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INTRODUCTION

STUDENT HANDBOOK POLICIES

This manual was prepared in response to many inquiries from clients and others seeking model student handbook policies. Model policies generally do not exist; however, policies that reflect good practice are available through various institutions.

This forms manual provides examples of edited policy options for use by colleges and universities. Each section has a common format that includes an Overview of the general topic and Sample Policies. Each separate policy is identified by a check mark. A Selected Bibliography is provided at the end of each chapter.

Some policy requirements apply specifically to state institutions because of their public charter. In most cases, these requirements relate to due process and compliance with specific state laws. Other policies are required for all institutions because of federal law, such as those related to sexual harassment and disabilities. The manual addresses the following key policy issues:

- Student Codes
- Cheating and Plagiarism
- Computer Use
- Drugs and Alcohol
- Discrimination and Harassment
- Sexual Harassment
- Disabilities
- Judicial Systems
- Academic Evaluations and Grade Appeals
- Crime on the Campus
- Academic Freedom and Student Publications
- Student Records

A companion forms manual on faculty handbook policies also is available. Both manuals are available on computer disk.

This manual will be supplemented periodically. The supplements may be ordered directly from College Legal Information.

We welcome your suggestions, comments, and submissions of policies to review for inclusion in the manual. This is a beginning; we intend to improve constantly as we gain experience using the manual and receive comments from users of the manual.

For further information, please write to College Legal Information, Inc., P.O. Box 150541, Nashville, Tennessee 37215-0541, or call (615) 383-3332. Copies can be obtained by sending payment to College Legal Information, Inc., P.O. Box 150541, Nashville, Tennessee 37215-0541.

Copies are \$60.00 each, \$55.00 each for 2 or more, or \$95.00 for a manual and a computer disk.

For more information on CLI and its publications:
www.collegelegal.com

IF LEGAL ADVICE OR OTHER EXPERT
ASSISTANCE IS REQUIRED, THE SERVICES
OF A COMPETENT PROFESSIONAL SHOULD
BE SOUGHT.

THE AUTHOR

Kent M. Weeks, a practicing attorney with the law firm of Weeks, Anderson & Baker of Nashville, Tennessee has a distinguished professional career as a teacher, administrator, lawyer, and author. A Fulbright Scholar, Weeks earned degrees from The College of Wooster, University of New Zealand, Duke University, and a Ph.D. from Case Western Reserve University. He edited two volumes for the Center for Constitutional Studies that have had singular impact on the independent sector: *A Legal Inventory for Independent Colleges and Universities* and *A Legal Deskbook for Administrators of Independent Colleges and Universities (Revised 2nd Edition)*.

For many years he was a Professor of the Practice of Education at Vanderbilt University and has been invited by many colleges and their associations to present seminars on higher education and the law. He has written several books and more than 43 articles and papers for scholarly journals, and he currently edits *Lex Collegii*, a legal newsletter for independent colleges and universities. In addition to this manual, Weeks has written or coauthored others, each addressing particular topics relevant to college decision makers: *Managing Admissions, Records, and the Law*; *Complying with Federal Law*; *Faculty Decision Making and the Law*; *Student Affairs Decisions and the Law*; *Faculty Evaluation and the Law*; *Record Retention and Disposal*; *Managing Departments: Chairpersons and the Law*; *Staff Handbook Policies*; *Faculty Handbook Policies*; *Implementing Student Policies: A Formbook*; *Managing Campus Conflict Through Alternative Dispute Resolution*; *Managing Liability and Overseas Programs*; *Institutional Advancement and the Law*; *Strategic Legal Planning: The College and University Legal Audit*; and *Contracts for Campus Administrators, Faculty, Students and Coaches a Formbook*.

Weeks has consulted with colleges throughout the United States and serves as legal counsel to several colleges and national and international educational associations. He has participated in and directed more than 150 seminars and workshops for college administrators, faculty and trustees and has addressed many higher education organizations, associations, and legal groups.

ACKNOWLEDGMENTS

This forms manual is a product of many years of thought and reflection on the legal issues facing college administrators and faculty who make significant decisions. It reflects numerous contacts with college administrators, students, and faculty regarding the legal terrain in which decisions affecting students are made.

Acknowledgment must be given to my many clients who often have caused me to think about these issues, how to draft good, usable policies, and how to identify preventive ways to reduce or eliminate legal exposure.

Throughout the years, clients have requested model policies. Believing that policies should be developed for each institution based on its particular mission, I have avoided developing model policies. With this manual, however, several edited model policies are offered for each issue, allowing the institution to assess its unique situation and select policies based on its particular purpose.

I appreciate the cooperation of those student affairs administrators who responded to our request for policies. Their submissions were a valuable contribution to the development of this manual.

Finally, special acknowledgment must be given to my paralegal, Ernie Gilkes, who worked creatively and diligently with me on the development of this manual. I am also deeply grateful to my legal assistant, Sandy Crain, who worked diligently on the production of the manual.

Kent M. Weeks
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