standards (or designee) will determine, in light of both the relevant facts and circumstances surrounding the confiscation and the nature of the confiscated item(s), whether and to whom to return the item(s), as well as any conditions applicable to the return of the item(s). SCAD may, in its sole discretion and without liability, destroy any confiscated items held 30 days or longer. The foregoing shall not limit the university's right to make or retain records with respect to confiscated items, including copies, photographs, and/or descriptions of such items.

k. Any student who seeks an accommodation for a documented disability relating to the student conduct hearing must provide written notification to the director of community standards of the requested accommodation and provide a copy of their accommodations letter from the office of disability resources at least one day prior to the hearing. If the student does not have an accommodations letter for the requested accommodation, the student must submit an accommodations request to the office of disability resources and notify the director of community standards of the pending accommodations request at least one day prior to the hearing.

l. When deemed appropriate by the director of community standards (or designee), a student may waive a hearing. The hearing waiver letter gives the student the option to accept responsibility for policy violations and forgo a hearing. Sanctions may still be issued.

ii. In addition to the standards in sub-section A, the following standards apply to all student conduct hearings that do not involve alleged victims of a violent crime: these hearings will occur with the director of community standards, or designee. Hearings shall be recorded and those records will be maintained in accordance to the same record retention schedule as any written or electronic records.

G. Notice of hearing: Once a determination is made that reasonable cause exists for the director of community standards (or designee) to refer a complaint for a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the director of community standards (or designee); mailed to the local or permanent address of the student as indicated in official SCAD records; or emailed to the student's SCAD-issued email account. Once mailed, emailed, and/or received in person, such notice will be presumptively delivered. The letter of notice will:

a. Include the alleged violation and notification of where to locate the Code of Student Conduct and SCAD procedures for resolution of the complaint; and

b. Direct the responding student to contact the director of community standards (or designee) within a specified period of time to respond to the complaint. This time period will generally be no less than two days from the date of delivery of the community standards conduct letter.

H. Sexual misconduct: Complaints involving sexual misconduct will be handled according to the Sexual Misconduct Policy and the Sexual Misconduct Grievance Process, which can be found at **https://www.scad.edu/about/scad-glance/**

disclosures-and-policies/compliance-and-policies/sexual-misconduct-policy.

Inquiries concerning the reporting of these incidents, or application of this policy, should be directed to the Title IX Coordinator at **titleixcoordinator@scad.edu**.

l. Violent crime investigation and hearings: Reports involving a crime of violence (as outlined in section L) that do not fall under the sexual misconduct policy will be investigated and heard under the outline in this section.

Investigation: If a student is claiming to be a victim of a violent crime (not including sexual misconduct), the director of community standards (or designee) will appoint an internal investigator to conduct a reasonable, impartial, and prompt investigation of the complaint.

The investigator will conduct the investigation based upon the facts and circumstances reported to the university and developed through the course of the investigation, including interviews and follow-up interviews as feasible and appropriate with the alleged victim, the responding student, and any witnesses, and gathering other pertinent evidentiary materials to the extent reasonable and appropriate. The investigator will prepare a written summary following each interview.

When the investigator, in consultation with the director of community standards (or designee), determines that the investigation is reasonably complete (the "Preliminary Investigation"), the investigator will schedule such separate meetings with the alleged victim and responding student as reasonably necessary to allow each party to review the information developed through the investigation, including all interview summaries and any other pertinent evidentiary materials.

At the conclusion of this Preliminary Investigation review process, both parties will be notified in writing that the Preliminary Investigation has been completed and that each party will have two business days to submit a written request outlining any additional investigation steps that the party believes is necessary, including:

i. Any follow-up issues or questions for any witness, including the other party;
ii. A request for a follow-up interview with the party and the investigator to clarify or provide any additional information that such party believes is relevant to the investigation;
iii. Any new witnesses who should be interviewed (including a description of what topics/issues the witness should be asked to address and why this is necessary for the investigation); and
iv. Any additional evidentiary materials that should be collected and reviewed to the extent that such items are reasonably available (e.g., text messages, social media postings).

The investigator will review each party's request for additional investigation and, based on the results of this review, will conduct such additional investigative steps as the investigator determines are reasonable and appropriate to complete the investigation.

Once the investigator determines that the investigation process is reasonably complete, the investigator will consult with the director of community standards (or designee) to review the investigation process, including the steps that the investigator took in response to any follow-up investigation requests from the parties. Based on this review, the director of community standards (or designee) will determine whether the investigation is reasonably complete or whether further review or investigation is appropriate.

Once the investigation process is complete (the "Final Investigation Report"), the investigator will schedule such follow-up meetings as the investigator determines are reasonable and appropriate to provide each party with a full and fair opportunity to review the Final Investigation Report, including the results of any follow-up investigation activities.

At the conclusion of the Final Investigation Report review process, both parties will be notified in writing that the final investigation has been completed and that a hearing will be scheduled within five business days.

Hearing procedures:

i. Hearings will be open only to the responding student, the alleged victim, and support person. Support persons will be appointed by the director of community standards and shall be limited to a member of the university's counseling department. Support persons will not serve as a witness in the investigation and/or the hearing. Support persons will serve as an emotional support and provide additional resource options.

ii. If the responding student fails to attend the hearing, the hearing officer may proceed with the hearing despite the student's absence and shall base any determination upon the evidence received.
iii. Hearings shall be recorded and those records will be maintained in accordance to the same record retention schedule as any written or electronic records.
iv. At the discretion of the hearing officer and subject to applicable privacy laws, any student who claims to be impacted by the alleged conduct, or other witnesses, may attend and/or participate in the hearing.
v. Alleged victims who choose to attend and/or participate in the hearing may do so in the following manners, including but not limited to:
    a. Attendance at the hearing, with no participation in the hearing;
    b. Attendance at the hearing and full participation in the hearing; or
    c. Full participation in the hearing, via telephone or videoconference, while in a separate location, to be determined by the hearing officer.
vi. Both the responding student and the alleged victim will have the opportunity to provide an oral statement, directed to the hearing officer.
vii. The hearing officer shall provide an overview of the hearing process for the student(s) and answer any questions the student(s) may have about the process or the Code of Student Conduct.
viii. The hearing officer will review all investigation documents and documents provided by the accused student and alleged victim.
ix. The responding student shall have an opportunity to provide information to the hearing officer about the alleged incident in response to the citations.
x. All witnesses, including the responding student and/or alleged victim, will provide information to and answer questions from the hearing officer. Additional questions may be suggested by the responding student and/or alleged victim and any such questions may, at the hearing officer's discretion, then be asked by the hearing officer directly. Questions of whether potential information will be received shall be in the sole discretion of the hearing officer.
xi. The hearing officer may continue the student conduct hearing on a future date if needed and/or deemed appropriate by the hearing officer.
xii. The hearing officer may excuse the alleged victim (and their support person) prior to the responding student filling out the Acknowledgment of Understanding. After the alleged victim is excused, the hearing officer shall only explain the Acknowledgment of Understanding and answer any questions pertaining to the Code of Student Conduct and the hearing process.
xiii. A student shall be found to have violated the Code of Student Conduct when, based on information presented at the hearing and otherwise available to the hearing officer, the hearing officer determines that the responding student and/or organization more likely than not was responsible for the cited violation of the Code of Student Conduct.
xiv. The hearing officer will inform the responding student and the alleged victim, in writing, of the results of the student conduct hearing unless such disclosure is prohibited by applicable privacy laws.
xv. All procedural questions are subject to the final decision of the hearing officer.

J. Conduct sanctions: One or more of the following sanctions may be imposed upon any student for any single violation of the Code of Student Conduct:
    i. Notice of violation: A written notice that a violation of the Code of Student Conduct has occurred. The student or student organization to whom a notice of violation is issued is expected to review the appropriate policies thoroughly and to make necessary changes to better regulate future behavior.
    ii. Disciplinary warning: An official written notice that the student has violated SCAD policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at SCAD.
    iii. Disciplinary probation: Formal recognition that the student is not currently in good disciplinary

standing with the university. A student on disciplinary probation may not be eligible to represent SCAD in any official capacity and may lose eligibility to participate in SCAD events such as off-campus programs or certain work-study positions.

iv. Indefinite disciplinary probation: Indefinite disciplinary probation is the highest sanction imposed on a student other than suspension and/or expulsion from university. Indefinite disciplinary probation is a status in which a student is deemed not to be in good disciplinary standing with the university for an indefinite period of duration. Indefinite disciplinary probation usually remains in effect for a period of no less than one calendar year and until the student successfully petitions, in writing, the director of community standards (or designee) for reinstatement to good standing. A student on disciplinary probation may not be eligible to represent SCAD in any official capacity and may lose eligibility to participate in SCAD events such as off-campus programs or certain work-study positions.

v. Disciplinary suspension: Separation from SCAD for a specified period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the director of community standards or other designee. During the suspension period, the student is banned from university property, functions, events, and activities without prior written approval from the director of community standards or other designee. This sanction may be enforced with a trespass action as necessary. A disciplinary hold will be placed on the student's record for the duration of the suspension.

vi. Indefinite suspension: A student who is suspended indefinitely is separated from the university until a legal case is adjudicated and for a period of at least one calendar year and until the student successfully petitions, in writing, the vice president for student success (or designee) for a reinstatement to good standing and is deemed eligible to return. During the suspension period, the student is banned from university property, functions, events, and activities without prior written approval from the director of community standards or other designee. A disciplinary hold will be placed on the student's record for the duration of the suspension.

vii. Expulsion: Permanent separation from SCAD. The student is banned from university property, and the student's presence at any SCAD-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. A disciplinary hold will be placed on a student's record, and all email and MySCAD access will be terminated.

viii. Residence hall probation: Official notice that, should further violations of SCADhome or SCAD policies occur during a specified probationary period, the student may immediately be removed from SCAD housing.

ix. Residence hall suspension: Removal from SCAD housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to SCAD housing may be specified. Under this sanction, a student is required to vacate SCAD housing within the timeline provided in their outcome letter. This sanction may be enforced with a trespass action if deemed necessary. While suspended from the residence halls, a student may not be on residence hall property without prior approval from the director of community standards (or designee).

x. Residence hall expulsion: The student's privilege to live in, or visit, any SCAD housing facility is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

xi. Revocation of institutionally funded scholarships and/or grants.

xii. Revocation of admission and/or degree: Admission to, or a degree awarded from, the university may be revoked for fraud, misrepresentation, or other violation of SCAD standards in obtaining the degree or admission to the university, or for other serious violations committed by a student prior to graduation.

xiii. Withholding degree: SCAD may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Student Conduct, including the completion of all sanctions imposed, if any.

xiv. Residence hall reassignment: The student may

be reassigned to another SCAD housing facility. Residential life personnel will decide on the reassignment details.

xv. Trespass action: SCAD may prohibit a student or organization from entering particular buildings, residence halls, or other areas. In addition, SCAD may prohibit a student or organization from engaging in personal contact with an individual when such contact may potentially lead to harassment, threats, etc.

xvi. Restitution: Compensation for damage, including labor costs and expenses, caused to SCAD or any person's property. This is not a fine but rather a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

xvii. Behavioral requirement: Required activities, including, but not limited to, seeking counseling or substance abuse assessment, writing a letter of apology, etc.

xviii. Confiscation of prohibited property: Items which are in violation of SCAD policy will be confiscated and will become the property of SCAD. Prohibited items may be returned to the owner at the discretion of the director of community standards and/or the vice president for student success.

xix. Discretionary sanctions: When deemed appropriate, the hearing officer may require completion of a variety of educational sanctions. These may include, but are not limited to, assessment with a personal counselor, educational seminars, alcohol or other drug education, reflection papers, letters of apology, behavioral agreements, work service hours, or completion of other special community projects.

xx. Other sanctions: Additional or alternate sanctions may be created and designated as deemed appropriate to the offense with the approval of the director of community standards (or designee).

xxi. The following sanctions may be imposed upon student organizations:

a. Any of those sanctions listed in Section VI.J.

b. Loss of selected rights and privileges for a specified period of time.

c. Deactivation: Loss of all privileges, including SCAD recognition, for a specified period of time.

K. Failure to complete conduct sanctions: All students, as members of the SCAD community, are expected to comply with conduct sanctions within the time frame specified by the director of community standards (or designee). Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions, a hold on the student's account, and/or removal from future registered courses. In such situations, resident students will be required to vacate SCAD housing within 24 hours of notification by the director of community standards, though this deadline may be extended upon application to, and at the discretion of, the director of residence life and housing and/or the dean of students (or designee). A suspension will be lifted only when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the director of community standards.

L. Notification of Outcomes: The outcome of a hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act, except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence," SCAD will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether SCAD concludes that a violation was committed. Such release of information may include only the alleged victim's/responding student's name, the violation committed, and the sanctions assigned (if applicable). In cases of offenses covered by the Sexual Misconduct Policy and Title IX only, notification of the outcome is explained in the Sexual Misconduct Policy.

SCAD and FERPA define "crimes of violence" to include:

i. Murder
ii. Non-negligent manslaughter
iii. Negligent manslaughter
iv. Forcible sex offenses
v. Non-forcible sex offenses
vi. Robbery
vii. Aggravated assault
viii. Assault offenses (includes stalking)
ix. Kidnapping

x. Burglary
xi. Arson

M. Parental notification: SCAD may notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. SCAD may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be made by administrators, in their sole discretion, when permitted by FERPA or with the consent of the student.

N. Appeal review procedures: The responding student or alleged victim of a violent crime may request an appeal of the decision of the hearing officer by filing a written request.

All appeals are due within three calendar days of the date the decision is received by the appealing party. At the discretion of the University, limited extensions may be granted for good cause. Good cause may include, but it is not limited to, considerations such as the absence of the respondent; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities; exam periods; or breaks in the University's calendar. Appeals shall be submitted via electronic mail to communitystandards@scad.edu as outlined in the outcome letter.

A student's notice of appeal suspends the imposition of sanctions until the appeal is finally decided, except in cases of interim suspension, which will remain in effect during the appeals process. The student may be called to attend a meeting with the appeal officer to discuss the student's notice of appeal.

Grounds for appeal requests: Appeal requests are limited to the following grounds:

i. A procedural error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures);
ii. To determine whether the decision reached regarding the responding student was based on substantial information; that is, whether there were facts in the case that, if believed by the hearing officer, were sufficient to establish that a violation of the Code of Student Conduct occurred;
iii. The sanctions imposed are substantially disproportionate to the severity of the violation; or
iv. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact, as well as the evidence itself, must be included with the appeal.

On reconsideration, the appeal officer may affirm or change the findings and/or sanctions of the hearing officer according to the permissible grounds. Procedural errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record.

Appeal officer response: The appeal officer may respond in one of the following ways:

i. Affirm the finding of responsibility and the sanction(s).
ii. Affirm the finding of responsibility and reduce, but not eliminate, the sanction(s).
iii. Overturn the finding of the hearing officer and remove/impose sanction(s).
iv. Remand the matter back to the hearing officer for a reopening of the hearing to allow reconsideration of the original determination in accordance with the ruling on the appeal.

The appeal officer shall generally notify the responding student and/or alleged victim in writing within five business days of the results of the appeal, but the University may extend the time frame with good cause.

If no appeal is made or if the appeal officer concludes the appeal without remanding it back to the hearing officer, the matter will then become final and will not be subject to further appeal or review.

O. Petition process

i. A student who is suspended indefinitely is separated from the university for a period of at least one calendar year, until a legal case is adjudicated, and until the student successfully petitions, in writing, vice president for student success (or designee) for a reinstatement to good standing and is deemed eligible to return.
ii. The petition shall be limited to a review of the record of the hearing, documents pertaining to sanctions, and supporting documentation resulting from the adjudication of the legal case.

iii. Once the petition is received, the vice president for student success or designee may respond in one of the following ways:
   a. Uphold the original sanctions;
   b. Reduce or remove sanctions; or
   c. Increase sanctions based on outcome of legal case.

iv. All decisions of the petition will become final and will not be subject to further appeal or review.

P. Disciplinary records: All conduct records are maintained by SCAD for seven years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely.

Q. Interpretation and revision
   i. Any question of interpretation regarding this Code of Student Conduct shall be referred to the vice president for student success (or designee) for final determination, which shall not be subject to appeal.
   ii. Under the direction of the vice president for student success (or designee) the Code of Student Conduct shall be reviewed and revised when, and to the extent, deemed necessary or appropriate.

The Savannah College of Art and Design Code of Student Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.