Notice of Nondiscrimination Policy
The College is committed to equal opportunity for students and applicants for admission, without discrim-
ination on the basis of race, color, creed, national or ethnic origin, sex or sexual orientation, age, disabili-
ty, marital or parental status, status with respect to public assistance, or veteran’s status. This policy applies
to the administration of the College’s educational policies, financial aid program, or any other programs
generally accorded or made available to students. The Student Life and Human Resources offices are
available to discuss and investigate matters concerning discrimination.

Access and Disability Support Services: Policies and Procedures for the Americans with Disability Act (ADA)
Prescott College is committed to providing for the needs of enrolled or admitted students who have disabilities
Prescott College prohibits and actively discourages discrimination against individuals with disabilities.

The College is committed to make services available for any student who can document a disability under Section
504 or the ADA. College policy calls for reasonable accommodations to be made for students with disabilities on
an individualized and flexible basis. It is the responsibility of students with disabilities to request available assistance.

Academic Standards and ADA Accommodation Statement
Prescott College has an institutional commitment to provide equal educational opportunities and access for
qualified students with disabilities in accordance with state and federal laws and regulations, including the
Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Under the ADA,
students requesting ADA accommodations must be able to perform the “essential academic and technical
standards of the program”; providing ADA accommodations must not fundamentally alter the program or
compromise the essential elements of a course or curriculum, nor does it weaken the academic standards or
integrity of a course. Accommodations are an alternative way to accomplish the course requirements by elim-
inating or reducing disability-related barriers; accommodations “level the playing field”, they do not provide
an unfair advantage.

Services for students with disabilities are located in the Office of Student Life (OSL), Pinon Building, at
Prescott College. The OSL is responsible for providing services, auxiliary aids and accommodations to meet the
individual needs of students with documented disabilities. The mission of OSL is to assist students with disabili-
"s with access issues for full participation in programs and services offered on campus, to promote college
awareness of the needs and capabilities of students with disabilities and to serve as a resource for members of
the college community, prospective students, parents and members of the public.

Accommodation Process for Students with Disabilities
Students with disabilities who require accommodations to access College courses, programs, services, activities, and
facilities must provide documentation of disability to the Director of Educational Access in a timely manner.
- The Director of Educational Access will ensure that disability-related documents are kept confidential
  and shared with College personnel on a limited and need-to know basis only
- Based on the submitted disability documentation, the Director of Educational Access will determine if
  the student is eligible for reasonable accommodations.
- If the student is eligible for reasonable accommodations, the Director of Educational Access will explore
  the inter-action between the disability and the academic environment and determine possible
  reasonable accommodations. Consultation with faculty, staff, and outside professionals regarding
  essential elements and reasonable accommodations will occur as needed.
- The Director of Educational Access will outline the process for the provision of reasonable
  accommodations to students and document all relevant activity in student file housed in the Director of
  Educational Access’ office.
- The Director of Educational Access and the student requesting the accommodation will fill out the
  Request for Accommodations form which will be sent to the appropriate faculty. The Director of
  Educational Access will recommend the appropriate reasonable accommodations and will strongly
  encourage students to self-identify using this process.
- Since the responsibility for provision of accommodations often involves instructors and students, instruc-
tors are invited to contact the Director of Educational Access with concerns or questions about
reasonable accommodations. Instructors are not expected to compromise or fundamentally alter essential elements of their course or evaluation standards.

- Students with disabilities are responsible for contacting the Director of Educational Access if reasonable accommodations are not implemented in an effective or timely way. The Director of Educational Access will work with College personnel and students requesting ADA-related accommodations to resolve disagreements regarding recommended accommodations. When needed, the ADA Officer is available to assist with resolution of disagreement and to assure institutional compliance with the ADA.

- Students with disabilities who believe they have been discriminated against on the basis of their disability may contact the Dean of Student Life.

- Each student bears the responsibility to submit requests for accommodations, auxiliary aids and/or services in a timely manner

Temporary Disabilities
Services are available to students with temporary disabilities to provide access to campus academic programs and services. Assistance cannot be provided for tasks of a personal nature such as, but not limited to, assisting with health care issues. Students must submit appropriate documentation of their condition to the Director of Educational Access.

Contacts for ADA-Related Services
Academic Services, Auxiliary Aids and Services
Temporary Disabilities Patricia Quinn-Kane, M.A., Director (928) 350-1005
Mental Health Services Chris Hout, M.Ed., Counselor (928) 350-1003

For a complete description of Access and Disability Policies and Procedures see the Student Life section of the Prescott College website.

Missing Student Notification Policy
In accordance with the Higher Education Act, Section 485(j), Prescott College has established the following procedures regarding missing students. This policy applies only to students residing in campus housing.

If College officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours the College will:

- Notify the individual identified by the student to be contacted in this circumstance;
- If the student is under 18 years old, notify a parent or guardian; and
- In cases where the student is over 18 and has not identified a person to be contacted, notify appropriate law enforcement officials

Students residing in campus housing are informed of this policy and given the option to provide confidential contact information for a person to be notified in the event the student is officially reported as missing.

Housing and Residential Life at Prescott College

Mission and Vision
It is our hope that the residential experience will be an opportunity for students to fully experience the mission of Prescott College. We believe that student participation is a necessary part of a successful and active housing program. We strive for a community that realizes the value and necessity of each individual member. This mutual respect makes it possible to have safe and open dialogue where residents can share concerns, express and appreciate differing points of view, and hold themselves and others accountable for actions that may have negative consequences in the community. We encourage students to take ownership of their residential area and larger community and challenge themselves to act in a way that is sensitive to how their actions may affect their peers. We recognize students who learn to take responsibility for their actions within the confines of this community will become positive role models and just leaders in the Prescott College community and beyond.

Statement of Non-Discrimination
The Residential Life Program at Prescott College does not discriminate against any student with respect to eligibility for housing on the basis of sex, race, color, creed, religion, national origin, ethnicity, sexual orientation, gender identity or expression, veteran status, or learning exceptionalities.
Housing Options
Prescott College’s on-campus housing consists of 13 townhouses housing up to 98 residents, and 8 cottages housing up to 16 residents. Each townhouse, consisting of 5 bedrooms and 3 baths along with community living space and a kitchen, houses up to 8 residents. Rates (per semester) will be set each Spring for the upcoming academic year.

Housing and Residential Life
The Residential Life Staff at Prescott College is composed of Resident Assistants, a Housing Manager, and an Assistant Manager.

The Housing Manager is a full-time staff member that oversees the Residential Life Program, residential educational programming and the supervision of Resident Assistants. The Housing Manager works closely with the Director of Student Life to create new policy and procedures.

Resident Assistants (RA) are student leaders whose role it is to create an on-campus community. Each area has an RA whom community members can approach if they are having problems, including conflicts with roommates, maintenance requests, and communicate concerns of students to the Housing Manager.

Prescott College Liability Policy
Prescott College is not responsible for the injury of person(s) or loss or damage of any property of the resident or their guests caused by water, rain, fire, steam or sewer pipes, plumbing, stoves, refrigerators, laundry machines, dryers, or anything else that is beyond its control. Liability for such risks is expressly assumed by the resident. Residents are encouraged to obtain the appropriate insurance for personal property and keep a record of their belongings.

Housing Policies

Rights and Responsibilities of Community Participants
It is the responsibility of the student to know and abide by all community standards, policies of Prescott College and the Office of Residence Life & Housing. Each Resident is provided a copy of the Resident Housing Handbook upon move-in. This handbook contains policies and community standards to which residents are expected to abide. Residents are responsible, to the best of their ability, for the safety and wellbeing of their community. A student who witnesses an injustice or a situation where community standards are not met must report such behavior. Any resident that does not report such behavior encourages the tolerance of injustice and disrespect and therefore assumes partial responsibility for these actions. A community member whose actions or inactions are found to be the direct cause of injury to persons or damage to Prescott College property or student personal property will be held financially and otherwise responsible.

Student Conduct and Honor Conscience
Community life and a successful experience at the College depend on a commitment to a sense of responsibility for oneself and to other people. This commitment is shown through the Honor Conscience that is essentially a commitment to act with honesty, integrity and respect.

It is the responsibility of each individual in the College community to act with honesty, integrity and respect in personal, social and academic relationships, and with consideration and concern for the entire College community and its members.

The College has not decreed an exhaustive set of rules since these may actually inhibit the development of self-regulation. Only the most necessary rules are made explicit (see below). All members of the College community are expected to act according to the Honor Conscience.

The College believes in allowing students to develop their own self-guidance and regulation. Should a student exhibit behavior(s) that display disrespect for the Honor Conscience, the College will hold that students responsible for their behavior.

Rules for Honoring Campus and Community
1. Prescott College prohibits dogs or other animals in College buildings or to be left unattended in vehicles parked on campus. Dogs and other animals are allowed in outdoor common areas of campus, provided they are under owner control, i.e. on a leash of reasonable length, and do not pose a hazard or threat to others. Dogs and other pets may not be left unattended at any time. The College recognizes the importance of service dogs to those individuals who require their assistance.
and welcomes these animals in all areas of campus.
2. Demonstrate respect for the College and others by keeping bikes outside of buildings and parked in the proper location.
3. Respect your body and the environment by not smoking. Smoking is allowed in designated areas, 50 feet from a doorway or window. Dispose of cigarette butts in a container – not on the ground.
4. Be considerate of fellow students, faculty, and staff by finding alternate parking for your vehicles while out in the field. Parking is limited and those working and studying on campus need the space.
5. Help build a positive reputation for the College with the Prescott community by using crosswalks and traffic signals while on foot.
6. Do your part to save the planet's energy by closing doors, turning off lights, and turning down the heat and air conditioning in College buildings.
7. Preserve the environment by using recycle bins and trash cans and picking up after those who don’t. "Leave no trace," is the College ethic.
8. All weapons are prohibited. Do not bring weapons of any kind to campus.
9. Have all postings approved by the Student Life Office.

Student Rights and Responsibilities

Statement of Responsible Behavior

The College community is a place where individuals accept their obligations to others and to the environment. In keeping with the College's commitment to the environment, community members are encouraged to take responsibility for the environs at Prescott College and the City of Prescott. Both on- and off-campus, conduct should demonstrate concern for the health, safety, and welfare of community members and reflect students' fitness to be a member of the local community. Common areas at the College and public places should be treated with respect. Responsible citizenship should extend to neighbors and the global community.

Nearly all of the student rights are encompassed in two basic tenets: the right to a liberal arts education and the right to fair and reasonable treatment by other members of the College community.

In particular, each student has the following rights and responsibilities:
1. Every student has the right to receive regular and organized instruction and guidance consistent with the aims of the course for which he/she registered. The instructors have the responsibility to determine the methods of instruction suited to the course and to maintain conditions in the classroom and learning environment that are conducive to the learning process.
2. A student should be free to take reasoned exception to the data and views offered in any course, but may not impede the progress of instruction. The student is responsible for learning the content and skills required by the course.
   A student's course evaluation and grade should be determined only by academic achievement consistent with the aims and content of that course. At the beginning of the course, the instructor should make known the factors that will be considered in evaluating a student's performance, such as class attendance, class participation, portfolio, class projects, papers, and examinations. The student evaluation cannot be changed without consent of both parties. Contracts serve as an agreement between the faculty member and the student.
3. The student has the right to participate in Student Union student organizations, and all College-sponsored activities and events in which they are qualified to participate.
4. The student has the right to use the educational resources of the College in accordance with the rules concerning their use.
5. Each student has the right to apply for financial aid. Specific financial aid rights and responsibilities can be found in the Financial Aid office.
6. Each student has the right to fair and reasonable treatment by other members of the College community. Members have the responsibility to treat others in a manner that does not interfere with others' rights.
7. Prescott College is committed to providing access and resources to students with disabilities. Students with disabilities have all rights and responsibilities explicit to all other students. Students with disabilities have the right to access of resources and reasonable accommodations under statute 504.

Statement of Respect for Diversity

The mission of the College is to "educate students of diverse ages and backgrounds." Diversity includes geographic factors, socioeconomic status, age, values, career histories, gender, disability, sexual orientation, dietary choices, religious affiliation, and culture and ethnicity. The College encourages students to become aware of and value the differences between people.
STUDENT CONDUCT POLICY

SECTION I, Guiding Principles
Prescott College recognizes its students as responsible and dedicated people who are preparing to be global citizens. As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy Prescott College provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the College’s educational mission.

SECTION II, Scope
This Student Conduct Policy applies to all students and student organizations at Prescott College.

SECTION III, Reach
The Student Conduct Policy shall apply to student conduct that occurs on College premises including online platforms (including online classes, e-mail and telephone communication), at College-sponsored activities, student organization sponsored events or in College Housing. At the discretion of the Conduct Officer (Dean or Director of Student Life, Director of Auxiliary Services, Dean of Academic Affairs or a delegate as appointed by the President of Prescott College) the Policy also shall apply to off-campus student conduct (off-campus conduct should demonstrate concern for the health, safety, and welfare of community members and reflect students’ fitness to be a member of the local community); when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

Resident Housing Manager. The Conduct Officer delegates to the Resident Housing Manager of Residence Life & Housing the authority to develop and enforce rules and procedures to address the unique needs and management of College premises under the control of the Resident Housing Manager. Such rules and procedures shall be complementary to this Code.

SECTION IV, Responsibilities of Dual Membership
Students are both members of the College community, citizens of the state, and larger community. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the College and to other individuals who make up the community. By upholding its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

SECTION V, Disciplinary Offenses
The offenses listed below are given as examples only. Prescott College may sanction other conduct not specifically included on this list.

1. Scholastic Dishonesty
   a) Plagiarism
   b) Cheating on assignments or examinations
   c) Engaging in unauthorized collaboration on academic work
   d) Taking, acquiring or using test materials without faculty permission
   e) Submitting false or incomplete records of academic achievement;
   f) Altering, forging or misusing a College academic record;
   g) Fabricating or falsifying data, research procedures, or data analysis;
   h) Deceiving the College and/or its officials.

2. Illegal or Unauthorized Possession or Use of Weapons
   a) Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property, school sponsored housing or at college sponsored functions, except where possession is required by law.

3. Sexual Assault or Nonconsensual Contact/Sexual Harassment
   a) Any form of unwanted sexual attention or unwanted sexual contact.
   b) Sexual Harassment Policy
Prescott College prohibits and will not tolerate sexual harassment* of, and/or sexual violence towards, our employees or students by members of our community (employees, students, supervisors, administrators, etc), vendors, suppliers, consultants, contractors or other persons or
organizations that work with our College. Sexual harassment undermines the quality and integrity of the academic and work environment by violating the mutual trust and respect that lie at the heart of our learning community and characterize the relationships that students have with their teachers and mentors, and colleagues have with each other. The College is committed to providing a learning and working environment that is free from all forms of discrimination. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Inquiries concerning Title IX can be directed to the Title IX Coordinator: Lisa Lundberg, Co-Director of Human Resources, 220 Grove Ave, Prescott, AZ 86301. (928) 350-4204. llundberg@prescott.edu. Title IX inquiries may also be directed to the Office for Civil Rights: http://www.hhs.gov/ocr/

*“Sexual harassment” throughout this document includes sexual violence unless otherwise noted.*

**DEFINITIONS:**

**Sexual Discrimination and Sexual Harassment**

Sexual harassment is one of many forms of illegal discrimination prohibited by the federal laws cited above. It arises out of an unfair use of power or authority by one person over another and/or from a lack of respect for others. Sexual harassment can involve persons in authority such as instructors, mentors, or staff; or, it can involve colleagues or peers. Under Title IX, discrimination on the basis of sex includes sexual harassment and sexual violence, e.g., rape, sexual assault, sexual battery, and sexual coercion.

- Sexual harassment is unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted.
- Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with an employee's job or student's academic performance or creates an intimidating, hostile, or offensive working or learning environment, even if the harassment occurs outside of the school's program.
- Sexual harassment encompasses a wide range of conduct and behaviors and can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.
- Sexual harassment can involve males or females being harassed by members of either sex.
- Sexual harassment can be based on one's sexual orientation.

**Violations of Sexual Harassment Policy**

Though not a comprehensive list, it shall be considered a violation of the College’s sexual harassment policy for any member of the community to:

- Make sexual advances or request sexual favors if submission or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, education, performance or academic evaluation, or participation in College-affiliated activities.
- Make sexual advances or request sexual favors if submission or rejection of such conduct by an individual is used as the basis for decisions related to that individual’s employment, education, performance or academic evaluation, or participation in College-affiliated activities.
- Make sexual advances, request sexual favors, or otherwise discriminate on the basis of gender in a manner that has the effect of unlawfully creating an intimidating, hostile, offensive, or demeaning academic or work environment.
- Engage in any sexual contact with an individual who has not given consent or commit any act of sexual assault, public sexual indecency, or sexual abuse against an individual who has not given consent on College property or in connection with any College-affiliated event or activity. Employees and students of Prescott College are prohibited from harassing other employees/students whether or not the incidents of harassment occur on College premises and whether or not the incidents occur during working hours. In addition, a person who is under the influence of drugs or alcohol will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction and/or they lack the capacity to reasonably understand the situation.
- Act, recommend action, or refuse to take action in a supervisory position in return for
sexual favors or as a reprisal against an individual who has reported, filed a complaint regarding, or been the object of sexual harassment.

- Disregard, fail to investigate, or delay an investigation of allegations of sexual harassment when it is appropriate (or required) by one’s supervisory position.

Consensual Relationships between Employees and Students

The College does not condone consensual romantic and/or physically intimate relationships between employees and students (regardless of the duration). An apparently consensual romantic relationship may lead to sexual harassment or compromise other professional obligations, particularly if one of the individuals in the relationship has a professional responsibility toward or is in a position of power or authority with respect to the other.

Members of the community who are involved with another member of the community for whom they have supervisory or evaluative responsibilities are expected to immediately report their relationship to their supervisor, and must remove themselves from any decision-making processes involving their partner. Relationships that are not reported per this policy are not considered consensual and are considered to be in violation of this policy, and employees will be subject to appropriate sanctions, up to and including the possibility of termination.

Reporting

A member of the community who believes that he or she may have been the victim of sexual harassment or sexual violence should consult with, or file a complaint with Lisa Lundberg, the Title IX Coordinator, or one of the sexual harassment deputy coordinators (listed below). The College will respond to any report or complaint, formal or informal, of sexual harassment in a prompt and equitable manner. Allegations of sexual harassment must be made in good faith.

- Director of Student Life
- Risk Management Officer(s)
- Co-Directors of Human Resources
- Housing manager

SEXUAL HARRASSMENT DISCIPLINARY PROCEDURES:

In the case of a sexual harassment, sexual assault, harassment, stalking or bullying formal complaint, a report will be generated when the issue has been reported. The victim will be asked to provide a written account of the incident. The alleged will also need to provide a written statement.

1. An Investigator will be appointed to the complaint to conduct an impartial investigation and interview with all parties involved. The investigation will be completed promptly and without unreasonable delay in the process.
2. Identify which policies may have been violated.
3. At the completion of the investigation all collected facts and interviews will be turned over to the Hearing Officer(s), who will conduct an official Hearing and make a finding based on a more likely than not standard. The Hearing Officer(s) will decide sanctions in accordance to the policies violated.
4. The decision will be presented to both the victim and the accused in writing.
5. Both Parties have the right to file an appeal.
6. If there are grounds for appeal, the case will be assigned to a Conduct Board.
7. Members of the Conduct Board will gather to review the case and bring in any witnesses necessary to make a final decision in regards to the complaint.
8. The Conduct Board has final decision making authority with regard to formal complaints, without further appeal.

Confidentiality

Certain information concerning sexual harassment will need to be disclosed to be in compliance with
The Clery Act and Title IX. Nevertheless, the College shall protect the confidentiality of the identities of and statements made by individuals (parties and witnesses) involved in a report of sexual harassment to the extent permitted by law and to the extent that continued protection does not interfere with the College’s ability to fully investigate allegations of misconduct brought to its attention and to take corrective action. Information will be disclosed strictly on a need to know basis to select employees.

4. Threatening, Violent or Aggressive Conduct
   a) Assault, battery, or any other form of physical abuse of a student or college employee
   b) Fighting or physical altercation
   c) Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
   d) Any conduct that threatens the health or safety of another individual one’s own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student

5. Theft, Property Damage and Vandalism
   a) Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
   b) Extortion
   c) Setting fires, tampering with fire safety and/or fire fighting equipment

6. Disruptive or Disorderly Conduct
   Disruptive Behavior, such as, Interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)
   a) Disruptive Classroom Conduct, such as,
      i. Engaging in behavior that substantially or repeatedly interrupts either the instructor’s ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
      ii. Use of cell phones, MP3 players during scheduled classroom times
   b) Disorderly Conduct, such as,
      i. Disorderly, lewd, indecent, disrespectful or obscene conduct. This would include but is not limited to any type of clothing worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by the College. Disorderly, lewd, indecent, disrespectful or obscene conduct within e-learning platforms
      ii. Breach of peace on college property, within college courses or at any college-sponsored or supervised program
      iii. Any in-school, on line or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of Prescott College and/or its reputation (off-campus conduct should demonstrate concern for the health, safety, and welfare of community members and reflect students’ fitness to be a member of the local community).

7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol
   a. Use, sale, possession or distribution of illegal or controlled substances, drug, alcohol or drug or alcohol paraphernalia on college property or at any function sponsored or supervised by the college.
   b. Being under the influence of illegal or controlled substances on college property, or at any college function
   c. Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the college.
   d. Being under the influence of alcohol on college property or at any college function is also prohibited
   e. No exception will be made for the use of medical marijuana, regardless of whether the student has a medical marijuana registry card. Knowingly being in the presence of others violating this rule is also prohibited

8. Verbal Assault, Defamation and Harassment
   a. Verbal abuse of a student or college employee, security officers, community
members.

b. Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person

c. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

9. Hazing and Anti bullying

a. Any form of "hazing" and any act that endangers the safety of a student, or that 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. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a student group or student organizations that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.

b. It is the policy of the College that bullying behavior by or against any member of the College community, whether student, employee, faculty or guest, will not be tolerated. Violation of the anti-bullying policy can result in discipline, up to and including expulsion for students. While each circumstance is different, bullying is inappropriate, unwelcome behavior (which can be through verbal or other communication or physical contact) that targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may be the result of repeated behavior or, if sufficiently severe, a single incident; can be direct or indirect, and can be effectuated through verbal, physical, electronic or other means.

Conduct constitutes prohibited bullying when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm. Prohibited bullying behavior can take a variety of forms, and may include, but is not limited, to the following examples:

- verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
- verbal or physical conduct of a threatening, intimidating, or humiliating nature;
- sabotaging or undermining an individual or group’s work performance or education experience;
- inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person’s work area or property, and
- inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, website, online chat rooms in a threatening, intimidating, or humiliating manner.

Bullying behavior violates the College’s Student Code of Conduct and its expectation that students will respect the rights of others and help create a positive environment where diversity of people and ideas is valued and tolerated.

10. Falsification

Willfully providing college officials with false, misleading or incomplete information

Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

11. Abuse of Prescott College disciplinary system, including but not limited to:

a) Failure to obey the summons of a disciplinary body or college official
b) Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
c) Disruption or interference with the orderly conduct of a disciplinary proceeding
d) Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
e) Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
f) Failure to comply with the sanction(s) imposed under the student conduct policy
g) Influencing or attempting to influence another person to commit an abuse of the disciplinary system

12. Unauthorized Use or Misuse of College Facilities
   a) Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

13. Violation of Federal or State Laws
   a) Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions

14. Insubordination
   a) Persistent or gross acts of willful disobedience or defiance toward college personnel, security officers
   b) Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
   c) Failure to exit during fire drill, or other evacuation drills
   d) Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official, security officers, acting in the performance of his/her duties

15. Violations of College Rules
   a) Violations by guest of a student on college property. Students are responsible for the actions of their guests
   b) Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
   c) Smoking in classrooms or other college buildings or areas unless designated as a smoking area
   d) Any violation of the student housing agreement, rules and regulations and/or the college housing student handbook
   e) Any violation of the institutions policies on the responsible use of technology including but not limited to
      I. The theft or abuse of computer, email, Internet or Intranet resources
      II. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
      III. Unauthorized transfer of a file
      IV. Unauthorized downloading of copyrighted materials in violation of law
      V. Unauthorized use of another individual's identification and/or password
      VI. Use of computing facilities to interfere with the work of another student, faculty member, or school official
      VII. Use of computing facilities to send obscene or abusive messages (including but not limited to e mail, social media, on line classrooms)
      VIII. Use of computing facilities to interfere with normal operation of the school's computing system
      IX. Cyber bullying
   f) Failure to satisfy school financial obligations

The above list is illustrative only, and Prescott College may sanction other conduct not specifically included on this list.

SECTION VI, Sanctions
Prescott College may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). Prescott College reserves the right to immediately impose the most severe sanction if circumstances merit.

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

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious
nature as a first course of action. The Conduct Officer or his/her delegate defines the terms of probation.

3. **Discretionary Sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.

4. **Removal from Housing:** The student will be immediately dismissed from school housing. The student will be required to vacate the premises according to the terms of the sanction.

5. **Suspension:** Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.

6. **Expulsion:** The student will be expelled from Prescott College immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.

7. **Restitution:** Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

**Search of Student’s Property**

Students have no expectation of privacy in their personal property while on campus. Prescott College reserves the right to search the contents of students’ personal property or belongings at any time, when there is reasonable suspicion on the part of the College’s staff, that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, and clothing. This policy also applies to student property in school housing, student e-mail and/or computers.

**SECTION VII, Disciplinary Procedures:**

**Complaint**

Any member of Prescott College community may file a complaint against any student for misconduct or for otherwise being in violation of College policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Conduct Officer or his/her delegate.
2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.
3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Conduct Officer or a delegate may review and investigate the complaint, and uphold due process, to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

In most situations, the accused will be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless Prescott College determines that the circumstances do not warrant disclosure of some or all of the facts.

**Notification and Determination of violations that warrant Disciplinary Meeting**

1. The Judicial/Conduct Officer or a delegate will choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice, in writing, of the allegations and the reason for the meeting.
2. After the meeting, the Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, will render and communicate the decision to the STUDENT in writing, which shall describe the violation and the sanctions imposed, if any, and the student’s right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision will be documented in writing to the student as well.
   a. If a STUDENT fails to appear for the meeting, the Chief Conduct Officer or
his/her delegate may make a determination of violations of Prescott College policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of violations that warrant Disciplinary Hearing by Panel

In some cases, involving serious violations, the Conduct Officer or delegate, hereby referred to as “Hearing Officer”, in his or her sole discretion, will choose to assemble a disciplinary panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)

2. The Student should receive advance notice, in writing, of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel

3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing

4. The student may be accompanied by one person (family member, friend, etc) to provide support. This person cannot ask questions directly or speak during the meeting. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee

5. In Hearings involving more than one STUDENT, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.

6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
   a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion
   b. The Disciplinary Panel may ask questions and may seek information not provided to it previously.

7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.

8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel’s conclusions, any sanctions, and the student’s right of appeal.

9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student’s privacy rights.

Disciplinary Panel

A Disciplinary Panel will consist of trained members of the college Administration, Campus Staff, Faculty or Student Body. When students are permitted on the panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the panel. Failure to sign the permission constitutes an agreement to have no student on the panel.

Administrative Interim Suspension

Students may be administratively suspended on an interim basis when:

(1) serious allegations are being investigated
(2) serious allegations are pending before a disciplinary panel
(3) in advance of a disciplinary panel hearing; or
(4) when a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community

During the interim suspension, students are denied access to college housing and/or to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or designee may determine to be appropriate. This interim suspension period should last no longer than three business days, and the Chief Conduct Officer or delegate may make reasonable provisions to provide for accommodations of a student in school housing.

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.
SECTION VIII, Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe they have been treated in an arbitrary or biased fashion or without adherence to Prescott College policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school housing must leave in accordance with the directions indicated in the decision.
- The student must write a letter of appeal in the student’s own words, addressed to the President of Prescott College or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to [school name] policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student’s receipt of the decision.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.