



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).

Copyright Lees-McRae College, August 2018

# Table of Contents

<b>&gt;&gt; Welcome to Lees-McRae College.....</b>	<b>6</b>
Mission Statement .....	6
About the College .....	6
Hallmarks of a Lees-McRae College Education .....	6
Use of Student Handbook .....	6
Communication with Students .....	6
<b>&gt;&gt; Academic Code of Honor .....</b>	<b>7</b>
Administrative Procedures .....	7
Sanctions for violation of Academic Code of Honor.....	7
First Offense .....	7
Second Offense.....	8
<b>&gt;&gt; Student Code of Conduct.....</b>	<b>9</b>
Administrative Procedures .....	9
Student Conduct Process.....	9
Conduct Hearing Process.....	10
Violations .....	11
Glossary of Alcohol Policy Terms.....	12
Fire Safety.....	13
Illegal Drugs and Substances .....	13
Tobacco Use .....	14
Disorderly, Disruptive or Dangerous Behavior and/or Reckless Endangerment.....	14
False Information .....	15
Clearance Procedure after Medical Withdrawal .....	15
Failure to Comply/Disregard to College Authority .....	16
Gambling .....	16
Harassment .....	16
Hazing .....	17
Off-campus Conduct .....	18
Theft .....	18
Unauthorized Access.....	19
Weapons .....	19
Explanation of Sanction Terms .....	19
<b>&gt;&gt; Campus Policies, Procedures and Resources .....</b>	<b>21</b>
Alcohol .....	21

Burton Center for Student Success .....	21
Campus Post Office.....	21
Career Services .....	22
Dotti M. Shelton Learning Commons .....	22
Complaints .....	22
Counseling and Disability Services .....	23
Dining Services .....	23
Family Educational Rights and Privacy Act.....	24
Access to Student Education Records.....	24
Health Services.....	25
Immunization .....	26
Inclement Weather .....	26
Intellectual Property Rights .....	27
Intercollegiate Athletics .....	27
Local, State, and/or Federal Laws.....	28
Lost and Found .....	28
Missing Student .....	28
Non-Discrimination, Title IX, and Sexual Assault .....	28
Organizational Fundraising.....	36
Parking Services .....	36
Pets on Campus.....	41
Posting Policy .....	41
Sales and Solicitation.....	41
Security .....	42
Skateboards, Roller Blades, Bicycles, Snowboards and Hoverboards.....	42
Student IDs.....	42
Student Publications and Use of Media.....	42
Suicide Threats/Attempts, Self-Harming Behavior .....	43
Technology Use .....	44
Transportation to Campus .....	47
Vandalism .....	47
Wildlife .....	47
<b>&gt;&gt; Residence Life and Housing.....</b>	<b>48</b>
Housing Assignments .....	48
Room Keys.....	48
Private Rooms/Consolidation.....	48
Room Changes.....	48

Community Areas and Damages.....	48
Off Campus Requests .....	48
Room Decorations/Furnishings.....	49
Room Inspections.....	49
Room Entry and Search.....	49
Fire Safety .....	50
Loss/Damage to Personal Property .....	50
Maintenance Requests .....	50
Mildew and Mold .....	50
Pests .....	50
Pets in Residence Halls .....	51
Quiet Hours .....	53
Visitation.....	54
Overnight Guests in the Residence Halls.....	54
Escorts in the Residence Halls .....	54
Housing during College Breaks.....	54
Posting Notices in Residence Halls .....	54
Hall Sports.....	55
<b>&gt;&gt; Helpful Resources.....</b>	<b>56</b>

# >> 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 2018-19 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 their 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
<b>Implied Consent/Passive Participation</b> <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>
<b>Possession or Consumption with Minimal Disruption</b> <ul style="list-style-type: none"> <li>First alcohol possession/consumption</li> </ul>	<b>Under 21:</b> <ul style="list-style-type: none"> <li>\$100 fine</li> <li>Educational sanction</li> </ul> <b>Over 21, unregistered location:</b> <ul style="list-style-type: none"> <li>\$50 fine</li> <li>Educational sanction</li> </ul>
<b>Concerning, Disruptive or Repeat Incidents</b> <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>
<b>Persistent Concerning Behavior or Serious Incident</b> <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.

## Fire Safety

Smoke detectors, fire extinguishers and pull stations are all fire safety devices found on campus. 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.

Intentionally filing a false fire report will result in a referral to the Student Conduct Process.

Candles with wicks, incense, wax warmers, fireworks, hotplates or exposed heating elements, ceramic heaters, and halogen lamps are not allowed in campus housing.

Violation	Possible Sanctions
<b>Fire safety</b>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Educational sanction</li> <li>• Probation</li> <li>• Up to \$500 fine</li> <li>• Community service</li> <li>• Notification of Civil Authorities</li> <li>• Suspension or expulsion</li> </ul>

## 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
<b>Implied Consent/Passive Participation</b> <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>
<b>Possession or Consumption with Minimal Disruption</b> <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>
<b>Concerning, Disruptive or Repeat Incidents</b> <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>

**Persistent Concerning Behavior or Single Serious Incident**

- Third or more marijuana possession/use
- Third or more drug paraphernalia/use
- Possession of controlled substance in large amount, above 2 grams
- Sale/distribution of drugs
- Drug use with aggravating factor (physical assault/altercation, destruction of property, attempts or threats of severe harm to self or others)

- Suspension or expulsion from Lees-McRae for at least two semesters
- Notification of civil authorities
- Parental notification

## Tobacco Use

Lees-McRae provides its students and employees with a healthy 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
- knowingly filing a false report of 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
<b>False Information</b>	<b>Any Offense</b>	Warning Probation Fine up to \$500 Suspension or Expulsion Notification of Civil Authorities

## 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 Development and Dean of Students.

Violation	Possible Sanctions
Gambling	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>

## 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.

## 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

## 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.

## Weapons

The handling, possession, transportation or use of fireworks, BB guns, paint guns, firearms (including Airsoft Guns), weapons, ammunition, knives (greater than three inches), 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. Items not listed above used to intimidate, harm, or threaten others is prohibited. 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 responsible 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

## Alcohol

Alcohol is a drug and a depressant. Drinking alcohol has immediate effects that can increase the risks of many harmful health conditions, injuries and unsafe choices. Even moderate doses of alcohol reduce physical coordination and mental alertness. Excessive alcohol use can lead to increased risk of unintentional injuries, health problems such as liver disease, cancer or death.

If an individual is Intoxicated:

- Get them to a safe place.
- Do not leave them alone.
- Monitor breathing.
- Help a person if they are vomiting. Try to keep them sitting up. If they must lay down, turn them on his/her side to prevent choking.

Check for signs of alcohol poisoning. Symptoms include:

- Changes in mental state
- Confusion
- Person is unconscious or semi-conscious
- Person has slow breathing (less than 8 breaths a minute)
- Irregular breathing (a gap of more than 10 seconds between breaths)
- Person has cold, clammy, pale or bluish skin color
- Person is vomiting and does not wake up

This is a medical emergency! Call for help immediately. Contact campus security at 828.898.8756 or dial 911.

## Resources

If you or someone you know is struggling with alcohol addiction, help is available.

Campus Resources:

- Lees-McRae Counseling Services: 828.898.3841
- Lees-McRae Health Services: 828.898.8862

Off-campus Resources:

- Daymark Recovery Services: 24-hour Crisis Hotline and Mobile Crisis Management (866.275.9552)
- USA.gov Mental Health and Substance Abuse Resource Page ([www.usa.gov/mental-health-substance-abuse](http://www.usa.gov/mental-health-substance-abuse))
- National Institute on Alcohol Abuse and Alcoholism ([www.niaaa.nih.gov/alcohol-health](http://www.niaaa.nih.gov/alcohol-health))
- Aware Awake Alive ([www.awareawakealive.org](http://www.awareawakealive.org))

For conduct policies related to alcohol, visit Glossary of Alcohol Policy Terms in the Student Code of Conduct Section.

## 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.
- 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 must present their 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. 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.

For additional dining program requirements and policies, visit the Dining Services webpage at [www.lmc.edu](http://www.lmc.edu)

## 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 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 alert system
- 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.

## Local, State, and/or Federal Laws

Students at Lees-McRae College have the responsibility to refrain from conduct that would violate local, state, or federal criminal laws, as violation of the law is viewed as conduct unbecoming of a Lees-McRae College student.

Lees-McRae College reserves the right to review incidents in which students may be in violation of local, state, or federal criminal law, and may process these incidents through the student conduct system independently of any civil or criminal proceedings.

## 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. 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 or recycling location.

## 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, and Sexual Assault

### Notice of 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.

### Statement of Title IX Compliance

Title IX of the Education Amendments Act of 1972 is a federal law that prohibits sex discrimination in education. 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).

Lees-McRae College is committed to providing a safe and discrimination-free environment for all members of the College community. The College does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. The College will respond to complaints or reports about prohibited conduct with measures designed to stop the behavior, eliminate any such discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in college-related programs or activities. This may include the implementation of interim restriction(s).

The College has an obligation to make reasonable efforts to promptly and equitably investigate and address complaints or reports of sex discrimination, including but not limited to, sexual violence, sexual harassment, sexual assault, stalking, dating/domestic violence, retaliation, and other related forms of sex discrimination or sexual misconduct, whenever it becomes aware of such a complaint or report. Collectively, these terms are referred to in this policy as "Sexual Misconduct."

Once made aware, the College must conduct an investigation regardless of how the information was brought to the College's attention or the extent to which the Complainant wishes to participate or be involved. This policy refers to the individual who is the alleged victim of the behavior(s) in question as the "Complainant" and the alleged to have committed the violation of the policy as the "Respondent."

Students, staff, faculty, and third parties who believe they have been subjected to discrimination or harassment in violation of Title IX should follow the procedures outlined in this policy to report these concerns immediately to the Title IX Coordinator or any Deputy Title IX Coordinator identified below. Title IX prohibits retaliation by any student and/or employee against anyone who reports an alleged Title IX violation.

Inquiries, regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to:

Ms. Mary Furst  
Title IX Coordinator  
Business Affairs Office  
furstm@lmc.edu  
828-898-8743

Mr. Jon Kokos  
Deputy Title IX Coordinator for College Employees and Third Parties  
Business Affairs Office  
kokosj@lmc.edu  
828-898-8809

Mr. Josh Gaisser  
Deputy Title IX Coordinator for Students and Resident Life  
Cannon Student Center, Student Development Office  
gaisserj@lmc.edu  
828-898-3311

Mr. Jeffery Merrill  
Deputy Title IX Coordinator for Athletics  
Williams Gym, Athletics Office  
merrillj@lmc.edu  
828-898-8783

Mr. H.D. Stewart  
Title IX Investigator  
Office of Campus Safety and Security  
stewarth@lmc.edu  
828-898-8700

Inquiries may also be directed to:

United States Department of Education's Office for Civil Rights  
U.S. Department of Education, District of Columbia Office  
400 Maryland Avenue, S.W.  
Washington, DC 20202  
ocr.dc@ed.gov  
202-453-6020

This Title IX policy governs the conduct of Lees-McRae College students, regardless of enrollment status; faculty; staff; and third parties (non-members of the College community, such as vendors, alumni, visitors, or local residents).

This Title IX policy applies to all College programs and activities. All campus community members are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location if it involves a program or activity of the recipient. Members of the campus community have a responsibility to adhere to College policies and local, state and federal law.

Third parties are both protected by and subject to this policy. A third party may report or file a complaint concerning a violation of this policy

committed by a member of the College community. A third party may also be permanently barred from the College or subject to other restrictions for failing to comply with this policy. This policy applies to conduct that occurs on college property, and in certain circumstances, off college property or off campus. This policy applies to conduct that occurs off campus when the conduct is associated with a College-sponsored program or activity, such as travel, distance learning, research, or internship programs. Judgments about these matters will depend upon the facts of an individual case.

## Policies and Practices

Lees-McRae College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as later defined herein. The College's approach to addressing this problem is to (a) educate the campus community as a means of prevention; (b) deter such acts through prompt reporting and investigation of alleged violations of this policy, and the imposition of sanctions where a violation is found by a preponderance of the evidence; (c) provide assistance to Complainants and Respondents; and (d) place Complainants and Respondents in contact with local law enforcement to investigate possible legal prosecution.

Educational programs on Title IX including Lees-McRae policies, consent, sexual harassment and assault, and bystander intervention are conducted through appointed Title IX Coordinators. The Title IX Coordinators partner with the Student Development Office and Campus Safety Committee to provide education and services. Counseling options are available through the Student Development Office.

If a student, staff, or faculty member believes someone they know has experienced sexual misconduct, they should promptly report incidents to the applicable Deputy Title IX Coordinator. All faculty and staff (including all Resident Assistants and Resident Directors) who observe or are aware of sexual misconduct are required to immediately report to the applicable Deputy Title IX Coordinator. The faculty or staff member should not and are not permitted to investigate or try and resolve or mediate the situation.

Lees-McRae College encourages the reporting of possible violations of Title IX policy by those subject to the violation or witnesses. Students may be reluctant to make such reports or participate in a grievance proceeding because they themselves may be accused of a conduct violation. However, it is in the best interests for those subject to sexual misconduct or witnesses of possible violations to report to the applicable Deputy Title IX Coordinator. Thus, a student who reports sexual misconduct by another will not be subject to conduct violations or disciplinary proceedings for her/his own actions, provided that the reporting student's actions did not place the health or safety of any other person at risk or violate Title IX or other College policies. Only those who are subject to the violation or a witness may receive amnesty, not the alleged Respondent.

All Lees-McRae College employees shall refrain from any inappropriate relationship with students to the extent that the relationship may compromise any policies and/or expectations of the College as a quality institution of higher education. Inappropriate relationships include any romantic or physically intimate liaison with a student. College employees are not to engage in a dating or inappropriate relationship with an individual that they have direct supervisory authority over.

## Definitions

**Awareness Programs:** Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

**Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Bystanders may report possible misconduct and all faculty and staff (including all Resident Assistants, Resident Directors) who observe or are aware of sexual misconduct are required to immediately report to the applicable Deputy Title IX Coordinator.

**Complainant:** The individual who has experienced alleged sexual misconduct.

**Consent:** The explicit approval and permission to engage in sexual activity demonstrated by clear actions, words, or writings. Consent is informed, freely given and mutually understood by all parties involved. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the Complainant was mentally or physically incapacitated or impaired so that the Complainant could not understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious, or under the age of legal consent, or unable to give consent under current law. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the Respondent has taken advantage of a position of influence over the Complainant may be a factor in determining whether consent was freely given. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Consent can be withdrawn at any time.

**Dating Violence:** Violence that is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant.

The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the Complainant; By a person with whom the Complainant shares a child in common; By a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Discrimination:** Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law.

**Discriminatory Harassment:** Detrimental action based on an individual's actual or perceived race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the College's educational program or activities.

**Gender-based Harassment:** This is another form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature.

**Hostile Environment:** Harassing that was conduct sufficiently serious-that is sufficiently severe or pervasive-to deny or limit a student's ability to participate in or benefit from the College's program based on sex.

**Ongoing Prevention and Awareness Campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information described in paragraph 34 CFR 668.46, paragraph (j)(1)(i) (A)-(F).

**Pregnant and Parenting Students:** The college may not (a) apply any rule concerning parental, family, or marital status that treats persons differently on the basis of sex; (b) discriminate against or exclude any student from its education program or activity, including any class or extracurricular activity on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom; or (c) make pre-admission inquiries as to the marital status of an applicant for admission.

**Primary prevention programs:** Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

**Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and the Complainants concerning accommodations or protective measures to be provided to the Complainants.

**Respondent:** The individual who has been accused of committing sexual misconduct.

**Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions assigned by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

**Retaliatory Harassment:** Intentional action taken by an accused individual, allied third party, or a Title IX Coordinator, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a proceeding under this policy or any other grievance or disciplinary proceeding, or advocating for others' Title IX rights. Any such action is strictly prohibited and may be investigated and reviewed as a separate violation of these Title IX Policies and Procedures.

**Risk Reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for the Complainant in order to promote safety and to help individuals and communities address conditions that facilitate violence.

**Sex Offenses:** Any sexual act directed against another person, without consent of the Complainant including instances where the Complainant is incapable of giving consent.

Rape – the carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the Complainant is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Sodomy – oral or anal sexual intercourse with another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the Complainant is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object – the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the Complainant is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Fondling – the touching of private body parts of another person for sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the Complainant is incapable of giving consent because of his/her temporary or permanent

mental or physical incapacity (or because of his/her youth).

Sex Offenses – Non-Forcible: Unlawful, non-f forcible sexual intercourse.

Incest – Non-f forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

Statutory Rape – Non-f forcible intercourse with a person who is under the statutory age of consent.

**Sexual Harassment:** Any unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature, such as assault or acts of sexual violence.

Examples of sexually harassing conduct include, but are not limited to:

- making sexual propositions or pressuring students for sexual favors;
- touching of a sexual nature;
- writing graffiti of a sexual nature;
- making via electronic means, displaying, or distributing sexually explicit
- drawings, videos, pictures, or written materials, in any manner or through social media;
- performing sexual gestures or touching oneself sexually in front of others;
- telling sexual or dirty jokes;
- Spreading sexual rumors or rating other students as to sexual activity or performance; or circulating or showing e-mails or Web sites of a sexual nature.

**Sexual Harassment of a Student by another Student:** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the College's educational program or activities.

**Sexual Harassment of a Student by a Faculty/Staff Member:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member toward a student are held to constitute sexual harassment when: Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the College's educational program or activities.

**Sexual Violence:** Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person too far of the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition, course of conduct means two or more acts including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

## Procedures

When a complaint is filed alleging discrimination, harassment, or sexual misconduct in violation of Title IX as defined herein, or such alleged conduct is brought to the attention of the applicable Deputy Title IX Coordinator, the process involves an immediate initial inquiry by the Title IX Coordinator to determine if there is reasonable cause to believe the conduct or discrimination occurred. If the Title IX Coordinator determines there is reasonable cause to believe the conduct or discrimination as alleged has occurred, the Title IX Coordinator will initiate a prompt, thorough and impartial investigation. This investigation is designed to provide a fair and reliable determination about whether the conduct or discrimination has occurred. If so, the college will implement a prompt and effective remedy designed to end the conduct or discrimination, prevent its recurrence and address its effects.

If deemed necessary by the Title IX Coordinator or applicable Deputy Title IX Coordinator, interim remedial measures to avoid contact between the Complainant and the alleged perpetrator (the "Respondent") may be taken prior to completion of the investigation to change academic and extracurricular activities including living, transportation, dining, and working situations. The Complainant will be referred to the Vice President of Student Development and/or Director of Human Resources, to make him/her aware of all available resources such as victim advocacy, housing assistance, academic support, counseling, disability services, and health and mental health services, and the right to report a crime to Campus Safety or the Town of Banner Elk Police Department.

This procedure is intended to apply to alleged discrimination or harassment in violation of this Title IX Policy. All other misconduct or grievances by students against students or employees against students will be addressed through the student academic/misconduct procedures or non-academic/non-misconduct grievance procedures located elsewhere in this Code which is administered by the Vice President of Student Development.



## Informal Process

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve the issues. Whenever possible and safe, the problem or complaint should first be discussed with the Respondent who is the subject of the complaint. If the parties believe the issue has been resolved, they should nevertheless report the matter to the Title IX Coordinator for approval of the resolution.

If satisfactory resolution is not reached after discussion with the Respondent, the Complainant should contact the applicable Deputy Title IX Coordinator immediately. The college does not require a student to contact the Respondent or the Respondent's supervisor if doing so is impracticable or unsafe, or if the student believes that the conduct cannot be effectively addressed through informal means.

## Formal Process

If the informal process does not resolve the complaint, the Deputy Title IX Coordinator will immediately contact the Title IX Coordinator. The Title IX Coordinator will notify the Title IX Investigator (the "Investigator"), who will be designated to formally investigate the complaint. The Investigator will be someone who is regularly trained on dating violence, domestic violence, sexual assault, stalking, and how to conduct an investigation and hearing process that protects the safety of the Complainant and promotes accountability. Notice of a formal student complaint can be made in person or orally to an appropriate official, but the college strongly encourages submission of the complaint in writing, by email, or other written form to the appropriate Deputy Title IX Coordinator immediately, as identified above.

The Complainant should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The complaint should be signed by the Complainant or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the Complainant. Any supporting documentation and evidence should be referenced within the body of the complaint. Additionally, the Complainant should submit any supporting materials in writing as quickly as is practicable.

Upon receipt of a complaint, the Investigator will direct the investigation and confer with the Title IX Coordinator and the Vice President for Student Development on interim action, accommodations for the alleged Complainant, or other necessary remedial short-term actions.

The Investigator will then take the following steps:

- In coordination with the Title IX Coordinator, initiate any necessary remedial actions to include preventing any contact between the Complainant and the alleged violator if necessary;
- Determine the identity and contact information of the Complainant (whether that be the initiator, the alleged Complainant, or a College proxy or representative);
- In coordination with the campus Title IX Coordinator or appropriate Deputy Title IX Coordinator, identify the policies allegedly violated;
- Conduct an immediate initial investigation to determine if there is reasonable cause to charge the Respondent, and what policy violations should be alleged as part of the complaint;
- If there is insufficient evidence to support reasonable cause, the complaint should be closed with no further action;
- Meet with the Complainant to finalize the complaint;
- Prepare the notice of charges on the basis of the initial investigation;
- Commence a thorough, reliable and impartial investigation;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Have both the Complainant and the Respondent review their statements made to the Investigator and sign off on them either in person or electronically as their full and complete statement;
- Submit all investigation documentation and support to the Title IX Coordinator

The Title IX Coordinator will then take the following steps:

- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not)
- Inform the appropriate Deputy Title IX Coordinator of the finding, which may include a recommended sanction;
- The decision of the Title IX Coordinator is final, and not subject to modification except through the appeals process set forth below.
- Either party may appeal the findings pursuant to the procedures set forth below.
- Refer possible Student Code of Conduct violations to the Student Conduct Process that are outside the scope of the Title IX process.

The appropriate Deputy Title IX Coordinator will then take the following steps:

- Present the findings and recommended sanction to the Respondent, who may accept it in part and reject them in part, or may reject all; and
- Simultaneously share the findings and update the Complainant on the status of the investigation and the outcome.
- Notify the Title IX Coordinator that these actions have been completed.

These procedures are entirely administrative in nature and are not considered legal proceedings. During the meeting with the Investigator or

any subsequent proceedings, the Complainant or the Respondent may have an advisor or advocate accompany and assist him/her at their expense. This advisor can be anyone. If the case is reviewed by the Hearing Committee (see section below), then the advisor may not take part directly in the hearing itself, though they may communicate with the Complainant or Respondent they represent as necessary as long as it does not disrupt the proceedings.

The Complainant and the Respondent will not be allowed to use electronic devices during the meeting with the Investigator, subsequent investigation meetings, reviewing documents, and in any Hearings; except to reveal evidence to the Investigator that is on the electronic device.

Interim Measures and Remedies for the Complainant: The Complainant may seek the assistance, in confidence, of the college's counseling services. Additionally, depending on the specific nature of the problem, the Vice President for Student Development, in conjunction with the Title IX Coordinator, may direct remedies for the Complainant which may include, but are not limited to:

- Providing an effective escort to ensure that the Complainant can move safely between classes and activities
- Ensuring the Complainant and Respondent do not share classes or extracurricular activities
- Moving the Respondent or Complainant (if the Complainant requests to be moved) to a different residence hall
- Providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring
- Arranging for the Complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty

## **The Title IX Hearing Committee Procedures**

When the Respondent accepts the finding that he/she violated the Title IX Policy, the findings cannot be appealed by the Respondent.

If the Complainant or Respondent is not satisfied with the Title IX Coordinator's findings and/or the remedies/sanctions that the Title IX Coordinator assigned, the Complainant or Respondent may request a hearing before the Title IX Appeals Hearing Committee. The hearing request must be made in writing within 3 school days to Office of the Vice President for Student Development. If the request is timely filed, the Title IX Appeals Hearing Committee shall schedule a hearing in accordance of this policy within ten (10) school days of the notification. The hearing shall occur within thirty (30) school days of the notification.

For purposes of this decision, the Title IX Appeals Hearing Committee will be provided all relevant documents and statements of witnesses, the Respondent, and the Complainant gathered by the Investigator. The Title IX Appeals Hearing Committee may consult with the Investigator at any time about conflicts in testimony if it will not unduly prejudice the Title IX Appeals Hearing Committee decision making process.

At any hearing conducted by the Title IX Appeals Hearing Committee both the Complainant and the Respondent will be requested to appear, as well as any witnesses they wish to call. If requested, the Complainant and Respondent will not be present at the same time during the hearing, nor is the presence of the Complainant a prerequisite for the hearing to proceed. The failure of either or both parties to appear when properly notified will not prevent the hearing from taking place as scheduled or preclude a decision from being reached. The decision of the Title IX Appeals Hearing Committee shall be based on a preponderance of the evidence.

If the Title IX Appeals Hearing Committee finds, based upon a preponderance of the evidence, that there has been a violation of the Title IX Policy, Title IX Appeals Hearing Committee may support the remedies/sanctions assigned by the Deputy Title IX Coordinator or assign further remedies/ sanctions in accordance with the section below.

The Title IX Appeals Hearing Committee is authorized to assign sanctions as outlined in Student Handbook up to expulsion.

## **Appeal to the Executive Appeals Committee**

The Complainant and the Respondent will both be notified of the Title IX Appeals Hearing Committee decision and will both have the option, if dissatisfied, to make written appeals to the Executive Appeals Committee through the Office of the Vice President for Student Development. Notice of such appeals must be provided to the Office of the Vice President for Student Development within three (3) school days of the decision of the Title IX Appeals Hearing Committee.

The only permitted grounds for appeal are as follows:

- A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.)
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included
- The sanctions assigned are substantially disproportionate to the severity of the violation.

If the Executive Appeals Committee determines that new evidence should be considered, it will return the complaint to the Title IX Appeals Hearing Committee to reconsider in light of the new evidence, only. The reconsideration of the Title IX Appeals Hearing Committee is not appealable.

If the Executive Appeals Committee determines that a material procedural [or substantive] error occurred, it may return the complaint to the Title IX Appeals Hearing Committee with instructions to reconvene to cure the error. In rare cases, where the procedural [or substantive] error cannot be cured by the Title IX Appeals Hearing Committee (as in cases of bias), the Executive Appeals Committee may request a new hearing of the complaint with a new body of hearing officers. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds for appeals.

If the Executive Appeals Committee determines that the sanctions assigned are disproportionate to the severity of the violation, Executive Appeals Committee may then increase, decrease or otherwise modify the sanctions. The decision of Executive Appeals Committee is final.

## **Criminal Process**

Victims of sexual assault, rape and/or date rape are encouraged to seek the criminal prosecution of their assailants. The Office of Campus Safety and Security will assist victims who choose to prosecute by transporting them to the Town of Banner Elk Police Department and providing information in support of the charges being preferred. However, the college will continue to investigate the report in compliance with Title IX.

The College views rape, date rape, and sexual assault as grievous violations of criminal law and the Student Code of Conduct. As such, these offenses will be addressed by the Executive Student Conduct Committee. A student who is proven to have committed or been involved in the commission of such an offense can expect to be suspended or expelled from the College.

Should a student be raped or sexually assaulted on the campus or in the vicinity of the school, the victim is urged to report the matter to Campus Safety and Security without delay and preserve all evidence of criminal action. As unpleasant as it may be, the victim should not wash, shower, or change clothes. To a large extent, the victim is the evidence of the crime. The longer the delay between the incident and the time it is reported, the less likely it is that the criminal prosecution will be successful. It should also be noted that state laws dealing with victim compensation and aid limit eligibility for benefits to cases of rape and sexual assault reported within five (5) days.

By contacting the Town of Banner Elk Police Department at the Campus Security office, Campus Security will arrange for proper care and assistance to be provided and for a victim's advocate to be appointed, if the student wishes. Furthermore, the members of the Office of Campus Safety and Security pledge that:

- They will meet with the victim privately, at a place of the victim's choice in the local area, to take a complaint report.
- They will not release the victim's name to the public or to the press.
- Their officers will not prejudice or blame the victim for what has occurred.
- They will treat the victim and the particular case with courtesy, sensitivity, dignity, understanding and professionalism.
- If the victim feels more comfortable talking with a female rather than a male officer, they will do their best to accommodate the victim's request.
- They will assist the victim in arranging for any hospital treatment or medical needs.
- They will assist the victim in privately contacting counseling services and other available resources.
- They will fully investigate the victim's case and will help the victim achieve the best outcome. This may involve the arrest and full prosecution of the suspect responsible. The victim will be kept up-to-date on the progress of the investigation and/or prosecution.
- They will continue to be available to the victim to answer questions, explain the systems and processes involved, and be willing listeners.
- They will consider the victim's case seriously, regardless of the victim's gender.

The investigation into the rape or sexual assault will be handled by the Town of Banner Elk Police Department. Refer to the NC General Statute § 143B-480.2 regarding victim assistance. The College will assist victims of rape and/or sexual assault in coping with the after-effects of their experience.

The College is prepared to accommodate reasonable requests for academic schedule and housing changes by victims of rape and sexual assault. Such requests should be directed to the Residence Life Office.

## **Procedures to Follow in the Event of Sexual Assault, Relationship Violence or Stalking**

- Get to safety: go to a safe place
- Preserve evidence: avoid bathing, showering, drinking, douching, brushing your teeth, changing clothes. Evidence can be collected in the emergency room. You can decide later if you would like to press criminal charges.
- Call for help: You can contact the National Sexual Assault Hotline at 800.656.HOPE, Campus Security or Local Law enforcement
- Write down details: Try to write down or tell a friend as many details you remember of the incident.
- Seek medical attention: Visit an emergency room or health professional to be checked out. Medical professionals can provide treatment and medications.

## **Who to Contact for Sexual Harassment or Discrimination**

Students, staff, faculty, and third parties who believe they have been subjected to discrimination or harassment in violation of Title IX should

follow the procedures outlined in this policy to report these concerns immediately to the Title IX Coordinator or any Deputy Title IX Coordinator listed in the Title IX Policies and Procedures. Title IX prohibits retaliation by any student and/or employee against anyone who reports an alleged Title IX violation.

## Resources for Victims of Dating Violence, Sexual Assault, Stalking and Domestic Violence

### On-Campus

Counseling Services (Cannon Student Center): 828-898-3841

### Off-Campus

- OASIS: Opposing Abuse with Service, Information and Shelter: Emergency 828-262-5035; Office 828-264-1532 ([www.oasisinc.org](http://www.oasisinc.org))
- Avery County Mental Health: 828-733-5889
- Legal Aid of North Carolina: 828-264-5640 ([www.legalaidnc.org](http://www.legalaidnc.org))
- National Sexual Assault Hotline: 800.656.HOPE (4673)

### Online Resources

- Rape, Abuse, and Incest National Network: [www.rainn.org](http://www.rainn.org)
- Department of Education, Office of Civil Rights: [www.ed.gov/ocr](http://www.ed.gov/ocr)

For the current version of the Title IX Policy and Procedures, visit [lmc.edu/students/title-ix](http://lmc.edu/students/title-ix).

## 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

### Overview

The rules and regulations set forth 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.

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 Security Office.

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

By operating a motor vehicle on campus, the operator is agreeing to comply with the regulations of Lees-McRae College.

### 2018–19 Parking Permit Registration

Permits issued, and lot assignments made, on a first come-first served basis. Students may obtain a parking permit beginning on the dates listed below:

- Seniors: June 26
- Juniors: July 5
- Sophomores: July 12
- Freshmen & Transfer Students: July 19

Registration begins at 10 a.m. on the assigned days.

Resident students must be registered for classes and have your room assignment in order to apply for a parking permit. If you do not have a room assignment by your specified class date above, you may register beginning on the next class registration date.

## Obtaining a Parking Permit

To purchase a parking permit, visit: <https://www.permitsales.net/LeesMcRae>

You may pay online using a debit or credit card (VISA, MasterCard, or Discover only).

Cash or Check payments are also accepted and may be submitted in person in Student Accounts. The Account will be set up for permit registration after payment is made.

## Registration Fees

Resident parking permits are \$250.00 per academic year and allow parking on campus 24 hours a day, 7 days a week.

Commuter parking permits are \$100.00 per academic year and allow parking on campus, weekdays from 7 a.m. until 5 p.m.

Parking permits are non-transferable and registration fees are non-refundable.

### Resident Parking Lots:

Lot Name	Assignment	Permit Required
Avery	Avery Residence Hall	24 hours a day
Tennessee	Tennessee Residence Hall	24 hours a day
Tate front	Tate Residence Hall	24 hours a day
Tate rear	Resident Directors	24 hours a day
Chaffee loop/upper	Tennessee/Virginia Residence Hall	24 hours a day
Bobcat Valley	General students	24 hours a day
Apartments	Apartment residents	24 hours a day
Remote Lot (WGII)	General students	24 hours a day
McMillan	McMillan/Bentley/Baldwin Residence Hall	24 hours a day
Villages/CC	Hemlock Village/Cannon Honors Cottage	24 hours a day
Houses	Student Houses Residents	24 hours a day
Track Lot	Student Houses Residents	24 hours a day
Cannon Student Center	House and Track Permits	7 a.m.–5 p.m.

### Commuter Parking Lot:

Lot Name	Assignment	Permit Required
Banner Elk Church	Commuter Students	7 a.m.–5 p.m.

### Open Parking Lots:

The following lots are open for general student parking without any permit restrictions, from 5 p.m. to midnight, seven days a week:

- Hayes Parking Lot
- Cannon Student Center Lot
- Post Office Parking Lot
- Williams Gym

## Parking Permit Pickup

Parking permits can be picked up on Move-In Day at the Cannon Student Center. After this date, parking permits can be picked up at the security office. You must present your Lees-McRae College Student ID in order to pick up permit. If the Officer on duty is on patrol, contact the security cell phone at 828-260-0505.

## Parking Policy and Regulations

### Authority

Under the authority of the Director of Campus Security, each Campus Security Officer is authorized to expedite traffic or safeguard pedestrians in the event of fire or other emergency or special events. Law Enforcement Officers of the Town of Banner Elk, Avery County Sheriff, State of North Carolina police forces, or Officers of Banner Elk Fire Department may direct or control traffic as conditions may require notwithstanding the provisions of these rules and regulations.

### 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 a condition of employment, appointment, or enrollment. The regulations also apply to visitors on campus.

### 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 does not grant permission to park in prohibited areas. Lees-McRae College will honor all State Handicap Placards and Plates.

### Parking Rules and Regulations

1. Parking permits must displayed in a visible manner in order to be considered valid.
2. Students are required to park vehicles according to their lot assignment. This policy is enforced 24/7, including weekends and holidays. Vehicles with Student House permits may park at their assigned house. Parking in an unauthorized lot, even temporarily, will result in a parking citation.
3. Obey all campus traffic laws. The speed limit on campus is 15 mph. Stop at all stop signs. The town of Banner Elk Police Department is authorized to enforce traffic laws on campus at all times.
4. Do not park in designated Handicapped Parking unless you have an authorized handicap tag or placard. A valid Lees-McRae Parking Permit is also required.
5. Parking in front of or alongside Banner Elk Presbyterian Church is prohibited. Parking in these areas may result in a citation, immobilization, and/or towing at the owners expense.
6. Service parking spaces and loading docks reserved for the use of authorized College vehicles, contractor vehicles, or emergency services vehicles. All other vehicles are prohibited from using these spaces. Unauthorized vehicles may be towed at the direction of the Campus Security Department.
7. 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 may have it removed at the expense of the vehicle owner. If a disabled vehicle is parked in an area for which it is not permitted, Campus Security will grant a twenty four hour exemption to the owner to arrange removal or repair.
8. 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.
9. Vehicles in violation of College policy may be ticketed, towed, or immobilized .This includes all faculty/staff, student, visitor and unregistered vehicles.

10. 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.
11. Vehicles that pose a danger to public safety may be towed at the direction of any Law Enforcement or Fire Safety Officer in the performance of their duties.

### **No parking areas**

1. No parking in any restricted area, no parking zone, or fire lane.
2. No parking in front of any dumpster
3. No parking in handicap space, unless proper placard is displayed.
4. No parking on roadways or where traffic is impeded.
5. No parking at the Shelton Learning Commons (Library).
6. No student parking, at any time, in the President's lot.
7. No student parking at the Student Recreation Center.
8. No parking in any other area where access has been restricted or signed accordingly.

### **Parking during Adverse Weather Conditions**

Parking regulations are in effect under incremental weather condition unless otherwise directed by Campus Security Officers. 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 removal is a priority. Any vehicle interfering with snow removal equipment may be ticketed and/or towed from campus.

### **Visitors and Guest Parking**

All visitors, including parents and friends, must display a "Visitors Parking" permit in order to park on Campus.

Visitors to campus may obtain a visitors parking pass at the Security Office at the cost of \$3 per day. Visitors will park in assigned lots.

Visitor Parking permits are required for all visitors, including those parked in a marked visitor spot. If Security out of the office, please call 828-260-0505. Students are responsible for making sure all visitors obtain a visitor pass.

### **Faculty/Staff Parking**

All Faculty and Staff are required to display parking permits. Faculty and Staff may register more than one car. There is no cost to Faculty and Staff for parking permits.

All parking rules and regulations apply to college employees.

When an employee is no longer in possession of a registered vehicle, the permit should be returned to the Security Office. A new permit will then be issued for another vehicle.

<b>Lot Name</b>	<b>Assignment</b>	<b>Permit Required</b>
Hayes	Faculty/Staff	7 a.m.–5 p.m.
May School	Faculty/Staff	24 hours a day
Chaffee Lower	Faculty/Staff	7 a.m.–5 p.m.

### **Community members parking**

All community members may park at the Cannon Student Center while using the Broyhill Fitness Center and the front parking area of Williams Gym while using the indoor or outdoor tennis courts, weight room or pool.

### **Parking Citations**

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 vehicle.

Vehicles in violation of the parking regulations will be ticketed, towed or immobilized.

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.

### **Parking Citation Fee Schedule, per occurrence**

#### **\$50 Violation**

- Parking in a unauthorized parking space or lot
- Improper parking
- Stopped in a traffic lane
- No parking permit decal displayed
- **Parking in a restricted area or no parking zone**
- **Blocking a dumpster**
- Reckless/unsafe driving
- Driving/Parking on grass or sidewalk

#### **\$100 Violation**

- **No parking permit decal displayed (second or greater offense)**
- No Valid parking permit (first offense)

#### **\$250 Violation**

- **Use of a parking permit registered to another vehicle**
- **No valid parking permit (second or greater offense)**
- **Parking in a handicapped space**
- Failure to stop at an officer's direction to stop

Bolded offenses may result in vehicle immobilization, with an additional fee of \$150 for removal of immobilization device.

### **Vehicle Immobilization**

Vehicles immobilization is enforced using a parking enforcement system called "The Barnacle". This device is a motorist releasable, damage free, tamper resistant, GPS enabled system that uses commercial grade suction to attach to the vehicles windshield, rendering it immobile.

Once a vehicle has received four (4) citations in one academic year, it may be subject to immediate immobilization, in addition to a citation, upon further parking violations. Continued violations of parking regulations may result in immediate loss of parking privileges, at the sole discretion of the Director of Campus Security.

Vehicles immobilization removal fee is \$150.00, payable by credit card only, using this link: [pay.pay.barnacleparking.com](https://www.permitsales.net/LeesMcRae/) or call 828-210-7180.

An additional equipment return deposit of \$150 is required. Upon return of the Barnacle to the Campus Security Office at 375 College Dr. Banner Elk, NC 28604, the deposit is refunded.

Vehicle owners have up to 24 hours to have Barnacle removed or vehicle may be towed at owner's expense. Owner is responsible for additional immobilization fees if vehicle is towed.

### **Appeal Process**

Appeals for parking citations must be made on line at the following link, within 5 days of the citation: <https://www.permitsales.net/LeesMcRae/> violations

The Director of Security will notify the appellant of the decision in a timely manner. Appeals not submitted using this link will not be accepted. All decisions made during the appeal process are final.

### **Special Events**

When a department is hosting a special event on campus where unregistered vehicles will be present, the event host must coordinate parking with the Director of Campus Security prior to the event.

The Director of Campus 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 Campus Security. Event hosts are responsible for notifying attendees of the parking rules and regulations.

### **Summer Programs**

All 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 no additional payment is required.

## **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
- Following campus parking and traffic rules

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
- 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.

## **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).

## 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 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 across campus, to, and from campus. The College does not provide this service.

## **Vandalism**

Students are expected to treat all Lees-McRae College property and the property of others with care, dignity, and respect. Vandalism is defined as the willful destruction, removal, or defacing of any property not owned by himself or herself.

Vandalism includes, but is not limited to: punching holes in walls or other Lees-McRae property, tearing down signs or bulletin boards, destruction of street signs, and willfully littering or leaving trash outside or in common areas.

Violations of the vandalism policy may result in community service, full restitution for any damaged property, and any other sanctions as deemed appropriate by the assigned hearing officer.

## **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 \$100. 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 \$100 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 \$100 replacement cost. 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. Common and communal areas are defined as any location of Housing that is outside of the student(s)' assigned room.

### 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 (primary location) 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 will be referred to the student conduct process.
- 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, even if obtained legally.
- 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, the item will be confiscated. Student(s) will be referred to the student conduct process.
- 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, wax warmers, 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.
- Coffee makers with exposed heating surfaces, hot plates, toasters, toaster ovens, electric grills or skilletts, and any other appliances that have an exposed heating surface are not allowed in campus housing.
- Fireworks, fuel of any kind, or any other potentially explosive or flammable devices are not permitted.
- Furniture, clothes, trash, bicycles, and sports/recreation equipment are not allowed to be stored on porches, decks, exterior walkways, breezeways, and yards.

## 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.

## 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.

The College will use multiple attempts and methods to contact the students involved; however in extenuating circumstances, the search may be conducted without the presence of the student(s). 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 search 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, wax warmers, 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

Cats, dogs and fish are the only pets allowed in approved Campus Housing. A fish aquarium should not exceed twenty gallons. A student can have no more than two aquariums. Students are not required to register or pay the pet fee for fish.

Approved pets (cats and dogs) 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 Student Development. The registration fee will be \$150 per semester (\$300 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 be with their owners at all times when on campus.
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, 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 may bring their pet to an approved class. Off-campus students must also register their pets in order to bring their pet to campus. Off-campus students do not have to pay the \$150 pet registration fee, but must provide all appropriate documentation prior to them bringing their pet to campus.
13. Failure to remove a pet from campus will result in a \$500 fine and/or conduct action.
14. Pets are not allowed to be washed in student showers or sinks.

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	Laura Pell	8828	Chaffee, Career Services
Communications	Lauren Foster	2496	Chaffee, Communications
Computer Labs	IT	3522	Bowman
Counseling Services	Pete Paglen	3841	Cannon Student Center, SDO Office
Title IX	Mary Furst	8743	Business Affairs Office
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
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	Hannah Finkelstein	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	Lizzy Gardner	8810	Student Recreation Center
Student Life	Hannah Finkelstein	3311	Cannon Student Center, SDO Office
Campus Post Office	Sandy Ramsey	8748	Cannon Student Center, Post Office
Other	College Switchboard	5241	Chaffee