

## DIVISION OF STUDENT SERVICES

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

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

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

### Troy University Student Creed

- I allow **T**ruth and integrity to guide my goals.
- I persevere by **R**emembering my predecessors.
- I acknowledge that **O**penness promotes new concepts and ideas.
- I celebrate our differences **J**ustly and respectfully.
- I strive for continued success by **A**iming for excellence.
- I will contribute to the Troy University legacy, **N**ow and forever.

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### STANDARDS OF CONDUCT

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#### Misconduct Defined

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

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University, faculty or other officers or employees of the University.
2. Forgery, alteration or misuse of university documents, records or identification.
3. Issuance of a worthless check made payable to Troy University.
4. Actual or threatened physical abuse, threat of violence, intimidation, hazing, harassment, or any other act that endangers the health or safety of any person.
5. Any sexual conduct that takes place without the victim's consent, sexual harassment, or sexual misconduct.
6. Destruction, damage, or misuse of university property, public, or private.
7. Theft, attempted theft, burglary, attempted burglary, accessory to these acts, and/or possession of stolen property.
8. Unauthorized manufacture, sale, delivery, use, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law.
9. The unlawful possession, use, or distribution of alcoholic beverages, public drunkenness, driving under the influence, or the public display of alcoholic beverages and the use or display of such in public areas of the residence halls and all other public areas of the campus.
10. Participation in any form of gambling.
11. Use, possession, display or distribution of any rifle, shotgun, handgun, or other lethal or dangerous device capable of launching a projectile by air, gas, explosion or mechanical means (including BB guns, air-soft guns, and paintball guns). Only duly-constituted law enforcement officers may possess firearms on campus.
12. Use, possession, display or distribution of any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the safety and well-being of any person.
13. Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid university properties.
14. Pervasive behavior or dress that is objectively offensive and detracts from the educational experience of other students.
15. Trespassing or unauthorized entry to or use of university facilities.
16. Unauthorized use or attempted use of any services belonging to or provided by the University, including but not limited to, computer, telephone, cable television, copying facilities, or any other such service.
17. Unauthorized possession of a key to any university facility.
18. Interference with the use of or access to university facilities, obstruction or disruption of teaching, research, administration, service, disciplinary procedures, or other activities on university property by either university or non-university person or groups.
19. Classroom disruption to include any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn.
20. Failure to dress appropriately for academic exercises or campus events including no footwear, pajamas, dirty clothes offensive to others and head coverings indoors unless considered to be a part of religious dress.
21. Failure to promptly comply with directions of university officials (faculty, staff or student employees) or law enforcement

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- officers acting in the performance of their duties as such officials and officers.
22. Participation in setting or causing to be set any unauthorized fire, entering false fire alarms, or bomb threats, tampering with fire extinguishers, alarms, or other safety or fire-fighting equipment, failure to evacuate or immediately respond to a fire alarm.
  23. Pervasive use of the mail, telephone, computers and electronic media that undermines and detracts from the educational experience of other students and/or the ability of faculty or staff to meet their obligations to provide for students' educational experience.
  24. Conviction of any misdemeanor or felony that adversely affects the educational environment of the University.
  25. Violation of any university policies or regulations as published or referred to in the Student Handbook, including, but not limited to, those governing the time, place and manner of public expression; the registration of student organizations; the use of university facilities; occupation and visitation of residence halls and other housing owned or controlled by the university; and the use and parking of motor vehicles on the campus.
  26. Conduct in violation of public law, federal and state statutes, local ordinances, or university regulations or policies whether or not specified in detail, that adversely affects the student's suitability as a member of the academic community and regardless of whether such conduct has resulted in a conviction under a statute of ordinance.
  27. Any other activity, conduct or dress not specifically stated herein that impairs, endangers or disrupts any person, property, social order or the educational environment of the University.

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### COMPLAINT POLICY

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Please consult the Troy Student Complaint Policy located at:

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

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### DISABILITY SERVICES: POLICIES AND PROCEDURES

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Please consult the *Oracle*, the University's official student handbook, online at [www.troy.edu](http://www.troy.edu), for the most current and complete policies related to disability services.

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### TOBACCO POLICY

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#### **Introduction**

Troy University is committed to providing a healthy and safe environment for all students, faculty and staff. The University's Board of Trustees demonstrated this commitment with the approval of a resolution designating Troy University as a tobacco-free institution. This new policy, which will go into effect on August 13, 2012, will prohibit smoking and the use of all tobacco products within all University buildings, parking lots, structures, walkways, indoor and outdoor athletic facilities, University vehicles, worksites and grounds and any vehicles on campus regardless of ownership. The health care and health education programs of the University perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco products.

#### **Definitions**

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

#### **Policy**

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

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

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

#### **Implementation Authority**

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

#### **Compliance**

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

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### COMMITMENT TO FREE EXPRESSION

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