

# SOUTHERN SCHOLARSHIP FOUNDATION

## RESIDENT HANDBOOK AND STUDENT CODE OF CONDUCT

Fall 2010 Edition

*"The mission of the Southern Scholarship Foundation is to help deserving young people gain a college education."*

**Dr. Mode L. Stone, Founder**  
**Southern Scholarship Foundation**

### **HISTORY**

In 1953, an idea was born in Tallahassee, Florida. This idea gave rise to what Dr. Bernard Sliger, Florida State University President Emeritus, referred to as "one of the most effective organizations in the nation for helping deserving and financially needy students." He was referring to Southern Scholarship Foundation (SSF).

What was a good idea in 1953 is a brilliant reality today: building and purchasing houses near college campuses and making these houses available rent-free to deserving students who are eager to gain their college education.

What started with a handful of young men living in an abandoned army barracks has grown into a highly respected and sought-after program. Currently, SSF's 25 scholarship houses make it possible for over 400 young people to attend college each year. Over the years, more than 8,000 young men and women have benefited from SSF's self-help scholarship program.

### **INTRODUCTION**

SSF is a nonprofit organization dedicated to helping deserving students gain their college education in a community living community.

SSF is governed by a Board of Directors which includes members from various geographic areas of the state of Florida. The Board has employed a President and staff to be responsible for the daily operations. The staff oversees and coordinates housing, activities, recruiting, fundraising, and other SSF endeavors. SSF owns and maintains its houses, providing room and reduced board for more than 400 residents who live cooperatively in pursuit of their educational goals.

#### **SOUTHERN SCHOLARSHIP FOUNDATION TERMS:**

DSA – Director of Student Affairs

HR – Head Resident

JRB – Judicial Review Board

SSF – Southern Scholarship Foundation

**AMBASSADORS**

## **EXPECTATIONS**

Southern Scholarship Foundation offers a unique community living environment with high academic standards topping the list of expectations. People of different national, religious, and political preferences live, learn, and study together in this community.

Responsible resident behavior requires observance of this *Resident Handbook and Student Code of Conduct*, which is based on respect for the dignity and worth of each person and the requirements for success.

This handbook is divided into three sections: **Community, House, and Individual Expectations**, which detail the expectations that SSF has set forth in order to preserve this special community.

## **COMMUNITY EXPECTATIONS**

Community expectations promote and maintain an atmosphere conducive to community living. All expectations listed apply for every SSF resident.

### **ACCEPTANCE PROCEDURES**

Students invited to participate in the SSF program must sign a scholarship acceptance form stipulating that they have read, understand, and will abide by the SSF Resident Handbook and Student Code of Conduct.

### **SCHOLARSHIP RESERVATION FEE/DEPOSIT**

Acceptance of the scholarship requires a one time reservation fee of \$250 (\$125 of which may be refunded when a student leaves SSF) along with the signing of a scholarship acceptance form, and other paperwork. The reservation fee will not be refunded if the recipient cancels acceptance prior to residency. Once occupancy is established, \$125 of the reservation fee becomes a room and key deposit. The remaining \$125 may be refunded if the resident provides SSF all of the following:

- A completed withdrawal form by the date specified by the DSA.
- Full payment of all house bills and other charges verified by the house treasurer.
- Clearance by SSF staff and the Head Resident (HR) upon check-out, including turning in house keys and completing final work jobs.

**The \$125 deposit is not refunded if a resident is not renewed by SSF or is dismissed.**

### **WISH LISTS**

When residents withdraw from SSF, they are given the option of donating their deposit to SSF or to their house's "wish list fund". The house may use this fund to purchase needed items such as new pots and pans, glassware, silverware, etc. "Big ticket" items (\$50 and above) purchased with these funds must be reported to Maintenance for inventory purposes. All wish list purchases must have prior approval from the DSA.

### **RENEWAL OF SCHOLARSHIPS**

SSF scholarships are renewable each semester. Current SSF students do not have to re-apply. Scholarship renewal is determined by SSF staff based on the following criteria:

- Maintaining the minimum 3.0 cumulative GPA requirement and a course load of at least 12 semester hours.
- Continued financial need.
- Maintaining written communication with assigned SSF sponsor.
- Adherence to SSF rules and assistance in the effective operation of the assigned scholarship house. This includes being a positive member of one's house and the SSF community.

- Payment of all monies owed to the house by the end of each semester.
- SSF reserves the right to terminate a scholarship.
- SSF reserves the right to change a resident's house assignment.

An SSF resident attending FSU, FAMU, FGCU, or UF must consult and receive approval from the DSA prior to transferring to a community college. If a resident transfers to a community college without consulting SSF, he/she may be immediately dismissed.

Notification to the resident of dismissal due to failure to re-qualify as stated above will be given within seven days after a decision by the Director of Student Affairs (DSA). A resident dismissed under this policy may be readmitted for a later academic period if he/she meets the requirements and re-qualifies at that time. SSF may allow exceptions to this policy due to extenuating circumstances.

### ACADEMIC PROBATION POLICY

A student will be granted one semester of academic probation if he/she does not meet the required 3.0 cumulative GPA. During a student's immediate semester after being placed on academic probation, he/she must achieve a 3.0 semester GPA. If a student does not achieve said 3.0 semester GPA, he/she will be dismissed from SSF.

Students who are placed on academic probation are encouraged to utilize campus resources and communicate with the DSA to discuss their individual situation.

### Stipulations

Academic probation prohibits any student from applying for or holding a Head Resident or other leadership position within SSF.

### Reinstatement and Return

Students who are reinstated or return to SSF will not be granted any additional probationary periods.

### Exceptions

A student who has submitted documentation to support the following situations may be given special consideration:

- The student has been classified by the University as having a learning disability.
- The student has experienced extreme financial, medical, or personal hardship.

### FINANCIAL AID

An updated Student Aid Report will be required by June 1 for all residents. If not received, a resident's scholarship may not be renewed due to inability to assess his/her financial situation.

### SPONSOR LETTER

Sponsors donate to the Foundation making the "rent-free" portion of the scholarship possible. The sponsor may be an individual donor, an alumnus of SSF, a foundation, business, or club. Each resident may be assigned a sponsor and may be expected to write a letter each semester.

### EVALUATION

Residents will be evaluated each semester by the Head Resident. The evaluations will be read by the DSA in determining scholarship renewal. Head Residents will be evaluated each semester by their residents and the results will be discussed with the DSA.

## HIV/AIDS

Records gathered by SSF about a resident's condition are confidential.

## MEMBERSHIP IN STUDENT ORGANIZATIONS

SSF residents are permitted to join student organizations provided all core SSF requirements are met. This includes, but is not limited to, maintaining a 3.0 GPA, continued financial need, adhering to all SSF policies, and SSF community/house involvement and/or responsibilities. If a resident's involvement in a student organization compromises his/her SSF residency, his/her scholarship may be revoked.

## REQUESTING A CHANGE OF HOUSE

A written, detailed request must be submitted to the DSA 30 days prior to the end of the semester. It is SSF policy not to place siblings in the same house.

## STUDY ABROAD/INTERNSHIP

Internships and studying abroad are encouraged by SSF. One month prior to departure from SSF, residents must inform the DSA if they wish to return to SSF after their internship or study abroad.

## SUMMER RESERVATION

A reservation fee of \$75 is required for every resident who is staying for the summer. The due date for the summer housing fee will be determined by the DSA, and will be payable to the summer scholarship house. This fee will be applied to the summer house bill. If the resident does not arrive as scheduled for the summer session, the summer house will retain the fee to offset the cost of the vacancy. SSF may allow exceptions to this policy, if there are extenuating circumstances. These exceptions must be given, in writing, to the DSA by the required deadline.

## AMBASSADORS

Ambassadors are exceptional students selected to be the "faces" of Southern Scholarship Foundation. They will represent SSF to prospective residents and donors as well as plan and facilitate activities to enhance student life within the foundation. The Ambassador program provides the opportunity for student leaders to communicate with other students regarding community living and the promotion of a positive living and learning environment.

## COST TO RESIDENT

Each resident is responsible for sharing the costs of operating the scholarship house and paying a house bill each semester. These costs include, but are not limited to:

- Food
- Utilities
- Basic local telephone service charges
- Cable charges
- Internet
- SSF operational fee

A resident's personal expenses, including tuition, books, fees, and long distance telephone charges are the responsibility of the resident. All unpaid monies must be paid by the end of each semester or the scholarship will not be renewed for the following semester.

## HOUSE BILL

Upon check-in, **prior to moving in**, and prior to residents receiving their house keys, **full payment of the semester house bill is expected**. House bills average \$950 per semester. However, amounts may exceed the average due to various circumstances. In the event a resident is unable to pay the full amount due to extenuating

financial circumstances, \$300 is due in the form of check (no post-dated checks will be accepted) or certified funds. The balance is due by September 15 for the fall semester and February 15 for the spring semester. The due dates for the summer sessions will be determined by the DSA.

Residents may be dismissed with 24 hours notice for any of the following:

- Failure to pay house bill, in full, by the given deadlines.
- Failure to abide by the payment schedule agreed upon.
- Failure to pay by certified funds within 2 days of notice, if check is returned for insufficient funds.

Failure to meet the house bill obligation penalizes the other residents of the house. Legal action may be taken by SSF to collect the unpaid portion of the house bill upon withdrawal. The resident is responsible for legal fees and court costs incurred by SSF in collecting any financial obligations to SSF. **If a resident leaves or is dismissed from the house before the end of the semester, the house bill will not be refunded.**

## AUTOMOBILES

Residents with an automobile or motorcycle are required to register the vehicle with the SSF office. The cost of the decal is included in the SSF operational fee. A decal is valid for one academic year. Automobiles without decals or unregistered motorcycles may be towed at the owner's expense.

## VISITATION

Visitation hours in all SSF houses are as follows:

- Common areas between the hours of 7:00 am and 3:00 am
- Private areas between the hours of 12:00 noon and 11:00 pm
- There will be **NO** visitation between the hours of 3:00 am and 7:00 am
- Visitation may be shortened by each house per its constitution.

The guidelines established by each house will fall within the following parameters:

- All house members must vote by secret ballot and a unanimous vote is required to determine whether or not to have visitation in the private areas.
- The house policy remains in effect for the semester and is voted on each semester.
- A visitation check-in/out sheet will be posted on or near the door to the private areas. This sheet has been standardized by SSF and notes the residents' and guests' acceptance and adherence to SSF scholarship house visitation policy. A sheet not filled out properly may result in a fine or loss of visitation privileges.
- The resident host must accompany guests *at all times* while they are present in the house. A guest may not be in the house if the resident host is not present.

Private area visitation will be permitted under the following guidelines:

- No visitation is allowed before noon and all visitation will terminate by 11:00 pm.
- Residents will escort guests to and from their rooms *without exception*.
- Guests must obey all house policies pertaining to residents (i.e. no alcoholic beverages, no smoking, observing quiet hours, etc).
- Each guest must have a resident host present and be fully accounted for at all times.

A resident, by accepting responsibility for a guest, is subject to dismissal from SSF housing for violation of this policy. SSF reserves the right to suspend visitation privileges of a scholarship house or a specific resident at any time.

## HOUSE EXPECTATIONS

Within the SSF community, each resident has a house/home. As members of the house, all residents will share in

the daily responsibilities of maintaining and operating a home while building strong and lasting friendships. Each resident is a valued part of this system and must fulfill all obligations to the house in order for success.

### **HEAD RESIDENT**

Each house within SSF functions under the leadership of a Head Resident (HR). The HR is a student who has lived with SSF for at least two semesters and works under the supervision and direction of the DSA. Within his/her house, the HR is responsible for promoting a community environment, which is conducive to the personal growth and development of all residents.

The HR is the person responsible for the day-to-day operations of his/her house. The position of HR provides an opportunity to maximize leadership, self-development, maturity, and confidence during the college years.

### **VIOLATIONS OF DUTIES AND RESPONSIBILITIES BY A HEAD RESIDENT**

Given the administrative relationship that exists between HRs and SSF and being subject to higher standards, a HR is not subject to adjudication by the Judicial Review Board. Instead, at the discretion of SSF, a case involving a HR may be heard and decided by the President or designee or the President or designee may call together an ad hoc board consisting of three HRs to hear the case and recommend an appropriate course of action. If the HR fails to comply with the responsibilities of the job, disciplinary action will occur. This may include dismissal from position and/or SSF.

### **HOUSE MANAGEMENT**

#### **CONSTITUTION**

Each house will govern itself within the framework of the Resident Handbook and by a house constitution. This is to ensure the smooth operation of a house of 9-29 diverse people. The HR, with the help of the officers if needed, will write the constitution. Fines used for disciplinary action will begin at the \$5 level. The HR will give the DSA a copy to have on file. If any problem arises in the house in regards to the constitution, the ruling by the DSA will supersede the constitution.

HRs reserve the right to amend the house constitution, with DSA approval, when it is in the best interest and/or safety of the residents.

#### **OFFICERS**

House officers will be elected by the residents to conduct the business of the house. The officers' responsibilities will be determined by each house and stated in their respective house constitution. The major officers of the house will include: President, Vice-President, (or Co-Presidents), Treasurer, Business Managers, and Fire Marshall. Additional minor officers are optional. These officers are responsible for the finances and general operation of the house. The job of a major officer is considered to be the resident's work job and is subject to the same disciplinary procedures as a work job within the guidelines of the house constitution.

#### **MEETINGS**

In order to conduct house business, residents are required to attend and participate in all house meetings. These meetings will be announced as per house constitution. The HR and/or designated house officer may approve absences at house meetings.

#### **WORK JOBS**

Work jobs are designed to ensure that each house member shares in the routine cleaning and care of the house. Work jobs are defined in the house constitution and are further defined by the officers and HR of each house. Completed work jobs will be checked by a designated house officer and will be randomly checked by SSF

personnel to ensure appropriate housekeeping. Spring and fall cleaning days are scheduled at least once per semester and participation in such is mandatory.

### **QUIET HOURS**

An atmosphere conducive to normal living and studying is to be maintained on a 24-hour basis. Loud televisions, stereos, as well as boisterous and noisy activities are prohibited at all times. The individual houses establish specific quiet hours. These hours will be extended to 24 hours per day during final exam periods. At these times, all residents are expected to be especially sensitive to other residents' wishes for quiet.

### **HOUSE MAINTENANCE**

Through the hard work and donations of many friends, SSF has helped thousands of deserving students over the years. SSF houses receive heavy use and require continuous maintenance. All scholarship recipients are expected to use and maintain the houses in a manner that will allow future residents to benefit.

If and when damages occur beyond normal wear and SSF cannot identify the person(s) responsible for the damage, residents of that particular scholarship house will share in the payment of those damages, including charges for labor and materials. Charges for damages will be assessed as they occur throughout the semester. Disciplinary action arising out of damage to a house, its contents, or equipment will be taken when appropriate.

Many maintenance needs are identified during performance of work jobs. All maintenance needs should be reported to the HR who in turn will report such needs as prescribed.

All items found throughout the house must stay in the house. The scholarship houses are inventoried each year and residents will be held accountable for missing items. Any household item no longer needed or broken should be reported to Maintenance for reassignment, repair, or disposal.

### **CHECK IN/CHECK OUT**

When checking in or out of the scholarship house, the HR will complete a "Room Condition Report". This report records the condition of furniture and room surfaces. Each resident is responsible for the furniture, equipment, and general condition of his/her assigned room. If a resident fails to leave the assigned room and its furnishings in as good a condition as found, appropriate charges will be assessed by SSF. All belongings need to be removed when a resident checks out (even for summer). Any items left will be thrown away. If a resident does not check out properly (i.e. work jobs, bills, keys, etc.), the resident will forfeit their \$125 refundable deposit. If the resident is planning on returning, the \$125 deposit must be re-submitted before moving back.

### **BEDROOM CLEANLINESS**

Residents are expected to maintain good housekeeping in bedrooms. On a weekly basis, the HR, officers, or SSF staff may inspect each bedroom and bathroom. When a resident checks out of a house, the HR and SSF personnel will inspect the assigned bedroom. It should be left in the same condition as found at check-in.

### **CABLE TV**

There will be no cable TV allowed in any private area of the house. If found, it will be removed at the resident's expense.

### **EXTENSION CORDS**

In compliance with safety standards and the requirements of SSF's insurance company, residents are prohibited from using ordinary extension cords or multi-plug adapters in the houses. Residents are permitted to use a multi-plug extension cord if the unit has a 15-amp fuse and switch to protect against power surges.

## FIRE SAFETY

Residents must vacate the house whenever the fire alarm system is activated.

- Halogen lamps, candles, incense and other open flame or open element devices are not permitted on the property. The use of gas or charcoal grills is permitted on outside cement patios.

## FURNISHINGS

Each resident room is equipped with basic furniture. Placement of this furniture in the rooms and public areas has been made with each resident's comfort in mind. Therefore, all furniture must remain in the room to which it is assigned. Public area furniture may not be taken into individual rooms. Furniture may not be taken outside the house. Pool tables, ping-pong tables, foosball tables, exercise equipment, etc. are prohibited. For insurance purposes:

- All cinder blocks propping up beds must be the length side down.
- Only one cinder block may be used under each foot of the bed.
- There must be at least one inch of cinder block on all sides of the bed foot.

## LOFTS

In compliance with safety standards and the recommendations of SSF's insurance company, residents are prohibited from having lofts.

## PERSONAL POSSESSIONS

SSF is not responsible for the loss of, theft of, or damage to a resident's personal possessions. SSF encourages residents to obtain their own theft and casualty insurance. Often such coverage may exist in the parents' homeowners' policy or may be added to that policy for an additional fee.

## PETS

Pets are not allowed in the scholarship houses. This includes, but is not limited to: fish, hamsters, reptiles, etc.

## PHONES

Each house has one telephone line in the public area for any resident to utilize. Almost all residents have cell phones. Residents must remain quiet and polite when conducting telephone conversations in public areas.

## REFRIGERATORS IN ROOMS

- Refrigerators must be the standard "residence hall" size and not exceed 6.0 cubic feet.
- No other appliances are allowed in a room (i.e. hotplates, toasters, coffee pots, microwaves, etc). The presence of any other appliances will result in a \$50.00 fine.
- SSF reserves the right to check the contents of resident/house refrigerators.

## ROOM ENTRANCE

SSF personnel and HRs may enter resident rooms for announced and/or unannounced health and safety inspections, tours, and maintenance purposes. The resident's personal property is not subject to search without expressed approval of the resident except when a reasonable belief exists that SSF rules are being violated, the room is being used for an illegal purpose or for a purpose which would interfere with discipline and/or personal safety.

## SECURITY

Security of the scholarship house is the responsibility of each resident. Outside doors are not to be propped open or left unlocked. If an unlocked door is found, a house fine of \$250 will be imposed. Open windows are not to be left unattended. For health and safety reasons, residents are not permitted to remove window screens at any time. SSF

will replace missing screens and charge the room's occupants for replacement.

## HOUSE MODIFICATIONS

The building of shelves, bars, tables, platforms, painting, wallpapering, or other architectural change is prohibited unless authorized and performed by SSF. Other than existing light fixtures, fans, and/or smoke detectors, nothing may be attached to or suspended from the ceiling of any room unless authorized by SSF. Residents are prohibited from painting and/or drawing on walls or woodwork. Residents are prohibited from using scotch tape on walls as it damages paint and other surfaces when removed. Masking tape, artist tape (preferably), thumbtacks, and straight pins may be used to attach pictures to walls. Nails of three inches or less in length may be used if directed into a wall stud. If there is any doubt of the location of a stud, seek assistance from SSF's maintenance staff. SSF will provide appropriate nails. Damages to community property such as living rooms, kitchens, dining rooms, hallways, study rooms, etc., will be the responsibility of all residents in a house, unless the responsible party(s) is/are identified.

## INDIVIDUAL EXPECTATIONS

All Southern Scholarship Foundation recipients must meet certain expectations. Grade performance, adherence to the Resident Handbook, treatment of staff, sponsors and other residents will factor greatly into whether scholarships will be renewed from one semester to the next. All residents have the right to:

- Sleep and study free from undue interference.
- Expect a roommate who will respect one's personal belongings.
- Expect and create a clean environment.
- Expect free access to one's room and house without pressure from housemates.
- Be free from fear of intimidation, physical, and/or emotional harm.
- Be free from peer pressure or ridicule if one's lifestyle choices differ from one's housemates.
- Live in a safe, maintained environment.

## STUDENT CODE OF CONDUCT

Residents are expected to conduct themselves as responsible members of the community, upholding and actively fostering the highest standards of honor and integrity. The SSF Student Code of Conduct and disciplinary processes are intended to emphasize the development of the individual's acceptance of personal and social responsibilities, and to maintain an atmosphere conducive to academic pursuits. The primary goals of the SSF disciplinary process are the protection of personal and institutional rights and property, safety of all residents and staff, and the education and accountability of all community members. SSF reserves the right to dismiss a resident in circumstances when the safety and welfare of individuals and the preservation of property are in the best interest of SSF and its residents. **If dismissed during a semester, a resident will not have his/her house bill refunded.**

## PROHIBITED CONDUCT

The following list of prohibited conduct, while not all inclusive, details activity for which adjudication by the Judicial Review Board is not an option and immediate dismissal (24 hour notice) or non-renewal may occur:

- Possessing, consuming, distributing, or using alcoholic beverages, illegal drugs or any controlled or illegal substance on SSF property.
- Possessing alcohol bottles and/or cans in rooms.
- Appearing on SSF property under the influence of alcohol or a controlled or intoxicating substance, when there is danger to self, others, or property, or when there is unreasonable annoyance to others.
- Stealing property.
- Destroying or damaging SSF property or the property of others.
- Being on the roof of any SSF house or building.

- Giving an SSF house key or SSF house code to someone (including but not limited to other SSF residents, friends, parents, etc.).
- Knowingly initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.
- Possessing firearms, weapons, fireworks, or other incendiary devices on SSF property or in an SSF building. The term “firearm” includes, but is not limited to, rifles, shotguns, handguns, pellet guns, BB guns, and pistols. The term “weapons” includes, but is not limited to, knives (used as a weapon), bows, arrows, and martial arts’ equipment.
- Failing to comply with Federal, State, and local laws for the locale in which the house exists.
- Harassing, disrespecting, and/or verbally abusing SSF staff.
- Harassing fellow residents.
- Causing physical harm to any person, or causing reasonable apprehension of such harm.
- Engaging in conduct that seriously alarms or intimidates others. Such conduct includes, but is not limited to, explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm or death.
- Knowingly misrepresenting information or furnishing false information to SSF.
- Forging, altering, misrepresenting, counterfeiting, or misusing any document, form of identification, or access devices.
- Attempting, assisting, or encouraging any conduct prohibited by this Code.
- Failing to intercede in any act prohibited by this Code.
- Unwillingness or inability to live cooperatively. This includes, but is not limited to, repeated accrual of house/SSF fines and repeated confrontations with fellow residents.
- Violating SSF visitation guidelines.
- Failing to maintain timely correspondence with an SSF sponsor.
- Behaving in a manner that includes but is not limited to, actions or language generally construed as vulgar, racist, sexist, profane, lewd, or indecent.
- Using SSF facilities for outside business purposes.
- Having any device that promotes irresponsible or illegal behavior.
- Having a pet on SSF property.
- Committing a computer-related offense, as prescribed by Chapter 815, Florida Statutes, and/or the University Conduct Code for the school of attendance. Prohibited activity includes, but is not limited to: damage to equipment or programs, illegal activity, and/or accessing obscene or indecent sites.

When a student's actions/behaviors affect the safety, health, general welfare, or property of a student, the community, and/or SSF, immediate dismissal without 24 hour notice may occur according to the President’s or designee’s discretion.

### **VIOLATIONS OF THE LAW AND THIS CODE**

A resident is accountable to both civil authorities and SSF for acts that constitute violations of law and/or of this Code. Residents accused of violations of this Code are subject to SSF's disciplinary proceedings while criminal, civil, or University proceedings regarding the same conduct are pending. Residents accused of criminal charges, civil actions, or University proceedings, may not challenge SSF's disciplinary proceedings on grounds that such actions, charges, or proceedings are pending, were terminated, dismissed, reduced, or are not yet adjudicated. SSF will refer matters to Federal, State, and local authorities for prosecution when appropriate.

Residents are always encouraged to come forward and communicate with house officers, HRs, or SSF staff if involved in any prohibited conduct. If a situation arises in which a resident has allegedly engaged in prohibited conduct, the resident will be given notice of the alleged violation, an opportunity to respond and be heard, and will

be informed of the basis for any disciplinary action. The intent of SSF staff is to gather information regarding the alleged violation and fully understand the situation, including the resident's perspective. This may include speaking to other residents involved in the situation.

## **DISCIPLINARY SANCTIONS**

Violations of the tenets of the SSF Handbook may result in the imposition of one or more of the sanctions described herein. Such disciplinary action will depend upon the gravity of the offense, the nature of attendant circumstances, and the merits of a particular case. The imposition of sanctions is based on general principles of education, fairness, consideration of a resident's circumstances, and the prospects for improvement.

Sanctions (not necessarily in this order) may include:

- Fines
- Probation
- SSF Community Service
- Restitution of Damages
- Dismissal (may occur at any time during a semester)

## **OVERVIEW OF THE JUDICIAL REVIEW BOARD (JRB)**

### **PURPOSE**

The Judicial Review Board (JRB) is an option residents may request when charged with minor house infractions. Minor house infractions include, but are not limited to, house fines, roommate conflicts, etc. Note that the JRB is not an option for behaviors included in "Prohibited Conduct" on pages 9 and 10 of this document. A resident charged with a minor house infraction has the option of requesting his/her case be heard by the student comprised JRB or by the DSA. If the DSA imposes sanctions on a resident, the decision may not be appealed to the JRB. The request for a JRB hearing will be reviewed by the DSA based on whether or not proper procedure was followed when the infraction was issued. The JRB will hear certain cases and recommend actions regarding disciplinary sanctions to the DSA. The JRB will make a recommendation(s) to the DSA, who will in turn review these recommendations and make a decision. However, a resident charged with an infraction has the option of waiving his/her right to a JRB hearing and opt instead to have his/her case decided by the DSA. On campuses where only one SSF house exists, the JRB option is not available and the DSA will handle all infractions.

### **COMPOSITION**

The JRB consists of one HR and two residents. Every resident of SSF, by virtue of their scholarship, will comprise the pool of available representatives. When a request for a JRB hearing is approved, three names will be randomly chosen by the DSA to serve on the JRB. Two of these names will be pulled from the resident pool of representatives and one name will be pulled from the HR pool of representatives. Any representative, who resides in the same house as the accused, is involved in, or is a witness to the infraction, will not be eligible to serve on this specific hearing. Furthermore, any representative who feels that he/she could not fairly hear the case should voluntarily decline. In such a circumstance, an additional name will be randomly selected from the remaining representatives. Once the JRB has been chosen, a hearing will be scheduled at the most convenient and opportune time not to exceed 10 days.

A copy of procedures is available from the HR or the DSA upon request.

### **AMENDMENTS AND ADDITIONS**

SSF reserves the right to amend and/or add policies at any time.