



# Lees-McRae College **Student Handbook**

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

# **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 College is a private, residential college that awards baccalaureate and graduate degrees. At nearly 4,000 feet—the highest elevation of any campus on the East Coast—the college celebrates its location through distinct programming. An emphasis on experiential education inspires students to learn by doing and gain broad knowledge through study across disciplines. To provide continuing education opportunities for all, the college also offers bachelor’s and master’s programs online and in surrounding communities.

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

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# >> Welcome to Lees-McRae College

## Mission Statement

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

## About the College

Nestled in the Blue Ridge Mountains of western North Carolina, Lees-McRae College is a private, residential college that awards baccalaureate and graduate degrees. At nearly 4,000 feet—the highest elevation of any campus on the East Coast—the college celebrates its location through distinct programming. An emphasis on experiential education inspires students to learn by doing and gain broad knowledge through study across disciplines. To provide continuing education opportunities for all, the college also offers bachelor's and master's programs online and in surrounding communities.

## 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 intercollegiate athletes.

## 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

The official Student Handbook serves as a resource for current students. The handbook contains information linked to campus resources, housing and residence life, student code of conduct, and the academic code of honor. Interpretation of the handbook is at the judgement of campus officials and the Director of Student Conduct and Engagement. Students should make themselves aware of all policies and procedures contained within the handbook to better understand their responsibility as a member of the college community. If a student has a question about any information contained in this handbook, they can direct their question to [studentaffairs@lmc.edu](mailto:studentaffairs@lmc.edu) or visit the Student Affairs Office.

This handbook does not include all college policies and procedures and will direct students to additional resource material:

- Academic concerns: [www.lmc.edu/catalog](http://www.lmc.edu/catalog)
- Title IX resources: <https://www.lmc.edu/students/title-IX.htm>.
- Code of Conduct: <https://www.lmc.edu/campus-life/files/code-of-conduct.pdf>

## 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 (e.g. [az0123456@lmc.edu](mailto:az0123456@lmc.edu)). This is the only email address recognized by the college. Students who 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.

The college may send correspondence to students on the main campus 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.**

In case of emergency, students are asked to update their emergency contact information. This is a voluntary process but can assist in streamlining communication with parents/guardians in the case of an emergency. Students will have the opportunity to update this information each semester as they register for classes. Emergency contact information can be changed at any time.

Additionally, the college utilizes Rave Mobile Safety for emergency notifications and school closings. Students are automatically enrolled with their college email address but are encouraged to add mobile phone numbers to their profile in order to receive SMS text alerts. Visit [getrave.com](http://getrave.com) and login using Lees-McRae account credentials to add a mobile phone number.

## >> 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. Learn more about the Academic Code of Honor in the Academic Policies section. For additional information concerning Academic Code violations, refer to the current Course Catalog at [www.lmc.edu/catalog](http://www.lmc.edu/catalog).

## 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 Affairs and are not part of the educational record. Through the Vice President for Student Affairs, 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 student except to personnel within the institution, to officials of other institutions in which a student seeks to enroll, to persons or organizations providing a student 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 the student or other persons. All these exceptions are permitted under the Act.

### Within the College

Within the Lees-McRae 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, as well as the Vice President for Business Affairs, Vice President for Student Affairs, 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 for Student Affairs) must receive permission from the Vice President for Academic Affairs and/or Registrar before viewing the students' records. In the absence of the Vice President for Academic Affairs and Registrar, the President may grant permission to individuals wishing to view student education records.

### Consent for Academic Disclosure

Lees-McRae 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 Affairs staff member, or other college official may disclose that student's situation with identified family members. A FERPA release form is available on the [Academic Resource](#) page of the website, and once signed are housed with the Registrar.

## Directory Information

Except for 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, date of birth, program of study, ethnicity, and race. 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 Vice President for Academic Affairs 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 Vice President for Academic Affairs 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 Vice President for Academic Affairs of their right of a formal hearing.

Student requests for a formal hearing must be made in writing to the Vice President for Academic Affairs 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.

# >> Student Resources

## Campus Post Office

Mail service for students 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

Lees-McRae College  
CPO "1234"  
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. W  
CPO "1234"  
Banner Elk, NC 28604

## Dining Services

Dining services are provided by Genuine Foods with meals available in The Summit dining hall, South Campus Dining Room, Genuine Grab and Go, and Einstein Bros. Bagels. 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](#) or submit your request to [studentaffairs@lmc.edu](mailto:studentaffairs@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 \$225 (per semester) in Wily's Bucks (20 of the student's meals per semester can be used as a meal exchange). Students will be able to come and go as they please with unlimited access to The Summit. This includes multiple visits throughout the day for meals, snacks, or even just to sit with friends and study. Students who live in an area with a full kitchen (example: Bobcat Way) will have the option to choose to receive a set number of meals along with more Wily's Bucks with one of the following:

Weekly 14: This alternative to the All Access plan includes 14 meals per week and \$550 Wily's Bucks (20 of the student's meals per semester can be used as a meal exchange).

175 Block: This alternative to the All Access plan includes 175 meals for the whole semester for use at any time and \$650 in Wily's Bucks (20 of the student's meals per semester can be used as a meal exchange).

### 2. Commuter Plan

Off-campus/commuter students will have 30 meals in The Summit and \$30 in Wily's Bucks to use at any location.

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

## 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 Summit or the South Campus Dining Room. 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 and dining room. ESA and pets are not permitted in any dining facility. Only Service dogs are allowed in dining facilities.

## 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 Tim Koch, executive director of compliance and Title IX coordinator, at [kocht@lmc.edu](mailto:kocht@lmc.edu). File a report [here](#).

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 a.m.–5 p.m.) to the Office of Student Affairs or Campus Safety
  - Nighttime inquiries should be directed to Campus Safety
- In case of an emergency provide pertinent information and assistance as appropriate.
- Classes should not be interrupted unless an emergency situation exists.

## Lost and Found

Found items should be surrendered to Campus Operations (located in the Robb Center). All lost items should be reported to Executive Director of Campus Operations. 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.

## 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 on campus.

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 Office of Campus Safety. The vehicle must display a permit or temporary permit issued by Campus Safety.

Lees-McRae 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.

## Parking Permit Registration

Permits are issued, and lot assignments are made on a first-come, first-served basis. Students may obtain a parking permit on designated dates. Resident students must be registered for classes and have their room assignment in order to apply for a parking permit. If the student does not have a room assignment by their specified class date above, they may register beginning on the next class registration date.

To purchase a parking permit, visit: [www.permitsales.net/LeesMcRae](http://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 the Office of Student Accounts. The account will be set up for permit registration after payment is made.

## Registration Fees

Resident parking permits are \$500 per academic year and allow parking on campus 24 hours a day, seven days a week. Commuter parking permits are \$200 per academic year and allow parking on campus, weekdays from 7 a.m. until 5 p.m. Parking permits are nontransferable, and registration fees are non-refundable.

## Parking Policy and Regulations

### Authority

Under the authority of the Office of Campus Safety, each Campus Safety 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's Department, 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 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 Office of Campus Safety. 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 will honor all state handicap placards and plates.

## Parking Rules and Regulations

1. Parking permits must be displayed in a visible manner 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 and Lees-McRae 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 owner's expense.
6. Service parking spaces and loading docks are reserved for the use of authorized college vehicles, contractor vehicles, or emergency services vehicles. All other vehicles are prohibited from using these spaces. Unauthorized vehicles may be towed at the direction of the Office of Campus Safety.
7. The Office of Campus Safety must be notified of all disabled motor vehicles. If a vehicle is interfering with the safe flow of traffic, Campus Safety 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 Safety will grant a 24-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 Executive Director of Campus Operations or their 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 on any lawn, landscape, or sidewalk area.
2. No parking or loading/unloading in any restricted area, no parking zone, or fire lane.
3. No parking or loading/unloading in front of any dumpster
4. No parking in handicap space unless proper placard is displayed.
5. No parking or loading/unloading on roadways or where traffic is impeded.
6. No parking or loading/unloading at the Shelton Learning Commons.
7. No student parking or loading/unloading, at any time, in the President's Lot (Rock House).
8. No student parking or loading/unloading at the Arthur Student Recreation Complex.
9. No parking or loading/unloading in any other area where access has been restricted or signed accordingly.
10. No parking behind the Bowman Building. Two 30-minute spaces are reserved for loading/unloading only.

**Parking during Adverse Weather Conditions**

Parking regulations are in effect under inclement weather conditions unless otherwise directed by Campus Safety 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 to park on campus.

Visitors to campus may obtain a visitors parking pass at the Office of Campus Safety. Visitors will park in assigned lots.

Visitor Parking permits are required for all visitors, including those parked in a marked visitor spot. Students are responsible for making sure all visitors obtain a visitor pass.

**Parking Citations**

**Appendix A: Parking Citation Fee Schedule, per occurrence:**

<b>\$50 Citation Fee</b>	<ul style="list-style-type: none"> <li>• Parking in an unauthorized parking space or lot</li> <li>• Improper parking</li> <li>• Stopped in a traffic lane or fire lane*</li> <li>• Parking in a restricted area or No Parking Zone*</li> <li>• Driving/Parking on grass or sidewalk</li> <li>• Tampering with a parking control device (cones/barricades)</li> </ul>
<b>\$100 Citation Fee</b>	<ul style="list-style-type: none"> <li>• No parking permit decal displayed</li> </ul>
<b>\$250 Citation Fee</b>	<ul style="list-style-type: none"> <li>• No valid parking permit *</li> <li>• Use of a parking permit registered to another vehicle*</li> <li>• Parking in a handicapped space without a valid placard*</li> <li>• Parking in any parking space designated for electric vehicle charging unless actively coupled to charging station *</li> </ul>

*Offenses listed with \* may result in vehicle towed at the owner's expense.*

**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 Executive Director of Campus Operations.

The immobilization removal fee for vehicles is \$150.00, payable by credit card only, using this link: [pay.barnacleparking.com](http://pay.barnacleparking.com) or by calling 828.210.7180.

An additional equipment return deposit of \$150 is required. The deposit is refunded upon return of the Barnacle to the Campus Safety Office at 120 South Campus Dr., Banner Elk, NC 28604.

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

**Appeal Process**

Appeals for parking citations must be made online at the following link, within 5 days of the citation:

[www.permitsales.net/LeesMcRae/violations](http://www.permitsales.net/LeesMcRae/violations).

The Executive Director of Campus Operations 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 Executive Director of Campus Operations and the Office of Campus Safety prior to the event.

The Executive Director of Campus Operations 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 Office of Events and Conferences 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.

# >> Student Health and Wellness

## Health Services

A registered nurse is available in the Student Affairs Office within 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 schedule an appointment 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 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 Office of Health Services 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.

## Counseling Services

The Office of Counseling and Wellness Services provides free, confidential services for enrolled students, including individual and group counseling; walk-in consultations; emergency psychological services; and psycho-educational outreach programming. Counseling and Wellness Services also offers consultation for students, faculty, and staff (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. For parents to speak with the counselor, they must sign a HIPAA release form from Counseling and Wellness Services.

Counseling and Wellness Services is located in the Student Affairs Office within the Cannon Student Center. For after-hours emergencies, contact Campus Safety (extension 8756) or any Residence Life staff member on call. Emergencies may also be directed to the Daymark Recovery Services 24-Hour Crisis Line at 828.733.5889 or Timely MD at: [timelycare.com/leesmcrac](https://www.timelycare.com/leesmcrac).

## Accessibility Services

Lees-McRae College is dedicated to ensuring that students with documented disabilities have equal access to educational opportunities. The Office of Accessibility Services provides assistance and encouragement to meet the academic and social challenges of college life. For students with a documented physical or learning disability, an accommodation plan can be formulated to fit the students' individual and current needs. A student with a documented disability must provide appropriate documentation and request reasonable accommodations through the Office of Accessibility Services. All disability related documentation must be from a qualified professional, clearly state a diagnosis, illustrate the current functional limitations of the disabling condition, recommend accommodations, and explain how the limitation will affect the individual in an educational setting. Complete documentation guidelines are available from the Compliance Administrator located in the Chaffee Center. Students with documented disabilities must adhere to the same code of conduct as other students.

# >> Policies

## Complaints

If a student has a complaint or problem, they are encouraged to follow this procedure:

1. The student 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 the student feels that the complaint has not been fully addressed, a written account should be submitted to the Vice President for Academic Affairs for academic issues and the Vice President for Student Affairs for non-academic issues. The written account should indicate the student's 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 the student has taken to remedy the situation. The Student Complaint Form, which will help ensure all necessary information is included, is available on the [student resources section](#) of the Lees-McRae website.
3. The appropriate department or staff member will be notified of the complaint. A meeting with the student and the Vice President for Academic Affairs or the Vice President for Student Affairs 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
- Code of Conduct Policies
- Discrimination or Harassment Policy (Title IX)
- Grade Appeal
- Off-Campus Housing Policy
- Parking/Traffic Policies
- Pet Policy
- Satisfactory Academic Progress (SAP) Policy for Financial Aid

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

North Carolina Department of Justice Consumer Protection Division  
9001 Mail Service Center  
Raleigh, NC 27699-9001  
Phone number: 1-877-566-7226  
An online complaint form is available at: [www.ncdoj.gov/complaint](http://www.ncdoj.gov/complaint)

## Extraordinary Measure: Administrative Withdrawal

Lees-McRae College may execute an administrative withdrawal when a student engages in conduct that poses a danger of causing harm to others or disrupts the learning environment, as set forth below.

- A. Reasons for Administrative Withdrawal:
  - i. Lees-McRae College is concerned about the physical, mental, and emotional welfare of its students;
  - ii. A student's conduct constitutes a disruption or danger to the living/learning environment;
  - iii. A student's conduct presents a threat to the health or safety of others.
- B. Procedure for Instituting an Administrative Withdrawal: When a student's conduct is perceived to be dangerous or disruptive to other members of the campus community, the matter shall be referred to the Vice President for Student Affairs or their designee. In the event that the Vice President for Student Affairs determines that the student's conduct is a potential danger or disruption to others, the following procedure will be initiated:
  - i. The Vice President for Student Affairs or their designee will notify the student that an administrative withdrawal is under consideration. The college may, in its sole discretion, execute an immediate administrative withdrawal leave should circumstances warrant.
  - ii. The Vice President for Student Affairs or designee will discuss with the student the implications of and procedures relating to an administrative withdrawal. A copy of this policy will be provided to the student. Whenever possible and appropriate, the Vice President for Student Affairs or designee will encourage the student to voluntarily withdraw, thereby eliminating the need to complete the process for an administrative withdrawal.

- iii. When an administrative withdrawal is being considered, the Vice President for Student Affairs or designee will convene a committee made up of representatives from the Threat Assessment Team, which may include, but is not limited to, representatives from the Offices of Campus Safety, Student Affairs, Accessibility Services, Counseling and Wellness Services, Student Conduct, and Human Resources. The Threat Assessment Team will review the situation and make a recommendation.
  - iv. During this review, the Threat Assessment Team will consider the criteria for executing an administrative withdrawal, specifically whether the student engages in, or is judged to be likely to engage in, conduct that poses a danger of causing harm to others, or disrupts the learning environment. Whenever appropriate, the student will be permitted to provide additional information regarding the situation.
  - v. Following this review, the Vice President for Student Affairs or designee will make a final decision regarding the administrative withdrawal and must provide written notice of this decision to the student. (A return receipt must be requested.)
  - vi. A copy of the final decision regarding the administrative withdrawal and a copy of the written notice to the student of this decision will be immediately delivered to the President of the college.
- C. Administrative Withdrawal Not Recommended: The Threat Assessment Team may recommend other conditions and/or requirements under which the student is allowed to remain at the college.
- D. Administrative Withdrawal Recommended: The Vice President for Student Affairs or designee will inform the student, along with notice of the decision, as to the steps that must be taken if the student is allowed to and wishes to re-enroll (See request for reenrollment). The duration of leave will be determined by for the Vice President for Student Affairs. The student must leave campus within the time frame set forth within the notification letter. The student must obtain permission in writing from the Vice President for Student Affairs or designee to visit the campus during the duration of the leave. The Vice President for Student Affairs or designee reserves the right to notify a parent, guardian, or other person if notification is deemed appropriate. In addition, the parent, guardian, or other person may be asked to make arrangements for the safe removal of the student from the college environment. The refund policy, as outlined in the Student Handbook, would be applicable when an Administrative Withdrawal is executed.
- E. Appeal: The student may appeal the final decision by delivering a written request for an appeal to the President of the college. Such request must be received by the Office of the President within 10 days of the date of receipt of the decision of the Vice President for Student Affairs. The student may request a meeting with the President; however, it is at the President's sole discretion as to whether or not to meet with the student.
- F. Request for Re-Enrollment: A formal request for re-enrollment after an Administrative Withdrawal has been executed must be submitted to the Office of the Registrar. The student's re-enrollment request will be reviewed by the Vice President for Student Affairs and the BIT that recommended the administrative withdrawal. This group must approve the re-enrollment. The Vice President for Student Affairs reserves the right to require clearance by a health professional before the student is allowed to be considered for re-enrollment.

## Freedom of Speech

Lees-McRae College values freedom of speech and open exchange of ideas. Specifically, the college encourages students to share ideas related to the expression of relevant cultural ideas and views as they prepare to enter a diverse world. While this value of openness protects ideas that may be viewed as controversial or unpopular, freedom of speech and expression does not extend to behaviors or sentiments that fall into the definition of harassment, bullying, or expressions of bias or hate directed at a protected class. Protected classes include sex/gender, age, race, color, religion, national origin, disability, genetic information, military status, and veteran status. Instances of bias related behavior may be reported at <http://www.lmc.edu/students/complaints.htm>.

### What is freedom of speech, and what does it protect?

Freedom of speech is a person's right to articulate ideas and opinions without fear of retaliation/punishment from the government. Speech is not limited to spoken words but can pertain to what a person is wearing, reading, performing, protesting, etc. Freedom of speech is protected by the First Amendment of the United States Constitution.

## 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 the Lees-McRae website on the Health Services page at: [www.lmc.edu/campus-life/health-services/index](http://www.lmc.edu/campus-life/health-services/index).

## Pets on Campus

### Purpose

The Lees-McRae College Pet Policy allows resident students the privilege of bringing their pets to live on campus while the student is enrolled in classes. The college is committed to providing a safe and well-maintained environment for pet owners. It is the responsibility of the pet owner to protect the rights of all students, uphold a safe and healthy living and learning environment, and practice behaviors that support the upkeep of college facilities and physical beauty of the campus. Students who bring pets to campus are responsible for understanding and abiding by the regulations of the pet policy. Every pet owner is encouraged to carefully consider the advantages and disadvantages of the campus environment for their individual pet.

Pet owners assume all responsibility for pet actions regardless of circumstances. Pet owners are liable for any harm or damage their pet causes to another person, animal, or property. The college is not responsible for injury or damage to pets resulting from any cause including, but not limited to, wildlife encounters, vehicles, fire or burns, inclement weather, and evacuation plans. Members of the campus community are advised to behave respectfully and responsibly toward pets they encounter on campus. Likewise, pet owners must respect requests by any member of the campus community who do not wish to interact directly with their pet by appropriately restraining their pet and keeping their pet at a safe distance.

The Vice President for Student Affairs or their designee is responsible for overseeing successful pet registration processes and pet program budgets. Pet registration fees support the materials, educational workshops, and needs to uphold and improve procedures for pet owners and animals at Lees-McRae.

### Permitted Pets

Cats, dogs, and fish are the only pets allowed in *approved* campus housing. Pets (cats and dogs) are permitted only in the following designated residence halls:

Baldwin Hall, Bentley Hall, McMillan Hall, Apartments, Houses (with approval of other housemates), and other student housing as approved by the Senior Director of Residence Life and Housing. Pets are not allowed in non-designated pet residence halls.

#### Dogs

- Dog pets must be properly registered online through the Office of Student Affairs before residing in campus housing.
- Dogs must be at least one year old and have lived with the student for at least ten months prior to living on campus.
- Dogs may not exceed 40 pounds when fully grown. Dogs may not exhibit any aggressive behavior or have any history of an attack causing injury against any person or other pet.
- 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, or Wolf or Coyote Hybrid.
- Dogs are only permitted in designated residential communities as announced by the Office of Residence Life.
- Dogs that are purchased, fostered, adopted, or otherwise owned after the pet registration deadline has passed will not be approved as a registered pet for that academic year.
- Students caring for stray dogs is prohibited.
- The Vice President for Student Affairs or their designee has the final authority to decide which dogs are permitted to reside in campus housing.

#### Cats

- Cats must be at least six months old and have lived with the student for at least three months prior to living on campus.
- Cats may not exhibit any aggressive behavior or have any history of an attack causing injury against any person or other pet.
- Cats are only permitted in designated residential communities as announced by the Office of Residence Life.
- "Outdoor cats" are not permitted to live on campus.
- A cat that is purchased, fostered, adopted, or otherwise owned after the pet registration has passed will not be approved as a registered pet for that academic year.
- Students caring for cats as strays is prohibited.
- The Vice President for Student Affairs or their designee has the final authority to decide which cats are permitted to reside in campus housing.

#### Fish

- A fish aquarium must not exceed 20 gallons.
- A student can have no more than two aquariums.
- Students are not required to register or pay the pet fee for fish.

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

Only one pet is permitted per student—unless prior approval is given by the Senior Director of Residence Life and Housing.

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

Students approved to live off campus and wishing to bring their pet to approved classes must also register their pet with the Office of Student Affairs. Off-campus students do not have to pay the \$500 pet registration fee but must provide all appropriate documentation prior to bringing their pet to campus.

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. Pets are not allowed to be left in a residence hall room/suite unattended during any break (excluding fish).

Wildlife Rehabilitation animals are not covered under this policy and are not allowed in the residence halls, apartments, or houses.

## Registration and Inoculation

All animals that reside on campus must be registered with the Office of Student Affairs. The registration fee (does not apply to ESA or Service Animals) will be \$250 per semester (\$500 per year) for all animals, except for fish. The registration fee will be charged to the student's account by the Office of Residence Life. This fee is charged for each pet.

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

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 be spayed or neutered. Certification that this procedure has been performed must be provided when registering. Owners must also present certification from their veterinarian that the dog has been in the family for at least 10 months, and cats for three months.

All pets must be registered during the registration period determined by the Office of Student Affairs; 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 their privilege of owning a pet on campus. All pets must be in good health while residing on campus.

## How to Register

All animals that reside on campus must be registered with the Office of Student Affairs. Pet registration for the upcoming fall semester takes place in the spring semester of each academic year, during the housing selection process. If a student wants to register a pet for the upcoming spring semester, those will be reviewed on a case-by-case basis within the first four weeks of the semester.

Students wishing to bring a pet must submit the following:

- Pet/Domestic Animal Application
- Veterinary records:  
(*Veterinary records must include the date of spay or neuter, updated shot records, and proof that the dog or cat has been owned for the appropriate amount of time as defined by the pet policy.*)
- Proof of Liability Insurance
- Three (3) written references that speak to their responsibility as a pet owner.
- Photo of Pet

## Deadlines

Deadlines for Pet Registration will vary by academic year. These dates will be communicated to the campus community via Lees-McRae campuswide email.

## Pet Waiver

Residents must accept full liability for their pet, should their pet cause harm or damage to another person or their property. The college will not accept any liability to property or persons due to a pet that is not being properly watched or cared for. Residents who are approved to bring their pets on campus will need to sign the pet policy waiver at move-in.

## Unapproved Animals

Unapproved animals are not allowed in the following campus buildings, but this list is not limited to: unapproved residence halls, May School of Natural and Health Sciences, The Summit, Cannon Student Center, Arthur Student Recreation Complex, Williams Physical Education Center, Hayes Auditorium, The Exchange Bookstore/Einstein Bros. Bagels, science laboratories, and dance studio. Unapproved animals will be asked to be removed from these areas. Additionally, students possessing unapproved animals will be asked to remove them. If they are still found to be on campus, the owner is subject to a \$25 per day fine, retroactive to the request date for removal by the staff member. The owner is also subject to potential administrative move, or removal from on-campus housing.

## Campus Breaks

Pet owners must remove their pet from campus during any campus break in which the pet owner will be away from campus for an extended period of time. This includes dogs, cats, and small pets. Breaks include: Fall Break, Thanksgiving Break, Winter Break, Spring Break, Summer Break, etc.

All pet owners and pets who remain on-campus during breaks must register and receive approval from the Senior Director of Residence Life and Housing by the communicated registration deadline.

If a pet owner is not approved to remain in campus housing for campus breaks, under no circumstances will the pet be approved to remain in campus housing.

Pet owners found to be in non-compliance will be subject to fines, disciplinary action, and/or additional action deemed necessary by the college up to and including the removal of the pet from campus.

## Inclement Weather and Evacuation

During the evacuation of campus, all pets are to be removed from campus for their safety.

Upon evacuation, registration records will be provided to the Office of Residence Life for community health and safety checks. Staff are to confirm that pets have been removed during the evacuation.

Students responsible for abandoning a pet will be fined, referred to the Office of Student Conduct, and referred to North Carolina animal abandonment laws.

## Pet Removal from Campus Housing

Owner abandonment, negligence, or mistreatment of a pet will not be tolerated. No warnings will be issued. In the case of abuse, the pet will be removed from the situation to prevent contact with the person(s) responsible for the abuse. Person(s) responsible for the abuse will be referred to the Office of Student Conduct and may be reported to other authorities as appropriate.

The Vice President for Student Affairs or their designee oversees any pet removal from campus housing. Pets may be removed from campus housing when there is reasonable cause to believe, based on available facts, that the pet is a threat to the safety, health, or welfare of any member of the residence hall community or residence hall property.

Pets are included in the Quiet Hours and College Noise Code as published in the Campus Housing Policies and Regulations—Activities in Halls policy. Pets that continue to detract from a residential environment conducive for studying and sleep may be removed from campus housing.

Any member of the Lees-McRae community may file a complaint with the Office of Student Affairs for any form of misconduct from a campus pet owner or pet. Complaints are to be sent to [studentaffairs@lmc.edu](mailto:studentaffairs@lmc.edu). Pet owners may be referred to the Office of Student Conduct. Actions may include, but are not limited to, warnings, fines, and removal of the pet from campus.

Wildlife is not allowed in campus housing and is not covered by the pet policy. Any rescued wildlife is to be brought to the May Wildlife Rehabilitation Center or other appropriate animal care facility as designated by local and state officials.

## Pet Owner Responsibilities

If Lees-McRae College approves a pet/domestic animal application, the pet owner is solely responsible for the custody and care of the approved pet and must meet the following requirements:

1. Regardless of the circumstances, the pet owner is ultimately responsible for the actions of the pet. Approved pet owners may not transfer daily care responsibilities for their animal to others.

2. All pets must reside with their owners at all times when on campus.
3. All dogs and cats must be housebroken before arriving on campus.
4. 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, Arthur Student Recreation Complex, Cannon Student Center, science laboratories, dining facilities, Hayes Auditorium, dance studio, The Exchange Bookstore, Einstein Bros. Bagels, and the May School of Natural and Health Sciences.
5. 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 and/or off leash. Pets are not permitted in residence hall bathrooms.
6. Pets cannot be tied up, leashed to an object or building when outside, or in a hallway/area while owner is not present.
7. Pet owners are required to attend promptly to the pet's toileting needs and clean up after and properly dispose of the animal's waste in a safe and sanitary manner. Animal feces must not be disposed of in any trash receptacle or through the sewer system inside any building. Feces must be removed from college grounds by securing in a plastic bag and placing it in an outside garbage dumpster or trash can.
8. Pet owners are required to ensure that animals are well cared for. Any evidence of mistreatment or abuse may result in immediate removal of the pet and/or disciplinary action for the individual.
9. Approved pets may not be left overnight in college housing to be cared for by any individual other than the pet owner.
10. If pet owners are to be absent from their residence halls overnight or longer, the animal must accompany the pet owner or the pet owner must make accommodations to board the pet off campus. The pet owner is responsible for ensuring that the pet is contained, as appropriate, when the pet owner is not present.
11. Pet owners must fully cooperate with college personnel regarding this policy and developing procedures for care of the animals (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).
12. Pet owner is solely responsible for regular and routine cleaning of floors, kennels, crates, and cages.
13. Pets must be caged or crated when the pet owner is not in the assigned living area.
14. All college housing is subject to scheduled health, safety, service, maintenance checks, and filter changes. An authorized staff member will conduct periodic inspections, which may be without prior notice and without the resident present. Premises may be entered as set forth in the Student Code of Conduct and Housing Agreement. Crating, caging, and stationing pets when unattended is vital to protecting the safety of the pet and college staff when this procedure is carried out. For the safety of staff and animals, facilities staff may reschedule work orders if pets are not crated, caged, or stationed while unattended. If work orders cannot be repaired in a timely manner due to an uncrated animal, pet owners may be referred to the Office of Student Conduct and subject to fines.
15. Facilities staff may not enter a room to make repairs or spray for bugs if a pet is inside. Pet owners will need to remove their animals or kennel them during that time.
16. Pet gates across bedroom doors, front doors, hallways, and stairwells, or that could impede fire egress are prohibited. This is to maintain a clear path for fire egress and safety as required by state and local fire codes.
17. An odor of an animal emanating from the residence is not acceptable.
18. Bathing of the animals must occur off campus.
19. Pet owners may be charged for any damage caused by their pet to the same extent other individuals are charged for damages. The pet owner's living accommodations may also be inspected for fleas, ticks, or other pests, if necessary, as part of the college's standard or routine inspections. If pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The pet owner's student accounts will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
20. Pet owners are responsible for all actions of their approved pet. This includes:
  - a. Damage beyond normal wear and tear expected for spaces without the presence of animals
  - b. Aggression toward humans or other animals
  - c. Injury of humans or other animals
  - d. Disruption during class meetings
  - e. Disruption during other meetings or gatherings, indoors or outside
21. 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 \$500 pet registration fee but must provide all appropriate documentation prior to them bringing their pet.

22. Pet owners are required to have a Lees-McRae College issued decal on their front doors and bedroom doors at all times indicating a pet is inside.
23. Failure to remove a pet from campus will result in conduct action.

## Photography/Videography Policy

### Definitions

- Photography: the action of taking photos/pictures, using digital or traditional means
- Videography: the action of capturing video
- Media: broadcast news crews, documentary film crews, photojournalists, authors
- College community: may include but not limited to: faculty; staff; administrators; students and their families; guest lecturers; paid contractors; alumni; donors; and trustees
- Client: Any person from the college community who comes to the Office of Marketing and Communications with photography/videography needs.

### Photography and Videography Services

The Visual Media Coordinator and photographer/videographers contracted by the Office of Marketing and Communications (including contracted student photographers) are available to photograph and videotape official college events and individuals for institutional publications, marketing initiatives, and publicity. The client must pay for print processing, delivery and mailing, and contracted photographer charges (if applicable).

The Office of Marketing and Communications reserves the right to review all requests for photography and videography services to ensure that the client has a specific institutional need for photographs/videos and that the photographer's/videographer's time is used in a way that best serves the institution's needs. If the Visual Media Coordinator is unavailable for a client, the Office of Marketing and Communications can recommend a contracted photographer/videographer.

College policy restricts the use of employee photography and videography to the representation, marketing, or promotion of institutional activities. College community members that participate in the Social Media committee may make use of employee photographs/video recordings through institutional social media channels.

### Permission to Photograph on Campus

The institution is located on private property; thus, any photographers or videographers who are NOT members of the college community may obtain photos/video on college property ONLY with permission of a) the subject(s) of their photography/videography; and/or b) the Office of Marketing and Communications.

Amateur photography/videography by members of the college community and guests/visitors at college events is generally allowed, provided that the photographer/videographer has permission of photo/video subjects or is photographing/videotaping general crowd photos of an event considered open to the public. Any photography/videography that is disruptive, intrusive, or out of compliance with stated policies should be reported to the Office of Campus Safety.

Media photography/videography must be cleared by the Office of Marketing and Communications and the Office of Campus Safety must be notified in the event news media will be on campus.

### Implied Consent for Photography/Videography of Adults

The college uses photography, photographic images, audio recordings, and video recordings of the college community and campus visitors for general publicity in publications, public relations, promotions, and advertising. The above use may include but is not limited to the college website, media releases, print publications, and social media. Any adult person who does NOT want to be photographed or recorded, or to have their names, voices, or biographical materials used in connection with any such recording, must complete a Photo Exclusion Form and return it to the Office of Marketing and Communications.

Unless a fully executed Photo Exclusion Form is on file, the image and/or likeness of a college community member or campus visitor may at any time be captured by photography or videography. Presence at off campus college-sponsored events, constitutes your consent to the capture and/or use of images and/or voice recordings by the institution and waives any claims or rights, whether in law or in equity.

Any adult persons who do NOT want to be photographed or recorded, and who submit a completed Photo Exclusion Form, are responsible for removing themselves from the area in which photographing/recording is occurring, or respectfully notifying the camera operator of their Photo Exclusion status. Failure to do so may result in the person's inclusion in a photograph or recording; it will be deemed equivalent to a release, and will allow the college to use that photograph or recording as it chooses.

## Consent for Photography/Videography of Minors

Identifiable images of a minor(s) require a written release from the minor's parents/legal guardians, particularly if the photograph or videotape is only of one or a few children, as compared to a very large crowd.

## Posting Policy

Signs, advertisements, and banners should only 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 Safety for official notices.

## Policy Guidelines

- Those representing a college department may post official college materials on any bulletin board on campus with approval from the Office of Marketing and Communications and/or the Director of Campus Life. Those representing a campus approved organization must receive a posting stamp from the Director of Campus Life.
- All individuals not representing a college organization must have their flyer approved by the Director of Campus Life.
- Flyers and banners may be posted up to two weeks (14 days) before the event.
- Publicity must be removed within 48 hours after the conclusion of the event.
- No commercial or non-profit material may be posted unless it is affiliated with a college organization or department and has been approved by the Director of Campus Life.
- Unapproved commercial and non-profit group/individual notices should be forwarded to the Director of Campus Life
- College staff may remove any sign, poster, or banner deemed to be inappropriate or offensive or found to violate the posting policy.
- 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.

## Protest Policy

Lees-McRae college recognizes the fundamental right of students to engage in peaceful assembly as a form of expression and social action. This policy aims to ensure that protests on campus are conducted in a safe, respectful, and organized manner, while also upholding the principles of academic freedom and free speech. Students should submit a petition which clearly states their event, needs, and attendance—elements often needed when organizing at the state or local level.

## Guidelines for Planning a Campus Assembly or Demonstration

- Only a Lees-McRae student may plan a campus protest.
- Organized demonstrations should be approved by the Vice President for Student Affairs to ensure that campus safety and conduct policies are adhered to. To receive approval from the Vice President for Student Affairs, a written description of the event, intended activity, security or facility needs, and anticipated attendance must be submitted in writing to ensure awareness and act as your petition.
- A request for validation of petition must be submitted to the Vice President for Student Affairs three (3) business days prior to a planned event. Uniquely time urgent sessions may be given a waiver for this timeline given by the Vice President for Student Affairs.
- Demonstration types may include marches, picket lines, rallies, protests, sit-ins, or vigils.
- Failure to receive validation for a campus protest or demonstration may result in sanctions through the Code of Conduct.
- Students and Organizations sponsoring a protest or demonstration are responsible for ensuring the following:
  - Pedestrian and vehicular traffic may not be disrupted.
  - To ensure fire safety, a building's ingress or egress may not be barred.
  - Amplified sound may not disrupt academic experiences of other students. The behavior of protest attendees must remain within the expectations of the Student Code of Conduct.
- The behavior of protest attendees must remain within the expectations of the Student Code of Conduct. Protests should not disrupt normal college operations, including classes, exams, or other scheduled events.
- Engagement with local media should be handled through the Office of Marketing and Communications.

- If a protest or demonstration will extend beyond campus property, students are responsible for obtaining appropriate permits from the Town of Banner Elk.
- Participants are responsible for cleaning up any debris or litter generated during the protest. Any damage to college property must be reported immediately, and individuals responsible may be held accountable according to the Student Code of Conduct.

## Enforcement

Violations of this protest policy will be addressed through Student Conduct which may result in sanctions ranging from a Warning to Suspension or Expulsion, depending on the severity of the infraction.

## Review and Amendments

This policy will be reviewed periodically to ensure its effectiveness and relevance. Amendments may be made as deemed necessary by the college administration in consultation with Campus Safety, et al.

## 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 the Office of Student Affairs. Door-to-door selling or solicitation is not permitted on campus.

Permission for sales and solicitation must be granted from the Vice President for Student Affairs 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 Office of Student Affairs. 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 must be placed on designated bulletin boards.

## Wheeled Devices and Hoverboards

To maintain the safety of pedestrians on campus, bicycles, scooters, and similar devices may only be ridden on roadways and may not be ridden on campus sidewalks, grassy areas, or within any campus building. Skateboards, roller blades, hoverboards, and snowboards are not permitted to be utilized on Lees-McRae property.

## Student IDs

All students are expected to have a valid student identification card. College IDs are issued at the time of new student move-in 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. 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 accountable for their communications. Any news releases or other contact with the press shall be channeled through the Office of Marketing and 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 Office of Student Affairs 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 Technology Services. Students who wish to use email should consult with the Office of Technology Services 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 Safety, Counseling and Wellness Services, and the Vice President for Student Affairs are to be notified immediately so that appropriate interventions may be coordinated.
2. If a student verbalizes a statement of suicidal or self-harm intent while on campus property, Counseling and Wellness Services and the on-call SAO 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 Safety, who will contact law enforcement to transport the student to a local emergency room for further evaluation and treatment.
3. If a Lees-McRae 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.
4. Lees-McRae Counseling and Wellness 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 and Wellness 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 the college'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. Any alteration of addresses, uniform resource locator (URL), or other action that masks the lmc.edu domain as a host site is prohibited.
6. 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.
7. Misrepresenting or forging the identity of the sender or the source of an electronic communication is prohibited.
8. Unauthorized attempts to acquire and use passwords of others are prohibited.
9. Unauthorized use and attempts to use the computer accounts of others are prohibited.
10. Altering the content of a message originating from another person or computer with intent to deceive is prohibited.
11. Unauthorized modification or deletion of another person's files, or account postings is prohibited.
12. Use of college computer resources or electronic information without authorization or beyond one's level of authorization is prohibited.
13. Interception or attempted interception of communications by parties not authorized or intended to receive them is prohibited.
14. Making college computing resources available to individuals not affiliated with Lees-McRae without approval of the Office of Technology Services is prohibited.
15. Compromising the privacy or security of electronic information is prohibited.
16. 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.

17. 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.
18. The propagation of computer “worms” and “viruses,” denial of service attacks and inappropriate “broadcasting” of messages to large numbers of individuals or hosts are prohibited.
19. 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.
20. 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.
21. Altering or attempting to alter files or systems without authorization is prohibited.
22. Scanning of networks, networked devices, or applications for security vulnerabilities without specific authorization by the Office of Technology Services is prohibited.
23. 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.
24. 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.
25. Conduct leading to disruption of electronic networks or information systems is prohibited.
26. 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. 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.

## **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.

## 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.

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.

- RAVE alerts (text message, email, Guardian app)
- Lees-McRae College switchboard (828.898.5241)
- Campus-wide email
- Lees-McRae College website
- Social media sites (facebook.com/lmc.edu)
- Various media outlets, including:
  - Boone: MTN – 24 ([www.ncweatherclosings.com](http://www.ncweatherclosings.com))
  - 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 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

## 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, Vice President for Academic Affairs, Vice President for Student Affairs, Executive Director of Campus Operations, and/or Campus Police and 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, Vice President for Academic Affairs, Vice President for Student Affairs, Executive Director of Campus Operations, and/or Campus Police and Security.
- If, on investigation of the official report, Campus Safety 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 the Office of Campus Safety or the Office of Student Affairs.

## **Transportation to Campus**

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

## **Wildlife**

Feeding, giving, placing, exposing, depositing, distributing, or scattering edible material to attract or entice bears or other wildlife is prohibited. Storing food, pet food, garbage, or other bear attractants in a way that encourages bears to frequent student residence(s) is also prohibited.

# >> Student Success

## Burton Center for Student Success

Located on the ground floor of the Shelton Learning Commons, the Burton Center for Student Success delivers a comprehensive program designed to provide academic planning and support. Lees-McRae graduates have proven that many pathways can lead to success. Through coursework, academic general advising, learning assistance, and tutoring services, the Burton Center works with every student to discover the best path for individual success.

## Student Success Courses

Included in the Burton Center for Student Success are a variety of courses designed to support students in achieving their academic goals. Foundations courses in mathematics, writing, and reading are taught. In addition, academic focused labs linked to specific courses are offered.

## General Advising

Lees-McRae is dedicated to offering students quality advising. Entering freshmen who have declared a major are assigned a faculty advisor in their major area of study. Freshmen who have not declared a major are assigned a general advisor in the Burton Center for Student Success. No later than the end of the sophomore year, students are expected to declare a major. Once declared, the major advisor will assist the student with academic planning for the remainder of their time at Lees-McRae.

## Tutoring

All tutoring services are housed in the Burton Center for Student Success, located on the ground floor of the Shelton Learning Commons. Services include individual and small group tutoring to support all academic disciplines on campus, as well as aiding with general study skills and organization. The Burton Center utilizes trained peer tutors who are available to help with assignments across all disciplines. Tuition includes all tutoring services. The Burton Center recommends taking advantage of all available resources early in the semester. The mission of the Burton Center is to provide support and guidance to help students be successful learners.

## Ratchford Writing Center

The Ratchford Writing Center is located on the ground floor of the Shelton Learning Commons and is the foundation of writing support for the Lees-McRae campus. The center utilizes trained peer tutors who are available to help with writing assignments across all disciplines. Individuals, small groups, and classes use the center for tutoring, instruction, and conferencing. The mission of the Writing Center is to create a culture of writing excellence by guiding students to become critical, creative, and collaborative thinkers who communicate effectively and professionally.

## Career and Life Planning

Career and Life Planning, housed in Burton Center for Student Success, 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 be on silent.
- Shoes and shirts are required.
- Drinks, in spill-proof containers and food are allowed in the library. Students are asked to be courteous and clean up after themselves.
- 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 using a library computer will be asked to surrender their seats to students who need to do research if no other computer is available.
- 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.

## >> 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.

### 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.

### Escorts in the Residence Halls

Building residents are responsible for escorting their guests during the visitation period. Anyone not escorted will be asked to leave the building, and possibly face disciplinary charges. Guests must be escorted to the proper bathroom facility. If there is no proper bathroom facility in the building, (ex. Male residence, no female bathroom facility), the female may use the male restroom in this case, however, the male must first ensure the restroom is clear, and stand outside the restroom to prevent the opposite sex entering the restroom. Visitors may not shower in the opposite sex restroom, in any circumstance.

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.

### 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, halogen lamps, and fire pit and grills, including gas, open flame, or charcoal are not allowed in campus housing.

In the event of a fire or hazardous materials event, please call 911 and contact Campus Police and Security.

### Hall Sports

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 but are not limited to 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.

### Housing Assignments

Room assignments for first-year and transfer students begin at the beginning of July, if the college deposit, health forms, and residence information form have been submitted. For the new incoming Spring Semester students, this process will occur the week after the fall semester ends. Continuing students may reserve their rooms for the fall semester by making a \$50 deposit by the assigned deadline in the spring semester during the housing selection process.

### Housing During College Breaks

College housing is closed during Thanksgiving, Winter, and Spring breaks, along with the time between the end of the spring semester to the following fall semester. All students are required to check out of their rooms. Improper checkout will result in a fine of \$150 per night. Students departing for breaks must unplug all electrical items, close windows and blinds, empty all trash, lock all room doors, bring home animals if applicable, and turn the heat down to 65 degrees if applicable. College staff members will inspect all residence hall rooms during breaks to conduct safety inspections. Safety officers and/or residence life staff will make periodic rounds through the residence halls. Certain exceptions will be offered for Thanksgiving and Spring breaks and will be reviewed on a case-by-case basis. Students wishing to stay over Thanksgiving or Spring break must submit a late stay request form, and have their request approved, in

order to stay on campus. For Fall and Easter breaks, students may stay on campus. Those staying on campus during breaks must adhere to various rules and guidelines, which will be outlined by Residence Life upon informant of their approval to remain on campus.

## Local, State, and/or Federal Laws

Students at Lees-McRae 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 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.

## 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 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 Safety or Residence Life staff as soon as possible.

## Off-Campus Requests

Students who meet at least one of the following criteria are eligible to apply to live off campus. This form must be completed and approved before moving off campus.

1. Married students and students with dependent children (Provide a copy of marriage certificate or birth certificate)
2. Students living at home with their parents or guardians within 25 miles of Lees-McRae (Provide a copy of utility bill in the parent's name)
3. Veterans with more than 120 consecutive days of active military duty (Provide a copy of your DD-214)
4. Students who are 23 years of age or older, OR students that will turn 23 during the semester of the off-campus request (Provide a copy of a valid driver's license, passport, or birth certificate)
5. Students whose parents are full-time Lees-McRae employees (Human Resources will verify)
6. Transfer students who possess an associate degree or have completed at least 59 credits from an accredited post-secondary institution
7. Students who are enrolled full time in the Master of Arts in Teaching in Secondary Education program

This policy is in effect during the fall and spring semesters for all Lees-McRae College main campus students. Requests for exceptions to this policy must be made by the student through the Office of Student Affairs. Exceptions to the policy will be reviewed on a case-by-case basis. Students who are approved to live off campus will be granted this approval for their entire time at Lees-McRae. Students may return to live on campus, but must contact the Office of Student Affairs, and there must be vacancy on campus to do so.

## Overnight Guests in the Residence Halls

Students are welcome to have overnight guests 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 Office of Campus Safety.
- 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 Safety 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 10 per semester.

## Posting Notices in Residence Halls

Only Residence Life staff are permitted to post in the residential areas. Residence Life staff will distribute the number of approved and stamped posters/ flyers that are provided and will not print extra copies of supplied posters/ flyers if there are not enough for all staff members to post among their areas. The minimum suggested number of copies are 40 posters/ flyers.

## Private Rooms/Consolidation

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 any time. Failure to prepare the room or accept the new roommate assignment will result in a fine and conduct sanctions.

## Quiet Hours

Quiet hours are in effect for all campus housing from 10 p.m. until 8 a.m. during college weeknights (Sunday, Monday, Tuesday Wednesday, and Thursday nights.) On college weekend nights (Friday and Saturday night), quiet hours are Midnight until 10 a.m. 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 Office of Student Affairs to remove the equipment from his/her room.

## Room Changes

For the first week of each semester, there is a housing freeze, and no students are allowed to change rooms during this time. Once this freeze is over, a student is not limited to the amount of room changes they wish to have, and there is no fee to change rooms. All room changes must be approved by a Residence Life staff member. There is a \$100 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 Senior Director of Residence Life and Housing. Room changes are subject to availability.

## 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 Office of Student Affairs. 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 in 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.
- Alcohol container collections or decorations are not permitted.
- Students may not cover up room numbers on doors.
- 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, portable heaters, air conditioners, 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.
- The following items are not allowed in campus housing but are not limited to 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.
- 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 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 the following reason(s) or if they deem necessary:

- 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 Assistant will contact the staff member on call for approval of the search. Determination of what constitutes a reasonable cause to search will be made by the staff member on call.

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.

## 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 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 their key will be responsible for the \$100 cost. Lost keys should be reported immediately to the Office of Student Affairs. 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 college locksmith.

## 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.

## Visitation

The exterior doors to the residence halls are locked 24 hours a day. All residence halls are available for 24-hour visitation every day. Guests should sign in with the Office of Campus Safety every time they wish to enter a residence hall. All visitors should be escorted by the student at all times. 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.

# >> Non-Discrimination and Title IX

## Notice of Non-Discrimination

Lees-McRae College follows a policy of non-discrimination in all its hiring procedures and welcomes applications from all qualified persons. The college seeks to treat all persons equally and emphasizes the dignity and worth of the individual. In all programs and policies, a sincere effort is made to avoid discrimination in any form whether based on race, sex, color, age, religion, national and ethnic origin, disability, or other individual distinctions.

## Statement of Title IX Compliance

The college will follow the Department of Education's Guidelines for Title IX which includes training all members of the community on the Title IX regulations. Students will be required to participate in mandatory training to fully understand Title IX regulations and who to contact should they have questions.

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

Tim Koch, PhD

Executive Director of Compliance and Title IX Coordinator

[kocht@lmc.edu](mailto:kocht@lmc.edu)

828.898.8703

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](mailto:ocr.dc@ed.gov) 202-453-6020

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