



Lees-McRae College

# Student Handbook

# **In Montibus, Ex Montibus, Pro Montibus**

"In the Mountains, Of the Mountains, For the Mountains"

Nestled in the Blue Ridge Mountains of Western North Carolina, Lees-McRae is a four-year, coeducational residential college offering diverse baccalaureate degrees, strong athletic programs and an outstanding faculty. The College offers online programs and degree-completion opportunities in surrounding communities to nontraditional learners. All academic programs incorporate a broad core curriculum and field-specific career preparation and experiential learning with an emphasis in leadership and service.

The College reserves the right to make changes in the provisions of this handbook to ensure the welfare of the College community. The College will attempt to minimize the inconvenience to students, should changes be necessary. The most current version of the Student Handbook is available online at [www.lmc.edu/studenthandbook](http://www.lmc.edu/studenthandbook).

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# >> Welcome to Lees-McRae College

## Mission Statement

Lees-McRae College educates and inspires students to approach life and work from a creative, collaborative, and critical perspective in preparation for diverse careers and environments.

## About the College

Lees-McRae is a four-year, coeducational residential college offering diverse baccalaureate degrees, strong athletic programs and an outstanding faculty. The College offers online programs and degree-completion opportunities in surrounding communities to nontraditional learners. All academic programs incorporate a broad core curriculum and field-specific career preparation and experiential learning with an emphasis in leadership and service.

## Hallmarks of a Lees-McRae College Education

The Lees-McRae graduate will be known for academic achievement, professional skills and concern for humanity. To ensure success as a graduate, Lees-McRae students will have opportunities to engage in curricular and co-curricular experiences that prepare them to:

- Communicate effectively through writing, speaking and public presentation
- Think independently, creatively and critically when solving problems
- Appreciate diversity and actively strive to collaborate with others
- Develop informed career plans that include experiential learning
- Discover their leadership abilities through campus and academic engagement
- Express consideration of others and tolerance of diverse perspectives
- Achieve physical, spiritual and emotional well-being balanced with intellectual endeavors
- Embrace technology when learning and communicating personally and professionally
- Demonstrate a lifelong interest in learning and achieving

## Use of Student Handbook

This official Student Handbook outlines the Student Code of Conduct and the Academic Code of Honor while providing general information on subjects ranging from student organizations and the conduct process to campus policies. Use this publication as a resource manual and refer questions to the Office of Student Development located in the Cannon Student Center.

This handbook does not include all College policies and procedures. The 2016-17 Academic Catalog is also an important resource. It is the responsibility of the student to remain informed of all College policies.

## Communication with Students

Lees-McRae College sends official communication to students through their student email address. Every student is assigned an lmc.edu email address. This is the only email address recognized by the College. Students that prefer to use an outside email provider are responsible for forwarding email from other providers to their lmc.edu address. Faculty and staff will only accept and use College email addresses for messages with students (e.g. az0123456@lmc.edu).

The College may send correspondence to main-campus students through their assigned post office box in the Cannon Student Center. Students are responsible for checking both their student email address and campus post office box regularly to receive official communication and other notices.

## >> Academic Code of Honor

Lees-McRae College fosters a spirit of complete honesty and a high standard of integrity. All students are expected to act in a manner that does not infringe upon the rights and responsibilities of others, including the right to learn and prosper in a campus community free of fraudulence and dishonesty.

- Every student will refrain from cheating.
- Every student will refrain from plagiarizing.
- Every student will refrain from lying.
- Every student will refrain from stealing.
- Every student will refrain from misusing library, laboratory or computer equipment or materials.
- Every student will refrain from disruptive classroom behavior.
- Every student will comply with examination and testing procedures.
- Every student will report Academic Code of Honor violations.

Lees-McRae College reserves the right to dismiss any student who does not uphold this policy. Please reference the Academic Catalog for all academic policies including class attendance, class cancellations, satisfactory academic progress, grade concerns and withdrawal policies. Violations of the Academic Code of Honor can be noted in the student's conduct file

### Administrative Procedures

When a faculty member has reasonable grounds to suspect a student has violated the Academic Code of Honor, the faculty member will:

1. Notify the student of the nature of the violation and allow the student to respond
2. Take corrective action such as assigning repetition of the course assignment, lowering of the course grade, or assigning a failing course grade.
3. Keep a complete record of violations and actions taken.

When a student observes a violation of the Academic Code of Honor, he or she should immediately notify the professor of the course in which the infraction took place so that the faculty member may take action.

### Sanctions for violation of Academic Code of Honor

Violation		Possible Sanctions
Academic Integrity	First Offense	Repetition of assignment Lowering of course grade Immediate failure of course (Assignment of XF grade)
	Second Offense	Immediate failure of course (Assignment of XF grade) Meeting with Provost Suspension or expulsion

### First Offense

1. Faculty should take appropriate corrective action. Consideration should be given to the severity of the infraction, its impact upon the course grade, its effect upon other students in the course, and surrounding circumstances.
2. Corrective action may include the sanctions listed above for first and second offenses.
3. Intentional plagiarism, stealing, cheating should result in immediate failure of the course. In this case, faculty must notify the Provost, who will change the student's academic transcript to reflect a grade of "XF" for the course, which is listed as "Failure Due to Violation of College Academic Integrity Policy." Students receiving an XF may not withdraw from the course.
4. The decision of professor is subject to written appeal within fourteen calendar days from the time of notification of XF grade if the student believes the charge of academic dishonesty is unwarranted. Written appeals should be directed to the Provost.

5. If a student who has committed one offense resulting in an XF grade fulfills the requirements of graduation without committing a second offense, the grade of XF will revert to a grade of F.

## **Second Offense**

1. A second offense during the same or subsequent semester results in immediate failure of the course.
2. Faculty should notify the Provost, who will change the student's academic transcript to reflect a grade of "XF" for the course, which is listed as "Failure Due to Violation of College Academic Integrity Policy."
3. The assigned XF grade along with the XF grade for the first offense becomes a permanent part of the student's academic transcript.
4. Student must meet with Provost within fourteen calendar days where additional sanctions may be imposed, including suspension or expulsion from Lees-McRae College.



# >> Student Code of Conduct

Each student at Lees-McRae College is expected to reflect a seriousness of purpose and a desire to acquire an education. Respect and honesty should be shown to all students and College employees. Students are also expected to demonstrate an ability to take care of his/her own welfare and to behave in a way that supports their own growth and academic advancement, while not impeding growth of others.

Conduct on and off campus should reflect these standards. Lees-McRae College reserves the right to dismiss any student who proves to be a detriment to the welfare of the College and surrounding community.

## Administrative Procedures

1. The Vice President of Student Development and Dean of Students and the Office of Student Development (SDO) are responsible for overall administration and interpretation of the Student Code of Conduct.
2. The Assistant Dean of Students serves as the Student Conduct Officer.

## Student Conduct Process

The Student Conduct process at Lees-McRae is designed to uphold the Student Code of Conduct and to support the overall mission of the College. All conduct cases will be heard by a Conduct Hearing Officer or by the Student Conduct Committee. The Student Conduct Committee consists of the Chair (selected by the Vice President of Student Development and Dean of Students), faculty members, residence life staff representation, staff members, and students. Every effort will be made to assemble representation from these areas for hearings. Hearings are closed to everyone except committee members, hearing officer and the students and/or staff involved. All hearings panels will be recorded. After the appeal deadline has passed, the recording will be deleted.

## Role of the Vice President of Student Development and Dean of Students

- Hear appeals originating from the Assistant Dean of Students and the Student Conduct Committee. The Vice President of Student Development and Dean of Students may designate an appeal committee or individual to review the appeal.
- May hear all levels of cases, but focuses on cases that may involve academic and/or disciplinary suspension or expulsion.
- May suspend or interim suspend a student for serious violations, particularly those infractions involving the health and safety of students or employees or conduct that is detrimental to the welfare of the College.
- The decision of the Vice President is final.

## Role of the Assistant Dean of Students

- Conduct hearings involving cases of first offense alcohol or other first offense violations (fire safety, smoking, etc.). If needed, the Assistant Dean may hear repeat offenses.
- Inform each student in writing of charges made against that student. This information comes in the form of a "Notice of Conduct Hearing" which details the charges and the time and location of the Conduct Hearing.
- Determine appropriate sanction for violation.
- Advise the student of his right to appeal, if applicable.
- Ensure sanctions are enforced.
- Inform Vice President of Student Development and Dean of Students and Student Conduct Committee as needed.

## Role of the Student Conduct Committee

- Hears cases that are particularly complicated such as repeat alcohol and drug offenses, safety issues and issues dealing with sexual misconduct or cases that may result in suspension or expulsion.
- Makes decisions regarding pending cases.
- Advises the student of his/her right to an appeal, if applicable.

## Role of Residence Life Staff

- Gather all information concerning an alleged violation and report that information in an "Incident Report" within 24 hours.
- Verbally inform each student that their behavior has been reported.
- Submit the Incident Report to the Resident Director and to the Assistant Dean of Students.
- Supervise and/or enforce a disciplinary action as directed by the Vice President of Student Development and Dean of Students, Student Conduct Committee, and/or the Student Development Office.

## Rights of the Accused

- Right to written notice of all complaints against the student. Students will be heard for more than one complaint if deemed necessary (time and manner). The notice must be received at least 24 hours prior to the scheduled hearing, unless the severity of the charges requires an immediate hearing. The student may have the option of waiving the 24-hour notice. The student bears the responsibility to appear at the scheduled hearing. Failure to do so will forfeit the student's right to appeal and may lead to additional charges. The case will be heard if the student does not appear and he/she has received the proper notice.
- Right of sanctioning within the structured disciplinary system. The exception to this right is within the last ten days of each semester and the summer sessions, during which time the Assistant Dean of Students or the Vice President of Student Development and Dean of Students or his/her designee may handle all disciplinary action.
- Right to a separate hearing. A student may request a separate hearing if the student is charged for the same violation as another student (stemming from the same incident).
- Right to a subsequent appeal under certain conditions (listed below). All appeal requests must be initiated within 24 hours of the decision being appealed.

### Grounds for Disciplinary Appeals

Appeals must address one of the following reasons:

1. Procedure not properly followed by the conduct officer.
2. Sanction does not fit the violation.
3. New evidence has come to light.

### Other Appeals Information

For all decisions except disciplinary suspension and those rendered by the Dean/Assistant Dean of Students or the Student Conduct Committee:

1. The student may submit an official appeal form available in Student Development Office (stating his/her reasons for the appeal). This written request must be submitted within 24 hours of the decision being appealed.
2. The appropriate appeal officer will then decide if there are appropriate grounds for an appeal to deny or accept the request.
3. If an appeal is applicable, an appeal hearing will be scheduled with an outcome reached within ten class days.

### Disciplinary Suspension Appeals Information

1. Requests for disciplinary appeals must be initiated in writing within 24 hours of the suspension decision to the Student Development Office manager.
2. Between the disciplinary suspension decision and the appeal hearing, if the student behaves in an unacceptable manner, the appeal may be denied or the local law enforcement agents may be contacted.
3. The College will contact student's parents immediately upon initial decision of suspension. The suspended student is urged to contact his/her parents as well. The College will mail a notice of disciplinary suspension within 24 hours.

## Conduct Hearing Process

### Before The Hearing:

- An incident report will be received by SDO.
- ADS will review the incident report and determine any possible conduct violations.
- If there are possible conduct violations, ADS will determine charges and assign the case to a hearing officer or conduct panel.
- ADS will then review the student's class schedule, assign date, time, and location for the conduct hearing, and email the student a formal notice of charge letter.

### During The Hearing:

- The hearing officer, panel members (if applicable) and students will introduce themselves.
- Potential conduct violations that occurred in the incident will be read aloud.
- The incident report and any supporting documentation will be reviewed by all panel members and students involved.
- The student is given the opportunity to explain their side of the story and dispute any information they feel is incorrect in the incident report.
- The hearing officer and/or conduct panel members will ask the student any clarifying questions they feel are necessary to make a determination of responsible or not responsible for each of the charges.

- Any witnesses the student has brought will then be allowed to enter, explain their perspective, and be asked any clarifying questions by the hearing officer and/or conduct panel.
- The hearing officer or conduct panel will deliberate and reach a determination of responsible or not responsible for each of the charges.
- If found responsible for any charges, the hearing officer or conduct panel will consider the student's previous conduct history (if applicable) and determine appropriate sanctions.
- The student will receive the hearing officer or conduct panel's determination and sanctions.
- The appeal process will be explained.

As this is a student conduct process and not a court of law, attorneys and advisors are not permitted in non-Title IX conduct hearings. In Title IX hearings, one advisor per complainant and respondent are permitted, but do not have speaking roles.

## Violations

### Implied Consent/Passive Participation

If a student becomes aware of a policy violation occurring in their presence, the student is expected to remove themselves from that situation, attempt to take reasonable action to stop the violation from occurring, and/or alert a staff member of the policy violation. If a student fails to remove themselves from a situation in which a policy violation is occurring, they are giving implied consent to allow the violation to occur and will be seen as passive participants in the activity and thus held fully responsible for the consequences of the violation.

### Alcohol

Lees-McRae College provides an academic environment that fosters positive physical and mental health and educates students concerning the use of alcoholic beverages and peer pressure. Drunkenness as a result of the use of alcohol is a violation of the alcohol policy and is punishable through the conduct process. No immunity or exemption is granted for misconduct while under the influence of alcohol. Mature judgment and discretion are required at all times.

1. The possession or consumption of alcoholic beverages on campus is permitted at Wily's Bar & Grill and by those of legal drinking age who have a registered state law room in Hemlock Village, the College apartments or houses. A registered state law room is a designated apartment, suite, or house where all students living in that location are 21 years of age or older. The room must be officially registered with the Assistant Dean of Students before alcohol is permitted in the location.
2. Aiding and abetting in the sale or transfer of alcoholic beverages to any person under the age of twenty-one years is prohibited.
3. All those present in a registered state law room must be 21 or older when alcohol is present and being consumed. Students under the age of 21 are not allowed to be present in a registered state law room when alcohol is being consumed, even if the student is not actively drinking. Regardless of the age of the individuals, if alcohol is located in a non-registered room, all students present will be held responsible for an alcohol violation.
4. All persons consuming alcohol must carry a valid picture ID.
5. While alcoholic beverages may be consumed by those of legal drinking age in non-public areas, they may not be consumed in any public area except for special functions registered as a Special Alcohol Event.
6. No person, regardless of age, is permitted to have an open container of alcohol in a public area on campus. This includes public events such as athletic events, unless otherwise approved by the College.
7. The use of alcoholic beverages as a prize in a contest, drawing, lottery, etc. is prohibited.
8. Kegs or other common containers of alcohol are not allowed on the campus, except for Special Alcohol Events. Glass containers are allowed only inside of state law residence hall rooms. Once the seal has been broken, it may not be removed from that room.
9. Alcoholic beverages may not be used, sold, possessed or consumed at sporting events, including intramural events, campus parking lots, on field trips or at off campus College functions. This includes possession or consumption of alcohol in College vehicles.
10. Members of the Lees-McRae community are not allowed to provide alcohol to underage individuals.

Violation: Alcohol	Recommended Sanctions
<p><b>Implied Consent/Passive Participation</b></p> <ul style="list-style-type: none"> <li>• Being in the presence of alcohol while under 21 (without consuming/participating)</li> <li>• Being in the presence of alcohol in an unregistered room (without consuming/participating)</li> </ul>	<ul style="list-style-type: none"> <li>• \$50 fine</li> <li>• Educational task</li> </ul>
<p><b>Possession or Consumption with Minimal Disruption</b></p> <ul style="list-style-type: none"> <li>• First alcohol possession/consumption</li> </ul>	<p><b>Under 21:</b></p> <ul style="list-style-type: none"> <li>• \$100 fine</li> <li>• Educational sanction</li> </ul> <p><b>Over 21, unregistered location:</b></p> <ul style="list-style-type: none"> <li>• \$50 fine</li> <li>• Educational sanction</li> </ul>
<p><b>Concerning, Disruptive or Repeat Incidents</b></p> <ul style="list-style-type: none"> <li>• Second alcohol possession/consumption</li> <li>• First alcohol incident involving excessive noise, rude behavior, disregard for college authority, destruction of college property</li> <li>• First alcohol incident involving vomiting or blackout behavior, police, or hospitalization</li> <li>• First time distribution of alcohol to minors</li> </ul>	<ul style="list-style-type: none"> <li>• 100–\$300 fine</li> <li>• Counseling assessment</li> <li>• 20–40 hours of community service</li> <li>• Parental notification</li> <li>• Disciplinary probation for at least one semester</li> </ul>
<p><b>Persistent Concerning Behavior or Serious Incident</b></p> <ul style="list-style-type: none"> <li>• Third alcohol possession/consumption</li> <li>• First alcohol incident with aggravating factors (physical or sexual assault, attempts or threats of harm to self or others)</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling assessment</li> <li>• Suspension or expulsion from Lees-McRae</li> <li>• Notification of civil authorities</li> <li>• Parental notification</li> </ul>

\*Sanctions are cumulative over a student's tenure and do not restart each academic year.

\*\*Readmission is possible with proof of rehabilitation after one full semester of separation from the College.

## Glossary of Alcohol Policy Terms

**Special Alcohol Event** - any registered activity at which alcohol is present. Events of this nature must be approved in writing by the Vice President of Student Development and Dean of Students, conducted within the established guidelines, and cannot be held on a night before classes.

**Common Container**- any keg, trash can, or similar item used for storing or mixing a quantity of a beverage or from which a quantity of beverage is distributed to or consumed by more than one person. These are not allowed on campus unless provided by a licensed vendor and approved in advance by the Vice President of Student Development and Dean of Students. Disciplinary sanctions related to common containers may apply to all occupants of the residence even if not drinking from the container and /or the individual(s) responsible for transporting the container. Violations of common container policy may also receive an additional fine of \$100 per common container that was present in the location and lose his/her registered state law room status.

**Non-public Area** – includes registered state law residence hall rooms.

**Public Area** – includes campus buildings, campus grounds, parking lots, porches, decks, breezeways, athletic facilities and is inclusive of all classrooms, stairwells, lobbies, hallways and restrooms.

**Registered State Law Room** – a designated suite, apartment or house where all students living are 21 years of age or older. All tenants must register their rooms as state law with the Assistant Dean of Students and attend a Harm Reduction and Educational Seminar before alcohol is permitted.

**Use of Alcoholic Beverages** – includes possession, consumption, distribution, purchase, sale or transfer of alcoholic beverages.

## Illegal Drugs and Substances

The sale, use, possession, or being under the influence of non-prescribed, illegal substances including stimulants or depressants (marijuana seeds included) is prohibited. Any student who uses illegal substances or who shows signs of use may be suspended, as well as referred to the appropriate civil authorities for further action. Positive drug tests may result in immediate suspension.

Sharing or selling of your prescribed drugs is prohibited. Violators may also be referred to local authorities as well as the Student Conduct System.

All paraphernalia that is associated with and related to the use of marijuana and other illegal stimulants and depressants is prohibited. Any student who possesses such paraphernalia will be entered into the conduct process for disciplinary action, as well as being referred to the appropriate civil authorities for further action.

Violation: Illegal Drugs or Substances	Recommended Sanctions
<p><b>Implied Consent/Passive Participation</b></p> <ul style="list-style-type: none"> <li>Being in the presence of marijuana possession or use</li> </ul>	<ul style="list-style-type: none"> <li>\$100 fine</li> <li>Educational task</li> </ul>
<p><b>Possession or Consumption with Minimal Disruption</b></p> <ul style="list-style-type: none"> <li>First marijuana possession/use; amount under 2 grams</li> <li>First drug paraphernalia possession/use</li> </ul>	<ul style="list-style-type: none"> <li>\$200 fine</li> <li>Random drug testing</li> <li>20 hours of community service</li> <li>Educational task</li> </ul>
<p><b>Concerning, Disruptive or Repeat Incidents</b></p> <ul style="list-style-type: none"> <li>Second marijuana possession/use</li> <li>Second drug paraphernalia possession/use</li> <li>First narcotic, opiate, or unauthorized prescription drug use</li> </ul>	<ul style="list-style-type: none"> <li>\$250–\$500 fine</li> <li>Random drug testing</li> <li>40 hours of community service</li> <li>Parental notification</li> <li>Drug assessment</li> <li>Educational task</li> <li>Disciplinary probation for one semester</li> </ul>
<p><b>Persistent Concerning Behavior or Single Serious Incident</b></p> <ul style="list-style-type: none"> <li>Third or more marijuana possession/use</li> <li>Third or more drug paraphernalia/use</li> <li>Possession of controlled substance in large amount, above 2 grams</li> <li>Sale/distribution of drugs</li> <li>Drug use with aggravating factor (physical assault/altercation, destruction of property, attempts or threats of severe harm to self or others)</li> </ul>	<ul style="list-style-type: none"> <li>Suspension or expulsion from Lees-McRae for at least two semesters</li> <li>Notification of civil authorities</li> <li>Parental notification</li> </ul>

## Tobacco Use

Lees-McRae provides its students and employees with a healthful environment. The College views the use of tobacco products as detrimental to the health of students, staff, faculty and visitors, and prohibits its use on campus grounds. Lees-McRae recognizes that its legal authority to prohibit tobacco use pursuant to G.S. 143-599.

1. The use of tobacco including any type of cigarette (including electronic cigarette/vaping), cigar, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff is prohibited by students, staff, faculty or visitors:

- on all adjacent sidewalks (including those on the perimeter of campus), parking lots, all campus buildings, facilities or property owned or leased by Lees-McRae College and outside areas of the campus
- on campus grounds, facilities or vehicles that are the property of the campus
- at lectures, conferences, meetings and social and cultural events held on school property or school grounds
- on College field trips or student activity events

2. The sale or free distribution of tobacco products, including merchandise, on campus or at school events is prohibited.
3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including parties sponsored by tobacco companies and all tobacco advertising.
4. Tobacco advertisements are prohibited in College publications and on grounds or facilities owned or operated by the College.

Violation	Possible Sanctions
<b>Tobacco use</b>	<ul style="list-style-type: none"> <li>Verbal warning</li> <li>3-12 month probation</li> <li>Up to \$500 fine</li> <li>Community service</li> <li>Letter to parents/guardians</li> <li>Loss of housing</li> <li>Suspension or expulsion</li> </ul>

## Disorderly, Disruptive or Dangerous Behavior and/or Reckless Endangerment

Students are expected to maintain a high standard of conduct both on and off campus. A student who behaves in a disorderly, disruptive or dangerous manner may be entered into the conduct process.

1. Whether on or off campus, students are not permitted to behave in a way that represents a potential or present danger to the College community and/or surrounding community.
2. All students have responsibility for self-welfare, self-guardianship, and self-care.
3. Students must refrain from violent or disruptive behavior. Students should report disorderly conduct to Campus Security and/or Student Development Staff.
4. Students are encouraged to report evidence of a crime to Campus Security. In the case of an assault, theft or other serious crime, Campus Security will notify the Banner Elk Police Department.
5. The Vice President of Student Development and Dean of Students or other appropriate SDO staff may consult with Counseling Services as needed.
  - If the Vice President/Dean determines that the student's behavior is a potential danger or disruption to self or others, they may require the student to undergo evaluation by an outside mental health or medical professional (at the student's cost). Students referred for outside assessments will be required to sign a release of information authorizing Counseling Services to access the results and to discuss these results with the professional conducting the assessment, the Vice President of Student Development and Dean of Students and other professional staff at the College as needed. Counseling staff will review the assessment results and provide recommendations to the Vice President of Student Development and Dean of Students and the student.
  - If on review of these recommendations, the Dean believes that the student may pose an ongoing danger or disruption to self or the campus community, the student may be allowed or required to withdraw from classes, leave campus and focus on the recommendations from his/her assessment. If the Dean determines that the student can reasonably be permitted to continue at the College in light of assessment results, the student will be required to sign a statement authorizing the Dean to monitor compliance with any and all treatment recommendations and the conditions of his/her continued participation in educational programs and activities of the College, including living in the residence halls.
6. The Vice President of Student Development and Dean of Students or other appropriate SDO staff reserve the right to contact the student's parents/guardians as needed.
7. Any student dismissed from classes or the College for these purposes must receive approval from the Vice President of Student Development and Dean of Students in accordance with the clearance procedure, before returning to classes.

Violation		Possible Sanctions
<b>Disorderly Conduct/Disruptive or Dangerous Behavior and/or Reckless Endangerment</b>	<b>Any Offense</b>	<ul style="list-style-type: none"> <li>Disciplinary action determined by Dean or Student Conduct Committee</li> <li>Ordered assessment by mental health/medical professional</li> <li>Fine up to \$500</li> <li>Loss of housing privileges</li> <li>Contact parent/guardian</li> <li>Suspension or expulsion</li> </ul>

## False Information

Students are not to provide false information in any form to college officials.

Specific violations of this policy include, but are not limited to:

- knowingly misusing, misrepresenting or falsifying any college record, I.D. card, form, computer resource or procedure
- making a false or misleading oral or written statement at any point of the student conduct process or any other process used to address student behavior
- possessing or displaying any form of false identification or any identification not one's own
- falsely reporting a crime or violation of the Code of Conduct or any other College policy
- assuming or attempting to assume the identity of another person
- forgery

Violation		Possible Sanctions
False Information	Any Offense	Warning Probation Fine up to \$500 Suspension or Expulsion Notification of Civil Authorities

## Suicide Threats/Attempts, Self-Harming Behavior

The College views a decision to attempt suicide or self-harm as indicative of problems beyond a student's immediate psychological resources. Suicidal intent or self-harming behavior is likely to interfere with the student's ability to make positive choices and perform academically. The College recognizes that the student is in need of immediate help and counseling services, and will assist in the referral of those services. In addition, Lees-McRae recognizes that others in the College community are affected and will act appropriately to protect other members of the campus from emotional stress and crisis.

1. If a student attempts suicide or demonstrates self-harm on campus, the College will provide crisis intervention services, which may include notifying Emergency Medical Services and/or emergency transportation to a medical facility for immediate evaluation and care. Campus Security, Counseling Services, and the Vice President of Student Development and Dean of Students are to be notified immediately so that appropriate interventions may be coordinated.
  - The Vice President of Student Development and Dean of Students may process a medical withdrawal, effective immediately so that the student can give full attention to recovering his or her emotional and physical wellbeing.
  - The Vice President of Student Development and Dean of Students will contact the student's emergency contact person to inform them of the student's situation and arrange for transportation home and appropriate care.
  - Students who would like to re-enroll in a subsequent semester may make a written request to the Vice President of Student Development and Dean of Students and must follow the College's clearance procedure (refer to the Lees-McRae College Catalog and/or below information) for returning to the College community following an emergency medical leave.
2. If a student verbalizes a statement of suicidal or self-harm intent while on campus property, Counseling Services and the on-call SDO administrator must be notified immediately. Counseling staff will meet with the student and make an initial assessment of the veracity of the attempt. If a member of the counseling staff determines that the student may be a current danger to him/herself, the student will be given the following options:
  - The student may voluntarily admit him/herself to an appropriate treatment facility for evaluation and care until released by the admitting physician.
  - The student may voluntarily contact family members who will accept responsibility for the student's welfare and for taking the student to receive evaluation/treatment by a psychiatrist, physician or other qualified mental health provider.
  - If the student refuses the first and second options and the Counselor believes the student is a danger to self, the Counselor will contact Campus Security, who will contact law enforcement to transport the student to a local emergency room for further evaluation and treatment.
  - The on-call SDO administrator will contact the student's next of kin, or emergency contact person to inform them of the situation.
3. If the student is deemed to have made statements of suicidal intent or acts of self-harm, but is not considered a current danger to him/herself, the student must:



- Sign a written agreement to attend evaluation sessions within two weeks following discovery of the student's statement of suicidal intent or self-harm. Evaluation sessions may be obtained either via Lees-McRae College Counseling Services or through another qualified mental health provider.
  - Following completion of these sessions, the student must submit either a letter of release from the evaluating professional, or a plan for further treatment to the Vice President of Student Development and Dean of Students (at the professional's discretion).
  - Failure to attend the recommended evaluation sessions or to comply with further recommendations for treatment will result in withdrawal from the College.
4. If a Lees-McRae College student attempts or threatens suicide or demonstrates self-harming behavior outside of College property, the police department in that area should be contacted and provided with the appropriate information. The College will make every effort to coordinate assistance for the student with on-campus or outside agencies as needed and review the possibility of returning to campus.
5. Lees-McRae College Counseling Services are provided at no cost to the student. If a student chooses to see a qualified mental health provider off-campus, they are responsible for the costs involved. Counseling Services may refer emergencies to Daymark Recovery Services (828-733-5889).

## Clearance Procedure after Medical Withdrawal

Any student dismissed from the College as a result of disorderly, disruptive or dangerous behavior, reckless endangerment, suicide attempt or self-harm that results in further evaluation or treatment at an off campus facility must receive approval from the Vice President of Student Development and Dean of Students before returning to classes.

After receiving evaluation and/or treatment by a psychiatrist or other qualified mental health care provider, the student must present a letter to the Vice President of Student Development and Dean of Students from the treating professional stating that:

- The student has been evaluated and treated by a psychiatrist or other mental health professional.
- The student does not pose a clear and present threat of harm to self or others or a clear and present threat of disruption to the College community
- The psychiatrist or other mental health professional releases the student to resume attending classes.
- The student has made plans in consultation with the psychiatrist or other mental health professional for appropriate follow-up care, and agrees to follow through with these plans. Specific plans for follow-up care should be outlined in the letter.

Following receipt of the above letter, the student is required to meet with the Vice President of Student Development and Dean of Students to discuss the student's readiness to return to campus and what measures will be required of the student to be in compliance. The Dean will consult with the Director of Counseling Services and other professional staff prior to making a final determination as to the student's authorization to resume attending class and/or living in the residence halls. Following review of all available information, the Dean will notify the student, Campus Security, Counseling Services, and the Residence Life staff that student is eligible to return to the Lees-McRae College campus and what (if any) restrictions apply.

Students must sign a release of information so that the Vice President of Student Development and Dean of Students and Director of Counseling Services can monitor compliance with follow-up care.

## Failure to Comply/Disregard to College Authority

Interference with the execution of College business is prohibited. All students are expected to cooperate fully and respectfully with the requests of College officials, including Residence Life staff, Campus Security Officers, College staff or faculty members, and/or any official College vendors (dining services, bookstore, etc.)

- Using abusive, derogatory, or disrespectful language toward a College official, for any reason, is prohibited.
- College business may include mandatory hall meetings, disciplinary sanctions, evacuating during fire alarms, showing identification upon request, and other reasonable and appropriate requests from College officials.

Violation	Possible Sanctions
Failure to comply	1-6 months probation Up to \$250 fine Campus work/community service Letter to parents/guardians

## Gambling

Gambling on campus is prohibited. The only exceptions are free College-sponsored events, with the approval of the Vice President of Student



Violation	Possible Sanctions
<b>Gambling</b>	Verbal warning Probation Campus work/community service Assessment session Letter to parents/guardians

## Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, written or visual. Physical or mental abuse, communication of threats, intimidation of campus community members, endangerment of individuals or group, and other types of harassment constitute unacceptable behavior and are considered cause for suspension. For Discrimination Complaints, please see the section titled “Non-Discrimination & Title IX.”

1. Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature
2. Sexual harassment also includes incidents where tolerance of such actions is made a condition of employment, academic or student status.
3. It is illegal and against the College’s policy for any faculty member, employee or student to harass another person or to create a hostile working or educational environment.
4. Students who witness or feels victimized by harassment should promptly report the harassment to the Vice President of Student Development and Dean of Students.
5. A complaint leveled by one student against another student will be forwarded to the Student Conduct Committee for resolution. To the extent reasonably possible, confidentiality of a harassment complaint will be maintained and information released only to those who need to know. Complaints involving employees or vendors will be directed to Human Resources
6. If the complainant or alleged offender is dissatisfied with the resolution, then either can appeal in writing following the established appeal timeframe.

Violation	Possible Sanctions
<b>Harassment</b>	Verbal warning Notification of civil authorities Probation Campus work/community service Assessment session Letter to parents/guardians Suspension or expulsion

## Hazing

Hazing is defined as any activity expected of someone joining a group, or to maintain full status in a group, that humiliates, degrades, abuses, endangers, or risks emotional and/or physical harm regardless of the person’s willingness or perceived willingness to participate. Hazing falls into three categories: subtle hazing, harassment hazing and violent hazing.

1. Subtle hazing focuses on behaviors that emphasize a power imbalance between new members and other members of the group or team. These types of hazing are often disregarded or accepted as harmless or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members often feel the need to endure subtle hazing to feel like part of the group or team. Examples of subtle hazing include:
  - Deception
  - Assigning demerits
  - Silence periods with implied threats for violation
  - Deprivation of privileges granted to other members

- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members
- Line-ups, drills, and tests on meaningless information
- Name calling
- Requiring new members/rookies to refer to other members with titles (e.g. "Mr./Miss") while they are identified with demeaning terms
- Expecting certain items to always be in one's possession

2. Harassment hazing focuses on behaviors that cause emotional anguish or physical discomfort on the part of the new members in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members. Some types of harassment hazing can also be considered violent hazing. Examples of harassment hazing include:

- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting new members/rookies to perform personal service to other members such as cooking, cleaning, or errands
- Sleep deprivation
- Sexual simulations
- Depriving new members/rookies of a normal schedule of bodily cleanliness
- Be expected to harass others

3. Violent hazing focuses on behaviors that have the potential to cause physical, and/or emotional, and/or psychological harm. Examples of violent hazing include:

- Forced or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

Hazing charges can be assigned to individuals and/or organizations including athletic teams.

Violation	Possible Sanctions
<b>Hazing</b>	<ul style="list-style-type: none"> <li>• Dissolution of the involved organization</li> <li>• Suspension of the athletic team's season</li> <li>• Letter to parents/guardians</li> <li>• Fine up to \$1,000</li> <li>• Community service</li> <li>• Assessment session</li> <li>• Education</li> <li>• Probation</li> <li>• Suspension or expulsion</li> <li>• Criminal charges</li> <li>• NCAA sanctions</li> </ul>

## Theft

Theft is the possession or concealment of property without express permission of the owner. Theft includes, but is not limited to possession of College and/or another's private property, removal of or illegal use of the phone system or computer network, taking items from the dining hall, or selling books that belong to others back to the bookstore.

If a student is found in possession of an unauthorized College key or a duplicate of an unauthorized College key, the student will be charged with theft and will pay to re-key all affected buildings. Students may not loan any College key (including residence hall room keys) to others.

Violation	Possible Sanctions
<b>Theft</b>	Verbal warning Fine up to \$500 Cost of restitution Notification of civil authorities Probation Campus work/community service Assessment session Letter to parents/guardians Suspension or expulsion

## Weapons

The handling, possession, transportation or use of fireworks, BB guns, paint guns, firearms (including Airsoft Guns), weapons, ammunition, knives, bows and arrows, slingshots, swords, tasers, stun guns, martial arts equipment or other like items deemed inappropriate by the Student Development Office is not permitted on campus, including vehicles in parking lots and campus roads. Confiscated weapons and fireworks will be destroyed. Concealed weapons are not allowed on campus property. Lees-McRae is a private institution and is exempt from the North Carolina Concealed Permit law (effective October 1, 2013).

Violation	Possible Sanctions
<b>Weapons</b>	<ul style="list-style-type: none"><li>• Fine up to \$1,000</li><li>• Notification of civil authorities</li><li>• Suspension or expulsion</li></ul>

The carrying and use of oleoresin capsicum spray ("pepper spray") is allowed as long as its use conforms to North Carolina law(14-401.6.)

## Explanation of Sanction Terms

### Verbal Warning

Students receive verbal warning outlining the consequences of further violations of campus and housing policies.

### Probation

Students may be placed on probation for any duration of time. This sanction may be given to students who have violated any Lees-McRae College Code of Conduct or Housing Policy, or students whose behavior does not meet the expectations of a Lees-McRae student, or who those have a history of repetitive offenses. Types of probation:

- General: Given to students who have repetitive offenses or a series of non-related violations.
- Facility: Given to students who have offenses which occur in a specific facility or building on campus student may not be permitted inside the designated building other than to attend classes.
- Specific: A student may lose such privileges as housing and other co-curricular activities

### Campus Work/Community Service

Students may be given campus work/community service at any level in the disciplinary process. The student must complete these hours and provide proof of this completion. If the student fails to complete the campus work/community service hours by the given deadline, he/she will be charged with Failure to Comply.

## **Counseling**

Students may be given an assessment session at any level in the disciplinary process. Students are responsible for initiating a meeting with a personal counselor by a given deadline. The personal counselor will assess the student and initiate a plan for the student to complete.

## **Alcohol Seminar**

A student who is found guilty of a first offense alcohol violation will be required to attend an alcohol seminar. These seminars are held once a month and the student will be given a specific date and time to attend a seminar. Students will be fined for non-compliance if they fail to attend their assigned seminar.

## **Drug Screening**

A student who is found in violation of a drug or substance violation will be subject to random drug testing. The student will assume responsibility for the cost of this drug screening.

## **Parental Notification**

Parents may be notified of their student's disciplinary violations at any level in the conduct review process. Parents will be notified for violations in which a student's safety is at risk including alcohol and drug violations. They will also be notified any time a student is suspended (including interim suspension).

## **Interim Suspension**

A student may be placed on Interim Suspension if the student's presence on the College's premises or at a College related activity poses a significant risk or harm to the safety or security of the Lees-McRae community or property. Interim Suspension can include suspension from any or all portions of College property and College-related activities. Interim Suspension may be removed upon the final disposition of a conduct case or with permission from the Vice President of Student Development and Dean of Students or their designee.

## **Suspension**

Students may be suspended at any time during the disciplinary process depending on the nature and severity of the violation. When a student has been suspended he/she must leave the College premises within 24 hours of the time in which the sanction is given unless other provisions are made by the Student Development Office. The student may not return to campus except with permission from the Vice President of Student Development and Dean of Students or their designee.

## **Other Possible Sanctions**

Depending on the nature or severity of the violation, other sanctions may be given to students who have violated any Campus Policy. Other possible and appropriate sanctions, which may be given at any time during the disciplinary process, include:

- Restitution
- Written apologies
- Fines
- Contact with law enforcement agencies
- Expulsion (permanent removal from Lees-McRae College)
- Educational reflection papers
- Educational reflection meetings with assigned faculty or staff members
- Presentations
- Creation of educational bulletin boards or signs

**Notes:** Sanctions and Disciplinary Actions other than those outlined in the Student Handbook may be taken at the discretion of the Assistant Dean, the Student Conduct Committee, or the Vice President of Student Development and Dean of Students.

Suspension may be issued at any stage of the conduct process depending on the nature and severity of the violation. Law enforcement agencies may be contacted and become involved with violations per the discretion of the Campus Security Supervisor, Assistant Dean of Students, Vice President of Student Development and Dean of Students, or SDO Administrator.

Sanctions from the Student Conduct Process will be kept in the student's conduct file for eight years. Suspension and expulsion files will be kept indefinitely.



# >> Campus Policies, Procedures and Resources

## Unauthorized Access

No student is authorized to enter a closed campus facility or unauthorized area (including offices, classrooms, and residence halls in which one is not a resident or without an appropriate escort) without the approval of the appropriate authority. Unauthorized entry is cause for suspension. Climbing on the interior or exterior surfaces of the building is prohibited. Propping of exterior building doors is prohibited.

## Burton Center for Student Success

The Burton Center for Student Success offers academic support to Lees-McRae students including first year and sophomore programs, learning assistance programs, foundations courses, academic advising and tutoring/peer mentoring services. Located on the bottom floor of the Dotti M. Shelton Learning Commons, the walk-in tutoring center is staffed by highly qualified, trained tutors that cover all subjects based on student demand. Tutoring services include assistance in course specific content as well as peer mentoring in study skills, time management, organizational skills, test taking strategies, learning preferences and more. To seek assistance through tutoring services visit our center location in the library during tutoring hours.

## Campus Post Office

Mail service for students, faculty and staff is provided by the Office of Business Affairs. The post office is located in Cannon Student Center. At no time should any unauthorized student enter the Campus Post Office for any reason. The post office remains open during regular College hours. Photo ID is required to pick up packages.

Each full-time student is assigned a box number that will remain the same during a student's continuous tenure at the College. Students are responsible for any official messages or notices sent to them by campus mail.

All mailing addresses should be formatted in the following way:

STUDENT NAME  
CPO "123"  
Lees-McRae College  
Banner Elk, NC 28604

Please include Lees-McRae College in your address. It will ensure prompt delivery.

If you are using a service other than the United States Postal Service (USPS), such as DHL, FedEx, or UPS the shipping address is:

STUDENT NAME  
Lees-McRae College  
191 Main St.  
CPO "123"  
Banner Elk, NC 28604

## Career Services

Career Services, housed in the Chaffee Administration Building, assists students with job and internship placement and provides career development opportunities through interest inventories, personality indicators, career counseling, workshops, job fairs and life planning coursework.

## Dotti M. Shelton Learning Commons

The library serves as a gathering place for individuals and groups to read, conduct research and study. Students are reminded of the following basic library rules:

- Enter and leave the library quietly.
- No cell phone conversations are permitted in the library. All phones must have ringers turned off.
- Shoes and shirts are required.
- Drinks, in spill-proof containers, are allowed in the library. However, food is not permitted.
- A valid student ID is required to check out materials.
- Pets are not allowed in the Learning Commons.
- Students are responsible for all materials checked out on their ID. Students should not loan a student ID to anyone. Lost and unreturned items will be charged to student accounts and include the replacement cost and a \$20 processing fee for each item.

- Groups may be asked to move into one of the study rooms or leave the library if they are disturbing others.
- Use of library computers is first and foremost for research and writing papers. Students who are surfing the Internet, checking their email and/or using chat programs will be asked to surrender their seats to students who need to do research.
- Study halls are subject to all rules of the library. Study hall groups must be accompanied by a coach or faculty/staff member responsible for the conduct of the group. Any group reprimanded more than twice will be required to leave the library.
- Students may be asked to leave the library for any disruptive behaviors.

## Complaints

If you have a complaint or problem you are encouraged to follow this procedure:

1. You should discuss complaints with the individual(s) within the appropriate office, department or program. Initial discussion should be with the person most knowledgeable of the issues involved, or with immediate decision-making responsibility.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Provost for academic issues and the Vice President of Student Development and Dean of Students for non-academic issues. The written account should indicate your name, ID number, phone number, date of specific occurrence (where applicable) and Lees-McRae email address. The written account should indicate the names of the individuals consulted and the date (s) of the consultation. It should describe the situation and discuss the steps you have taken to remedy the situation. The Student Complaint Form, which will help ensure all necessary information is included, is available in the Students section of the Lees-McRae website.
3. The appropriate department or staff member will be notified of the complaint. A meeting with you and the Provost or the Vice President of Student Development and Dean of Students or their designee will be held within ten school days of the date of the written complaint.

The following policies have a separate waiver, appeal or complaint process. The complaint policy cannot be used in lieu of these established policies:

- Admission or Readmission Policies
- All Code of Conduct Policies
- Dining Policy
- Discrimination or Harassment Policy (Title IX)
- Amend Educational Records
- Grade Appeal
- Housing Contract
- Off-Campus Housing Policy
- Parking/Traffic Policies
- Pet Policy

If you were unable to resolve a complaint through the institution's grievance procedures, please submit a complaint to:

North Carolina Post-Secondary Education Complaints  
 c/o Terrence R. Scarborough  
 University of North Carolina General Administration  
 910 Raleigh Road, Chapel Hill, NC 27515-2688

Contact Information:

Email: [studentcomplaint@northcarolina.edu](mailto:studentcomplaint@northcarolina.edu)

Phone: 919.962.4550

## Counseling and Disability Services

The Lees-McRae College Counseling Center provides free, confidential services for enrolled students, including individual and group counseling; walk-in consultations; emergency psychological services; and psycho-educational outreach programming. The Counseling Center also offers consultation for students, faculty, staff, or parents (who have received permission from their respective student through completion of a FERPA release form) who are concerned about a student, family member or other personal concerns.

The Counseling Center is located in the Student Development Office in the Cannon Student Center. For after-hours emergencies, contact Campus Security (extension 8756) or any Residence Life Staff member. Emergencies may also be directed to the Daymark Recovery Services 24-Hour Crisis Line at 828-733-5889.

Lees-McRae College is dedicated to ensuring that students with disabilities have equal access to educational opportunities. The Director of Counseling Services provides assistance and encouragement to meet the challenges of College life. For students with a documented physical or learning disability, an accommodation plan can be formulated to fit the students' learning styles and needs. The student has responsibility

to meet with the Coordinator of Disability Services, located in the Burton Center for Student Success, file a documented disability record, and create an accommodation plan. Students with documented disabilities must however, adhere to the same code of conduct as other students.

## Dining Services

Dining services are provided by Aramark with meals available in MacDonald Dining Hall, Provisions on Demand, Einstein Bros. Bagels and Wily's Bar & Grill. Students with special dietary needs or restrictions should contact the Dining Hall Manager. All residential students are required to be on a meal plan and should present a valid student ID when entering the dining facilities. Students not on a meal plan are required to pay for meals. Students wishing to apply to change meal plans or to be considered for an exemption should follow the established timeline and procedures, complete the Meal Plan Change Form, available online through the College's website, [www.lmc.edu](http://www.lmc.edu).

## Meal Plans

### 1. All Access Meal Plan

Students who live in a residence hall with no kitchen facilities will have the All Access Meal Plan with \$150 (per semester) in Wily's money. On the new meal plan, students will be able to come and go as they please with unlimited access to MacDonald Dining Hall. This includes multiple visits throughout the day for meals, snacks or even just to sit with friends and study.

### 2. 125 Block Meal Plan

Students who live in an area with a full kitchen (example: Bobcat Way) will have the option to choose between the 125 Block Meal Plan with \$300 (per semester) in Wily's Money or the All Access Meal Plan with \$150 (per semester) in Wily's money.

## Conduct in Dining Facilities

Students are expected to maintain a high standard of conduct in the dining facilities at all times.

Food, dishes, utensils and other equipment may not be removed from the dining hall. If found in possession of these items, the student will be charged with theft of College property. Students are expected to return their dishes to the dish room. Shoes and shirts and appropriate clothing are required in the dining hall.

## Family Educational Rights and Privacy Act

The Family Educational Rights & Privacy Act (FERPA) of 1974, amended in 2003, also known as the Buckley Amendment, is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

## Education Records Definition

Education records include files, documents, and other materials which contain information directly related to students. For more information, please refer to <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. Education records do not include:

- Records and documents of institutional personnel which are kept apart from educational records.
- Records on the student which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professionals or paraprofessionals acting in their official capacity.
- Financial records on the parents of the student.
- Records of instructional, supervisory, and administrative personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute.
- Disciplinary records. Disciplinary records are maintained by the Office of Student Development and are not part of the educational record. Through the Vice President of Student Development and Dean of Students, outcomes of disciplinary proceedings are available only to those individuals or agencies/organizations allowed under FERPA guidelines.
- Student health records, employment records or alumni records. Physicians of the students' choosing, however, may review health records with completion of the proper paperwork.

## Access to Student Education Records

### Outside the College

Lees-McRae accords all the rights under the law to students who are dependents as well as those declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without written consent of the students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations



providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a disciplinary order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

## **Within the College**

Within the Lees-McRae College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Offices of the President, Academic Affairs, Registrar, Vice President of Business Affairs, Vice President of Student Development and Dean of Students, Director of Financial Aid, and personnel within the limitations of their need to know. However, all of the above individuals (with the exception of the President of Lees-McRae College and Vice President of Student Development/Dean of Students) must receive permission from the Provost and/or Registrar before viewing the students' records. In the absence of the Registrar and Provost, the President of the College may grant permission to individuals wishing to view student education records.

## **Consent for Academic Disclosure**

Lees-McRae College encourages students to have open communication with their parents and guardians regarding their academic progress and life on campus. The Family Education Rights and Privacy Act of 1974 (commonly known as FERPA or the Buckley Amendment) affords students the right to access educational records and protects students from the release and disclosure of those records to third parties. If a student has signed an authorization to share information form from the College (FERPA release), then an academic advisor, student development staff member or other College official may disclose that student's situation with identified family members. FERPA release forms are available, and once signed are housed, with the Registrar.

## **Directory Information**

With the exception of directory information, the College does not permit access to, or the release of, educational records without the written consent of the student. Directory information is defined as the student's: name, address, telephone number, date and place of birth, current enrollment, dates of attendance, degrees and awards received, classification (freshman, sophomore, junior, senior), major program of study, participation in officially recognized activities and sports, height and weight (members of athletic teams), marital status, and email address.

Students may request that directory information not be disclosed and may do so by filling out the appropriate paperwork and returning it to the Registrar.

## **Student Access to Education Records**

The law provides students with the right to inspect and review information confined in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable.

The Provost of Lees-McRae College has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal and academic records.

Students wishing to review their education records must make written request to the Registrar listing the item or items of interest. Only records covered by the Act will be made available.

Students may have copies of their record with certain exceptions; e.g. a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere (for example, a copy of the high school record). Allowable copies would be made at the students' expense at prevailing rates.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents, confidential letters and recommendations associated with admissions, to which they have waived their rights of inspection and review; or educational records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1975, because those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

## **Student Procedure to Amend Education Records**

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Provost and Registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Provost of their right of a formal hearing.

Student requests for a formal hearing must be made in writing to the Provost who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense.

The hearing panels, which will adjudicate such challenges, will be the members of the President's Cabinet of Lees-McRae College. Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statement will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the institution. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare, Washington, D.C. 20201, concerning the alleged failures of Lees-McRae College to comply with the Act.

Revisions and clarifications will be published as experience with the law and institution's policy warrants.

## Health Services

A registered nurse is available in the Cannon Student Center Monday through Friday when school is in session to treat students with minor illnesses and injuries, including the dispensing of non-prescription medications. There is no charge for a visit. During office hours, students are advised to see the nurse before going to the hospital (except in an emergency). The nurse will assist in obtaining a doctor's appointment or hospitalization, if needed.

THE NURSE IS NOT AUTHORIZED TO WRITE EXCUSES FOR CLASS ABSENCES.

Any student self-administering injections (allergy, insulin, etc.) must come by the Health Services Office and pick up OSHA approved SHARPS boxes for safe syringe disposal.

Based on recommendations of the American College Health Association, Lees-McRae does not require students to respond to questions about the existence of AIDS, ARC, or a positive HIV antibody test. The College does however encourage students to inform the Health Services Office if they have AIDS, ARC, or a positive HIV antibody test so that students may be referred for proper medical care and education. All information is handled in a strictly confidential manner in accordance with medical procedures and requirements.

## Immunization

In accordance with North Carolina state law, all entering students are required to be properly immunized. Each student must complete and submit a Health and Immunization Record to the College before attending classes. Please refer to the Health and Immunization Form located on [www.lmc.edu](http://www.lmc.edu).

## Inclement Weather

The practice of Lees-McRae College is to continue operations, both instructional and otherwise, even when facing snow, ice or other harsh weather.

## Main Campus

In the event that the Banner Elk area experiences inclement weather conditions, and that classes or other operations are not delayed or cancelled, students and employees should exercise all due care, caution, and prudent judgment in their determination of whether travel to campus is safe and warranted.

The College appreciates the efforts of both students and employees to meet their obligations when operations continue uninterrupted. However, unnecessary risk of life, limb, and property is to be avoided. If students decide not to attempt travel, they should make every effort to inform their instructors by email. If employees decide not to attempt travel, they should make every effort to inform the appropriate supervisor of that decision. If contact with the immediate supervisor is not possible, College employees relay their decision through the office of the appropriate Cabinet member.

Note that when the College is open and employees make the decision not to attempt travel, employees must claim their missed work time as a personal day, vacation time, or unpaid leave if personal or vacation time is not available but not as sick leave.

If extraordinarily severe conditions warrant, the College President, in consultation with the Cabinet and Campus Security, may delay classes, cancel classes, delay opening of the College, or close the College. These distinctions being important, the following definitions become significant:

- **"Classes Will Begin At ...":** Classes begin at the stated time; other College operations begin as usual.
- **"Classes Are Cancelled":** Classes throughout the day are cancelled; other College operations continue as usual. (Administrators, administrative staff, professional staff, custodial staff, and other non-instructional staff are expected to continue operations within the parameters of the above remarks.)

- **“The College Will Open At ...”:** Both classes and administrative operations begin at the stated time.
- **“The College Is Closed”:** Both classes and administrative operations are cancelled for the day. Only essential staff members (e.g., food services, physical plant, and security) are expected to report to campus, under the parameters of the policies and direction of their supervisors.

Note that the official decision for delay or cancellation is the one broadcast through campus communications.

- Lees-McRae College switchboard (828.898.5241)
- Campus-wide email
- Lees-McRae College website
- Social Media sites (@leesmcrac, facebook.com/lmc.edu, facebook.com/AveryCountyRoadConditions)
- Campus-wide text message, email and/or voice mail through the opt-in AMG Alerts system (To sign up for this, please visit www.lmc.edu/eas)
- Various media outlets, including:
  - Boone: MTN – 24
  - Charlotte: WBTV – 3 (CBS)
  - Asheville: WLOS – 13 (ABC)
  - Johnson City: WJHL – 11 (CBS)
  - Bristol: WCYB – 5 (NBC)

*Please note: We will be alerting these stations in the event of a delay or full-day closure. We will not be alerting these stations in the event of an early closure.*

## Extended Campus

In the event of ice, snow, or other harsh weather it may be necessary to cancel extended campus classes. The first factor is to always consider the safety of faculty and students and you are asked to exercise all due care, caution and judgment to determine if travel to the extended campus site is safe. Beyond personal safety, the weather conditions at the extended campus sites will be the major factor determining whether or not Lees-McRae College’s classes are held. If the classes are on a community college campus, and that school has cancelled classes, Lees-McRae College’s classes will not be held until the community college resumes operations.

Each faculty member will be responsible for checking with the extended campus program coordinator when making a determination about holding classes during inclement weather. Program coordinators should contact community colleges to determine the status of their operations. Students are responsible for checking the Lees-McRae College Continuing and Professional Education web page to see if classes are cancelled. The college will make every effort to post this information in a timely manner; however, it is the student’s responsibility to exercise all due care, caution and judgment to determine if travel to the site is safe.

In the event of severe weather in the Banner Elk area that prevents Lees-McRae faculty from traveling, but does not affect extended campus sites, program coordinators and/or faculty can contact the switchboard operators at community college sites notifying them of cancellations. Community college contact personnel can also be notified to post signs on classroom doors. Faculty members should make every effort to contact students via e-mail or telephone when cancellations are due to inclement weather in the Banner Elk area.

Students attending Lees-McRae College programs located on community college campuses should contact those schools to determine their status of operations during periods of inclement weather. If the local community colleges have cancelled classes, Lees-McRae College’s classes will also be cancelled. Your program coordinator and/ or instructor may also post a message on the Lees-McRae College Continuing and Professional Education web page. Instructors and/or program coordinators may provide you with special instructions for assisting in notification of fellow students during periods of inclement weather.

Program Coordinators, faculty, and students should be aware that community colleges may make separate announcements concerning the cancellations of day and evening classes. Therefore, it is best to call the college switchboards for the most detailed information since radio and television announcements may not differentiate between day and evening closings. Most community colleges will also post closings on their website. Listed below are contact numbers for the community colleges.

Mayland Community College 828-765-7351

Surry Community College 336-386-8121

Western Piedmont Community College 828-438-6000

## Intellectual Property Rights

Lees-McRae College encourages and supports the creation, development, expression, and publication of written and recorded materials by College students, faculty and staff. Such activity furthers the broad College goals of excellence in knowledge creation, communication, and dissemination. Publication, a common means for communication and dissemination, is also a common indicator of scholarly productivity and quality because publication per se is often preceded by external evaluation of the quality and significance of the work. Therefore, publication is an important activity for the College to encourage and support, both because of its scholarly significance and its role in the communication of knowledge.

An important corollary of publication is copyrighting, which secures for a limited time an exclusive right of ownership to authors or creators for

their work. Owners of copyrighted material may transfer or grant license to use their protected work, usually in return for some fee or other benefit. Thus, copyrighting protects these proprietary and financial interests while encouraging publication.

Many works developed for publication by College authors or creators are undertaken at their own initiative. The College clearly recognizes the long-standing norms of academic freedom and legal tradition that College personnel through their own initiative may prepare materials that may be copyrighted by and generate income for the author(s) or creator(s). The College has no interest in restricting the ability of its personnel to produce copyrightable materials and to receive royalties there from.

The College does recognize, however, a proprietary interest in some materials prepared with its support, by its personnel, or under its auspices for which copyrights are requested. College support of the scholarly activities leading to creation, development, expression, and publication of written or recorded materials takes many forms, including clerical and research assistance; supplies, equipment, and use of College facilities and services; specifically assigned time for the work; and graphics and computer services.

Unless subject to the provisions above, copyrightable works prepared by students as part of the requirements for a degree program are deemed to be the property of the student, but are subject to the following provision. The College shall have, as a condition of the degree award, a nonexclusive royalty-free right to retain and use a limited number of copies of the copyrightable work and the right to secure its publication for archival use. For more information, please refer to the Intellectual Property Right section of the Employee Handbook.

## Intercollegiate Athletics

Lees-McRae College is a member of the NCAA Division II and competes in the Conference Carolinas. As a member of the NCAA, Lees-McRae complies with the organization's RANDOM DRUG TESTING PROGRAM for the intercollegiate athletes.

## Lost and Found

Found items should be surrendered to the Campus Security Office. All lost items should be reported to the Campus Security Office. Found items will be maintained for 30 days. If an item is not claimed within 30 days, the finder may claim the item. After 30 days, unclaimed items become the property of the College, and may be auctioned, donated or otherwise disposed.

Residence Life staff urges students to double-check their rooms prior to check out to make sure they are not leaving items behind. Items for disposal must be placed in the appropriate dumpster.

## Missing Student

The Clery Act update of 2008 requires each institution of higher education that provides on-campus housing to establish a missing student notification policy for students who reside in on-campus housing. The policy shall:

- Inform each student that they have the option to identify an individual to be contacted by the institution, not later than 24 hours after the time that the student is determined missing.
- Provide each student a means to register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours.
- Advise each student who is under 18 years of age, and not an emancipated individual, that the institution is required to immediately notify a custodial parent or guardian, not later 24 hours after the time that the student is determined to be missing.
- Inform each student that the institution will notify the appropriate law enforcement agency, not later than 24 hours after the time that the student is determined to be missing.

The College will establish official notification procedures for a missing student who resides in on-campus housing.

- When a student is missing for more than 12 hours the President, Provost, Vice President of Student Development and Dean of Students, Assistant Dean of Students, and/or Director of Campus Security will be notified that a student is missing.
- Any official missing person report relating to a student, will be referred immediately to the President, Provost, Vice President of Student Development and Dean of Students, Assistant Dean of Students, and/or Director of Campus Security.
- If, on investigation of the official report, Campus Security or Law Enforcement officials determine that the student has been missing for more than 24 hours:
  - The College will contact the individual identified by the student.
  - If such student is under 18 years of age, and not an emancipated individual, the College will immediately contact the custodial parent or legal guardian of such student.
  - If sub-clauses (a) or (b) do not apply to a student, determined to be a missing person, the College will inform the appropriate Law Enforcement agency.

The Missing Student Notification can be completed online or by visiting Campus Security or the Student Development Office.

# Non-Discrimination & Title IX

## Non-Discrimination

Lees-McRae College does not discriminate on the basis of race, sex, color, age, religion, national and ethnic origin, disability, or other individual distinctions in its programs, procedures or hiring and employment practices. The College will take affirmative action to ensure this policy is enforced.

## Title IX

Title IX of the Education Amendments Act of 1972 is a federal law that prohibits sex discrimination in education. Sex discrimination includes sexual harassment and sexual assault.

It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

## Who to Contact

Inquiries concerning the application of Title IX for students may be referred to the Director of Compliance and Title IX Coordinator, Jeffrey Merrill at [merrillj@lmc.edu](mailto:merrillj@lmc.edu) or 828.898.8783.

## Filing a Complaint

Any student who believes he or she has been subjected to discrimination, sexual harassment, and/or related retaliation should promptly report the incident(s) to the Title IX Coordinator. A third party (including, but not limited to, anyone receiving services from the member, vendors, and private business associates) should promptly report the incident(s) involving a university employee to the Title IX Coordinator.

Complaints may be known as soon as possible to any faculty/staff member or administration official, including Security, but are best and most quickly addressed if made known to the Director of Compliance and Title IX Coordinator. It is most helpful at the time the complaint is made known that the following information is provided: name and address of the complainant(s); nature, date and description of alleged violation; name(s) of persons responsible for the alleged violation; requested relief for corrective action; and any background information that the complainant believes to be relevant.

A student's complaint alleging discrimination, sexual harassment, and/or retaliation should be filed in accordance with the appropriate procedure related to the complainant's status (i.e. staff, faculty, student.). Information concerning the appropriate procedure based upon the complainant's status may be obtained from the Title IX Coordinator.

If you have been the victim of sexual harassment, under Title IX, you have certain rights. If you file a complaint, that complaint will be investigated and a prompt and equitable resolution will be provided. In most cases an investigation and resolution can be achieved in 60 days. The resolution to your complaint must:

- Ensure that the discriminatory conduct does not continue
- Provide sanctions to prevent recurrence of harassment
- Remedy the effects of the discrimination

If a complaint results in a Student Conduct Hearing, the complainant has the following rights in addition to the standard Conduct Hearing Rights.

- the right to be notified of the timeframes for all major stages of the investigation
- the right to present witnesses and evidence
- the school must resolve the complaint based on what they think is more likely than not to have happened (this is called a preponderance-of-the-evidence standard of proof). The school cannot use a higher standard of proof.
- the right to be notified in writing of the outcome of the complaint and any appeal, including any sanctions that directly relate to you
- the right for an appeal process (it must be equally available for both parties)
- the right to have any proceedings documented, which may include written findings of fact, transcripts or audio recordings. Documents of hearing will follow Student Code of Conduct Hearing procedures.
- the right not to "work it out" with the alleged perpetrator in mediation. Mediation cannot be required for sexual harassment claims and is not appropriate in cases involving sexual violence complaints.

If you would like more information or to file a complaint, please contact:

Director of Compliance and Title IX Coordinator | Jeffrey Merrill | [merrillj@lmc.edu](mailto:merrillj@lmc.edu) | 828.898.8783

## Off-Campus Conduct

The College reserves the right to review student conduct that occurs off campus when such behavior reflects upon the integrity of the College or the College's pursuit of its mission, policies or procedures. Students are reminded that they serve as representatives of Lees-McRae College and both positive and inappropriate behavior affect the College's image and reputation. (for example but not limited to, students on off-campus trips/programs or players and spectators at "away" athletic contests). It is not necessary for students to receive a criminal or civil citation in order for their behavior to be subject to discipline. The College desires to have students act as both responsible and mature representatives and encourages students to be involved in the community in positive ways, such as community service and local government.

## Organizational Fundraising

The Student Government Association at a regular meeting should approve all Club and Organization fundraising activities and approval shall be reflected in the minutes. SGA's approvals must be approved by the Vice President of Student Development and Dean of Students or their designee.

Any fund raising activity conducted by College personnel (faculty, staff, students) and using the College name, must be coordinated with the Vice President of Institutional Advancement (Alumni House). All fundraising letters must also be approved by the Office of Communications. While most gifts are eligible for deduction by the donor for tax purposes, some contributions are subject to special rules or excluded from deductibility. No solicitor shall make representation to any donor concerning the tax deductibility of any particular gift to the College without first consulting appropriate members of the Institutional Advancement staff.

A full report of all fund raising activities, including the names and addresses of donors, and a full description of donations received, must be sent to the Institutional Advancement office immediately upon conclusion of fund raising. If fundraising projects extend over long periods of time, interim reports should be sent to the Institutional Advancement office so that gifts may be officially acknowledged in a timely manner.

## Parking Services

The rules and regulations set forth in this policy have been developed to control traffic movement and parking for all persons utilizing the parking lots, roads and ways at Lees-McRae College.

Anyone operating a motor vehicle on property owned, operated or controlled by Lees-McRae College is subject to these regulations unless otherwise exempt by State and Federal laws, except as otherwise provided herein. The General Laws of the state of North Carolina and the Rules and Regulations of the North Carolina Department of Motor Vehicles shall apply to the College campus and other lands of the College. It is the responsibility of all persons utilizing the College parking facilities to be aware of these regulations and obey such regulations.

## Authority

The Director of Campus Security has designated every Campus Security Officer, that to expedite traffic or safeguard pedestrians in the event of fire or other emergency or special events, officers of the municipal or state police or fire department may direct or control traffic as conditions may require notwithstanding the provisions of these rules and regulations.

Lees-McRae College assumes no risk or liability for damage or loss for vehicles or vehicle contents when parked on Lees-McRae College property.

## Privilege to Operate or Park a Motor Vehicle on Campus

Permission to operate a motor vehicle on the grounds owned, operated or controlled by Lees-McRae College is a discretionary privilege bestowed by the College.

Such privilege may be denied, revoked, suspended or modified by the action of the Officers of the College authorized to take such action.

All College employees and students must comply with the rules and regulations regarding parking as part of employment, appointment or enrollment. The regulations also apply to visitors and are considered part of the terms and permission to be on campus.

## Authority to Post Signs

The Director of Campus Security, or his/her designee, is authorized to place and maintain all official traffic and parking signs, signals, markings and safety zones required on the campus and other lands of the College including the placement of temporary signs and markings as may be specifically required by emergencies or other special circumstances. Operators of vehicles used in and about the campus and other lands of the College shall conform to such signs, signals, markings and safety zones.

## Interference with Signs



Any person who willfully, intentionally and without right defaces or otherwise tampers with, removes, interferes with or destroys any traffic or parking regulating sign, light, signal or marking device lawfully erected or placed on the campus or other lands of the College shall be subject to prosecution under the applicable criminal statute of the State of North Carolina.

## Temporary Parking Regulation Changes

The Director of Campus Security may at times during the year suspend, change or revise the normal operating parking regulations to meet the needs of the College community and its operating functions i.e., Concerts, VIP visits, Commencement, Admissions Open House, etc. During such events, the College community will be notified of any parking changes and alternative-parking measures will be implemented for those parties who may be displaced from their designated parking areas.

## Compliance

By bringing a car on campus, the operator is agreeing to comply with the regulations of Lees-McRae College.

Every vehicle on campus must be registered with the Department of Campus Security. The vehicle must display a permit or temporary permit issued by the Parking Division. Parking permits or temporary permits that are not correctly displayed are not valid.

## Registration

Motor vehicles may be registered with the Department of Campus Security, Monday through Friday between 8 a.m. and 3 p.m. Temporary permits for guests may be sought 24 hours a day at the Campus Security office. In the event Officers are patrolling Campus, contact the officer on duty by cell at 828-260-0505.

Students may only register one vehicle, additional vehicles can be added by the security department (Vehicle must be on campus). Students are not allowed to share a permit.

Faculty and staff registering cars must have a valid registration and proof of insurance.

Students may only register one car. The student applicant must present the following documentation to the Security Office.

- Valid Lees-McRae College ID
- Valid operator's license
- Valid vehicle registration
- Valid insurance policy

Guests of faculty, staff or parent of student may receive a limited temporary permit free of charge.

All other temporary permits are \$3.00 per day.

## Special Parking Needs

Persons with mobility impairments may obtain special parking permission by applying with the Security Office. Applicants should provide documentation from an attending physician regarding the impairment and the length of time the permit is needed. Medical exemptions will allow persons to park in certain designated areas. This exemption is not permission to park in fire lanes, walkways or other prohibited areas.

Lees-McRae College will honor all State Handicap Placards and Plates.

## Students

Students are eligible to receive a parking permit when they are in their sophomore, junior or senior year. First year students are only allowed permits based on availability.

Upper class students may not register a motor vehicle belonging to a First year Student. Attempts to circumvent this rule will result in fines, booting and possible revocation of parking privileges.

- Students are never eligible for a faculty/staff parking decal. Any student vehicle displaying a faculty/staff decal will be considered unregistered and in violation of the College's parking rules and regulations.
- The College does not guarantee parking will be available. A permit is merely permission to park legally in one of the College lots.
- Students are responsible for all violations and fines incurred by a vehicle registered to them regardless of who was operating the car.

## Fees

The general parking permit fee for residential and commuting students:

Lot	Cost per Academic Year	Cost per Semester
Apartments*	\$250	NA
Avery	\$175	\$100
Bobcat Valley	\$175	\$100
Commuter	\$100	\$75
Hayes*	\$250	NA
Houses*	\$250	NA
McMillan*	\$250	NA
Tate*	\$250	NA
Track	\$175	\$100
Villages/Cannon Cottage*	\$250	NA
Williams Gym II	\$175	\$100

\* Apartments, Hayes, Houses, McMillan, Tate and Villages/Cannon Cottage are reserved for upperclassmen.

The parking permit fee for all motorized two-wheel vehicles (mopeds, motorcycles and scooters) is \$50. Visit the Lees-McRae Security office to obtain a pass.

Student vehicles with a Lees-McRae permits are placed on the boot list after receiving six violations regardless of whether or not the citations have been paid.

Students on the boot list, may lose their parking privileges if violations continue and the car is booted for a second time. The boot removal fee is \$60.00. Vehicles owners have 48 hours to pay and have boot removed or vehicle will be towed at owner's expense

## Visitors

Visitors to campus with any official state issued Handicapped placards are permitted to park in any marked handicapped spot on campus without obtaining any additional permits from Lees-McRae College.

- Visitors on campus for one or two days may simply be placed on the special parking list by the Security Office. Visitors who will be on campus for extended periods should receive a temporary permit from the Parking Division.
- Guests of students may receive overnight parking permits for Hayes Lot only. Guests of students may not park on campus overnight without a temporary permit.
- Guest parking may not exceed 72 hours.
- Hosts are responsible for notifying their guests or visitors of the parking rules and regulations and ensuring compliance.
- Visitors who receive two or more citations are placed on the boot/tow list. The boot removal fee is \$60 to be paid online at the following link: <https://www.permitsales.net/LeesMcRae/violations>.

## Faculty/Staff

All faculty and staff are eligible for parking permits. Faculty and staff may register more than one car. There is no cost to faculty and staff for parking permits.

The College does not guarantee available parking for all registered vehicles. During peak usage it may be necessary to park a distance from your office.

- Lees-McRae College is designed as a walking campus and most walks are easily managed.
- All parking rules and regulations and pertinent North Carolina General Laws are applicable to faculty and staff vehicles.
- Parking citations will be put on faculty and staff vehicles found in violation of College policy. The Director of Campus Security will notify habitual violators (more than three citations per year) in email and the appropriate Department Head or Dean advised.
- When a faculty or staff person sells or otherwise loses possession of a vehicle, the Security Office must be notified. If possible the permit should be returned to the Security Office.

## Special Events

When a department is hosting a special event on campus and a large number of unregistered vehicles will be present, the event host must coordinate parking with the Director of Security. The Director of Security will work with the event host to ensure that participants know where to park so as not to adversely impact the good working order of the College. Event parking may be restricted to certain lots at the discretion of the Director of Security. Event hosts are responsible for notifying attendees of the parking rules and regulations.

## Summer Programs



Parking Rules and Regulations are in effect during the summer months. The Summer Programs Office notifies participant groups of the parking regulations and issues short term parking permits. The permit fee is included in program costs and there is no additional fee.

## **Weather Conditions—Snow/Rain/Flooding/Lightening**

Park rules are in effect under inclemental weather condition unless directed by Campus Security otherwise. Citations will not qualify for an appeal due to weather conditions.

Winter Weather Emergencies: During snow or other weather emergencies, parking advisories may be issued to inform the campus community of parking changes via email, Emergency Alert Notification or signage.

Snow clearance is a priority; any vehicle interfering with plowing will be ticketed and/or towed.

Resident student permit holders must park where directed.

All students are to park in assigned lots during inclemently weather conditions unless notified otherwise.

Vehicles without Lees-McRae parking permits or passes will be towed.

## **Applying a Parking Permit**

1. Visit [www.lmc.edu/vehicleregistration](http://www.lmc.edu/vehicleregistration) and complete the parking registration.
2. Payment can be made by credit card directly thru RYDIN PermitExpress, Cash and checks must be paid directly to the business affairs office.
3. Please bring Student ID to the security office at the designated time announced at the beginning of each semester.
4. Lees-McRae College parking permits are designed to be hung from the rear view mirror in a motor vehicle. The permit should face the exterior of the window facing outward.
5. Old permits should be removed when a new permit is issued.
6. Temporary permits should be affixed in the proper location.

## **Refund Policies**

Refunds for vehicle registration may be obtained if a written request is made to the Campus Security Office three weeks prior to the first day of classes. Permits are purchased on an annual basis.

## **Lees-McRae College Parking and Traffic Rules**

No vehicle may park in a restricted area at any time. Restricted areas are those indicated by signs and/or include driveway entrances, fire hydrants, walks, lawns, banner Elk Methodist or Presbyterian Church, etc.

1. There is no approved student parking at any time in the President's lot.
2. Special exceptions for students involved in student activities, loading and unloading of vehicle, physically handicapped or those requiring temporary exceptions after illness or injury, or where a vehicle is disabled, must be obtained, in advance, at the Campus Security Office.
3. We ask for your help in keeping a strong relationship with the community, business and the Town of Banner Elk. Students must have written permission from the property owner to park off campus (town of Banner Elk).
4. Students are required to park in their assigned lot. All Student Lots are for students with the appropriate permits for those lots. This policy is enforced 24/7, including weekends and holidays. Parking in an unauthorized lot with flashers on will result in a parking citation. Visitor spaces are for visitors, not students.
5. Faculty/Staff Lots are reserved for faculty and staff 24 hours a day. This includes weekends and holidays.-No Student parking.
6. Students with House and Track permits may park in the PO Lot and Hayes between 7am and 1am M-F. (The PO Lot is between Avery Lot and the Lauritsen Building). No overnight parking.
7. The Commuter parking lot is located in the Hayes Lot. No overnight parking.
8. Students may park at the Cannon Student Center lot between 6pam and 12 am(Midnight).
9. All visitors, including parents and friends must have a visitors parking permit in order to park on Campus. Students or the visitor can get a visitor pass at the Security Office at the cost of \$3 per day. Visitors will park in assigned lots. This applies even if the visitor is parked in a marked visitor spot. If Security is not in the office, please call 828-260-0505. Students are responsible for making sure any and all visitors obtain a visitor pass.

10. Obey the traffic laws. The speed limit on campus is 15 mph. Stop at all stop signs. Traffic laws are enforced by the Banner Elk Police Department.
11. Do not park in designated Handicapped Parking unless you are handicapped and have an authorized handicap tag or placard. You are also required to have a valid Lees-McRae Parking Permit.
12. The Campus Bookstore and Einstein bagels parking is for customers only. No after hours or overnight parking.
13. The parking spots in front of and alongside the Presbyterian and Methodist Churches belong to them 24/7. Do not park there. We have authorization to ticket or tow any student parked at either church.
14. 30 minute-parking is available adjacent to Hayes Auditorium and MacDonald Dining Hall. This is limited parking for dining hall hour only. Overnight parking or parking while attending class is not allowed.
15. Motorcycles, motor scooters, motorized bicycles and mopeds must comply with all parking and traffic regulations. Violations are subject to the fine system. No motorized cycles may be stored on campus in any College building. The owner shall be responsible for any fee required to remove a cycle from a College building.
16. Service Spaces and loading docks are reserved for the use of authorized College vehicles, contractor vehicles or emergency services vehicles. All other vehicles are prohibited from using these spaces. Offending Vehicles may be towed at the direction of the Campus Security Department.
17. The Campus Security Office must be notified of all disabled motor vehicles. If a vehicle is interfering with the safe flow of traffic, Campus Security will tow it at the expense of the vehicle owner. If the vehicle is merely parked in a designated area for which it is not permitted, Campus Security will grant a twenty-four hour exemption to the owner to arrange removal or repair.
18. Abandoned motor vehicles will be towed at the expense of the owner in compliance with North Carolina General Law. The towing and subsequent storage and/or disposal cost are the responsibility of the vehicle owner. The owner of the vehicle may also suffer the penalties of North Carolina law under statute GS\_20-137.7. Vehicles may be towed at the direction of the Director of Campus Security or his/her designees. Lees-McRae College accepts no liability for any vehicle abandoned on College property and vehicles that do not display valid registration plates and/or a College parking decal may be considered abandoned.
19. Vehicles in violation of College policy may be ticketed, towed, or immobilized (booted). This includes all faculty/staff, student, visitor and unregistered vehicles.
20. No vehicle shall be operated with persons on any part of the vehicle not intended for passengers, including, but not limited to, the hood, trunk, roof or other exterior part.
21. The registered permit holder is responsible for all traffic citations received on the vehicle, regardless of whether or not they are in immediate control of the car.
22. Vehicles that pose a danger to public safety may be towed at the direction of any police officer or upon the request of any fire fighter in the performance of their duties.

## Violations

Registered vehicles in violation of the parking regulations will be ticketed, towed or booted

A copy of the ticket will be emailed to the Lees-McRae College student registrant's email account on file and/or a paper ticket will be placed on the vehicle's windshield.

Un-registered vehicle owners are responsible to remedy the violation upon receipt of a notice on the windshield.

Schedule A: \$20-\$35 Violations	Schedule B: \$50 Violation
A-01 Parking in a Visitors/staff/faculty/employee space/Library A-02 Improper parking A-03 Stopped in a traffic lane A-04 No parking permit decal displayed	B-01 Parking in a restricted area B-02 Blocking a dumpster B-03 Reckless/unsafe driving B-04 Driving/Parking on grass or sidewalk
Schedule C: \$75 Violation	Schedule D: \$100-250 Violation
C-01 No Valid parking registration	D-01 Illegally transferring of parking permit to another vehicle D-02 Parking in a handicapped space D-03 Failure to stop for a stop sign or security officer's direction to stop

## Towing/Booting

1. In the event of overnight parking during the snow season, repeated parking violations, failure to register a motor vehicle, parking on walks and lawns, illegal parking, towing or booting at the owner's expense will be carried out by an authorized agent. Unauthorized use of handicapped parking spaces may result in immediate towing/booting. Boot Removal Fee \$60.00.
2. The towing rates and storage fees are set by the towing agent. The towing agent is responsible for the safe transport and storage of towed vehicles. Lees-McRae College is not liable for damage to a vehicle as a result of towing.

## Notification

- The Director of Campus Security, or his/her designee will place a copy of the citation on the vehicle at the time of the violation. A second copy of the citation will be emailed to Lees-McRae College student permit holders email address on file.
- Visitors and faculty/staff members will only receive the citation copy left on the vehicle and it is their responsibility to correct the deficit.
- Habitual offenders will be notified by the Director of Security when it becomes apparent that there is a chronic problem.

## Appeals

Appeals for Lees-McRae College students only must be made on line at the following link: <https://www.permitsales.net/LeesMcRae/> violations within 5 days of the violation.

The Director of Security will notify the appellant of the decision in a timely manner (15 business days).

Emailed appeals will not be accepted.

All Appeal decisions are final once the appeal is locked.

## Pets on Campus

Lees-McRae is pet-friendly, with faculty and staff members encouraged to bring pets to work. Students also have the privilege of bringing their family pet to live in certain residence halls. Students can apply for the program through the Student Development Office or the College website under Student Life. Students must receive approval before bringing their pet to campus. The student Pet Policy is outlined in more detail in the Residence Life section of the Student Handbook.

## Posting Policy

Signs, advertisements and banners should always be posted on the bulletin boards available in each building across campus.

No printed material may be on, attached to, or written on: any structure or natural feature of the College facility such as the sides, doors, windows of buildings, the surface of light posts, sculptures, waste receptacles, trees, rocks, benches, free standing signs or statues. Printed materials may not be placed on vehicles except by members of the Campus Security for official notices.

### Policy Guidelines

1. Those representing a College department may post official College materials on any bulletin board on campus with approval from the Office of Communications.
2. Those representing a Campus approved organization must receive a posting stamp from Student Development.
3. Posters / banners should be attached to bulletin boards with staples or thumb tacks. Never use tape, nails, or glue
4. All individuals not representing a college organization or department must fill out a "Request to Post Form." This form can be obtained from the Student Development Office.
  - a. The form must be approved prior to posting.
  - b. The notice must have the approval stamp.
  - c. Information identifying the individual(s) posting the material must be on all notices.
5. Fliers and banners may be posted up to two weeks (14 days) before the event.
6. Persons posting notices are responsible for removing them once the message is outdated. Notices should be removed no later than 48 hours after the notice becomes outdated.
7. No commercial or non-profit material may be posted unless it is affiliated with a college organization or department and has been approved by Student Development.
8. Any department or organization that endorses a commercial or non-profit posting must have the notice approved, prior to posting, by the Vice President of Student Development & Dean of Students using the designated form. Any department or organization that

endorses a commercial or non-profit group assumes responsibility for the content and removal of the notices.

9. Unapproved commercial and non-profit group/individual notices should be forwarded to the Student Development Office
10. College staff may remove any sign, poster or banner deemed to be inappropriate or offensive or found to violate the posting policy.
11. Notices of extreme emergency or importance from College departments or officials, such as cancellation of classes due to weather, will be granted exceptions to these policies.

## Sales and Solicitation

Sales and solicitation may be made only by an officially recognized campus organization of benefit to the general College community with approval from Student Development. Door-to-door selling or solicitation is not permitted on campus.

Permission for sales and solicitation must be granted from the Vice President of Student Development and Dean of Students at least one week prior to the activity/event and coordinated with the College employee responsible for the activity/event. Students must assume responsibility for set-up and clean-up of the area to be used.

All posted notices must be approved through the Student Development Office. Advertisements involving alcohol or tobacco are prohibited. The College assumes the right to remove all notices considered inappropriate or which have not had prior approval. Notices cannot be placed on glass exit doors or windows of doors; however, they may be placed on designated bulletin boards.

## Security

Lees-McRae employs trained personnel for the protection of its students, employees, guests and property (Campus Security for extended campus sites is provided by each individual campus). However, security of the campus is a responsibility shared by all members of the community. Students are expected to accept this responsibility by:

- Attending campus safety education programs
- Locking residence hall room doors
- Locking car doors, parking in the assigned areas and keeping valuables out of sight
- Labeling valuable items
- Making sure that any property brought to campus is covered under a property insurance policy
- Using sound judgment, such as not walking alone on campus after dark, not loaning a room key to a friend, etc.
- Reporting any suspicious person or behavior to a campus security officer as soon as possible
- Proper disposal of waste

The College does not assume responsibility in the event of theft from student rooms or vehicles parked on campus. In the case of theft, assault or other serious crime, Campus Security will notify the Banner Elk Police Department. In the event of sexual assault, one should seek immediate medical attention, and notify the Vice President of Student Development and Dean of Students for professional assistance.

In the event that a student or any employee is approached on campus by law enforcement personnel seeking information on students, faculty, or staff, the following procedure should be followed:

- Request proof of identity, if not apparent.
- Maintain a cooperative and courteous attitude.
- Unless an emergency event:
  - Direct daytime inquiries (8:00 a.m. – 5:00 p.m.) to the Student Development or Campus Security Office
  - Night time inquiries should be directed to Campus Security and/or Resident Directors.
- In case of an emergency provide pertinent information and assistance as appropriate.
- Classes should not be interrupted unless an emergency situation exists.

## Skateboards, Roller Blades, Bicycles, Snowboards and Hoverboards

Skateboarding, bicycling, scooters, roller blading and snowboarding are not permitted on sidewalks, inside any campus building (except when equipment is being walked to a residence hall room) or in the vicinity of an academic/administrative building, the Dining Hall, residence halls, tennis courts or parking areas which are currently in use, hilly areas, or other pedestrian areas except when the user is in transit to a specific destination off the campus grounds. If a student is found in violation of this policy, the skateboard, roller blades, snowboard or bicycle will be turned over to campus security.

Hoverboards are not allowed to be used or stored on campus. This includes all campus buildings (residence halls, administrative offices, the SRC, etc.) and campus property (outdoor areas, the athletic complex, etc.).

## Student IDs

All students are expected to have valid student identification. College IDs are issued at the time of new student orientation in the Student Development Office and are to be used for verifying identity, picking up packages at the campus post office, checking out library materials and entering athletic events, dining services, and other College programs. Students must carry their student ID on them at all times and present to campus authorities when requested. Using or possessing another student's ID card is prohibited. The cost for replacement of a lost ID is \$15.

## Student Publications and Use of Media

As an institution of higher education, Lees-McRae encourages the free exchange of ideas and opinions by faculty, staff and students of the College. Lees-McRae reserves the right to govern the distribution of materials, which are considered obscene, libelous, unduly offensive, or that promote activity that is prohibited or is contrary to the mission of the College. Material shall be considered unduly offensive if it is demeaning of an individual or group and presented in a manner that would provoke a fight or other violent response.

It is not the role of the College to screen editorial comments with regard to accuracy; however, students, faculty and staff are strongly encouraged to seek truth and to communicate that truth in ways that promote harmony while acknowledging diversity on campus.

Students and employees, acting on behalf of campus organizations, represent the institution and shall therefore be held to a higher degree of accountability with regard to communications. Any news releases or other contact with the press shall be channeled through the Office of Communications.

Campus organizations may also utilize the campus post office for free distribution of club newsletters, publications, and promotional materials, as long as these materials are in compliance with the above stated guidelines. Prior to distribution of any editorial piece through campus mail, a copy must be submitted to the Student Development Office for the purpose of ensuring compliance with the above stated policy.

The use of other media as a means of communicating ideas and opinions on campus shall conform to the above stated guidelines. Use of email shall fall under the supervision of the Office of Information Technology . Students who wish to use email should consult with the Office of Information Technology for further guidelines and policies governing its use.

## Technology Use

### Purpose

This policy is designed to regulate and oversee the use of Lees-McRae College computing and communications resources, and to manage and secure College data and other information assets.

### Sources

Lees-McRae College, Inc. and Lees-McRae Office of Technology Services

### Applicability

Students and guests of students

### Introduction

#### Policy

This policy defines the boundaries of acceptable use of Lees-McRae College computing and communication resources, including computers, data storage systems, mobile devices, electronic data, networks, electronic mail services, electronic information sources, voice mail, telephone services and other communication resources. In addition, this policy reflects the goal of Lees-McRae to foster academic freedom while respecting the principles of freedom of speech and the privacy rights of students, faculty, employees, courtesy affiliates and guests.

The College's computing and communication resources are the property of Lees-McRae. They are to be used for the advancement of the College's educational, research, service, administrative and business purposes. Computing and communication resources are provided for the use of faculty, staff, currently admitted or enrolled students, and other properly authorized users. When a user's affiliation with Lees-McRae ends, the College will terminate access to computing and communications resources and accounts. The College may, at its discretion, permit the user to have the access to accounts and email forwarded or redirected for a limited period of time.

The Office of Technology Services is responsible for the maintenance and security of Lees-McRae's central computing and communications resources. This includes recommendations for effective practices by its users, which include faculty, staff, students and affiliates. This policy is designed to aid the College community in protecting the confidentiality, availability and integrity of College information resources.

All users of College computing and communications resources are required to comply with this policy and state and federal laws. When

necessary, enforcement will be consistent with other applicable Lees-McRae administrative policies and procedures.

### **Requirements for the Use of College Computing and Communications Resources**

1. Users must comply with all applicable local, state, and federal laws and regulations.
2. Users must respect academic freedom and free speech rights.
3. Users must be truthful and accurate in personal and computer identification.
4. Users must respect the rights and privacy of others, including intellectual property and personal property rights.
5. Users must not compromise the integrity of electronic networks, must avoid restricted areas, and must refrain from activities that may damage the network, or transmitted or stored data.
6. Users and individuals responsible for system administration must maintain the security of accounts and are required to protect and regularly change their account passwords.
7. Users, once aware of a security concern, must notify the Office of Technology Services of information security concerns including, but not limited to, breaches of sensitive data or compromised accounts.
8. Users are responsible for the protection, security, and integrity of College data and resources under their control.

### **Prohibited Uses of College Computing and Communications Resources**

1. Unlawful communications, including threats of violence, obscenity, child pornography, and harassing communications, are prohibited.
2. Use of College computer resources for private business or commercial activities, or for fund-raising or advertising on behalf of non-Lees-McRae organizations, is prohibited.
3. The unauthorized reselling of College computer resources is prohibited.
4. Unauthorized use of College trademarks or logos and other protected trademarks and logos is prohibited.
5. The Lees-McRae web may link to commercial websites, but any link that generates, or has the potential to generate, revenue to the College or to any individual or company, must be approved by the Business Affairs Office.
6. The Lees-McRae website may include links to commercial websites to provide information related to the mission or function of the College or academic or administrative unit. Any link that generates, or has the potential to generate, revenue to the College or academic or administrative unit must be approved through the Business Affairs office.
7. Any alteration of addresses, uniform resource locator (URL), or other action that masks the lmc.edu domain as a host site is prohibited.
8. Unauthorized anonymous and/or pseudonym communications are prohibited. All users are required to cooperate with appropriate College personnel or other authorized personnel when investigating the source of anonymous messages.
9. Misrepresenting or forging the identity of the sender or the source of an electronic communication is prohibited.
10. Unauthorized attempts to acquire and use passwords of others are prohibited.
11. Unauthorized use and attempts to use the computer accounts of others are prohibited.
12. Altering the content of a message originating from another person or computer with intent to deceive is prohibited.
13. Unauthorized modification or deletion of another person's files, or account postings is prohibited.
14. Use of College computer resources or electronic information without authorization or beyond one's level of authorization is prohibited.
15. Interception or attempted interception of communications by parties not authorized or intended to receive them is prohibited.
16. Making College computing resources available to individuals not affiliated with Lees-McRae without approval of the Office of Technology Services is prohibited.
17. Compromising the privacy or security of electronic information is prohibited.
18. Infringing upon the copyright, trademark, patent, or other intellectual property rights of others in computer programs or electronic information (including plagiarism and unauthorized use or reproduction) is prohibited. The unauthorized storing, copying, or use of audio files, images, graphics, computer software, data sets, bibliographic records, and other protected property is prohibited except as permitted by law.
19. Interference with or disruption of the computer or network accounts, services, or equipment of others is prohibited. No personal routers, access points, switches, etc. are to be installed by non-Lees-McRae IT personnel in all campus locations.
20. The propagation of computer "worms" and "viruses," the sending of electronic chain mail, denial of service attacks and inappropriate "broadcasting" of messages to large numbers of individuals or hosts are prohibited.
21. Failure to comply with requests from appropriate College staff to discontinue activities that threaten the operation or integrity of



computers, systems, or networks, or that otherwise violate this policy is prohibited.

22. Revealing passwords or otherwise permitting the use by others (by intent or negligence) of personal accounts for computer and network access without authorization is prohibited.
23. Altering or attempting to alter files or systems without authorization is prohibited.
24. Scanning of networks, networked devices, or applications for security vulnerabilities without specific authorization by the LMC Office of Technology Services is prohibited.
25. Attempting to alter or connect any computing or networking components (including, but not limited to, bridges, routers, DHCP servers, wireless access points, and hubs) on the Lees-McRae network without approval of the Office of Technology Services is prohibited.
26. Installation or alteration of wiring, including attempts to create network connections, or any extension or retransmission of any computer or network services without the approval of the Office of Technology Services is prohibited.
27. Conduct leading to disruption of electronic networks or information systems is prohibited.
28. Conduct leading to the damage of College electronic information/data, computing/networking equipment, and resources is prohibited.

## Information Posted to College Computers or Web Pages

### Restriction on Use of College Web Pages

Lees-McRae College web pages may be used only for College business and only authorized individuals may modify or post materials to these pages. No other pages may suggest that they are College web pages. If confusion is possible, pages should contain a disclaimer and link to Lees-McRae sites.

### Responsibilities of Individuals Posting Materials

By posting materials and using College computing facilities, the user represents that he or she has created the materials or that he or she has the right to post or use the materials. The storage, posting, or transmission of materials must not violate the rights of any third person in the materials, including copyright, trademark, patent, trade secrets, and any rights of publicity or privacy of any person. The materials posted must not be defamatory, libelous, slanderous, or obscene.

### Prohibition against Commercial Use

The site may not be used for unauthorized commercial purposes.

### Control of College Web Pages

The use of the site is at the sole discretion of Lees-McRae. The College does not guarantee that the user will have continued or uninterrupted access to the site. The site may be removed or discontinued at any time at the discretion of Lees-McRae in accordance with College policy, or as needed to maintain the continued operation or integrity of College facilities.

Lees-McRae makes reasonable efforts to protect the integrity of the network and related services, but it cannot guarantee backup, disaster recovery, or user access to information posted on personal computers or Web pages.

Access to services and file storage may be approved for emeriti, retired staff, alumni, and guests.

### Restrictions on the College Network

Lees-McRae College reserves the right to restrict certain internet content when it is deemed illegal or could constitute copyright abuse. The use of any Peer to Peer software and websites is prohibited on the Lees-McRae network due to the many risks associated with file sharing networks, including exposure to copyright infringement. However, there are several alternatives to P2P that are legal. The following sites and/or programs can be used to obtain legal media such as music, movies, books, etc.

Music	Movies	Books	Software
YouTube	YouTube	Audible	CNet
Grooveshark	Netflix	Amazon	
iTunes	HBO Go	Barnes and Noble	
Pandora	RedBox	eBooks.com	
Last.fm	Hulu		
Slacker Radio	CinemaNow		

For more information on legal alternatives for downloading, please refer to the website Educause Legal Alternatives. If you encounter a website, particularly one related to academic research, that you believe has been unjustly limited, or if you have any other concerns related to internet access, please submit a ticket to Technology Services via the HelpDesk.

## Electronic Mail and Electronic Communications

### **Conditions for Restriction of Access to Electronic Mail**

Access to Lees-McRae email is a privilege that may be wholly or partially restricted without prior notice and without consent of the user:

1. if required by applicable law or policy
2. if a reasonable suspicion exists that there has been or may be a violation of law, regulation, or policy, or
3. if required to protect the integrity or operation of the email system or computing resources or when the resources are required for more critical tasks as determined by appropriate management authority.

Access to the email system may require approval of the Office of Technology Services and Office of Marketing and Communications.

### **Conditions for Permitting Inspection, Monitoring, or Disclosure**

Lees-McRae may permit the inspection, monitoring, or disclosure of email, computer files, and network transmissions when:

1. required or permitted by law, including public records law, or by subpoena or court order
2. the College or its designated agent reasonably believes that a violation of law or policy has occurred, or
3. As necessary to monitor and preserve the functioning and integrity of the email system or computer systems or facilities.

All computer users agree to cooperate and comply with Lees-McRae requests for access to and copies of email messages or data when access or disclosure is authorized by this policy or required or allowed by law or other applicable policies.

### **College Responsibility to Inform of Unauthorized Access or Disclosure**

If Lees-McRae believes unauthorized access to or disclosure of information has occurred or will occur, the College will make reasonable efforts to inform the affected computer account holder, except when notification is impractical or when notification would be detrimental to an investigation of a violation of law or policy.

### **Prohibition against Activities Placing Strain on Facilities**

Activities that may strain the email or network facilities more than can be reasonably expected are in violation of this policy. These activities include, but are not limited to: sending chain letters; “spam,” or the widespread dissemination of unsolicited email; and “letter bombs” to resend the same email repeatedly to one or more recipients.

### **Routine Logging and Monitoring**

Certain central service and network activities from workstations connected to the network are routinely logged and monitored. These activities include but are not limited to:

1. use of passwords and accounts accessed;
2. time and duration of network activity;
3. access to web pages;
4. access to network software; or
5. volume of data storage and transfers and server space used for email.

### **Responsibility for Data Security**

Software and physical limitations, computer viruses, and third-party intrusions can compromise security of data storage and communications. Lees-McRae takes reasonable precautions to minimize risk. Users must notify the Office of Technology Services when there is a breach of sensitive data or compromised accounts.

### **Reporting Violations**

Any actual or suspected violation of the rules listed above should be brought to the attention of the Office of Technology Services.

### **College Response to a Reported Violation**

Upon receiving notice of a violation, Lees-McRae may temporarily suspend a user's privileges or move or delete the allegedly offending material pending further proceedings.

A person accused of a violation will be notified and have an opportunity to respond before the College imposes a permanent sanction. Appropriate cases will be referred to the Lees-McRae Conduct Review board or to appropriate law enforcement authorities.

In addition to sanctions available under applicable law and College policies, Lees-McRae may impose a temporary or permanent reduction or elimination of access privileges to computing and communication accounts, networks, College-administered computing rooms, and other services or facilities.

If Lees-McRae believes it necessary to preserve the integrity of facilities, user services, or data, it may temporarily suspend any account, whether or not the account user is suspected of any violation. The College will provide appropriate notice to the account user. Servers and computers that threaten the security of College systems will be removed from the network and allowed to reconnect only with the approval of the Office of Technology Services.



**Distribution of this Policy**

The College will ensure that all students are aware of the policy by publishing it in appropriate media designed to reach all students.

**Transportation to Campus**

Students are responsible for their own transportation to and from campus. The College does not provide this service.

**Wildlife**

Feeding wildlife, other than birds, on campus is prohibited.

## >> Residence Life and Housing

Lees-McRae College is dedicated to residential living. All students are required to live on campus, during the fall and spring semesters of the regular academic year. Housing options are tiered, including traditional residence halls, suite-style apartments and shared houses.

### Housing Assignments

Room assignments for freshmen and transfer students begin at the end of May if the deposit and residence information form have been submitted. Continuing students may reserve their rooms for the fall semester by making a \$50 deposit by the assigned deadline in the spring semester.

### Room Keys

Each student is issued a room key. If a room key is lost, the lock will be changed at the cost of \$70.00. Changing the lock is for the safety and security of the occupants of the room. The person who has lost his/her key will be responsible for the \$70.00 cost. Lost keys should be reported immediately to the Student Development Office. Anyone who fails to return his/her room key upon leaving the College (during the semester or at the end of the year) will also be charged the \$70.00 replacement cost. Residence Life Staff/Security will charge a student \$1.00 each time they have to unlock a student's door. As a safety precaution, students are prohibited from loaning their room key to anyone. Lees-McRae College keys are not to be duplicated by anyone other than the Lees-McRae College locksmith.

### Private Rooms/Consolidation

When space is available, a student may request to remain in a double occupancy room alone and claim the room as a "private" room. There is an additional charge per semester for private rooms. The student is not assessed the additional charge until after the last day to enroll in classes for the semester or session.

Students living alone in double occupancy rooms, and who do not wish to pay the additional fee for a private room, are required to become roommates. This process known as "consolidation" helps the College identify unused physical resources. If after the consolidation process, a student is still without a roommate and does not want to pay the private room fee, he/she must keep the room set-up for a roommate and may be assigned one at any time. The status of the room will be checked monthly during the health and safety inspections. Students in a double room without a roommate will understand a roommate can be assigned at anytime. Failure to prepare the room or accept the new roommate assignment will result in a fine and conduct sanctions.

### Room Changes

No room changes will be made until after the last day of the schedule adjustment period (usually one week after the beginning of each semester). At that time, a one-time "Room Change Day" will be announced. On this day, there is no charge for room changes. After this day, all room changes will cost \$25 per room change. These changes will be approved on an emergency basis, after residents have contacted Residence Life staff in their building to attempt to have the issue resolved. There is a \$50 fine for unauthorized room changes and the possibility of student conduct charges.

Anyone who has permission to move to another room at the end of one semester (and prior to the beginning of another semester) must make the change prior to end of that semester. Written permission must be obtained from the Manager of Housing and the \$25 fee must be paid.

### Community Areas and Damages

Students are expected to assure that communal property is not damaged or abused. In areas where damage or destruction of College property occurs and the responsible individual(s) cannot be identified, all residents may be held responsible for paying a prorated portion of repair and/or replacement costs.

### Off Campus Requests

Exceptions to the residential policy will be reviewed on a case by case basis. To be eligible to apply to live off campus, students must meet at least one of these five criteria:

- Married students and students with dependent children (Provide a copy of marriage certificate or birth certificate)
- Student living home with their parents or guardians within 25 miles of the College (Provide a copy of utility bill in the parents name)
- Veterans with more than 120 consecutive days of active military duty (Provide a copy of your DD-214)
- Students who are 24 years of age or older, OR students that will turn 24 during the semester of the off campus request (Provide a copy of a valid driver's license, passport, or birth certificate)

- Students whose parents are full-time College employees (verified by Human Resources)

To apply to live off campus, the student must submit a Request to Live Off Campus Form (found at [www.lmc.edu](http://www.lmc.edu)) to the Student Development Office by the established deadline. Students that do not meet one of the five criteria and are granted an exception will have their institutional aid reduced by 25%. Students are required to reapply each year for off campus housing approval.

## Room Decorations/Furnishings

- All rooms are equipped with a bed, dresser and desk for each student.
- All furniture in a student's room upon arrival must stay in that room. Beds should remain assembled. Students will be charged for missing or un-assembled furniture upon end of the year checkout. Free standing lofts are permitted, but must be approved by the Student Development Office. Additional small furniture is permitted within reason.
- Furniture from lobby areas is not permitted in students' rooms. If lobby furniture is missing, a search of all rooms may take place and, if found is a student's room, the student conduct process applies.
- Tacks may be used for posters, pictures, etc. on walls. Nails and screws are not permitted. Damages to walls will incur a charge. 3M contact strips are not allowed as they can damage the wall.
- Pornography is not allowed to be displayed in student rooms.
- Alcohol containers (empty or full) are not permitted in non-alcohol registered student rooms.
- Alcohol container collections or decorations are not permitted.
- Possession of local, state or federal highway signs is prohibited.
- No items except for drapes or window shade should be visible in the window of the residence hall rooms. Items may not be hung from the ceiling. If a student refuses to remove an item from his/her window or ceiling, they will receive a \$10 fine and the item will be confiscated.
- Outside TV or radio aerials or satellite dishes from student rooms are not permitted.
- Bumper stickers and decals may not be used on any painted surface, window or door.
- Candles with wicks, incense, hotplates or exposed heating elements, ceramic heaters, two-pronged extension cords and halogen lamps are not allowed in campus housing.
- Pools, hot tubs, water beds or other similar water containment devices are not permitted in housing areas including porches and patios.
- Items are not permitted to be placed on the outside windowsill or draped out the window.

## Phone Information

Residential students are required to register their cell phone numbers with their RA for emergency purposes.

## Room Inspections

Residence Life staff conducts monthly health and safety inspections of student rooms. These inspections are often conducted without prior notification and may be conducted without the resident(s) present. Violations will be reported to the student conduct system. Students are expected to leave their rooms clean when they vacate their rooms. Failure to do so will result in a minimum cleaning charge of \$50.00.

## Room Entry and Search

Lees-McRae respects the privacy of members of the College community. However, the College reserves the right to enter rooms for the purpose of conducting official College business. Representatives of the College may enter a room for:

- Routine maintenance/pest control
- Health/safety inspection
- Health and safety emergencies (fire alarms, a sick student, etc.)
- Closing procedures at break periods
- The retrieval of contraband
- Cause to believe that an activity is taking place in a room that is detrimental to the health, safety or welfare of residents or the overall campus community, or substances or articles are contained in the room which would constitute a violation of the Student Code of Conduct
- Cause to believe that violations of civil and/or criminal law are taking place

Any illegal items visible in the room will be confiscated. The confiscation of items will result in referral to the conduct process.

If permission by the resident(s) is granted, the search may begin. If permission is not granted, the Resident Director will contact the SDO Administrator for approval of the search. Determination of what constitutes a reasonable cause to believe will be made by the SDO Administrator. When a search is conducted, two College officials will be present. The search may include, but not be limited to, opening drawers and refrigerators, examining furnishings and personal effects, and search of persons. The search may also include automobiles and other areas used by students such as gym lockers. Any violations noted, no matter the initial reason for the search, will be referred to the conduct process. Evidence properly obtained by the above procedure may be used in civil, criminal or administrative proceedings and may be turned over to local law enforcement.

Law enforcement officers, when carrying a valid search warrant (containing a proper description of persons or contraband to be seized, location, etc.), may enter a residence hall room and seize appropriate persons, property, or materials for use in prosecution in subsequent civil, criminal, or administrative proceedings. College officials will attempt to be present, however a valid search warrant may be executed without the presence of College officials. A law enforcement officer may also search a student's room with consent of the resident(s) and the execution of a Lees-McRae College Consent to Search form.

## Fire Safety

Smoke detectors, fire extinguishers and pull stations are all fire safety devices found in campus housing. Tampering with fire safety equipment is strictly prohibited. Tampering includes, but is not limited to, removing, relocating, disabling or covering a smoke detector, inappropriately discharging a fire extinguisher or activating a fire alarm in a non-fire event.

Candles with wicks, incense, hotplates or exposed heating elements, ceramic heaters, two-pronged extension cords and halogen lamps are not allowed in campus housing.

## Loss/Damage to Personal Property

The College makes every effort to ensure that a student's personal possessions are safe from water and other damage, and secure from theft or destruction.

- Students should review their existing parent/student homeowner or renter policy for coverage on campus.
- The student will have the opportunity at the beginning of the school year to purchase a low cost renter policy specific to the personal articles located in his/her residence hall room. The College will not be directly responsible for damage/destruction of a student's or parent's personal possessions while at the institution.
- The College will not be directly responsible for damage/destruction of a student's or parent's personal possessions while at the institution.

## Maintenance Requests

All maintenance requests, should be reported to the online facility ticket system. Please be patient and allow sufficient time for Facility Services to be notified and the repair to be completed. Facility emergencies should be shared with Campus Security or Residence Life staff as soon as possible.

## Mildew and Mold

It is the student's responsibility to follow proper climate control, keep their housing assignment clean, and take measures to limit and prevent mildew and mold from accumulating in their housing assignment. Bathroom ventilation fans (if in your assignment) must be used while showering. Students should not block, cover or alter ventilation ducts or dehumidifiers and must report any failure, malfunctions in ventilation, heating or air conditioning ducts and report any evidence of leaks or moisture to the campus facilities staff immediately. Students are responsible for any damages to their property resulting in failure to comply with terms in this policy.

## Pests

Any time people live in a small space pests (ants, roaches, etc.) can become a problem. In order to lessen the chances of this problem, please attempt to follow these guidelines:

- Keep all food sealed in airtight containers.
- Wash dishes and utensils promptly after use.
- Empty your trash on a regular basis.
- Maintain a clean refrigerator/microwave.
- Keep your room clean.
- Students must utilize provided bear clips on dumpsters and trash cans. Students are responsible to clean up trash if animals access unsecured/clipped trash cans.

If you have any pest problems, report them immediately to Facility Services.

## Pets in Residence Halls

The Lees-McRae College Pet Policy allows resident students the privilege of bringing their family pet to live on campus while the student is enrolled in classes. It is the purpose of the Lees-McRae College Pet Council (LMCPC) to provide a safe environment for members of the Lees-McRae College community, and to protect, maintain, and regulate the pet ownership privilege enjoyed by members of the community. It is the responsibility of the pet owner to protect the rights of all students as well as the physical beauty of the campus. The Pet Policy provides the guidelines by which this can be accomplished. By bringing a pet to campus, the student has indicated an understanding of the policy and has agreed to the conditions and penalties therein. Every pet owner is encouraged to consider carefully the advantages and disadvantages of the campus environment for his/her individual pet.

### Lees-McRae College Pet Council (LMCPC)

The Pet Council works in conjunction with the Residential Living Staff. This Council consists of students, faculty/staff, both pet owners and non-pet owners, who have the task of administering the Pet Policy. The Council also has the power to levy fines and remove problem pets from campus. The Pet Council, with the approval of the Assistant Dean of Students or his/her designee, is responsible for budgeting registration money to make improvements to this policy and procedures dictated by it.

### Permitted Pets

A fish aquarium should not exceed twenty gallons. A terrarium may not exceed 40 gallons. A student can have no more than two aquariums or one terrarium (no snakes or rats will be allowed).

Approved pets are permitted only in the following designated residence halls:

Baldwin Hall, McMillan Hall, Apartments, Houses (with approval of other housemates), and other student housing as approved by the Vice President of Student Development and Dean of Students. Pets are not allowed in non-designated pet residence halls.

Dogs may not exceed forty pounds in weight when fully grown. Due to insurance policy regulations, the following breeds or mix of breeds are not allowed on campus: Akita, American Pit Bull/Staffordshire Terrier, Alaskan Husky/Alaskan Malamute, Bullmastiff, Chow, Doberman Pinscher, German Shepherd, Great Dane, Huskies (all breeds), Presa Canario (Canary Dog), Rottweiler, St. Bernard, Wolf Hybrid.

Owners are not permitted to breed any pet or domestic animals for food or other purposes.

Only one pet is permitted per student unless prior approval is given by the Assistant Dean of Students.

Freshmen and transfer students are eligible to apply for a pet-approved housing assignment pending the availability of a pet-approved space.

If a pet owner has been given permission by Residence Life staff to remain on campus during a vacation (Fall, Thanksgiving, or Spring Break) all rules of the Pet Policy still apply. If owners are leaving campus during a break, they must take their pet home or make arrangements for the pet to stay off campus.

Wildlife Rehabilitation animals are not covered under this policy and are not allowed in the residence halls. No pet is allowed to be left in a residence hall room/suite unattended during any break.

### Registration and Inoculation

All animals that reside on campus must be registered with the Pet Council. The registration fee will be \$125 per semester (\$250 per year) for all animals. The registration fee may be paid during pet registration or the fee will be charged to the student's account by the Housing office. This fee is charged for each pet.

All pets must be registered prior to residing on campus. All pet registrations are valid for one scholastic year.

Lees-McRae College ID tags will be provided to the pet during registration, and it is expected that the pet will wear this ID tag at all times. As a courtesy, the pet owner student will also receive a Lees-McRae College ID card for the pet. Certification of all appropriate vaccinations, proof of liability insurance, and a photograph of the pet must be presented when registering. Dogs and cats are required to be treated for fleas and must spayed or neutered, and certification that this procedure has been performed must be provided when registering. Owners also must present certification from their veterinarian that the dog or cat has been in the family for a t least one year.

All pets must be registered during the registration period determined by the Student Development Office; failure to register the pet will result in the pet owner being placed on pet ownership probation and may result in a \$500 fine. Once on probation, the pet owner runs the risk of losing his/her privilege of owning a pet on campus. The pet owner will be removed from probation once the pet has been properly registered. All pets must be in good health while residing on campus.

## Rules of Conduct

1. Regardless of the circumstances, the pet owner is ultimately responsible for the actions of the pet.
2. All student dogs and cats must wear their Lees-McRae College identification tag and a current rabies vaccination tag at all times.
3. All pets must live with their owners.
4. All dogs and cats must be housebroken before arriving on campus.
5. Pets are not allowed inside academic and administration buildings unless approved by faculty and staff for their classroom or office. No pets are allowed in the following buildings or areas: unapproved residence halls, Dotti M. Shelton Learning Commons, Williams Physical Education Center, Student Recreation Complex, science laboratories, dining facilities, Hayes Auditorium, dance studio, The Exchange Bookstore, Einstein Bros. Bagels, and the May School of Nursing and Health Sciences.
6. All pets must be on a leash at all times and must be under vocal command. Under no circumstances are pets allowed to run around outside unsupervised. Pets are not permitted in residence hall bathrooms.
7. Pets cannot be tied up, leashed to an object or building when outside or in a hallway/area while owner is not present.
8. Owners must clean up after their pets.
9. Facilities staff may not enter a room to make repairs or spray for bugs if a pet is inside. Pet owners should call their Resident Director to make arrangements in this case.
10. Owner negligence or mistreatment of a pet will not be tolerated. The Pet Council may refer the case to the Conduct System for conduct action.
11. Pets attacking other animals or humans will not be tolerated. The Pet Council may refer the case to the Conduct System for conduct action.
12. Only registered pet owners can bring their pet to an approved class.
13. Failure to remove a pet from campus will result in a \$500 fine and/or conduct action.

Faculty and staff must register their pets with the Pet Council in order to bring the pets to campus. Faculty and staff members are not required to pay the registration fee, wear LMC identification tag or provide references. Faculty and staff members must follow all other pet policies and procedures. Professional staff members, who maintain permanent residence on campus, may own a registered pet in their residence. These individuals are not exempt from Pet Policy regulations and are expected to follow the intent of these standards, specifically regarding pet ownership and supervision.

## Appeals to the Pet Council

If a pet owner is asked by the Pet Council to present an appeal because his/her pet does not meet the requirements stated in the Pet Policy, he/she must do so in writing and prior to bringing the pet to campus. In the appeal, he/she must explain why his/her pet should be allowed on campus. The following information should be submitted in the appeal to the Pet Council:

1. The age of the pet on the day the appeal was submitted
2. Where the pet is currently living
3. When and where the pet was obtained
4. A thorough pet history, including any prior abuse, and inappropriate interactions with other animals or humans
5. A thorough explanation of why the pet deserves an exception to the Pet Policy
6. Plans for the pet if the appeal is not granted

The Pet Council has the final authority, including but not limited to, the outcomes of appeals, whether to place a student on pet probation, or restricting any pet from residing on and/or visiting campus.

## Complaint Procedure

Any member of the Lees-McRae College community may file a confidential complaint with the Pet Council on any pet. The complaint may address any form of misconduct or rule violation on the part of the pet or owner. Pet complaint forms are available in the Student Development Office.

The accused pet owner involved will be notified of the complaint and given information on when a hearing will be scheduled to discuss the alleged complaint. After the hearing, the Pet Council will deliberate and the accused pet owner will receive a written notice of the results. If any Lees-McRae student, faculty, or staff member observes a violation of the pet policy, it should be documented and the Pet Council will take appropriate action. If a member of the Pet Council turns in a complaint, that person will not participate in the hearing for the complaint. Please note that unless a complaint form is turned in, no action will be taken.

## Complaints

The Lees-McRae College Pet Council will meet as needed to consider complaints. General meetings are open to all students, faculty or staff

that wishes to address the Council. Each complaint will be handled on an individual basis. The severity of the offense and the discretion of the Pet Council will determine actions taken. Actions may include, but are not limited to warnings, fines, removal of the pet from campus, conduct action, and/or other actions deemed necessary by the Pet Council.

## Pet Owner Probation

A pet owner will be placed on pet probation, and receive written notification of such, for the following reasons:

1. If the student misses the mandatory pet registration without making prior contact with the Pet Council. The pet must be registered with the Pet Council before its arrival on campus.
2. If the student misses any mandatory meetings set forth by the Pet Council.
3. Pet owners, who receive special permission from the Pet Council to have a pet on campus that does not meet the age requirement or has not lived with a family for at least one year, will be placed on pet probation. The probationary period will end when either the pet reaches the appropriate age (1 year) or has lived on campus for one year without incident.
4. The Pet Council reserves the right to place an owner on probation for any other action not listed above.

If the Pet Council is notified of any mistreatment or negligence of a pet, or the conditions of the student's specific probation are broken, the Pet Council will investigate the situation and act appropriately. If the pet owner is found responsible, the owner's parents will be notified and the student will have one week to remove the pet from campus. If after one week, the pet is still residing on campus, a \$500 fine will be issued to the student.

## Campus Breaks

During any campus break in which the pet owner will be away from campus (Fall Break, Thanksgiving, Spring Break, Summer Break), it is expected that the pet owner will remove the animal from campus. There will be no exception to this rule, and pet owners found in non-compliance will be subjected to fines and or disciplinary action and may be placed on pet probation. Failure to comply with the Pet Policy and/or requests of the Pet Council, may result in a \$500 fine, conduct action, or additional action deemed necessary by the College.

## Quiet Hours

Lees-McRae College students have the right to study and sleep in their housing assignment. Quiet hours are in effect for all campus housing from 8:00 p.m. until 8:00 a.m., Sunday through Thursday nights, and from 1:00 a.m. – 1:00 p.m. Friday and Saturday nights. Quiet hours will be in effect 24 hours a day during final exams beginning on the last day of classes for the semester.

1. During quiet hours the following guidelines will be in effect:
  - The noise level resulting from stereos, radios, television, etc., in any area should not be heard one door away from where it is originating. Also, no stereo should be able to be heard outside any residence hall. Use of headphones is encouraged.
  - Lounges/lobbies are to be used for quiet activities (cards, TV, games, programs, etc.), plus any program approved by Residence Life Staff.
  - Conversation in the hallway must be held in a lowered voice.
  - The primary responsibility for enforcement of quiet hours shall rest with individuals who are bothered by the noise.
  - Residence Life Staff will intervene to support quiet hours in those situations when they personally know of noise or when a resident has been unable to accomplish a successful intervention. Such intervention may lead to disciplinary action.
  - This also applies to outside areas contiguous to residence halls.
2. Courtesy Hours will be in effect during all times not covered by quiet hours. This is a period during which residents and guests act with consideration toward others relative to noise, but students will not be permitted to disrupt the environment by creating excessive noise with their stereos, etc. Irresponsible behavior relative to noise will not be tolerated during either quiet or courtesy hours.
3. Students may bring stereo, computer, television and video game equipment into their rooms at Lees-McRae; however, noise from such equipment should not disturb other residents. Students are encouraged to purchase/use headphones. Any student owning/operating noise producing equipment is required to agree to reduce the volume if it is disturbing others. If a student does not voluntarily reduce the volume when requested, disciplinary action may be taken. In all cases of conduct action concerning the misuse of sound producing equipment, the non-complying resident may be required by the Student Development Office to remove the equipment from his/her room.

Sanctions imposed for a quiet hour violation may include probation of 3-12 months; a fine up to \$250; community service; parent/guardian letter; letter of apology; relocation of housing; suspension or expulsion.



## Visitation

Residence Hall	Visitation Hours
Tate, Baldwin, Bentley, Tennessee and Cannon	Set at first building meeting in the fall semester
Hemlock Village, Campus Houses, Apartments and McMillan	24-hour – this is a visitation policy, not a cohabitation policy. Guests of the opposite sex are not allowed to spend the night.
Avery and Virginia	10:00 a.m. to 12:00 a.m. midnight Sunday – Thursday 10:00 a.m. to 1:00 a.m. Friday – Saturday night

All residence hall lobbies are available for 24-hour visitation every day. The exterior doors to the residence halls are locked 24 hours.

Each resident will need to establish with his/her roommate visitation guidelines/hours for individual rooms. This is a visitation policy, not a cohabitation policy, and if it appears that someone has moved into a student's room, this visitor will be asked to leave and the student may face student conduct charges. The Residence Life Staff is available to assist roommates in the development of contractual understanding of roommate's rights and responsibilities.

## Overnight Guests in the Residence Halls

Students are welcome to have overnight guests of the same sex in their residence hall rooms, and should abide by the following regulations:

- Receive permission in advance from the roommate, housemates or suitemates.
- Guests must be registered at the Campus Security Office.
- The Lees-McRae student accepts responsibility for the guest while the guest is on campus (not limited to overnight guests). Remember, the guest must abide by all College policies and host will be responsible for any violations by guest.
- Obtain a guest parking permit from the Campus Security Officer on duty.
- Overnight guests may purchase meals in the dining hall.
- Overnight guests are limited to no more than two consecutive nights, not to exceed ten per semester.

## Escorts in the Residence Halls

Building residents are responsible for escorting their guests during the visitation period. Anyone non-escorted will be asked to leave the building, and possibly face disciplinary charges. Residents should notify Residence Life staff of non-escorted guests.

Sanctions imposed for guest visitation and escort policy violations may include probation of one to six months; revoked visitation privileges; letter sent to parent/guardian; and/or loss of housing.

## Housing during College Breaks

College housing is closed during Christmas Break and between Commencement and the Summer Session. All students are required to check out of their rooms and return their room key to the designated Residence Life staff. Improper checkout will result in a fine of \$75. Students departing for breaks must unplug all electrical items, close windows and blinds, empty all trash and follow all break guidelines.

College staff members will inspect all residence hall rooms during breaks to conduct safety inspections. Security officers and/or residence life staff will make periodic rounds through the residence halls.

For Thanksgiving, spring, fall and Easter breaks, students may stay on campus. If the student will be in his/her room anytime during the break from 4:30 p.m. the day the break begins through 2:00 p.m. the day the break ends, he/she must complete the necessary paperwork in the Student Development Office by the established deadline. Those staying on campus during breaks must adhere to the following:

- Must be on "permission" list; see Student Development Office for permission
- Only residents may stay (no guests without prior approval by Student Development)
- All policies are in effect
- MacDonald Dining Hall will be closed after dinner the day the break begins
- The exterior doors to the residence halls will remain locked at all times
- Students will be charged \$15 per night to stay on campus during the following breaks: Thanksgiving and Spring

## Posting Notices in Residence Halls

All notices posted in the residence halls must be approved by either the Student Development Office and have the approved to post stamp signed and dated. The College assumes the right to remove all posters it considers inappropriate or that do not follow the campus posting guidelines.



## Hall Sports

In order to maintain a positive environment conducive to study and prevent damage to fire alarm systems, walls, windows, floors, and other physical aspects of the residence halls, sports are not to be played within the residence hall areas, including hallways, lobbies, bathrooms, and other common areas. Sports include basketball, football, soccer, volleyball, lacrosse, throwing any sort of ball or disc around; tag, wrestling, or other forms of roughhousing; skateboarding, biking, rollerblading, and other such related recreational activities. Students are encouraged to enjoy these activities outdoors.

## >> Helpful Resources

Category	Contact	Campus Ext.	Office Location
Academics	Your Academic Advisor		
Academic Concerns	Your Academic Advisor or Academic Affairs	8712	Chaffee, Academic Affairs
Academic Success	Your Academic Advisor or The Burton Center for Student Success	3485	Learning Commons, first floor
Advising	Your Academic Advisor or Keri Magana	8896	Learning Commons, first floor
Declaring a Major	Your Academic Advisor or Keri Magana	8896	Learning Commons, first floor
Learning Disabilities	Karen Robertson	8833	Burton Center for Student Success
Tutoring Services	Keri Magana	8896	Learning Commons, first floor
Summer Enrollment	Lynn Hinshaw	3473	Chaffee, Academic Affairs
Admissions	Candace Silver	2417	Chaffee, Admissions
Alumni Relations	Jillian Rosato	2489	Alumni House
Athletics	Craig McPhail	2483	Williams Gymnasium
Bookstore	Heather Ward	8728	The Exchange Bookstore
Career Services	Liz Julian	8828	Chaffee, Career Services
Communications	Lauren Foster	2496	Chaffee, Communications
Computer Labs	IT	3522	
Counseling Services	Pete Paglen	3841	Cannon Student Center, SDO Office
Title IX	Jeffrey Merrill	8783	Athletic Complex
Dining Services	David Masonoff	8805	MacDonald Dining Hall
Emergencies		911	
Banner Elk Police		828.898.4300	583 Main St.
Campus Security	HD Stewart	8756 or 828.260.0505	Next to bookstore
Family Association	Vacant at time of publication		
Financial Aid	Cathy Shell	8740	Chaffee, Student Financial Services
Work Study	Karen King	3446	Chaffee, Student Financial Services
Health Services	Carl Griewisch	8862	Cannon Student Center, SDO Office
Library	Jess Bellemer	8770	Learning Commons
Religious Life	Josh Gaisser	3311	Cannon Student Center, SDO Office
Registrar	Lynn Hinshaw	3473	Chaffee, Academic Affairs
Drop/Add Classes	Lynn Hinshaw	3473	Chaffee, Academic Affairs
Graduation Requirements	Lynn Hinshaw	3473	Chaffee, Academic Affairs
Registration	Lynn Hinshaw	3473	Chaffee, Academic Affairs
Veteran's Affairs	Kathy Henson	8856	Chaffee, Academic Affairs
Residence Life	Josh Gaisser	3311	Cannon Student Center, SDO Office
Housing Assignments	Denise Dyer	3368	Cannon Student Center, SDO Office
Off Campus Housing	Denise Dyer	3368	Cannon Student Center, SDO Office
Pet Policy	Denise Dyer	3368	Cannon Student Center, SDO Office
Student Development	Jon Driggers	8797	Cannon Student Center, SDO Office
Clubs and Organizations	Renee Baker	8797	Cannon Student Center, SDO Office
Dean of Students	Jon Driggers	8797	Cannon Student Center, SDO Office
Judicial Process	Josh Gaisser	3311	Cannon Student Center, SDO Office
Outdoor Activities	Phil Hoffmann	8810	Student Recreation Center
Student Life	Renee Baker	3311	Cannon Student Center, SDO Office
Campus Post Office	Sandy Ramsey	8748	Cannon Student Center, Post Office
Other	College Switchboard	5241	Chaffee