American College of Greece

Deree – The American University of Greece U.L.E.

Deree College Undergraduate and Graduate Programs

Alba Graduate Business School

STUDENT CODE OF CONDUCT

Version Number	Author	Approver	Date of approval	Next review date
1	Christina Drakonakis – Student Affairs	Iliana Lazana - SVP Administration	July 2021	July 2023
2	Christina Drakonakis – Student Affairs	Iliana Lazana - SVP Administration	January 2025	July 2025
3.	Christina Drakonakis – Student Affairs	Iliana Lazana - SVP Administration	April 2025	July 2025
4.	Christina Drakonakis – Student Affairs	Iliana Lazana - SVP Administration	July 2025	July 2026
5.	Christina Drakonakis – Student Affairs	Iliana Lazana - SVP Administration	July 2025	July 2026
6.	Christina Drakonakis – Student Affairs	Iliana Lazana - SVP Administration	July 2026	July 2027

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STUDENT CODE OF CONDUCT

1. PURPOSE STATEMENT

In order to create an environment whereby students can live safely, succeed academically, and develop skills for life, leadership, and service, the College relies upon students to know and adhere to standards of behavior pertaining to personal and academic integrity, guided by the Student Honor Pledge, College policies and Greek laws. Students are expected to respect the rights and privileges of others and to exhibit both inside and outside the classroom conduct becoming of a student in both manner and attitude. To this end, the College has developed its own standards for student conduct as well as procedures for disciplinary action.

2. INTERPRETATION AND REVISION

Any question of interpretation or application of the Student Code of Conduct or the ACG Housing Regulations should be referred to the Office of the Dean of Students (deanofstudents@acg.edu). Questions regarding the interpretation of the Student Code of Conduct should be directed to the Office of the Dean of Students, which will involve the head of the appropriate ACG unit depending on the individual concerned and the topic of the question raised. Specifically, the Office of the Dean of Students will engage the relevant office for matters involving: Undergraduate Programs, Graduate Programs, International Students or Residents, Employees. In each case, the corresponding head or responsible office will be brought into the process as appropriate.

The Office of the Dean of Students reviews the Student Code of Conduct on an annual basis. Students have the right to be informed about changes in a timely manner.

3. STUDENT RIGHTS

The choice to become a member of the Deree/Alba community implies the commitment to accept the rights and responsibilities of that membership. These stem from the understanding that the individual is responsible to the community and the community is equally responsible to the individual. As such, all student members of the Deree/Alba community have certain rights:

- The right to learn, including the right of access to ideas, the right of access to facts and opinions, the right to express ideas, and the right to discuss those ideas with others;
- The right to be treated as an individual member of the community, including the right to be free of discrimination based on age, sex, religion, ethnic or national origin, handicap, sexual orientation, and the right to be free from harassment of any type;
- The right of peaceful coexistence, including the right to be free from violence, force, threats, and abuse, and the right to move about freely;
- The right to be free of any action that unduly interferes with student rights and/or the learning environment;

- The right to express an opinion, which includes the right to state an agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of that opinion;

4. **STUDENT RESPONSIBILITIES**

All students of Deree/Alba divisions of The American College of Greece are responsible for reading and upholding the College Policies available on the Blackboard container Student Code of Conduct and Other Policies. These policies cover academic and educational regulations and requirements as well as procedures for academic appeals or grievances; privacy, safeguarding, housing regulations, college sports rules, and broader expectations of student behavior and wellbeing; nondiscrimination, harassment, sexual misconduct and commitments to fostering and inclusive community; technology and information security regulations and guidelines for acceptable use of IT resources, including computer ethics, email and use of password policies, social media use, mass communications and personal data protection; campus access rules and general community safety; whistleblower, antibribery and anticorruption obligations.

Deree/Alba divisions of The American College of Greece expect that its students comply with the Greek law. In addition to imposing disciplinary sanctions, the College may refer students for prosecution for conduct prohibited in accordance with the Greek law, such as discrimination; assault; harassment; sexual violence/assault/harassment; theft; possession and/or use of weapons or explosives; possession, sale, purchase, use or distribution of illegal substances; such violations are marked with an asterisk (*).

Once admitted at the Deree/Alba divisions of The American College of Greece, students are expected to comply with and sign the Student Honor Pledge.

Student Honor Pledge

As an entering student at the Deree/Alba divisions of The American College of Greece, I recognize that this institution offers me an opportunity for a unique transformational experience. The purpose of this experience is to help students become exemplary and reflective citizens of Greece and the world, who contribute to the improvement of people's lives.

I recognize and accept personal responsibility for honesty in all of my interactions while a member of this community of scholars. Such honesty is a vital part of my academic career and is the foundation of my work here as a student. I pledge that I will uphold the academic integrity and student conduct policies of the institution and will encourage my peers and others in the community to respect and observe such policies.

Furthermore, I pledge to only present my own work as my own and to present to Deree/Alba authorities, committees, faculty, staff and students only valid and truthful documents.I realize that violations of College policies, as listed in the catalog and other misconduct could result in various penalties and even expulsion from the College.

4.1. GENERAL RESPONSIBILITIES

Information

Students must keep the Office of the Registrar informed of their current address and telephone number, both local and permanent, and inform the Registrar's office of any changes.

Official Communications

Students are expected to use English in all official communications, written and oral, with members of the College community.ACG will use email as the official means of communication with students through their ACG email accounts. Not reading ACG emails is not an excuse for being unaware. Students are required to use their College e-mail account in all their correspondence with the faculty and administration.

Behavior

Students must keep the College premises in neat working order by using the facilities with due respect, by discarding all refuse in the appropriate receptacles provided, and by handling College equipment and educational materials with care. Students are expected to maintain their personal appearance and behave in a manner appropriate to an academic institution and environment.

Awareness and Compliance

Students are expected to be aware and comply with the Greek Law. Students are expected to be aware of what constitutes a violation of the Student Code of Conduct and behave in a manner that is consistent with College standards.

Jurisdiction

The Student Code of Conduct applies to all ACG students. A student is defined as a person enrolled or registered for study at ACG for any academic period, irrespective of the student's presence on campus. Also, each student is responsible for their conduct from the time of their admission to the actual awarding of their degree, including when classes are not in session. Students who are not currently enrolled due to personal, medical, or academic leave of absence, and or suspension, but intend to continue as students at ACG are also subject to the Student Code of Conduct.

The Student Code of Conduct applies to ACG students while they are on campus, in ACG Housing, the virtual space within which electronic communications involving students, faculty, staff and third parties take place, off-campus locations of scheduled College programs and activities in Greece and abroad including study abroad programs, conferences and tournaments.

ACG may also apply the Student Code of Conduct in instances where a student's misconduct is deemed to pose a threat to the health, safety and wellbeing of the ACG community, a member of the ACG community, and the pursuit of the objectives of ACG regardless of where the conduct took place. Examples that describe the kinds of off-campus acts that may be addressed by the Student Code of Conduct Process are: when a student is charged with a serious criminal offense, driving under the influence of alcohol or drugs, physical violence, sexual misconduct, sale/distribution of illegal substances, and malicious destruction of property.

In the case that an incident report submitted involves an ACG employee, the respective offices of Academic Affairs and/or Human Resources will be notified to initiate and follow appropriate procedures on their part.

4.2. **DEFINITIONS**

Appeal Officer – a person designated to hear student conduct appeals.

Reporting party - any person who files an incident report about another ACG member and/or is the impacted party of the alleged misconduct. In some cases, the College may be the Reporting party.

Conduct Advisor - a member of the ACG community that may accompany a student for support and guidance through the conduct process. A Conduct Advisor cannot be a parent, guardian, witness, lawyer, or student/Reporting party in the same incident. The role of the advisor is restricted to advising only and the advisor may not speak on behalf of, or for the student during a Conduct Conference and Conduct Hearing Panel. The Dean of Students Office maintains a list of advisors, or students may ask an ACG faculty or staff member to be their advisor. Advisors will be asked to read the Conduct Advisor manual and acknowledge that they are aware of their role and responsibility.

Conduct Conference (CC) – a meeting with an assigned Hearing Officer to discuss allegations raised from an incident report in order to determine findings of responsibility and if applicable, sanctions.

Conduct Hearing Panel - a panel of trained faculty and/or staff who meet to review incidents of alleged misconduct and determine responsibility and if applicable, recommend sanctions.

Days - For this document, days refers to business days, Monday through Friday.

Formal Process - students will be informed of alleged misconduct, and are able to review documentation and prepare a response. If the student is found to have violated the Student Code of Conduct, they will have the chance to appeal the decision. The decision is recorded in their file.

Hearing Panel Chairperson - A Panel Member who is present at the hearing to run the hearing and maintain order, draft the findings and sanction recommendations.

Hearing Panel Coordinator - A person who is present at the hearing to make sure the process is followed, answers questions related to process, but is not a participating member. The Coordinator has the authority to approve the sanction recommendations, issue the outcome letter and coordinate appeals.

Hearing Officer - a College staff/faculty member designated to hold meetings, student conduct conferences, serve on a hearing panel or as an appeal officer.

Incident Report form - a document completed by a member of the College community to report an alleged violation of the College's Student Code of Conduct.

Informal Process - is an alternative to a formal investigation into whether the Responding Party is responsible and instead an administrator works with the Responding Party and Reporting Party to reach a mutually acceptable resolution.

Outcome Letter - the official communication letter that informs the Responding party of findings of responsibility and if applicable sanctions, as a result of a conduct conference or hearing panel.

Preponderance of the evidence – The standard used to assess the information presented when making a determination of responsibility. The preponderance of evidence is defined as it is 'more likely than not' that the violation has occurred.

Responding party - an ACG student who has been charged with violating the Student Code of Conduct.

Student – Any person taking courses at the College, either full time or part time, or pursuing undergraduate (traditional or continuing education) or graduate degrees as well as students taking part in study abroad programs.

Witness - an individual who has direct knowledge of an incident. Character witnesses are not part of the student conduct process.

4.3. Prohibited Conduct

Academic Misconduct

An academic offence (or breach of academic integrity) includes any action or behavior likely to confer an unfair advantage, whether by advantaging the alleged offender or by disadvantaging another or others. Examples of such misconduct are plagiarism, collusion, cheating, impersonation, supplying false documentation, use of inadmissible material and disruptive behavior during examinations.

Responsibility for reviewing breaches of academic integrity for Deree Undergraduate and Graduate programs is held by the Committee on Standing and Conduct (COSC) as per the respective academic policies in the Undergraduate and Graduate Catalogs & Student Handbooks available on the ACG website and Blackboard.

Responsibility for reviewing breaches of academic integrity for Alba Graduate Business School is held by the Alba Ethics Committee as outlined in the Academic Regulations in the Code of Ethics.

Alcohol

The possession, consumption, distribution, transportation, sale or purchase of alcoholic beverages or the attempt to purchase, consume, possess or transport alcohol anywhere on campus, at any College activity off campus and at any College apartment or Residence Complex, is prohibited regardless of the age, except at specific College events after permission granted by the Office of Student Affairs, Office of Events, and Deans of each Academic School. At approved College events, reasonable use of alcohol and moderate drinking are allowed by individuals at the legal drinking age.

- The presence of any amount of alcohol in a student's personal belongings while on campus, at any College activity off campus or in ACG Housing, or in their College apartment is prohibited.
- Empty containers of alcohol, related paraphernalia for drinking games and rapid consumption are not allowed and will be confiscated for disposal. Students will be referred to the conduct process for alcohol violations.
- Excessive consumption and being intoxicated on campus, at any College apartment or Residence Complex or any College activity off campus is prohibited regardless of age. Excessive consumption is defined as being under the influence of alcohol to a degree that there is a risk to the health and/or safety of self or others (unconscious, loss of control, high Blood Alcohol Concentration, requiring medical attention, and/or results in a police citation). Excessive alcohol consumption off campus that results in medical attention or police citation could qualify as a conduct violation.
- Participation in activities, games or contests that promote irresponsible drinking and/or are otherwise designed or used to encourage or deliver a high volume or rapid delivery of alcohol is prohibited. This includes possession or use of paraphernalia used for drinking games.
- Hosting gatherings on campus or at any College apartment or Residence complex where alcohol is consumed regardless of age is prohibited. In general, room occupants assume a heightened degree of accountability, relative to guests or other non-occupants, for gatherings that occur in their Residence Complex room or College apartment at which alcohol is present. The College reserves the right to consider some, or all, room occupants to be in possession of alcohol and/or related paraphernalia if the substance/item is located in their

assigned space, regardless of whether or not it was purchased, otherwise obtained by the room occupants.

- The use of College Student Life funds by undergraduate registered student clubs, societies and organizations for the purchase of alcoholic beverages is prohibited, regardless of whether such beverages are to be possessed or consumed on or off College premises.

Events Where Alcohol Is Served

The following guidelines apply to approved on or off-campus student events where alcohol is served.

- Open bars and the serving of shots are prohibited.
- If the College has designated separate area(s) where alcohol is to be served/consumed, students must comply with those designations.
- The College may require wristbands, tickets, or other appropriate methods be used for identification purposes and/or for limiting drinks to a specified amount and students must comply with those requirements.
- Adequate amounts of food and nonalcoholic beverages must be provided commensurate with the nature, length, and size of the event and the amount of resources expended on alcohol.
- Intoxicated persons must be refused entry to and/or removed from the event.
- Typically, the length of time for serving alcohol is limited to two hours, unless a different decision is made by authorized College personnel in consultation with the event organizer(s), which may occur on a case by-case basis.
- The College may cancel, close or otherwise prohibit any function or event which violates these conditions, or which otherwise poses a risk to the health and safety of members of the College community.

ACG's Medical Amnesty and Active Bystander Protocol

A student who acts responsibly and seeks help in case of a medical emergency by calling the appropriate authorities (e.g., calling an ambulance 166, alerting a resident assistant, nurse, campus security or police) typically will not face College conduct action violating the alcohol policy. However, the student will be required to meet with a Hearing Officer and may be required to complete Reflective work related to substance abuse. When the student's behavior involves other Student Code of Conduct violations, (e.g., vandalism, assault, furnishing to minors) the additional behavior may be subject to disciplinary action. If a student exhibits a pattern of problematic behavior with alcohol or other substances, that student may be subject to formal disciplinary action.

The circumstances that invoke the Protocol are:

- Students seeking medical assistance for themselves when experiencing an alcohol or other substance overdose or related problems.
- A student seeks medical assistance for a peer suffering from an alcohol or other substance overdose or related problems and remains with the peer until appropriate help arrives.
- A student suffering from an alcohol or other substance overdose or related problems, for whom another student seeks assistance. The other person who sought assistance, in good faith, believes they are the first caller,

provides their name and remains with the peer until help arrives. Ex. Student A calls for help for their friend who is incapacitated due to alcohol/substance overdose. The friend who is incapacitated typically will not go through disciplinary action.

Complicity in Misconduct
A student may be held responsible for Complicity in Misconduct when the student knowingly assists, aids, encourages, facilitates, or otherwise actively supports another person in committing or attempting to commit a violation of the Student Code of Conduct; when the student, with knowledge that misconduct is occurring or is about to occur, engages in conduct or intentional inaction that materially assists, encourages, facilitates, or contributes to the continuation or escalation of the misconduct; or when the student's presence, together with their actions, demonstrates knowing assistance, encouragement, support, or participation in the misconduct.

Mere presence at the scene of misconduct, by itself, does not constitute Complicity. However, students who become aware of conduct that presents a serious or imminent risk to the health or safety of any person are expected, when it is safe and reasonable to do so, to seek assistance from College officials, security personnel, emergency services, or another appropriate authority.

A student found responsible for Complicity may be sanctioned based on the severity of the underlying misconduct and the student's knowledge, intent, and level of involvement.

Consumption of Food and Beverages
Consumption of food and beverages in classrooms, laboratories, studios, athletic facilities, the library or any other teaching and learning space in the College is not permitted.

Discrimination*
Conduct that denies an individual the opportunity to participate in or benefit from ACG programs, activities or otherwise adversely affects a term or condition of an individual's employment, education, living environment on campus, because of an individual's sex, gender, race, color, ethnic or social origin, genetic features, bodily appearance, movement, language, nationality, religion or belief, political or any other opinion, membership of a national minority, property, birth, physical, mental or psychological disability, age, marital status or sexual orientation is prohibited. The College strives to maximize valuable talent and potential, and eliminate unconscious bias, prejudice and stereotyping.

Also refer to the following policy:

- ACG Equality, Diversity and Inclusion Policy & Non-Discrimination, Harassment and Sexual Misconduct Policy

Disorderly Conduct and Disruptive Behavior*
Any behavior of a student in or outside of the classroom which prevents the instructors from teaching, other students from learning, or interferes with the normal operation of the College. This includes but is not limited to disruption of or interference with the lawful administration of the functions of the College and the rights of other members of the College community. Disorderly conduct, on campus, in ACG Housing or in the residential neighborhood bordering campus, is any behavior that is reasonably likely to disturb the peace, disturb or infringe the rights of other people, damage property, or result in harm to others or the community. Disorderly conduct may include, but is

not limited to, unreasonable, reckless, disruptive, lewd, inappropriate, or unruly behavior, and may involve offensive, threatening, rude or abusive language orally or in writing including social media.

Drug Use/Illegal Substances*

The possession, being in the presence of, sale, purchase, use, production, processing or distribution of drugs and paraphernalia is strictly prohibited on campus, including ACG Housing apartments and Residence Complexes, and any College related activity off campus. In addition to imposing the disciplinary sanctions students may be referred for prosecution.

Students are also responsible for misconduct if they passively allow drug use to occur within their room/apartment or provide a setting that allows for the possession, sale, purchase, use, production, processing or distribution of illegal substances and paraphernalia.

The College reserves the right to sanction students in cases in which indicators of drug use are present, but where no drugs are recovered. These indicators may include, but are not limited to, symptoms of drug intoxication, the odor or residue of prohibited drugs, the presence of drug paraphernalia, attempts to mask odors, or other evidence of behavior designed to avoid detection.

The term "drugs" broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use (e.g., the misuse of prescription drugs, over-the-counter drugs, or household products).

The term "drug paraphernalia" broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use (ingesting, inhaling, or otherwise introducing any drug into the body), or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles, syringes, bongs, vaporizers, or pipes.

Failure to Comply with College Officials

Failing to comply with reasonable directives from College or other officials when directed to do so. This includes, but is not limited to failure to provide identification, to report to an administrative office, to complete sanctions assigned as part of the conduct process or, when reasonable cause exists, failure to leave College controlled premises (both physical and virtual) when directed to do so by properly authorized persons, including police and/or College faculty and staff. Failure to evacuate any College building during an emergency alarm.

Defiance or belligerence toward or lying to a College faculty or staff member who asks for identification or information. Students are expected to carry their Deree-ACG student identification cards at all times and must identify themselves to College officials upon request. It is understood that College officials will identify themselves and present a valid reason before making such a request.

Failure to Comply with Policies and Regulations

Violating written College policies or regulations contained in any official publications, administrative announcements, contracts (e.g., residence hall contracts or leases) and/or postings, including College websites. This includes, but is not limited to, persons violating the Visitation Policy; Violation of the IT Policies (Computer Ethics Policy, Email Policy, Acceptable Use of College Technology Resources); Violation of the

ACG Housing Regulations; Violation of Library Rules and Regulations; and any other College policies.

Fire Related Misconduct
Any conduct that creates a fire or explosion or creates a foreseeable risk of fire or explosion is prohibited. Tampering with fire safety equipment and falsely reporting a fire, an explosion or an explosive device, and setting off false fire alarms is prohibited.

Gambling
Any gambling not licensed by the state is prohibited. Prohibited activity includes, but is not limited to, such activities as sports betting pools, parlay cards, pyramid schemes, card games with money bets.

Harassment*
Harassment includes unwanted behavior or conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment because of, or connected to, one or more of the following protected characteristics: age, disability, gender and/or gender identity or expression, gender reassignment, race, ethnicity, religion, belief or non-belief, sex, sexual orientation, color and membership of a minority, social origin, birth and property, language, political or other opinion, pregnancy and maternity , genetic information, marital status, citizenship status, veteran or military status, or any other characteristic which constitutes a legally prohibited basis for discrimination and is, thus, unlawful.

In determining whether an act constitutes harassment, the full context of the conduct, giving due consideration to the protection of the College climate, individual rights, freedom of speech, academic freedom and advocacy will be considered. Not every act that might be offensive to an individual or a group constitutes harassment and/or a violation of the Student Code of Conduct.

Harassment includes, but is not limited to:

- Verbal abuse and/or offensive and hostile behavior, such as insulting, teasing, mocking, degrading or ridiculing;
- Derogatory remarks concerning a person's sex, gender and/or gender identity or expression, sexual orientation, or any other legally prohibited basis, including display of offensive symbols;
- Unwelcome physical contact, questions, advances, jokes, comments, epithets or demands;
- Physical assault or stalking;
- Electronic transmission or displays of offensive, demeaning or hostile materials;
- Unwillingness to collaborate with an ACG Community member within the scope of assigned tasks and responsibilities or College programs.

Harassment may occur as the result of a single incident as well as repeated incidents.

Bullying is considered a form of harassment and is a repeated and unreasonable behavior directed towards an individual or group based on any actual or perceived differentiating characteristic with the result of risk to physical/psychological health and safety. This includes but is not limited to:

- Verbal abuse or threats, insulting or offensive language;
- Deliberately excluding someone from activities;
- Spreading misinformation or rumors;
- Behavior that causes reasonable fear of harm to self, or of damage to property

- Behavior that causes physical or emotional harm
- Creates a hostile environment, substantially disrupts the education process

Harassment that constitutes domestic violence, abuse and stalking, control, coercion and threats that are of a sexual nature are adjudicated accordingly and may result in escalated sanctions.

Harassment that includes incidents of physical violence towards another person(s) on the basis of a protected characteristic, and hate crimes, such as those criminal offences which are perceived by the victim or any other person, to be motivated by hostility or prejudice, based on a person's disability or perceived disability; race or perceived race; or religion or perceived religion; or sexual orientation or perceived sexual orientation or transgender identity or perceived transgender identity are adjudicated accordingly and may result in escalated sanctions.

Also refer to the following policies:

- ACG Equality, Diversity and Inclusion Policy & Non-Discrimination, Harassment and Sexual Misconduct Policy
- Social Media Usage Policy

Hazing Policy

Any form of hazing is prohibited by the Student Code of Conduct and the law, as incorporated in this policy. Any one becoming aware of hazing as defined in this policy and is at the scene of such an incident, to the extent that such a person can do so without danger or peril to him or herself or others must report the behavior to the Office of the Dean of Students which will involve the head of the appropriate ACG unit (Alba Graduate Business School or Deree Graduate Programs) depending on the individual or group concerned. Failure to report or address hazing by an individual or group is a violation of this policy, as is any act of hazing described below.

Definition and Examples of Hazing

The term ''hazing'' refers to any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Consent shall not be available as a defense to any disciplinary sanction under this policy.

Hazing also refers to any activity or abuse of power by a member of a group against an individual or group of individuals as a condition to affiliate with, hold membership, or join, or to maintain full status in a group, that humiliates, degrades, or risks emotional and physical harms, regardless of the subjects willingness to participate.

For activities to be considered hazing, forced or mandated participation in not required; hazing may also involve implied coercion. Behavior may constitute

hazing if an individual reasonably feels that he or she will not be considered a fully participating member of the group or that he or she would be ostracized for not participating in the behavior, for example alcohol use.

Subtle Hazing is often accepted as harmless and emphasizes a power imbalance between individuals and other members of the group. It typically involves activities or attitudes that breach reasonable standards of mutual respect and exposes the individual to ridicule, embarrassment and humiliation. Examples include but are not limited to: deception;, implied requirement to participate in illegal or dangerous activities; silent periods with implied threats for violation; deprivation of privileges granted to other members;, requiring individuals to perform duties not assigned to other members; socially isolating individuals; line-ups and drills or tests on meaningless information; requiring individuals to address other members with titles such as "Mr" and "Ms" while they are identified with demeaning terms; expecting certain items to always be in one's possession.

Harassment Hazing involves behavior that causes emotional anguish or physical discomfort in order to feel like a part of the group. Harassment hazing confuses, frustrates and causes undue stress for the individual. Examples include but are not limited to: verbal abuse; threats or implied threats; asking individuals to wear embarrassing attire or carry out degrading, crude or humiliating acts; expecting individuals to perform person service to others members such as carrying books, errands, cooking, and cleaning; being expected to harass others.

Violent Hazing includes behaviors that have the potential to cause physical, emotional and/or psychological harm. Examples include but are not limited to: forced or coerced, explicitly or implicitly, the consumption of alcohol or other drugs; beating, paddling, or other forms of assault; branding; forced or coerced ingestion of vile substances, burning, water intoxication, expecting abuse or mistreatment of animals; public nudity; illegal activity, bondage; abductions, exposure to cold or heat without appropriate protection.

Distribution of Hazing Policy

ACG is committed to issuing a copy of this policy to every student group, student team or student organization that is part of the institution or is recognized by the institution or permitted by the institution to use its name. Each group, team or organization shall distribute a copy of this policy to each of its members and applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, advisor or coach, to deliver annually, to the institution an attested acknowledgment that each of its members or applicants has received a copy of this policy and that they agree to comply with the anti-hazing policy. ACG commits to delivering a copy of this policy at least annually, before the start of enrollment, to each person who enrolls as a full-time student. ACG shall file, at least annually, a report with the board of higher education, certifying that it has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student of the anti-hazing policy and also certifying that it has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the Student Code of Conduct.

Interruption of College Operations
The following points are indicative of violations in this category:

- Involvement in bomb threats.
- Operation of a vehicle or wheeled transportation on College grounds in a reckless manner. This includes, but is not limited to, motorized vehicles, skates, and bicycles without the proper regard for safety, courtesy, and caution.
- Demonstrations or protests by individuals or groups involving the threat or use of physical force, which obstructs or prevents other members of the College community from carrying out their work or studies.

Littering
Throwing objects and cigarette butts on the ground causing an untidy and environmentally unfriendly condition.

Loitering
Loitering on Pierce College premises or violating established College closing times is prohibited.

Misrepresentation/Dishonesty
The following points are indicative of violations in this category:

- Behaving dishonestly by engaging in or facilitating fraud, deception, misrepresentation, or personation, including falsification, forging, altering or misusing the College name, documents or logo. Failing to provide accurate and required information to or about College Officials acting in performance of their duties, on College documents, records, or identification cards. This includes false reporting of emergencies or violations of the Student Conduct Code.
- Furnishing false identification or information to the College or to College authorities with the intent to deceive or falsely identify another person. This includes using another student's College ID card or giving your College ID card to another individual to enter campus or access ACG resources.
- Communicating untruths to gain an unfair academic or employment advantage.
- Representing the College without specific prior written consent from the proper College officials.

No-Smoking Policy
According to Ministerial Decision 88202/2009 (published in the Government's Gazette no 1286/B'/30.6.2009), smoking is prohibited in all educational institutions and employment areas. In this context, all types of smoking including vaping are prohibited in all indoor and outdoor College areas. The no-smoking policy applies to all ACG community members (students, faculty, staff and employees), as well as parents, alumni and guests across all divisions (Pierce, Deree, Alba).

Personal Property and Theft*
Students must have respect for the property and belongings of others and not use, 'borrow', take or damage any items that belong to others without the owner's permission. When in ACG Housing, apartment doors should be kept locked when leaving the apartment.

Theft or unauthorized use of the property belonging or loaned by the College, a member of the College Community or visitor, as well as possession of stolen property is prohibited. This includes possessing, duplicating or using keys to any College

premises or services without authorization. Deree-ACG is not responsible for any loss of an individual's personal property.

Physical Violence*
Physical violence includes, but is not limited to any physical contact that results in harm or was intended to cause harm, and any fighting/brawling, slapping, spitting, shoving or restraining.

If the physical violence is associated with harassment of any kind including sexual violence/harassment, racial harassment, stalking and hazing and/or verbal or written statements that amount to psychological violence, the case will be adjudicated accordingly and sanctions may be escalated.

Obstruction of the Student Conduct Process
This includes, but is not limited to:

- Discouraging or attempting to discourage an individual's proper participation in, or use of, the student conduct system;
- Influencing or attempting to influence another person to commit an abuse of the student conduct system;
- Assisting, conspiring or hiring another person to commit an abuse of the student conduct system;
- Attempting to influence the impartiality of a member of a student conduct panel prior to, during, and/or after a student conduct proceeding.

Sexual Misconduct*
Sexual misconduct includes an incident of sexual violence, dating violence, domestic violence, gender-based violence, violence based on sexual orientation or gender identity or expression, sexual assault, sexual harassment or stalking.

Sexual Harassment
Sexual harassment occurs when an individual engages in unwelcome conduct of a sexual or gender-based nature that is sufficient to interfere with an individual's employment, access to ACG programs, activities, opportunities and living environment and detrimentally affects a reasonable person. It includes but is not limited to:

- any verbal or physical conduct or offensive remarks of a sexual nature;
- unsolicited, unwelcome, and unwanted sexual advances;
- requests for sexual favors; this includes, but is not limited to, implicit or explicit suggestions that submitting to or rejecting such conduct will be a factor in academic or employment evaluations, or participation in College activities;
- visual displays of degrading sexual images;
- sexually suggestive conduct;
- non-physical actions such as digital media stalking, cyberbullying, and non-consensual recording of sexual activity.

Sexual Violence/Assault
Sexual violence/assault includes physical sexual activity without prior clear and voluntary consent; consent should be affirmative, unambiguous, conscious, and given in advance; consent is revocable.

Sexual violence includes but is not limited to:

- Sexual activity against a person's will through physical force, violence, threat, intimidation, manipulation, ignoring the objections of the other person etc;

- Sexual activity where a person is incapable of giving consent, due to age, use of drugs or alcohol, intellectual or other disability, which prevents the individual from having the capacity to give consent etc;
- Rape, sexual assault/battery/abuse, coercion, domestic violence, dating violence and stalking.

Also refer to the following policies:

- ACG Equality, Diversity and Inclusion Policy & Non-Discrimination, Harassment and Sexual Misconduct Policy
- Social Media Usage Policy

Unauthorized Entry or Use
Entrance in College premises, including athletic facilities, residence halls, classrooms, computer networks, virtual College learning spaces and other restricted facilities without authorization. Unauthorized entry or use is considered any use or attempt to use without permission to do so. (e.g. an unsecured door is not permission to enter said space)

Use of College Name and Emblem*
The College name and emblem, or any part thereof, shall not be used by any student or group of students in connection with any public performance or for any other purpose except as authorized by the Office of Integrated Marketing and Communications. Any request for the use of the College name and emblem must also have the approval of the Dean of Students.

Vandalism*
Attempted or actual damage to property belonging or loaned to the College, a member of the College Community or visitor committed deliberately or in disregard of the possible harm to others.

Weapons/Explosives*
Possession, storing, carrying or using firearms, explosives, ammunition, fireworks, weapons including, but not limited to, catapults, knives (except sharp blades required by academic class e.g.: Art and knives used only for the consumption of food), paintball guns, pellet guns (including any "toy" gun that discharges any object), or other deadly weapons or dangerous chemicals.

5. **ACG HOUSING REGULATIONS**

All individuals staying in ACG Housing are required to adhere to the Student Code of Conduct, these ACG Housing Regulations, and all policies published by the College. Deree - The American College of Greece reserves the right to amend or supplement the ACG Housing Regulations at any time upon such notice to residents, as it deems appropriate. Upon signing the ACG Housing contract, each resident agrees to comply with the Student Code of Conduct and the ACG Housing Regulations. Residence visitors are also required to follow College policies.

Alcohol

The possession, consumption, distribution, transportation, sale or purchase of alcoholic beverages or the attempt to purchase, consume, possess or transport alcohol anywhere on campus, any College activity off campus and at any College apartment or Residence Complex, is prohibited regardless of the age, except at specific College events after permission granted by the Office of Student Affairs, Office of Events, and Deans of each Academic School. At approved College events, reasonable use of alcohol and moderate drinking are allowed by individuals at the legal drinking age.

- The presence of any amount of alcohol in a student's personal belongings while on campus, at any College activity off campus or in ACG Housing, or in their College apartment is prohibited.
- Empty containers of alcohol, related paraphernalia for drinking games and rapid consumption are not allowed and will be confiscated for disposal. Students will be referred to the conduct process for alcohol violations.
- Excessive consumption and being intoxicated on campus, at any College apartment or Residence Complex or any College activity off campus is prohibited regardless of age. Excessive consumption is defined as being under the influence of alcohol to a degree that there is a risk to the health and/or safety of self or others (unconscious, loss of control, high Blood Alcohol Concentration, requiring medical attention, and/or results in a police citation). Excessive alcohol consumption off campus that results in medical attention or police citation could qualify as a conduct violation.
- Participation in activities, games or contests that promote irresponsible drinking and/or are otherwise designed or used to encourage or deliver a high volume or rapid delivery of alcohol is prohibited. This includes possession or use of paraphernalia used for drinking games.
- Hosting gatherings on campus or at any College apartment or Residence complex where alcohol is consumed regardless of age is prohibited. In general, room occupants assume a heightened degree of accountability, relative to guests or other non-occupants, for gatherings that occur in their Residence Complex room or College apartment at which alcohol is present. The College reserves the right to consider some, or all, room occupants to be in possession of alcohol and/or related paraphernalia if the substance/item is located in their assigned space, regardless of whether or not it was purchased, otherwise obtained by the room occupants.
- The use of College Student Life funds by undergraduate registered student clubs, societies and organizations for the purchase of alcoholic beverages is prohibited, regardless of whether such beverages are to be possessed or consumed on or off College premises.

Events Where Alcohol Is Served

The following guidelines apply to approved on or off-campus student events where alcohol is served.

- Open bars and the serving of shots are prohibited.
- If the College has designated separate area(s) where alcohol is to be served/consumed, students must comply with those designations.
- The College may require wristbands, tickets, or other appropriate methods be used for identification purposes and/or for limiting drinks to a specified amount and students must comply with those requirements.
- Adequate amounts of food and nonalcoholic beverages must be provided commensurate with the nature, length, and size of the event and the amount of resources expended on alcohol.
- Intoxicated persons must be refused entry to and/or removed from the event.
- Typically, the length of time for serving alcohol is limited to two hours, unless a different decision is made by authorized College personnel in consultation with the event organizer(s), which may occur on a case by-case basis.
- The College may cancel, close or otherwise prohibit any function or event which violates these conditions, or which otherwise poses a risk to the health and safety of members of the College community.

ACG's Medical Amnesty and Active Bystander Protocol

A student who acts responsibly and seeks help in case of a medical emergency by calling the appropriate authorities (e.g., calling an ambulance 166, alerting a resident assistant, nurse, campus security or police) typically will not face College conduct action violating the alcohol policy. However, the student will be required to meet with a Hearing Officer and may be required to complete Reflective work related to substance abuse. When the student's behavior involves other Student Code of Conduct violations, (e.g., vandalism, assault, furnishing to minors) the additional behavior may be subject to disciplinary action. If a student exhibits a pattern of problematic behavior with alcohol or other substances, that student may be subject to formal disciplinary action.

The circumstances that invoke the Protocol are:

- Students seeking medical assistance for themselves when experiencing an alcohol or other substance overdose or related problems.
- A student seeks medical assistance for a peer suffering from an alcohol or other substance overdose or related problems and remains with the peer until appropriate help arrives.
- A student suffering from an alcohol or other substance overdose or related problems, for whom another student seeks assistance. The other person who sought assistance, in good faith, believes they are the first caller, provides their name and remains with the peer until help arrives. Ex. Student A calls for help for their friend who is incapacitated due to alcohol/substance overdose. The friend who is incapacitated typically will not go through disciplinary action.

Apartment Keys
Apartment keys are assigned to students upon checking into their apartment. Keys are not to be duplicated. Individuals are urged to exercise caution in safeguarding their keys. Residents must not hand over the keys to any person other than a member of Residential Services staff. Individuals who lose a key or return a key that is damaged will be charged for the replacement.

Residents are reminded to:
- Not loan keys to anyone for any reason.
- Not mark keys with room number or any other identifiable markings.
- Never leave keys unattended.

If residents accidentally lock themselves out of their room, they should contact the RA or call one of the staff members.

Balconies
No individual is permitted to climb on balcony railings or to attempt to pass from one apartment balcony to another. Any such action is unsafe, and, therefore, strictly prohibited. In addition, residents are not to throw anything from the balconies or windows onto the grounds below. Violating this policy could lead to dismissal from the ACG Housing and Deree-ACG.

BBQ
Barbecues or any other incendiary devices are not allowed in or around the Residence Complex. Barbecue events may be held in designated barbecue areas only, and only with prior permission from the Office of Residential Services. The presence of a College staff member is required.

Building Entrance
Any person entering or leaving the Residence Complex must use the main entrance door and may not use the windows, balconies or emergency exits. Emergency exits are to be used strictly in cases of emergency as directed by Residence Complex staff.

Check-in
Upon Check-in, the student receives a fully equipped room/apartment, in excellent condition. Residents have 48 hours to report any issues to ACG Housing staff. After this time frame passes, any damages reported or found will be assessed by ACG Housing staff and the student will be charged. Students can only check-in during designated hours, communicated to them prior to their arrival. No exceptions will be made.

Check-out
One week prior to move-out, all apartments will be thoroughly inspected by the ACG Housing staff. Any damages reported or found will be assessed and the student will be charged accordingly.

Residents are expected to remove trash and to deliver their room/apartment in a clean and habitable condition. Failure to maintain these standards could result in conduct action. Students must return apartment keys, keycard, and Info Card to the appropriate Residence Complex info desk (R1/R4) during designated move-out days and times. No exceptions will be made.

Personal items left behind after checkout and not claimed within 48 hours will be appropriated by the College and designated for donation.

Winter-break storage arrangements are made individually with each continuing,

degree-seeking student/resident, based on their personal preference regarding the management of their belongings. Students may choose to retain items in their apartment or request ACG-designated storage, subject to terms established and mutually agreed upon, and on the condition that no valuables are stored; valuable items must be taken with the student

Cleaning
Residents are responsible for maintaining a reasonable standard of cleanliness in their apartments and keeping the common areas, such as the Fitness area, Laundry area and Lobby area, clean and tidy. Residents are required to clean refrigerators, ovens and maintain kitchens, bathrooms and common areas within their apartment. The cost of appliances and furniture removal due to poor housekeeping by the residents will be charged to the residents. Students may not hire external cleaners or contractors to perform maintenance or adjustments to rooms or furnishings.

ACG Housing staff reserves the right to inspect apartments and common areas. If ACG Housing staff assesses that the condition of the apartment does not meet the required reasonable standard of cleanliness, the students will receive a warning email, will be expected to clean and tidy up within 48 hours at which time a second inspection will take place. If the resident(s) fail the second inspection, the Conduct Process will be initiated.

Complicity in Misconduct
A student may be held responsible for Complicity in Misconduct when the student knowingly assists, aids, encourages, facilitates, or otherwise actively supports another person in committing or attempting to commit a violation of the Student Code of Conduct; when the student, with knowledge that misconduct is occurring or is about to occur, engages in conduct or intentional inaction that materially assists, encourages, facilitates, or contributes to the continuation or escalation of the misconduct; or when the student's presence, together with their actions, demonstrates knowing assistance, encouragement, support, or participation in the misconduct.

Mere presence at the scene of misconduct, by itself, does not constitute Complicity. However, students who become aware of conduct that presents a serious or imminent risk to the health or safety of any person are expected, when it is safe and reasonable to do so, to seek assistance from College officials, security personnel, emergency services, or another appropriate authority.

A student found responsible for Complicity may be sanctioned based on the severity of the underlying misconduct and the student's knowledge, intent, and level of involvement.

Cooking
Residents are permitted to cook in their apartments using the utensils and cookware provided. All kitchens are equipped with a cooking-ventilation unit, placed above the stove. The cooking-ventilator should be used every time residents cook. For any questions about the proper use of the oven or microwave, residents are asked to contact the RAs. Barbeque grills or other cooking devices not provided by Deree-ACG are prohibited.

Damages
Residents shall compensate Deree-ACG for any damages caused to ACG Housing allocations or furniture/equipment in common areas and apartments for which they are held responsible. Where two or more students occupy the same room or apartment

and responsibility for damage or loss in the unit cannot be ascertained, the cost of damage or loss will be divided and assessed equally among the residents of the unit. Students who damage their room/apartment/residence hall may be held responsible both financially and/or through the conduct process and may not be eligible to graduate without compensation to the College.

Residents are required to report damages or normal wear-and-tear occurring during stay to the RAs immediately. The College will make all repairs; residents cannot perform repairs themselves nor have work performed on their room by outside contractors.

Tampering with, disabling, obstructing, vandalizing, or interfering with the normal functioning of any portion of a security monitoring system or monitored door, including, but not limited to, door alarms, cameras, or card readers, is strictly prohibited.

Decorations/Modifications to rooms
Nails, screws, double-stick tape, or duct tape on or in the walls, ceilings, furniture, or fixtures are prohibited. White poster putty is permitted for hanging posters and other decorations. Students will be charged for damages to the walls and ceilings. No College-owned furniture or equipment may be removed from the apartment. No internal furniture may be moved outside.

Discrimination*
Any discrimination based on any ground such as sex, gender, race, color, ethnic or social origin, genetic features, language, nationality, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, marital status or sexual orientation is not tolerated. The College strives to maximize valuable talent and potential, and eliminate unconscious bias, prejudice and stereotyping.

All residents have the responsibility to safeguard and the right to expect a friendly and hospitable environment free of any form of harassment, discrimination and actions or behavior that interfere with the residents' privacy, study habits or sleep.

Also refer to the following policies:

- ACG Equality, Diversity and Inclusion Policy & Non-Discrimination, Harassment and Sexual Misconduct Policy
- Social Media Usage Policy

Disruptive Behavior*
Any behavior of a student in or outside of the classroom which prevents the instructors from teaching, other students from learning, or interferes with the normal operation of the College. This includes but is not limited to disruption of or interference with the lawful administration of the functions of the College and the rights of other members of the College community. Disruptive behavior, on campus, in ACG Housing or in the residential neighborhood bordering campus, is any behavior that is reasonably likely to disturb the peace, disturb or infringe the rights of other people, damage property, or result in harm to others or the community. Disruptive behavior may include, but is not limited to, unreasonable, reckless, disruptive, lewd, inappropriate, or unruly behavior, and may involve offensive, threatening, rude or abusive language orally or in writing including social media.

Drug Use/Illegal Substances*

The possession, being in the presence of, sale, purchase, use, production, processing or distribution of drugs and paraphernalia is strictly prohibited. In addition to imposing the disciplinary sanction of expulsion from ACG Housing, the ACG Housing staff may refer residents for prosecution.

Students are also responsible for misconduct if they passively allow drug use to occur within their room/apartment or provide a setting that allows for the possession, sale, purchase, use, production, processing or distribution of illegal substances and paraphernalia.

The College reserves the right to sanction students in cases in which indicators of drug use are present, but where no drugs are recovered. These indicators may include, but are not limited to, symptoms of drug intoxication, the odor or residue of prohibited drugs, the presence of drug paraphernalia, attempts to mask odors, or other evidence of behavior designed to avoid detection.

The term "drugs" broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use (e.g., the misuse of prescription drugs, over-the-counter drugs, or household products).

The term "drug paraphernalia" broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use (ingesting, inhaling, or otherwise introducing any drug into the body), or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles, syringes, bongs, vaporizers, or pipes.

Fire Alarms

Smoke detectors are located throughout the building. In the event of an alarm, all residents should exit the building. Residents must have regard for the safety of themselves and other residents and observe the Fire Regulations applicable to Residences (see Emergency Evacuation Procedures that are posted on apartment doors).

In particular, residents must not tamper with any fire-fighting equipment or any other safety equipment, block sounders, prop open any fireproof door or disengage any door closure mechanisms. Corridors, doorways, staircases and entrances must not be obstructed in any way. This includes placing items outside, around and beside doors (e.g. bins).

The use of candles or any other open flame device is not permitted within ACG Housing allocations.

Fitness Center

The Residence Complex is equipped with fitness areas. Equipment in the fitness areas is used at residents' own risk. Residents are encouraged to seek instruction regarding the proper use of the equipment from the Deree-ACG Gym staff.

Garbage

Garbage should be placed into plastic bags and taken to the garbage bins outside the building at least twice per week. Blue garbage bins are for recyclables. Green garbage bins are for refuse. Garbage may not be left in common areas such as hallways. It is the responsibility of each resident to remove garbage and maintain a clean apartment.

Health and Safety Inspections/Room Entry
Announced health, safety and policy inspections of rooms/apartments are conducted by ACG Housing staff at least twice per semester (or more frequently as needed) to conduct a plain view search, refrigerator contents and a quick look under and around surfaces. Any safety or policy violation will be recorded. These inspections are designed to ensure that all rooms/apartments are in working order, there is no fire, health, sanitation, safety hazard, or maintenance concerns, and no policy violations.

The College reserves the right to enter and search student rooms/apartments without prior notice for an urgent health issue, urgent maintenance issue and for reasons of health, safety, and suspicion of violations of policies. Information that may lead to suspicion of a policy violation may include direct observation or information from a reliable source such as hearing a drinking game, seeing alcohol being brought into the room, smell of marijuana or cigarette smoke, a towel under the door, smoke out coming out of the room.

Internet
Peer-to-peer sharing, use of torrents, or any illegal downloading of media or any other materials is prohibited. Students are not allowed make any modifications or additions to the Residential Wi-Fi network. Residents are expected to comply with College IT Policies.

Noise and Quiet Hours
Courtesy hours are always in effect. All residents and guests are expected to be courteous of one another at all times. Residents should be able to sleep and study in their rooms. All students should honor reasonable requests by any resident or staff member when asked that sounds from speakers and musical instruments be discontinued or toned down. Residents are kindly asked to use common sense on this matter.

During quiet hours, noise should not be heard outside any room or between rooms. Any noise or sound that can be clearly heard outside one's room or any excessive noise heard in common areas is prohibited.

All residents must observe quiet hours in the apartments, common areas, lounges, building entrances and balconies. Quiet hours are reserved for study and sleep.

Quiet hours are:

- 3:30 p.m. to 5:30 p.m. and 10:00 p.m. to 7:30 a.m. in the winter (October - March);
- 3:00 p.m. to 5:30 p.m. and 11:00 p.m. to 7:00 a.m. in the summer (April - September).

Personal Property and Theft*
Students must have respect for the property and belongings of others and not use, 'borrow', take or damage any items that belong to others without the owner's permission. When in ACG Housing, apartment doors should be kept locked when leaving the apartment.

Theft or unauthorized use of the property belonging or loaned by the College, a member of the College Community or visitor, as well as possession of stolen property is prohibited. This includes possessing, duplicating or using keys to any College premises or services without authorization. Deree-ACG is not responsible for any loss of an individual's personal property.

Pets
Pets are not allowed in the ACG Housing rooms/apartments in Residence Complexes or external apartments. Deree-ACG generally allows students with disabilities to bring Service dogs to campus to perform work or tasks related to a disability or, if shown to be necessary, to afford a student with a documented disability an equal opportunity to use and enjoy ACG Housing. Students wishing to live in ACG Housing with their Service dog must abide by European laws and submit documentation.

Physical Violence*
Physical violence includes, but is not limited to any physical contact that results in harm or was intended to cause harm, and any fighting/brawling, slapping, spitting, shoving or restraining. If the physical violence is associated with harassment of any kind including sexual violence/harassment, racial harassment, stalking and hazing and/or verbal or written statements that amount to psychological violence, the case will be adjudicated accordingly and sanctions may be escalated.

Smoking*
All apartments, common areas and balconies are smoke free. Should evidence of smoking, including vaping, be found in an apartment, a cleaning charge will be assessed against the resident. Violating the No-Smoking Policy will result in sanctions that may lead to removal from the building.

According to Ministerial Decision 88202/2009 (published in the Government's Gazette no 1286/B'/30.6.2009), smoking is prohibited in all educational institutions and employment areas. In this context, all types of smoking including vaping are prohibited in all indoor and outdoor College areas. The no-smoking policy applies to all ACG community members (students, faculty, staff and employees), as well as parents, alumni and guests across all divisions (Pierce, Deree, Alba).

Unauthorized Entrance
Entrance is prohibited to unauthorized and authorized individuals who gain access to ACG Housing as a result of tailgating or the use of propped or compromised doors. Tailgating and door propping are prohibited.

The term "tailgating" is used to describe the situation where one or more people follow an authorized person through an access-controlled door when the authorized person opens the door legitimately. This can be done either with or without the authorized person's knowledge and/or consent. Tailgating to gain entry to any residential facility is prohibited. The prohibition of tailgating also applies to authorized persons who have forgotten or lost their access card.

The term "door propping" is used to describe the placement of any object in, near or around the apartment door or entrance door of the building in an effort to prevent the door from closing or block door closure. Door propping is prohibited.

Visitation Policy Violation
Guests of ACG Housing residents may visit ACG housing apartments and Residence Complexes between 8:00 a.m. and 11:00 p.m. No visitors may enter or remain in the any ACG Housing between 11:00 p.m. and 8:00 a.m. The Visitation Policy is applicable to all ACG Housing areas (apartments, common use areas or building entrances). No overnight guests are allowed.

Visitors must always be accompanied by their host while in the ACG Housing. Residents not complying with the Visitation Policy will be held responsible for damages and ACG Housing Regulations violations attributed to their guests.

Violating the ACG Housing Regulations or the ACG Student Code of Conduct will result in sanctions that may lead to removal from ACG Housing.

*ACG expects that residents comply with the Greek law. In addition to imposing disciplinary sanctions, the College may refer residents for prosecution for conduct prohibited in accordance with the Greek law, such as discrimination; assault; harassment; sexual violence/assault/harassment; theft; possession and/or use of weapons or explosives; possession, sale, purchase, use or distribution of illegal substances.

6 DEREE UNDERGRADUATE AND GRADUATE PROGRAMS - REPORTING, NOTIFICATION, HEARING

6.1 THE STUDENT CONDUCT PROCESS, EXPECTATIONS AND GUIDELINES

The Student Conduct Process, headed by the Office of the Dean of Students for undergraduate students and in cooperation with the head of Graduate Programs for graduate students, is committed to an educational and developmental process that balances the interests of ACG students with the interests of the College community. If a report is made orally, the staff member taking the report will summarize in writing the information received, and then share that summary with the reporting party to ensure accuracy.

Upon receipt of a written report, either formal or informal, the Hearing Officers as directed by the Office of the Dean of Students will conduct an investigation to gather more information. During the investigation, the Reporting Party will be contacted, and may be asked to submit supporting material and witnesses if necessary. The College will contact the Reporting Party within 5 business days of receiving the report to schedule a meeting that will take place typically within 10 days of receiving the report. The Reporting Party should confirm their attendance or reschedule within 2 business days of receiving the request. After the initial investigation is completed the College may proceed in one of the following ways:

- Determine the reported incident does not meet the threshold for a violation of the Student Code of Conduct and close the case
- Offer the chance for an Informal Resolution if appropriate
- Formally charge the Responding Party with violating the Student Code of Conduct and schedule a Conduct Conference, or Conduct Hearing Panel depending on the severity of the violation.

In all cases, the process whether formal or informal is typically concluded within 90 days.

Informal Resolution Process

An Informal Resolution is an option that may be considered for minor offenses. It is an alternative to a formal investigation into whether the Responding Party is responsible and instead an administrator works with the Responding Party and Reporting Party to reach a mutually acceptable resolution. Parties have the flexibility to agree together on how to address the concern, and may include but are not limited to taking part in a discussion, mediation session, educational programs, counseling, a no contact order, acceptance of responsibility and apology.

The College will contact the Reporting Party within 5 business days of receiving the report to schedule a meeting that will take place typically within 10 days of receiving the report. The Reporter should confirm their attendance or reschedule within 2 business days of receiving the request. Depending on the method that the parties have chosen to informally resolve the issue, it may take 20 days to conclude the process. In the case of mediation, the outcome of the process will be communicated to the involved parties in writing within 10 days of the conclusion of the mediation and recorded in a file in the Office of the Dean of Students.

Taking part in the process does not require any party to admit to any alleged misconduct. The Informal Resolution process is not appropriate for all types of alleged conduct and factors such as the following will be taken into consideration: the nature and severity of the alleged offense, whether there is threat of harm or safety to the campus community, or if there is a repeat offender.

Formal Conduct Process

- When the formal Conduct Process has been initiated, students will be informed of alleged misconduct, and are able to review documentation and prepare a response.
- The Reporting Party will be contacted, and may be asked to submit supporting material and witnesses if necessary. The College will contact the Reporting Party within 5 business days of receiving the report to schedule a meeting that will take place typically within 10 business days of receiving the report. The Reporter should confirm their attendance or reschedule within 2 business days of receiving the request. The initial investigation with the Reporting Party and any witnesses typically concluded within 20 business days of receiving the report.
- Once the initial investigation is concluded with the Reporting Party and any witnesses, the Responding Party will be invited to a Conduct Conference or Initial Meeting with the Hearing Panel Coordinator. The Responding party should confirm their attendance or reschedule within 2 business days of receiving the request. The meeting will be set within 10 business days of the completion of the initial investigation.
- Both the Reporting party and the Responding party may have a Conduct Advisor during all phases of the conduct procedures. The Conduct Advisor's role is passive, providing guidance and support but not actively participating in the process.
- Students may suggest a list of witnesses with direct knowledge of the incident.
- The Responding party will be presumed not responsible for the alleged conduct. A determination regarding the responsibility is made at the conclusion of the Conduct Conference and Hearing Panel process.
- The Reporting party and the Responding party may also request that a member of a Conduct Hearing Panel be replaced due to perceived bias. This request will be taken into consideration.
- Knowingly making false statements or submitting false information and engaging in retaliation during the grievance process is prohibited.
- Students must attend the Conduct Conference or the Conduct Hearing Panel. If a student misses a Conduct Conference or Conduct Hearing Panel, the case may proceed in their absence, a determination of responsibility may be made by the College and the student will give up their right of an appeal.

6.2 REPORTING AND INITIAL INVESTIGATION

Students may request information, advice and assistance in reporting an incident, accessing professional care, or filing a formal report.

Students may file a formal report for any alleged violation of the Student Code of Conduct to the Office of the Dean of Students, by completing an Incident Report Form.

Forms may be found online at student code of conduct and submitted to incident@acg.edu.

At the same time, students are encouraged to speak with an ACG employee to whom they are comfortable disclosing such information. All ACG employees are "Responsible Employees", who are required to report incidents, including personally identifying details, and all prohibited conduct under the Student Code of Conduct involving ACG students or any other community member or third party without delay. Responsible Employees include:

- all faculty,
- all staff in supervisory positions, including supervisors of student employees (student assistants and on-campus interns),
- all staff who have specific responsibility for the well-being of students or employees, such as campus security and senior staff members in the ACG Health & Wellness Center, Student Affairs, Residence Life, Athletics and on campus resources dedicated to counseling.
- instructors, teaching assistants, coaches, advisors, and program counselors, such as those of the Study Abroad Program, who teach, advise, coach or mentor students.

Students can disclose in confidence to Responsible Employees, but they must understand the reporting obligation of Responsible Employees to the Office of the Dean of Students before they reveal any information.

Students who have disclosed a concern can be invited by the Office of the Dean of Students to attend a first, informal meeting to discuss and clarify their concerns. In this initial meeting, students are guided through reporting processes and hearing options:

- informal reporting, hearing and resolution, if applicable in light of the relevant Greek law and taking into account the gravity of the reported incident;
- formal reporting and hearing processes;
- anonymous reporting.

Accordingly, a written record of the informal meeting and the selected course of action will be made and stored in a confidential folder which is held electronically by the Office of the Dean of Students.

Information disclosed during this meeting will not be shared with a third party without prior student consent, except in the event that the matter is detrimental to the health, safety and/or general well-being of the student or other. This is in accordance with ACG policies on emergency response, first-aid and health and wellness, and specifically with the ACG Equality, Diversity and Inclusion Policy & Non-Discrimination, Harassment and Sexual Misconduct Policy.

Filing an Informal Report for cases falling under the ACG Equality, Diversity and Inclusion Policy & Non-Discrimination, Harassment and Sexual Misconduct Policy

An informal hearing process is an attempt to resolve the Reporting Party's concerns with process and outcome remaining confidential. If either party objects to an informal hearing, the matter is automatically referred to a formal hearing process as per "6.4. Conduct Conference". The report of the incident shall take place orally or in writing to the dedicated email address incident@acg.edu with the clarification that this [email] constitutes an informal report. A first meeting with the Reporting Party shall take place within five (5) business days of the reporting date, in which the Reporting Party is notified of the available ACG resources, the possibility of submission of a formal report, and is also asked about the possibility to involve the responding party in the process. Additional steps such as direct discussions with both parties, individually and collectively, can also be taken as deemed necessary by the Office of the Dean of Students to facilitate mutual understanding and effectively address and resolve the issue. A summary of the informal hearing process, covered by confidentiality as appropriate, is inserted in the conduct software Advocate Symplicity. In the case of risk of serious harm to self or others, ACG reserves the right to take interim measures for the protection of the parties.

Filing a Formal Report

The filing of a formal report regarding an incident of misconduct takes place via the submission of an online Incident Report Form to the Office of the Dean of Students. If there are any issues filing out the report an email may be sent to incident@acg.edu to request help.

The Office of the Dean of Students will review the report and assign the case to a Hearing Officer or Hearing Panel Coordinator who will investigate and determine whether to hold a Conduct Conference or may determine that the reported incident does not meet the threshold for a violation of the Student Code of Conduct and close the case. To protect the Reporting Party from the pressure to withdraw the report, the report may not be withdrawn until the conclusion of the formal hearing process (see "6.4. Conduct Conference").

Filing an Anonymous Report

An anonymous report may also be submitted when filling out the online form, by selecting the check box "Anonymous". A pdf version may also be mailed or dropped off at the Office of the Dean of Students, Deree The American College of Greece, Gravias 6, Aghia Paraskevi, 15342.

Anonymous reporting occurs when the concerned party does not disclose their name or identity or that of other parties involved. Action by the institution shall depend on the nature of the information shared. The privacy of individuals shall be protected to the extent permitted by law.

Concerned parties have the right to request protection and confidentiality regarding their name or identity. Anonymous reporting, while limiting the ability to directly address specific cases or proceed to disciplinary action, still holds significant value.

Such reports can help the institution identify patterns of prohibited conduct, contributing to broader efforts to prevent and address similar incidents in the future. In the interest of basic standards of fairness, ACG cannot rely on allegations that are based on hearsay, rumors, anonymous notes or sheer speculation.

6.3 **NOTIFICATION FOR A CONDUCT CONFERENCE**

Once the initial investigation is concluded with the Reporting Party and any witnesses, the Responding Party will be invited to a Conduct Conference. The meeting will be set within 10 days of the completion of the initial investigation. The Responding party will be notified via email of the alleged violation and the date of the Conduct Conference with a Hearing Officer in order to review the report. The written notification will include:

1. Alleged Student Code of Conduct violations or incident
2. Date of incident and location
3. Date/time/place of the Conduct Conference

The student will be given (2) two business days to confirm or reschedule the Conduct Conference by email. If a student fails to respond to the email or fails to appear at a scheduled Conduct Conference, the College reserves the right to adjudicate this matter and assign sanctions, when appropriate, without their input. The student also gives up their right to an appeal.

6.4 **CONDUCT CONFERENCE (CC)**

The purpose of the Conduct Conference is to provide the Responding party(s) with the opportunity to discuss the allegation(s) that led to the charges. The CC follows the following steps:

1. The Hearing Officer will review the charges with the Responding party and any documentation (security report, incident report, video, etc.) that led to the charge(s). All documentation is made available if requested.
2. The Responding party will have the opportunity to respond and share their experiences.
3. The Hearing Officer will make a decision as to whether the Responding party is responsible for a violation of the Student Code of Conduct using a preponderance of the evidence standard.
4. The Hearing Officer can find the Responding party not responsible for the charge(s) or responsible for one or more of the charge(s).
5. The Hearing Officer may also choose to continue the CC on a future date, typically within 10 business days, if more time or information is needed to make a decision or may refer the case to a Conduct Hearing Panel in which case the student will be contacted for an initial meeting with the Hearing Panel Coordinator within 10 business days.
6. If the Responding party is found responsible for the charge(s), the Hearing Officer may assign sanctions during the CC or ask the student to return for a follow up meeting to be assigned sanctions within 10 business days.

Students may have a Conduct Advisor from the College community attend the CC.

6.5 **Interim Measures and Supportive Measures**

If it is determined that a student poses a significant risk to the health or safety of another student, themselves or the College community, interim measures may be imposed while the case is being resolved.

Measures may include, but are not limited to:

- Relocating the student within or removing the student from ACG Housing
- Restricting access to College spaces (library, gym, etc.)
- Assigning a No Contact Order while the case is being resolved
- Adjusting the student's course schedule to avoid contact
- Adjusting or prohibiting participation in non-academic College activities and services
- Referral to mandatory risk assessment for harm to self or others

Supportive measures include but are not limited to referral to mental health services and/or health and wellness services on or off campus.

6.6 **Incidents Involving More than One Student**

At times, more than one student may be charged with conduct violations based on the same incident. In these circumstances, the students may be asked to participate in a group student CC and/or Conduct Hearing Panel for the purpose of hearing all common information together. This will be at the discretion of the Hearing Officer.

All students will be present for the reading of the charges and opening remarks at the discretion of the Hearing Officer. When it is time for individual students to present their case, the other student(s) may be excluded from the proceedings unless otherwise agreed upon by the students and Hearing Officer/Conduct Hearing Panel. A student's request to opt out of the group Conduct Conference/Conduct Hearing Panel and meet individually with the Hearing Officer/Conduct Hearing Panel will be considered.

6.7 **Conduct Hearing Panel and Panel Membership**

In cases where potential sanctions for the alleged violation(s) may result in suspension or dismissal from the College, the case may be sent to a Conduct Hearing Panel, however , ACG reserves the right to send any student conduct case through the Hearing Panel process.

The Responding party and, if applicable, the Reporting party will have an opportunity to meet individually with a Hearing Panel Coordinator prior to the Hearing Panel to review the charges and the hearing process. The Reporting party and the Responding party may bring a Conduct Advisor from within the College community to the meeting with the Hearing Panel Coordinator and the Hearing Panel.

Conduct Hearings are non-adversarial. They are fact-finding proceedings. It is the responsibility of the Conduct Hearing Panel to determine if a violation of the Code of Conduct has occurred and recommend sanctions where appropriate.

Hearing panels are comprised by at least three (3) ACG staff and/or faculty. The hearing is coordinated and managed by the Hearing Panel Coordinator who is not an active member of the Hearing Panel and does not participate in the decision as to whether the student(s) are responsible. The Hearing Panel Chairperson, will determine who may be present at any time during or throughout the hearing and the order in which the Responding party and/or witnesses, Reporting party will appear. All hearings are closed except for the Conduct Advisor and the above-mentioned individuals.

6.8 HEARING PANEL PREPARATION, GUIDELINES AND PROCEDURES

Preparatory Documentation, List of Witnesses and Statements

Students may present documentation including written statements on their behalf. Students may also suggest a list of witnesses who have direct knowledge of the incident. Witnesses cannot be character witnesses. The College may also choose to interview other witnesses not identified by the parties. The documentation and list of witnesses and statements should be submitted no more than five (5) days after meeting with the Hearing Panel Coordinator.

Summary Report

The Conduct Hearing Panel members and both parties may review all evidence directly related to the allegations and receive a Summary Report that fairly summarizes relevant documentation before the Conduct Hearing Panel takes place. The documentation is shared with all parties at least five (5) business days before the Hearing Panel. The Hearing Panel typically takes place within fifteen (15) business days of the Initial Meeting with the Hearing Panel Coordinator.

Witnesses during the Hearing Panel

The Conduct Hearing Panel members will ask questions and may limit the number of witnesses at their discretion if they find that their testimony would be unreasonably cumulative. Witnesses are excluded from the hearing until called and will only be present for their statements.

Hearing Panel Order of Events

Hearings will generally follow the sequence below. At the discretion of the Conduct Hearing Panel, changes may be made to the hearing format to accommodate special circumstances.

- All those present will introduce themselves.
- The Hearing Panel Chairperson will read the charges aloud.
- **Opening Statements**: The Responding party, and if applicable the Reporting party will make opening statements.
- **Questioning**: After Opening Statements, the Conduct Hearing Panel will be given the opportunity to ask questions of participants. No student may directly question or cross-examine another participant. Questions must first be directed to the Hearing Panel Chairperson. Witnesses will be called in at the Hearing Chairperson's discretion to present their account of the incident and respond to questions. Afterward, witnesses will be dismissed from the Hearing.
- **Closing Statements**: The Responding party, and if applicable the Reporting party, will have the opportunity to make a closing statement.
- **Executive Session**: The Conduct Hearing Panel will then excuse all participants and enter into an executive session. The panel will make a determination of responsibility regarding the alleged conduct based on the preponderance of the

evidence standard. The panel may also recommend sanctions to the Associate Dean of Students or his/her designee.

- If the student has prior conduct history, this information will be shared with the hearing panel once they have determined responsibility and will be taken into consideration when determining sanctions.
- After the executive session, the parties may return to hear the outcome and sanctions if any and are sent the Outcome Letter in writing within two (2) business days. If further deliberation is necessary, the Hearing Panel Coordinator will deliver the Outcome Letter, sanction(s) and appeal process, if any, to the students in writing within five (5) business days.

Conduct procedures will be adhered to as faithfully as possible, but variation dictated by circumstances may occur and will not invalidate the process.

7. **DEREE UNDERGRADUATE AND GRADUATE PROGRAMS - APPEALS**

7.1 **APPEAL PROCESS**

Appeals are not re-hearings and will not be granted based solely on a student's disagreement with the outcome or the severity of the sanctions. The Dean of Students' Office will review all requests for an appeal to verify that appropriate grounds for filing an appeal are followed. All imposed disciplinary sanctions remain in place pending the outcome of the appeal.

A student must submit their appeal in writing to the Dean of Students' Office within five (5) days after receiving the written notification of the decision. The appeal must include a statement supporting the grounds for the appeal and all relevant supporting information.

The grounds for an Appeal must be based upon at least one of the following:

- Procedural Error: A procedural error(s) occurred during the conduct process that significantly impacted the outcome.
- New Information: Information unavailable at the time of the conduct meeting, that if introduced would have significantly affected the outcome of the conduct meeting. A detailed account of the new information must be clearly specified. Information that was voluntarily withheld during the original meeting will not be considered new information.

7.2 **APPEAL PROCEDURE**

The written appeal statement and all relevant supporting information and documentation is submitted to the Appeals Officer.

If the Appeals Officer determines that the new information may have significantly affected the outcome of the original hearing, then the original hearing body will reconvene to consider the new information. This is not a re-hearing but an opportunity for the new information to be presented by the appealing party.

When there is an appeal on the grounds of procedural error, the Appeals Officer will determine if the procedural error occurred, and if so if that procedural error would have significantly impacted the outcome. If so, the College will decide if the error can be corrected and remanded back to the original hearing body, or if a new hearing is needed.

All documentation is reviewed, and a decision is made within ten (10) days of the process being initiated.

The decision of the Appeals Officer regarding the appeal is final and binding.

In the case that the original hearing body is reconvened, the hearing and decision will be made within ten (10) days of the Appeal Officer's decision.

In the case that a new hearing body is deemed necessary, the hearing and decision will be made within twenty (20) days of the Appeal Officer's decision.

8. **DEREE UNDERGRADUATE AND GRADUATE PROGRAMS - SANCTIONS FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT AND THE ACG HOUSING REGULATIONS**

Sanctions for violations of the Student Code of Conduct are given by the Hearing Officers and Hearing Panels following the above-mentioned Conduct Process and are designed to deter students from similar behavior in the future, promote safety and provide education.

The nature and the severity of the misconduct, the students' conduct history and the harm and damage inflicted will be taken into consideration when determining sanctions.

Repeated violations or single incidents comprising multiple violations will result in more severe sanctions. Failure to comply with sanctions as directed and failure to complete sanctions by the established deadline may result in additional disciplinary sanctions including a hold on the student's account, and progressive sanctions such as suspension or expulsion from the College.

Disciplinary Sanctions

Disciplinary Sanctions typically affect the conduct status of a student, meaning they are no longer in "good disciplinary standing". A student whose is no longer in "good disciplinary standing" as a result of a conduct violation loses their ability to hold an elected or appointed office in any student organization, club or society registered with the College, represent the College in any extra/co-curricular activity or official function for the specified period of time. In addition, offices that administer scholarships, the work study program, internship programs, study abroad programs, student life awards and commencement honors may be notified, upon request, of any past and present change in disciplinary standing for students who are Removed from ACG Housing, put on Disciplinary Probation or Suspension. Additional restrictions or conditions may also be imposed, depending on the nature and seriousness of the misconduct, on the basis of this or other College policies. All Disciplinary Sanctions are communicated to the student(s) through an Outcome Letter.

- **Written Warning**
  A Written Warning is a formal notification that a student has violated the Student Code of Conduct and that further misconduct/violation(s) could result in additional conduct proceedings and higher level sanctions may be issued including ACG Housing Probation, Removal from ACG Housing, Disciplinary Probation, Suspension or Expulsion from the College. Typically, students remain in "good disciplinary standing" for a first warning.

- **ACG Housing Probation**
  The student is placed on probation for a specified period of time, during which the student must demonstrate their willingness and ability to comply with the ACG Housing Regulations, as cited in the Student Code of Conduct. Additionally, if the behavior continues or there are any further violations, even of a minor nature, higher level sanctions may be issued including Removal from ACG Housing, Disciplinary Probation, Suspension or Expulsion from the College. The duration of the ACG Housing Probation is typically not less than one semester/session, and may affect the conduct status of the student. Typically, students remain in "good disciplinary standing".

- **Removal from ACG Housing**
  The student permanently loses the privilege of living in ACG Housing and parents/guardians or the partner institution may be notified accordingly. This sanction affects the conduct status of a student and the student is no longer considered in "good disciplinary standing" for one semester and/or session. *Note: Students removed from the ACG Housing, regardless of the amount of time remaining in the semester, are not eligible for refunds or rebates for charges associated with housing, tuition or fees.*

- **Disciplinary Probation**
  Disciplinary Probation marks a period of time where the student is given the opportunity to correct the problematic behavior and demonstrate a positive contribution to the College community. Disciplinary Probation should be understood to mean that any further violation(s), even of a minor nature, could warrant immediate suspension or expulsion from the College. The duration of the Disciplinary Probation is typically not less than one semester. The student's conduct status has changed and the student is no longer in "good disciplinary standing" with the College. In addition, any student placed on Disciplinary Probation may lose scholarships (e.g. academic scholarship or other merit based institutional gift aid). Towards the end of the specified period of time, the student must apply for a review of the probationary status. A comprehensive review of the request will determine if the probationary status is lifted or if it shall continue. If it is decided that the Disciplinary Probation will continue, the student may reapply after a specified period of time. The decision is final and not subject to appeal.

- **Temporary Suspension**
  The student is suspended from taking classes, using the College facilities and taking part in any College event, pending conduct proceedings, for a specified period of time where it is believed the student would constitute serious disruption or danger to the health, safety or welfare of the College, others, or oneself. Temporary suspension will remain pending until the completion of the conduct process.

- **Suspension**
  The student is suspended from taking classes and living in ACG Housing for a specified period of time. The students is also not allowed to be present on any College owned property including any ACG Housing, nor can they take part in any College activity. The student must comply with all sanctions prior to registering for classes for the following semester.

  Note: Students suspended from the College and/or ACG Housing, regardless of the amount of time remaining in the semester, are not eligible for refunds or rebates for charges associated with housing, tuition or fees.

- **Expulsion**
  The student is permanently expelled and cannot be readmitted to the College; this includes any activities, services, and facilities, undergraduate, graduate and professional programs.

Note: Students expelled from the College, regardless of the amount of time remaining in the semester, are not eligible for refunds or rebates for charges associated with housing, tuition, or fees.

Other Sanctions

- **Educational Conversation**
  Educational Conversations for inappropriate behavior amounting to a violation of the Student Code of Conduct or the ACG Housing Regulations are given by the Hearing Officer. Educational Conversations aim to aid the student in reflecting on their actions, strategize ways to prevent further misconduct through decision-making and discuss consequences of continued behavior in the future. This sanction is generally used for first-time, low level violations.

- **Restitution**
  A student may be asked to provide compensation for loss, damages, repair, replacement or injury in the form of monetary or material replacement.

- **Reflective Work**
  Along with a written warning, students may be asked to complete educational activities intended to involve the student in a positive learning experience related to the student's unacceptable behavior. Educational activities allow students to reflect upon their inappropriate behavior, to understand why their behavior was inappropriate, and to educate other students, so they do not find themselves in similar circumstances. These may include, but are not limited to:
  - A campus service project: Hours for restitution will range from 5 to 15 hours, depending on the severity of the offense and the students' conduct history.
  - A personal assessment, mediation, or counseling: A student may be required to complete a specified assessment relative to the violation committed; all assessment reports shall be submitted to the Dean of Students Office and will become part of the students' conduct record.
  - A reflection paper: A student may be asked to write a paper related to the implications of the student's conduct.

- **No-Contact Order (NCO)**
  A student may be prohibited from communicating in any way and medium (i.e. through third parties, telephone, visitation, email, social networking sites, letters, etc.) with a named individual or group. A NCO is a supportive measure intended to ensure the safety of all parties and continued access to ACG's educational program and activities. However, violation of an NCO may subject a party to potential disciplinary action, including consideration of removal from campus housing, loss of privileges, probation, suspension, or dismissal from the College.

  Disregard of an NCO may be used as evidence in any subsequent investigation of conduct and may also be considered in the assignment of a disciplinary sanction for any violation.

- **Restriction/Loss of College Privileges**
  The student may lose the privilege of participating in activities that include, but are not limited to, guests on campus, guests at ACG Housing, ACG Housing visitation, participation in athletic, musical and theatrical productions, clubs, societies and organizations and other College sponsored events for a specified or indefinite period of time and may be denied the use of facilities such as the gym, the pool and the Residence Complex.

Notification of Parents, Guardians, Home/Sending Institutions

The College respects and protects the confidentiality of student records. In extraordinary circumstances such as serious injury to a student, a violent crime committed by or upon a student, serious concerns or threats to a student's physical or emotional health, and other sufficiently grave incidents, which cannot be exhaustively enumerated or described in the nature of things, the College may notify parents or guardians.

The College is committed to the student's best interest and, in special circumstances, will discuss the matter with the student to assess whether such notification is undesirable or inappropriate. The Office of the Dean of Students, the Office of International Student Services, or the head of Graduate Programs may send a notification or a copy of the student's Outcome Letter to the address on file for parents/guardians of students. Whenever possible, a conversation in person will be held with both the student and the student's parent or legal guardian.

Home/Sending institutions of study abroad/international students may be notified about student misconduct by the Executive Director of International Student Services or the Dean of North American Enrollment & Study Abroad.

Students should be aware that in accordance with United States federal law (FERPA), the College may, without consent, release certain limited types of information (such as "final results" of disciplinary proceedings) from conduct records in certain limited circumstances, including in cases in which the student has been found responsible for violations involving sexual or gender based harassment, sexual assault, sexual exploitation, dating violence, domestic violence, stalking, crimes of violence or behavior related to safety and well-being.

Records

Records of all sanctions imposed will be retained by the Office of the Registrars and the Office of the Dean of Students. College officials who have a legitimate educational interest including, but not limited to, Academic Deans, Advisors, Department Heads, Coaches may be informed of the sanctions imposed. As a general practice, and with the student's expressed written permission, the College discloses disciplinary records to external third parties when a violation results in a sanction of Expulsion.

The College will maintain disciplinary records of violations for a period of six years after the case is closed. If the student has not graduated within the aforementioned six-year period, the College will maintain disciplinary records until graduation. Disciplinary records of violations resulting in a sanction of Expulsion are maintained indefinitely.

9. **ALBA GRADUATE BUSINESS SCHOOL - REPORTING, NOTIFICATION, HEARING**

Each member of the community is expected to take individual responsibility for their behavior and to participate actively in maintaining standards of ethical conduct in order to foster an environment of honor and trust within Alba. Adhering to such standards will help students develop a professional attitude, enhance the quality of educational experience and strengthen the wider image of Alba, all of which, in turn, will increase the value of the Alba degree.

As representatives of Alba, all members of the community — students, alumni, staff and faculty — are expected to maintain the highest standards of honesty and integrity. Each individual will strive for these standards in both their social and academic pursuits, and will respect the property and individual rights of others; they will uphold the specific principles described in the Code and will actively support it. Standing in the Alba community will be subject to adherence to these basic principles of ethics.

The Code will be administered and maintained by the Alba Ethics Committee, comprised of one member of the Board of Directors, who acts as Chair of the Committee and is elected for a period of one year; resident faculty members; one representative of the Alumni Board; and one or more representatives from the Academic Program class of the student who is brought to the notice of the Ethics Committee. Administration of the Code is subject to review by the Dean and the Faculty of Alba.

The Ethics Committee meets at the behest of the Dean, following the appropriate application of the Academic Director of a degree program. On certain occasions, the Academic Director may form a fact-finding committee to investigate the basis of any alleged student malpractices and/or misbehavior. All resident and visiting faculty are urged to contact the Academic and Administrative Director of a degree program for any breach of the Code of Ethics.

The chair of the Committee, within ten (10) days of receiving the written charge from the Dean’s office, will call a meeting of the committee. The chair informs, in writing, the members of the Committee of the charge(s) made and of the time and place of the hearing. The chair also informs the student, in writing, of the charges and invites the student to attend in person the hearing of the committee with no other representation. The student should be informed of the right to answer questions, present evidence, and introduce any witness(es) for defense against the charge(s); and to cross-examine any witness(es).

The student has the right to remain silent. The student’s presence at the hearing is mandatory and if he/she fails to attend the chairman will call for another meeting of the committee within ten (10) days. If the student does not attend the meeting for a second time, the committee will meet despite his/her absence.

After the members are given an opportunity to deliberate upon the findings of the hearing, they will be asked (1) to render judgment and to vote on whether the student is guilty of the charge (or of some lesser charge), and (2) if the student found guilty, to recommend a sanction.

10. **ALBA GRADUATE BUSINESS SCHOOL - SANCTIONS AND APPEALS**

A student who accepts and adheres to the standards described in these regulations will remain in good ethical standing within the Alba community. If a student fails to adhere to the Code, that student will be referred by the Dean to the Ethics Committee for potential sanction. Any sanction recommended by the Ethics Committee will be imposed by, and at the discretion of, the Dean of Alba.

Any sanction must bear a reasonable relationship to the severity of the breach involved. Appropriate sanctions are: Letter of Reprimand, Probation, Suspension, and Expulsion; in addition, the Ethics Committee may also recommend grade modification or exclusion from specified extracurricular activities (such as Career Forum, participation in international competitions / exchange programs, etc.).

Letter of Reprimand: The student will be warned in writing that his or her behavior has been found to be unacceptable and that a recurrence of the offending behavior will result in more serious action. The warning will be placed in the student's file.

Suspension: For serious offenses, the student's relationship with the School will be discontinued for a specified period of time. Such a penalty becomes part of the student's permanent record at the College.

Expulsion: For the most serious offenses, the student's relationship with the School will be terminated completely. The student will be denied the right to apply for readmission. The dismissal becomes part of the student's permanent record. The recommendation is recorded in the student's file.

The Right to Appeal

Within three (3) business days of the notification of the decision of the Ethics committee, the student has the right to submit a written appeal to the Alba Dean's Office. If no appeal is received within three business days, the Dean of Alba will decide on the sanction to be imposed and this decision will be final.

If the final determination in a hearing under the Code is in favor of the accused, no record of the complaint or of the related hearing will be made in the official file of the student as maintained by Alba. Any sanction applied by the Dean will be included in the offending student's official file, along with details of the complaint and the findings.