



# Lees-McRae College **Student Handbook**

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

## **“In the Mountains, Of the Mountains, For the Mountains”**

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

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

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# >> Welcome to Lees-McRae College

## Mission Statement

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

## About the College

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

## 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. 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. For academic concerns, students should direct their attention to the 2020-21 Academic Catalog. For Title IX resources, students should visit <https://www.lmc.edu/students/title-IX.htm>

## Communication with Students

Lees-McRae College sends official communication to students through their student email address. Every student is assigned an lmc.edu email address. This is the only email address recognized by the college. Students 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 (e.g. [az0123456@lmc.edu](mailto:az0123456@lmc.edu)).

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

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 Alert for emergency notifications and school closings. Students are already entered into this system via their college email address. Students can update their information to include their mobile devices

## >> 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 Lees-McRae Course 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 Student Affairs Office and are not part of the educational record. Through the Vice President of Student Affairs and Dean of Students, outcomes of disciplinary proceedings are available only to those individuals or agencies/organizations allowed under FERPA guidelines.
- Student health records, employment records or alumni records. Physicians of the students' choosing, however, may review health records with completion of the proper paperwork.

## Access to Student Education Records

### Outside the College

Lees-McRae accords all the rights under the law to students who are dependents as well as those declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without written consent of the students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a disciplinary order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

### Within the College

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

### Consent for Academic Disclosure

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



## Directory Information

With the exception of directory information, the college does not permit access to, or the release of, educational records without the written consent of the student. Directory information is defined as the student's: name, address, date of birth, major 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 Provost of Lees-McRae College has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal and academic records.

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

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

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

## Student Procedure to Amend Education Records

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

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

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

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

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

# >> Student Code of Conduct

## Mission

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

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

## Jurisdiction

All members of the Lees-McRae Community are able to access a copy of the Code of Conduct annually in the form of a link on the college website. Students are responsible for having read and abiding by the provisions of the *Code of Student Conduct*. The *Code of Student Conduct* and the student conduct process apply to the behavior of individual students. For the purposes of student conduct, the college considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the college.

The college retains jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal, or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated. The college may invoke these procedures, and should the former student be found responsible, the college may revoke the student's degree.

The *Code of Student Conduct* applies to behaviors that take place on the campus, at college-sponsored events and may also apply to off-campus locations when the authority of the Student Conduct process determines that the off-campus conduct affects a substantial college interest. This level of interest includes:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace or causes social disorder
- Any situation that is detrimental to the educational mission or interests of the college.

The *Code of Student Conduct* may be applied to behavior conducted online, via email, or other electronic medium. These postings can subject a student to allegations of conduct violations if evidence of policy violations is shared through an online space. The college does not regularly search for this information but may take action if and when such information is brought to the attention of college officials.

The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests.

There is no time limit on reporting violations of the *Code of Student Conduct*; however, members of the Lees-McRae community should understand that delay in reporting of an offense increases the difficulty for college officials to obtain information and witness statements regarding alleged violations.

## Rights and Responsibilities

Students whose conduct is under review based on the *Code of Student Conduct* have the following rights:

- To receive written notice of the charges alleged. Students alleged of conduct violations will receive a notice of charges to their college email at least 24 hours prior to the scheduled hearing. However, the college reserves the right to require an immediate hearing if the severity of the charges warrants. Students may waive their right to 24 hour notice.
- To receive an explanation of the procedural alternatives available within the college disciplinary process
- To be presumed not responsible unless proven by a preponderance of the evidence to have violated the code
- To review the *Code of Conduct* and explanation of student sanctions
- To bear the responsibility to appear at a scheduled hearing. Failure to do so will result in the case being heard in absentia and forfeits the student's right to appeal.
- To be honest and complete in all information provided in this process
- To appeal an adverse decision as described in Section 5.

# Student Conduct Process

## Types of Conduct Processes:

Most conduct processes are facilitated by the Director of Conduct and Citizenship. First time, low level violations may be heard by the Associate Dean of Residence Life or an Area Coordinator.

### Alternative Resolution Processes:

In the case of a behavior being reported that could fall under one of the below charges related to the campus community and culture, the Director of Conduct and Citizenship may offer the alleged an opportunity to engage in an alternative resolution process. The reporter or other campus members who may have been negatively impacted by the reported behavior may be invited to participate in the conversation. If the alleged student opts into this process, this resolution would not be part of a student's conduct record.

### Informal Educational Conversations

In the case of behavior reported that is outside the jurisdiction of the *Code of Conduct* or at the report of an indicator that a student may behave outside of the *Code of Conduct*, an informal educational conversation may occur between a student and the Director of Conduct and Citizenship or other Student Affairs staff member. No sanctions will be assigned in an informal educational conversation.

### Administrative Hearing

In cases involving the review of non-academic misconduct, an administrative hearing may be conducted. This hearing occurs between the alleged student and the Director of Conduct and Citizenship or designee. This process is designed to resolve charges for minor violations that do not include the possibility of suspension or expulsion as sanctions. The Director of Student Conduct and Dean of Students will determine whether the charge is a minor or serious violation based on the information available from a report.

### Conduct Board

The conduct board reviews non-academic misconduct cases involving serious violations. This panel will be comprised of faculty, staff, and student representatives. Members of this board will be asked to remove themselves if unable to remain unbiased in the hearing of a particular case.

### Cases Heard in Absentia

On the occasion that a student fails to appear for an administrative hearing or conduct board, the case will be heard in the student's absence. The professional staff member or board will review the available evidence and determine responsibility and sanctions if needed. The student will be notified of the decision and sanctions when appropriate. In the case of a hearing held in absentia, the student waives their right to appeal.

### Extraordinary Measure: Reverse Hearing Procedure

In the extraordinary event of a case listing 15 or more alleged students, the Director of Conduct and Citizenship may consult with the Dean of Students to hear a case in reverse. In this case, each alleged student would receive a redacted incident report, an outcome letter, and sanctions if appropriate. At this time, the student may appeal to have a hearing with the Director of Conduct and Citizenship. This measure does not apply to separation from the college.

### Extraordinary Measure: Interim Suspension

The Director of Student Conduct or Dean of Students may suspend a student on an interim basis. An interim suspension may be imposed effective immediately, without prior notice, when, there is a need to implement a timely and individualized response based on the seriousness of the alleged violation(s) of the *Code of Student Conduct*.

## Before the Hearing:

- An incident report will be received by the Student Affairs Office.
- The Director of Conduct and Citizenship will review the information available and determine potential violations of the community behavioral expectations.
- If there are possible conduct violations, the Director of Conduct and Citizenship will determine charges and assign the case to an administrative hearing or conduct board.
- The student will receive an email including a charge letter, date, time, and location of their conduct process.

## During the Hearing:

- The hearing officer, panel members (if applicable) and students will introduce themselves.
- Potential conduct violations that occurred in the incident will be read aloud.

- The incident report and any supporting documentation will be reviewed by all panel members and students involved.
- The student is given the opportunity to explain their side of the story and dispute any information they feel is incorrect in the incident report.
- The hearing officer and/or conduct panel members will ask the student any clarifying questions they feel are necessary to make a determination of responsible or not responsible for each of the charges.
- Any witnesses the student has brought will then be allowed to enter, explain their perspective, and be asked any clarifying questions by the hearing officer and/or conduct panel.
- The hearing officer or conduct panel will deliberate and reach a determination of responsible or not responsible for each of the charges.
- If found responsible for any charges, the hearing officer or conduct panel will consider the student's previous conduct history (if applicable) and determine appropriate sanctions. Students who are disciplinary probation at this time will be automatically directed to a conduct board.
- The student will receive the hearing officer or conduct panel's determination and sanctions.
- The appeal process will be explained.

As this is a student conduct process and not a court of law, attorneys and advisors are not permitted in non-Title IX conduct hearings.

## Appeals

Students may request an appeal of the decision made in an administrative hearing or conduct board by submitting an appeal form through the link provided in the student's findings email. Appeals will not be granted simply due to a student being unhappy with the outcome or sanction of a conduct process.

Appeal requests are limited to the following grounds:

- A procedural error occurred that significantly impacted the outcome of the hearing. For example: substantiated bias or deviation from established procedures
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction
- The sanctions imposed are substantially disproportionate to the severity of the violation

Barring special circumstances, appeals must be submitted within three business days of the notice of the outcome to the hearing. Exceptions can be made by the Director of Conduct and Citizenship, Dean of Students, Provost, and Title IX Coordinator.

The appeal officer, the Dean of Students or designee, will conduct an initial review to determine if the appeal request meets the limited ground and is timely. If the appeal has standing, the appeal officer will determine whether the appeal warrants a single office or appeal board. Full rehearing by an appeals board are very rarely used. Where new evidence is presented or the sanction is challenged, the appeal officer will determine whether the case should be returned to the original hearing officer or a new appeal panel.

## Core Values and Behavioral Expectations

The college expects students to adhere to and embody the Code of Honor. As such, students should refrain from lying, cheating, or stealing and tolerating such behavior from other members of the community. In line with the mission of the college to inspire students to approach life and work from a creative, collaborative, and critical perspective, the Code of Conduct requires that students abide by all procedures listed in the Student Handbook and uphold the values of integrity, community, dignity, respect, and responsibility. Those values are defined as follows:

- Integrity - members of the Lees-McRae community exemplify honesty, honor, and respect for the truth in their actions.
- Community - the college expects students to coexist and build meaningful community. Members of the community may not engage in behavior that endangers or diminishes the quality of life of others
- Dignity - the college recognizes that the dignity of each member of our community is essential for creating a safe and meaningful environment for all. Members of this community understand the implications of their impact and challenge the behavior of others who violate the dignity of others.
- Respect - Lees-McRae Community members are expected to show positive regard for each other and for the community
- Responsibility - Lees-McRae students demonstrate and are given and accept a high level of responsibility to self, to others and to the community

## Violations of Expectation for Student Behavior and Possible Sanctions

Violation	Recommended Sanctions
<b>Alcohol</b>	
<p>Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by that and the college alcohol policy are not permitted.</p> <ul style="list-style-type: none"> <li>Alcohol may be purchased and consumed by people age 21 and older with a valid ID inside Wily's Bar &amp; Grill.</li> <li>Students residing in a house, village, or apartment with all residents being 21 and older may apply to register their location as a registered state law room through residence life. Registered rooms may contain alcohol, however, if alcohol is being consumed, each person in that location must be 21 and older and have valid ID at the time of presence or consumption. Being present in an unregistered location with alcohol is a violation of the code of conduct.</li> <li>Alcohol is also permitted at specific campus events as approved by the college, including homecoming and alumni related events.</li> </ul>	
<p><b>Implied Consent/Passive Participation of Alcohol Consumption</b></p> <ul style="list-style-type: none"> <li>Being in the presence of alcohol while under 21 (without consuming/participating)</li> <li>Being in the presence of alcohol in an unregistered room (without consuming/participating)</li> </ul>	<ul style="list-style-type: none"> <li>Verbal Warning</li> <li>\$50 fine</li> <li>Educational task</li> </ul>
<p><b>Possession or Consumption with Minimal Disruption</b></p> <ul style="list-style-type: none"> <li>First alcohol possession/consumption</li> </ul>	<p><b>Under 21:</b></p> <ul style="list-style-type: none"> <li>Verbal Warning</li> <li>\$50-\$100 fine</li> <li>Educational sanction</li> </ul> <p><b>Over 21, unregistered location:</b></p> <ul style="list-style-type: none"> <li>Verbal Warning</li> <li>\$50 fine</li> <li>Educational sanction</li> </ul>
<p><b>Concerning, Disruptive or Repeat Incidents</b></p> <ul style="list-style-type: none"> <li>Second alcohol possession/consumption</li> <li>First alcohol incident involving excessive noise, rude behavior, disregard for college authority, destruction of college property</li> <li>First alcohol incident involving vomiting or blackout behavior, police, or hospitalization</li> <li>First time distribution of alcohol to minors</li> </ul>	<ul style="list-style-type: none"> <li>\$100–300 fine</li> <li>Counseling assessment</li> <li>20–40 hours of community service</li> <li>Parental notification</li> <li>Disciplinary probation for at least one semester</li> </ul>
<p><b>Persistent Concerning Behavior or Serious Incident</b></p> <ul style="list-style-type: none"> <li>Third alcohol possession/consumption</li> <li>First alcohol incident with aggravating factors (physical or sexual assault, attempts or threats of harm to self or others)</li> </ul>	<ul style="list-style-type: none"> <li>Counseling assessment</li> <li>Suspension or expulsion from Lees-McRae</li> <li>Notification of civil authorities</li> <li>Parental notification</li> </ul>
<b>Bullying and Cyberbullying</b>	
<p>Bullying and cyberbullying are repeated or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally and are not protected by freedom of expression.</p>	<ul style="list-style-type: none"> <li>Educational Sanction</li> <li>Disciplinary Probation</li> <li>Suspension</li> </ul>
<b>Conduct Unbecoming of a Lees-McRae Student</b>	

<p>Any behavior that objectively opposes or is in conflict with the mission of the college may be charged as conduct unbecoming of a Lees-McRae Student.</p>	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Educational Sanction</li> <li>• Contact of Parent or Guardian</li> <li>• Disciplinary Probation</li> <li>• Suspension or Expulsion</li> </ul>
<b>Discriminatory Language or Behavior</b>	
<p>Any action or failure of action that is based upon an individual's perceived or actual status (including sex, gender, race, age, creed, national origin, ethnicity, physical or mental ability, veteran status, pregnancy status, religion, sexual orientation, or other protected status) that limits or denies access to college program or activity is prohibited.</p> <p>Additionally, words or use of imagery rooted in hate (i.e. swastikas or confederate flags) are not permitted, regardless of a target of this behavior. We believe that the impact of these words and images requires action.</p>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Notification of civil authorities</li> <li>• Probation</li> <li>• Educational Sanction</li> <li>• Campus work/community service</li> <li>• Assessment session</li> <li>• Letter to parents/guardians</li> <li>• Placement of a No Contact Order</li> <li>• Removal of Access to Campus Locations</li> <li>• Suspension or expulsion</li> </ul>
<b>Disorderly, Disruptive, or Dangerous Behavior</b>	
<p>Students are expected to maintain a high standard of conduct both on and off campus. A student may not behave in a manner that impacts the safety or regular operation of the college. Students may not cause substantial negative disruption of teaching, research, administration, or other college activities resulting in disruption of typical college processes.</p>	<ul style="list-style-type: none"> <li>• Educational Sanction as customized to the student's behavior</li> <li>• Ordered assessment by mental health/medical professional</li> <li>• Up to \$500 fine</li> <li>• Loss of housing privileges</li> <li>• Contact parent/guardian</li> <li>• Disciplinary Probation</li> <li>• Suspension or expulsion</li> </ul>
<b>Failure to Comply</b>	
<p>Students are expected to comply with all reasonable directives of college officials, residence life staff, and law enforcement during the performance of their duties. This includes failure to identify oneself when requested to do so.</p>	<ul style="list-style-type: none"> <li>• 1–6 months probation</li> <li>• Up to \$250 fine</li> <li>• Campus work/community service</li> <li>• Letter to parents/guardians</li> <li>• Suspension or Expulsion</li> </ul>
<b>Falsification</b>	
<p>Knowingly presenting or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments violates the expectations of integrity.</p>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Probation</li> <li>• Up to \$500 fine</li> <li>• Suspension or Expulsion</li> <li>• Notification of Civil Authorities</li> </ul>
<b>Fire Safety</b>	
<p>Tampering with fire safety equipment is strictly prohibited. This includes removing, relocating, disabling or covering, or inappropriate use of detectors, extinguishers, or pull stations. Candle with wicks, incense, wax warmers, fireworks, hot plates, or other appliances with exposed heating elements are prohibited.</p>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Educational sanction</li> <li>• Probation</li> <li>• Up to \$500 fine</li> <li>• Community service</li> <li>• Notification of Civil Authorities</li> <li>• Suspension or expulsion</li> </ul>
<b>Harassment</b>	
<p>Any unwelcome conduct based on an actual or perceived status of any protected class is prohibited. Sanctions can and will be imposed for the creation of a hostile environment when the harassment prevents normal behavior for continuing.</p>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Notification of civil authorities</li> <li>• Probation</li> <li>• Educational Sanction</li> <li>• Campus work/community service</li> <li>• Assessment session</li> </ul>

	<ul style="list-style-type: none"> <li>• Letter to parents/guardians</li> <li>• Placement of a No Contact Order</li> <li>• Removal of Access to Campus Locations</li> <li>• Suspension or expulsion</li> </ul>
<b>Hazing</b>	
<p>Students may not participate in any act that endangers the mental, physical health, or safety of a student, or that destroys property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or team. Participation or cooperation of the hazed person does not excuse the violation. Failing to intervene or report these acts is also a violation of policy.</p> <p>Students may report hazing allegations to any student affairs staff member or <a href="mailto:studentaffairs@lmc.edu">studentaffairs@lmc.edu</a>.</p>	<ul style="list-style-type: none"> <li>• Dissolution of the involved organization</li> <li>• Suspension of the athletic team's season</li> <li>• Letter to parents/guardians</li> <li>• Up to \$1,000 fine</li> <li>• Community service</li> <li>• Assessment session</li> <li>• Education</li> <li>• Probation</li> <li>• Suspension or expulsion</li> <li>• Criminal charges</li> <li>• NCAA sanctions</li> </ul>
<b>Illegal Drugs or Substances</b>	
<p><i>Use, possession, or distribution of an illegal drug or substance, including medication not prescribed to the individual may not occur. In the case of a non-marijuana, CBD like substance, it is the responsibility of the student to prove that the substance is not marijuana. Otherwise, the substance will be treated as if it is marijuana.</i></p>	
<p><b>Implied Consent/Passive Participation</b></p> <ul style="list-style-type: none"> <li>• Being in the presence of marijuana possession or use</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• \$50-\$100 fine</li> <li>• Educational task</li> </ul>
<p><b>Possession or Consumption with Minimal Disruption</b></p> <ul style="list-style-type: none"> <li>• First marijuana possession/use; amount under 2 grams</li> <li>• First drug paraphernalia possession/use</li> </ul>	<ul style="list-style-type: none"> <li>• \$100-\$200 fine</li> <li>• Random drug testing</li> <li>• 20 hours of community service</li> <li>• Educational task</li> </ul>
<p><b>Concerning, Disruptive or Repeat Incidents</b></p> <ul style="list-style-type: none"> <li>• Second marijuana possession/use</li> <li>• Second drug paraphernalia possession/use</li> <li>• First narcotic, opiate, or unauthorized prescription drug use</li> </ul>	<ul style="list-style-type: none"> <li>• \$250-\$500 fine</li> <li>• Random drug testing</li> <li>• 40 hours of community service</li> <li>• Parental notification</li> <li>• Drug assessment</li> <li>• Educational task</li> <li>• Disciplinary probation for one semester</li> </ul>
<p><b>Persistent Concerning Behavior or Single Serious Incident</b></p> <ul style="list-style-type: none"> <li>• Third or more marijuana possession/use</li> <li>• Third or more drug paraphernalia/use</li> <li>• Possession of controlled substance in large amount, above 2 grams</li> <li>• Sale/distribution of drugs</li> <li>• Drug use with aggravating factor (physical assault/altercation, destruction of property, attempts or threats of severe harm to self or others)</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension or expulsion from Lees-McRae for at least two semesters</li> <li>• Notification of civil authorities</li> <li>• Parental notification</li> </ul>
<p><b>Implied Consent</b></p> <p>If a student becomes aware of a policy violation occurring in their presence, the student is expected to remove themselves from that situation, attempt to take reasonable action to stop the violation from occurring, and/or alert a staff member of the policy violation. Students taking action to intervene or get assistance for a peer will be granted amnesty in the conduct process. If a student fails to remove themselves from a situation in which a policy violation is occurring, they are giving implied consent to allow the violation to</p>	<ul style="list-style-type: none"> <li>• Educational Sanction</li> <li>• Community Service</li> <li>• Disciplinary Probation for One Semester</li> </ul>

<p>occur and will be seen as passive participants in the activity and thus held fully responsible for the consequences of the violation.</p>	
<p><b>Intimate Partner/Relationship Violence, Sexual Misconduct, and Stalking Behavior</b></p>	
<p>Members of the Lees-McRae community will not commit intimate partner violence, sexual misconduct, or demonstrate stalking behavior. Allegations of these behaviors should be reported to a Title IX officer on campus immediately. Should this report not meet the standard of a Title IX case, it may be processed through the conduct process.</p>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Notification of civil authorities</li> <li>• Probation</li> <li>• Educational Sanction</li> <li>• Campus work/community service</li> <li>• Assessment session</li> <li>• Letter to parents/guardians</li> <li>• Placement of a No Contact Order</li> <li>• Removal of Access to Campus Locations</li> <li>• Suspension or expulsion</li> </ul>
<p><b>Leaving the Scene of an Incident</b></p>	
<p>When a student is involved in an incident being documented by Residence Life, Student Affairs, Security, or law enforcement the student is expected to remain at the incident until explicitly instructed that they may depart.</p>	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Community Service</li> <li>• Letter of Apology</li> <li>• Probation</li> <li>• Suspension</li> </ul>
<p><b>Pet Policy</b></p>	
<p>Lees-McRae is unique in our pet friendly campus. Violation of the Pet Policy as stated in the Student Handbook will not be tolerated. Service animals as approved by the Americans with Disabilities Act, are exempt from the limitations of the pet policy.</p>	
<p>Students may be charged with the following violations of the pet policy:</p> <ul style="list-style-type: none"> <li>• Approved Pets</li> <li>• Approved Pets in Residence Halls</li> <li>• Breeding</li> <li>• Campus Buildings</li> <li>• Dog Breeds</li> <li>• Fish Aquarium</li> <li>• Number of Pets</li> <li>• Unattended Pets</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Up to \$500 fine</li> <li>• Community Service</li> <li>• Fine for Repair to Damage</li> <li>• Removal of Pet from Campus</li> <li>• Pet Owner Probation</li> <li>• Educational Sanction</li> </ul>
<p><b>Possession of Stolen Property or Theft</b></p>	
<p>Knowingly taking or maintaining possession of stolen property is prohibited including the personal property of another person, goods, services, or other valuables.</p>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Up to \$500 fine</li> <li>• Cost of restitution</li> <li>• Notification of civil authorities</li> <li>• Probation</li> <li>• Campus work/community service</li> <li>• Assessment session</li> <li>• Letter to parents/guardians</li> <li>• Suspension or expulsion</li> </ul>
<p><b>Public Exposure</b></p>	
<p>Out of respect for one's self and for the community, deliberate and public exposure of one's intimate body parts, public urination, defecation, and public sex acts are prohibited.</p>	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Educational Sanction</li> <li>• Disciplinary Probation</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Retaliatory Acts</b></p>	
<p>Any intentional adverse action taken by an accused individual or allied third party against a participant in a civil rights grievance proceeding or other conduct process is not permitted.</p>	<ul style="list-style-type: none"> <li>• Educational Sanction</li> <li>• Disciplinary Probation</li> <li>• Parental Notification</li> </ul>



	<ul style="list-style-type: none"> <li>• Suspension or Expulsion</li> </ul>
<b>Rioting</b>	
Students may not cause, incite, or participate in any disturbance that presents a clear and present danger to self or others, or damage to property.	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Educational Sanction</li> <li>• Notification of Civil Authorities</li> <li>• Disciplinary Probation</li> <li>• Suspension up to 1 Semester</li> </ul>
<b>Technology Acceptable Use</b>	
All members of the Lees-McRae community will uphold the expectations set forth regarding acceptable use of technology found in the Student Handbook.	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• 3-12 month probation</li> <li>• Up to \$500 fine</li> <li>• Community service</li> </ul>
<b>Threatening or Intimidating Behavior</b>	
Students may not behave in a manner that causes a reasonable expectation of injury or fear through a written or verbal means.	<ul style="list-style-type: none"> <li>• Educational Sanction</li> <li>• Disciplinary Probation</li> <li>• Suspension</li> </ul>
<b>Tobacco</b>	
The college is a smoke free campus. The use, sale, or free distribution of tobacco (including, but not limited to, electronic cigarettes, vaping, pipes, and chewing tobacco) in campus buildings, adjacent sidewalks, or student activities or events is prohibited.	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• 3-12 month probation</li> <li>• Up to \$500 fine</li> <li>• Community service</li> </ul>
<b>Unauthorized Access or Entry</b>	
Students may not gain access to any college building or location by use of keys, cards, etc. not authorized for their possession. Additionally, students must report lost keys or cards in a timely manner. Propping doors is also prohibited.	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Community Service</li> <li>• Educational Sanction</li> </ul>
<b>Vandalism or Destruction of Property</b>	
Intentional, reckless, or unauthorized damage to college property or the personal property of another is not permitted.	<ul style="list-style-type: none"> <li>• Restitution for Repair of Property</li> <li>• Letter of Apology</li> <li>• Parental Notification</li> <li>• Up to \$1,000 fine</li> <li>• Suspension or Expulsion</li> </ul>
<b>Violations of Law</b>	
Evidence of violation of local, state, or federal laws violate the code of conduct for members of the Lees-McRae community.	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Educational Sanction</li> <li>• Disciplinary Probation</li> <li>• Notification of Parent or Guardian</li> <li>• Suspension or Expulsion</li> </ul>
<b>Weapons</b>	
The handling, possession, transportation, or use of a weapon as defined by the Student Handbook is forbidden. Weapons include guns of all types, explosives, ammunition, knives (greater than three inches,) bows and arrows, slingshots, swords, tasers, stun guns, martial arts equipment, and other items deemed a weapon by the Director of Conduct and Citizenship, Dean of Students, or Provost. Lees-McRae college is a private institution and is exempt from the North Carolina Concealed Permit law (effective October 1, 2013.)	<ul style="list-style-type: none"> <li>• Up to \$1,000 fine</li> <li>• Notification of civil authorities</li> <li>• Suspension or expulsion</li> </ul>
<b>Wheeled Devices</b>	
To maintain the safety of pedestrians on campus, bicycles, skateboards, roller blades, and similar wheeled devices may only be	<ul style="list-style-type: none"> <li>• Educational Sanction</li> <li>• Disciplinary Probation</li> </ul>

ridden on campus roadways, which does not include sidewalks, grassy areas, or campus buildings.

- Suspension

## Explanation of Sanction Terms

### Verbal Warning

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

### Disciplinary Probation

Students may be placed on probation for any duration of time. This sanction may be given to students who have violated any Lees-McRae College Code of Conduct or Housing Policy, or students whose behavior does not meet the expectations of a Lees-McRae student, or who those have a history of repetitive offenses. Any further policy while on disciplinary probation will result in a conduct board hearing.

### Campus Work/Community Service

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

### Counseling Assessment

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

### Educational Seminar

Students may be assigned to complete an Alcohol or Decision Making seminar. These seminars require student to engage with provided content and reflect on their learning.

### Drug Screening

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

### Parental Notification

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

### Interim Suspension

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

### Suspension

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

### Other Possible Sanctions

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

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

## Explanation of Sanction Terms

A student who fails to complete sanctions by the deadline identified in their outcome letter will have a Dean of Students hold placed on their account, preventing academic registration for the future semester and transcript requests. This action will result after agreement between the Dean of Students and the Director of Conduct and Citizenship. This hold can be removed one of three ways:

1. Evidence of completed sanctions can be submitted through the Conduct Sanction Submission Form.
2. Students may schedule a meeting with the Director of Conduct and Citizenship to draft a sanction completion plan which the student, staff member, and Dean of Students will sign. Failure to complete a sanction completion plan will result in a failure to comply hearing with possible consequences being a fine or separation from the college.
3. If a student has transferred or left the college, they may remove the hold by paying the appropriate fine as shown below:

Low Level Incomplete Sanctions (\$50)
1-5 Hours of Community Service
Educational Module (Alcohol Seminar, Anger Management Course, Bystander Intervention Workshop, etc.)
Written Apologies
Written Reflections 1-3 Pages
Residence Hall Restitution (Bulletin Boards, Programming, etc.)
Attendance at Campus Events
Mid Level Incomplete Sanctions (\$100)
5-15 Hours of Community Service
Drug Screening
Written Reflections 4+ Pages
Educational Presentations
Letter of Apology
High Level Incomplete Sanctions (\$150)
15+ Hours of Community Service

The Dean of Students and Director of Conduct and Citizenship may assign a level to an incomplete sanction for sanctions not indicated above. This information, as well as the incomplete sanction policy will be in the Student Handbook and Conduct Outcome Letter.

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

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

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

# >> Student Resources

## Campus Post Office

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

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

All mailing addresses should be formatted in the following way:

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

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

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

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

## Dining Services

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

### Meal Plans

#### 1. All Access Meal Plan

Students who live in a residence hall with no kitchen facilities will have the All Access Meal Plan with \$225 (per semester) in DB money. Students will be able to come and go as they please with unlimited access to MacDonald Dining Hall. This includes multiple visits throughout the day for meals, snacks or even just to sit with friends and study.

#### 2. 125 Block Meal Plan

Students who live in an area with a full kitchen (example: Bobcat Way) will have the option to choose between the 125 Block Meal Plan with \$400 (per semester) in DB Money or the All Access Meal Plan with \$225 (per semester) in DB money.

#### 3. Commuter Plan

Students will have \$75.00 in DB Money per semester.

For additional dining program requirements and policies, visit the Dining Services webpage at [www.lmcdine.com](http://www.lmcdine.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 dining hall. If found in possession of these items, the student will be charged with theft of college property. Students are expected to return their dishes to the dish room. Shoes and shirts and appropriate clothing are required in the dining hall.

## Security

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

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

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

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

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

## Lost and Found

Found items should be surrendered to the Campus Security Office. All lost items should be reported to the Campus Security Office. Found items will be maintained for 30 days. After 30 days, unclaimed items become the property of the college, and may be auctioned, donated or otherwise disposed.

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

## Parking Services

### Overview

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

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

Every vehicle on campus must be registered with the Department of Campus Security. The vehicle must display a permit or temporary permit issued by the Security Office.

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

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

### 2020-21 Parking Permit Registration

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

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

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

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

## Obtaining a Parking Permit

To purchase a parking permit, visit: <https://www.permitsales.net/LeesMcRae>. You may pay online using a debit or credit card (VISA, MasterCard, or Discover only). Cash or Check payments are also accepted and may be submitted in person in Student Accounts. The Account will be set up for permit registration after payment is made.

## Registration Fees

Resident parking permits are \$250.00 per academic year and allow parking on campus 24 hours a day, 7 days a week. Commuter parking permits are \$100.00 per academic year and allow parking on campus, weekdays from 7 a.m. until 5 p.m. Parking permits are non-transferable and registration fees are non-refundable.

### Resident Parking Lots:

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

### Commuter Parking Lot:

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

### Open Parking Lots:

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

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

## Parking Permit Pickup

Parking permits can be picked up on Move-In Day at the Cannon Student Center. After this date, parking permits can be picked up at the security office. You must present your Lees-McRae College Student ID in order to pick up permit. If the Officer on duty is on patrol, contact the security cell phone at 828.260.0505.

## Parking Policy and Regulations

### Authority

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

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

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

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

All college employees and students must comply with the rules and regulations regarding parking as a condition of employment, appointment, or enrollment. The regulations also apply to visitors on campus.

### Special Parking Needs

Persons with mobility impairments may obtain special parking permission by applying with the Security Office. Applicants should provide documentation from an attending physician regarding the impairment and the length of time the permit is needed. Medical exemptions will allow persons to park in certain designated areas. This exemption does not grant permission to park in prohibited areas. Lees-McRae College will honor all State Handicap Placards and Plates.

### Parking Rules and Regulations

1. Parking permits must displayed in a visible manner in order to be considered valid.
2. Students are required to park vehicles according to their lot assignment. This policy is enforced 24/7, including weekends and holidays. Vehicles with Student House permits may park at their assigned house. Parking in an unauthorized lot, even temporarily, will result in a parking citation.
3. Obey all campus traffic laws. The speed limit on campus is 15 mph. Stop at all stop signs. The town of Banner Elk Police Department is authorized to enforce traffic laws on campus at all times.
4. Do not park in designated Handicapped Parking unless you have an authorized handicap tag or placard. A valid Lees-McRae Parking Permit is also required.
5. Parking in front of or alongside Banner Elk Presbyterian Church is prohibited. Parking in these areas may result in a citation, immobilization, and/or towing at the owners expense.
6. Service parking spaces and loading docks reserved for the use of authorized college vehicles, contractor vehicles, or emergency services vehicles. All other vehicles are prohibited from using these spaces. Unauthorized vehicles may be towed at the direction of the Campus Security Department.
7. The Campus Security Office must be notified of all disabled motor vehicles. If a vehicle is interfering with the safe flow of traffic, Campus Security may have it removed at the expense of the vehicle owner. If a disabled vehicle is parked in an area for which it is not permitted, Campus Security will grant a twenty four hour exemption to the owner to arrange removal or repair.
8. Abandoned motor vehicles will be towed at the expense of the owner in compliance with North Carolina General Law. The towing and subsequent storage and/or disposal cost are the responsibility of the vehicle owner. The owner of the vehicle may also suffer the penalties of North Carolina law under statute GS\_20-137.7. Vehicles may be towed at the direction of the Director of Campus Security or his/her designees. Lees-McRae College accepts no liability for any vehicle abandoned on college property and vehicles that do not display valid registration plates and/or a college parking decal may be considered abandoned.
9. Vehicles in violation of college policy may be ticketed, towed, or immobilized. This includes all faculty/staff, student, visitor and unregistered vehicles.
10. No vehicle shall be operated with persons on any part of the vehicle not intended for passengers, including, but not limited to, the hood, trunk, roof or other exterior part.
11. Vehicles that pose a danger to public safety may be towed at the direction of any Law Enforcement or Fire Safety Officer in the performance of their duties.

### No parking areas

1. No parking in any restricted area, no parking zone, or fire lane.

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

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

Parking regulations are in effect under incremental weather condition unless otherwise directed by Campus Security Officers. Citations will not qualify for an appeal due to weather conditions.

Winter Weather Emergencies: During snow or other weather emergencies, parking advisories may be issued to inform the campus community of parking changes via email, Emergency Alert Notification or signage. Snow removal is a priority. Any vehicle interfering with snow removal equipment may be ticketed and/or towed from campus.

### **Visitors and Guest Parking**

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

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

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

### **Faculty/Staff Parking**

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

All parking rules and regulations apply to college employees.

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

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

### **Community members parking**

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

### **Parking Citations**

The registered permit holder is responsible for all traffic citations received on the vehicle, regardless of whether or not they are in immediate control of the vehicle.

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

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

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

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

- Parking in a unauthorized parking space or lot
- Improper parking
- Stopped in a traffic lane
- No parking permit decal displayed



- Parking in a restricted area or no parking zone • Blocking a dumpster
- Reckless/unsafe driving
- Driving/Parking on grass or sidewalk

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

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

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

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

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

#### **Vehicle Immobilization**

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

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

Vehicles immobilization removal fee is \$150.00, payable by credit card only, using this link: [pay.pay.barnacleparking.com](https://pay.pay.barnacleparking.com) or call 828-2107180.

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

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

#### **Appeal Process**

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

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

#### **Special Events**

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

The Director of Campus Security will work with the event host to ensure that participants know where to park so as not to adversely impact the good working order of the college. Event parking may be restricted to certain lots at the discretion of the Director of Campus Security. Event hosts are responsible for notifying attendees of the parking rules and regulations.

#### **Summer Programs**

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

# >> Student Health and Wellness

## Health Services

A registered nurse is available in the Theatre Arts Annex 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 Office and pick up OSHA approved SHARPS boxes for safe syringe disposal.

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

## Counseling Services

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

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

## 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 Coordinator of Accessibility Services located in the Burton Center for Student Success on the ground floor of the Shelton Learning Commons. Students with documented disabilities must adhere to the same code of conduct as other students.

# >> Policies

## Complaints

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

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

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

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

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

North Carolina 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)

## 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 [lmc.edu/concern](http://lmc.edu/concern).

### 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 [www.lmc.edu](http://www.lmc.edu).

## Organizational Fundraising

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

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

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

## Pets on Campus

Lees-McRae is pet-friendly, with faculty and staff members encouraged to bring pets to work. Students also have the privilege of bringing their family pet to live in certain residence halls. Students can apply for the program through the Student Affairs Office or the college website under Student Life. Students must receive approval before bringing their pet to campus.

## Rules of Conduct

1. Regardless of the circumstances, the pet owner is ultimately responsible for the actions of the pet.
2. All student dogs and cats must wear their current rabies vaccination tag at all times.
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, Student Recreation Complex, science laboratories, dining facilities, Hayes Auditorium, dance studio, The Exchange Bookstore, Einstein Bros. Bagels, and the May School of Nursing and Health Sciences.
5. All pets must be on a leash at all times. Under no circumstances are pets allowed to run around outside unsupervised. 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. Owners must clean up after their pets.
8. Facilities staff may not enter a room to make repairs or spray for bugs if a pet is inside. Pet owners should indicate in any work orders that they have a pet to schedule a specific time for maintenance to enter the room.
9. Owner negligence or mistreatment of a pet will not be tolerated.
10. Pets attacking other animals or humans will not be tolerated.
11. Off-campus students must also register their pets in order to bring their pet to campus. Off-campus students do not have to pay the \$150 pet registration fee, but must provide all appropriate documentation prior to them bringing their pet to campus.
12. Failure to remove a pet from campus will result in a conduct action.
13. Pets are not allowed to be washed in student showers or sinks.

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

## Permitted Pets

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

Approved pets (cats and dogs) are permitted only in the following designated residence halls:

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

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

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

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

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

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

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

## Pets in Residence Halls

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

## Registration and Inoculation

All animals that reside on campus must be registered. Contact information below will help determine where to register what kind of animal:

- Service Animals: Sharon Breitenstein (breitensteins@lmc.edu), Director of the Burton Center for Student Success and the Ratchford Writing Center
- Emotional Support Animals and Domestic Pets: Justin Kitts (kittsj@lmc.edu), Dean of Students

Registration can be made via the Residence Life page of the Lees-McRae website. The registration fee will be \$150 per semester (\$300 per year) for all animals. The registration fee may be paid during pet registration or the fee will be charged to the student's account by the Housing office.

All pets must be registered prior to residing on campus. All pet registrations are valid for one scholastic year. Items that will be asked for registration purposes include:

- Vaccination records for the pet
- Spay/neuter records for the pet
- 3 letters of recommendation speaking to the owner's character
- Photograph of the pet for identification purposes

Lees-McRae College ID tags will be provided to the pet during registration, and it is expected that the pet will wear this ID tag at all times. As a courtesy, the pet owner will be given a magnet for their room door that states "pet inside" to help identify to Maintenance and others that a pet is inside the room. Owners of animals must keep their residential spaces clean and in order. Pets must be housebroken, and all animal waste must be disposed of in case of accident. Animals which defecate outside must have their waste cleaned up and thrown away in the designated school waste bins.

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

# 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 Safety Security.

Media photography/videography must be cleared by the Office of Marketing and Communications and the Office of Safety and Security 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 members 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 and Security for official notices.

### Policy Guidelines

- Those representing a college department may post official college materials on any bulletin board on campus.
- 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 flier approved by the Director of Campus Life.
- Fliers 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 students are encouraged to be active and vocal members of their campus and global community. As members of the Lees-McRae community, students enjoy freedom of speech and peaceful assembly. The college is committed to free and open inquiry into matters of social, political, environmental, and economic concern and encourages the conversation of all views on such issues. As such, we have students 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 Dean of Students to ensure that campus safety and conduct policies are adhered to. To receive approval from the Dean of Students, 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 Dean of Students 3 business days prior to a planned event. Uniquely time urgent sessions may be given a waiver for this timeline given by the Dean of Students or Provost.
- 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 Code of Student Conduct.
  - Engagement with local media should be handled through the Office of Communications.
- If a protest or demonstration will extend beyond campus property, students are responsible to obtaining appropriate permits from the Town of Banner Elk.

## Sales and Solicitation

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

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

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

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

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

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

## Student IDs

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

## Student Publications and Use of Media

As an institution of higher education, Lees-McRae encourages the free exchange of ideas and opinions by faculty, staff and students. 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 Communications.

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

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

## Suicide Threats/Attempts, Self-Harming Behavior

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

1. If a student attempts suicide or demonstrates self-harm on campus, the college will provide crisis intervention services, which may include notifying Emergency Medical Services and/or emergency transportation to a medical facility for immediate evaluation and care. Campus Security, Counseling Services, and the Vice President of Student Affairs and Dean of Students are to be notified immediately so that appropriate interventions may be coordinated.
  - The Provost may process a medical withdrawal, effective immediately so that the student can give full attention to recovering his or her emotional and physical wellbeing.
  - The Dean of Students will contact the student's emergency contact person to inform them of the student's situation and arrange for transportation home and appropriate care.
  - Students who would like to re-enroll in a subsequent semester may make a written request to the Dean of Students and must follow the college's clearance procedure (refer to the Lees-McRae College Catalog and/or below information) for returning to the college community following an emergency medical leave.
2. If a student verbalizes a statement of suicidal or self-harm intent while on campus property, Counseling Services and the on-call 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 Security, who will contact law enforcement to transport the student to a local emergency room for further evaluation and treatment.
  - The on-call SAO administrator will contact the student's next of kin, or emergency contact person to inform them of the situation.
3. If the student is deemed to have made statements of suicidal intent or acts of self-harm, but is not considered a current danger to him/herself, the student must:
- Sign a written agreement to attend evaluation sessions within two weeks following discovery of the student's statement of suicidal intent or self-harm. Evaluation sessions may be obtained either via Lees-McRae College Counseling Services or through another qualified mental health provider.
  - Following completion of these sessions, the student must submit either a letter of release from the evaluating professional, or a plan for further treatment to the Dean of Students (at the professional's discretion).
  - Failure to attend the recommended evaluation sessions or to comply with further recommendations for treatment will result in withdrawal from the college.
4. If a Lees-McRae College student attempts or threatens suicide or demonstrates self-harming behavior outside of college property, the police department in that area should be contacted and provided with the appropriate information. The college will make every effort to coordinate assistance for the student with on-campus or outside agencies as needed and review the possibility of returning to campus.
5. Lees-McRae College Counseling Services are provided at no cost to the student. If a student chooses to see a qualified mental health provider off-campus, they are responsible for the costs involved. Counseling Services may refer emergencies to Daymark Recovery Services (828-733-5889).

## Technology Use

### Purpose

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

### Sources

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

### Applicability

Students and guests of students

### Introduction

#### Policy

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

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

The Office of Technology Services is responsible for the maintenance and security of Lees-McRae's central computing and communications resources. This includes recommendations for effective practices by its users, which include faculty, staff, students and

affiliates. This policy is designed to aid the college community in protecting the confidentiality, availability and integrity of college information resources.

All users of college computing and communications resources are required to comply with this policy and state and federal laws. When necessary, enforcement will be consistent with other applicable Lees-McRae administrative policies and procedures.

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

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

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

1. Unlawful communications, including threats of violence, obscenity, child pornography, and harassing communications, are prohibited.
2. Use of college computer resources for private business or commercial activities, or for fund-raising or advertising on behalf of non-Lees-McRae organizations, is prohibited.
3. The unauthorized reselling of college computer resources is prohibited.
4. Unauthorized use of college trademarks or logos and other protected trademarks and logos is prohibited.
5. 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 LMC 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.

## Incident Weather

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

## Main Campus

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

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

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

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

- **“Classes Will Begin At ...”**: Classes begin at the stated time; other college operations begin as usual.
- **“Classes Are Cancelled”**: Classes throughout the day are cancelled; other college operations continue as usual. (Administrators, administrative staff, professional staff, custodial staff, and other non-instructional staff are expected to continue operations within the parameters of the above remarks.)
- **“The College Will Open At ...”**: Both classes and administrative operations begin at the stated time.
- **“The College Is Closed”**: Both classes and administrative operations are cancelled for the day. Only essential staff members (e.g., food services, physical plant, and security) are expected to report to campus, under the parameters of the policies and direction of their supervisors.

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

- Lees-McRae College switchboard (828.898.5241)
- Campus-wide email
- Lees-McRae College website
- Social media sites (@leesmcrac, facebook.com/lmc.edu)
- Campus-wide text message, email and/or voice mail through the alert system
- Various media outlets, including:
  - Boone: MTN – 24
  - Charlotte: WBTV – 3 (CBS)
  - Asheville: WLOS – 13 (ABC)
  - Johnson City: WJHL – 11 (CBS) - Bristol: WCYB – 5 (NBC)

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

## Extended Campus

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

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

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

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

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

Mayland Community College 828-765-7351

Surry Community College 336-386-8121

Western Piedmont Community College 828-438-6000

## Missing Student

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

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

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

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

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

## **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 wildlife, other than birds, on campus is 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 College

## 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 providing assistance 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. Our mission 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 Dotti 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. Our mission is to create a culture of writing excellence by guiding students to become critical, creative and collaborative thinkers who communicate effectively and professionally. To seek assistance for all tutoring services, visit the Burton Center for Student Success on the ground floor of the Shelton Learning Commons.

## Career Services

Career Services, 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 non-escorted will be asked to leave the building, and possibly face disciplinary charges. Residents should notify Residence Life staff of non-escorted guests.

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

## Fire Safety

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

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

## Hall Sports

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

## Housing Assignments

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

## Housing During College Breaks

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

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

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

- Must be on "permission" list; see Student Affairs Office for permission
- Only residents may stay (no guests without prior approval by Student Affairs)
- All policies are in effect
- MacDonald Dining Hall will be closed after dinner the day the break begins

- The exterior doors to the residence halls will remain locked at all times
- Students will be charged \$15 per night to stay on campus during the following breaks: Thanksgiving and Spring

## Local, State, and/or Federal Laws

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

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

## Loss/Damage to Personal Property

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

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

## Maintenance Requests

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

## Off Campus Requests

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

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

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

## Overnight Guests in the Residence Halls

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

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

## Campus Breaks

During any campus break in which the pet owner will be away from campus (Fall Break, Thanksgiving, Spring Break, Summer Break), it is expected that the pet owner will remove the animal from campus. There will be no exception to this rule, and pet owners found in noncompliance will be subjected to fines and or disciplinary action and may be placed on pet probation. Failure to comply with the Pet Policy may result in conduct action, or additional action deemed necessary by the college.

## Posting Notices in Residence Halls

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

## Private Rooms/Consolidation

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

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

## Quiet Hours

Lees-McRae College students have the right to study and sleep in their housing assignment. Quiet hours are in effect for all campus housing from 10:00 p.m. until 8:00 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 Student Affairs Office to remove the equipment from his/her room.

## Room Changes

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

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

## Room Decorations/Furnishings

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

## Room Entry and Search

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

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

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

The college will use multiple attempts and methods to contact the students involved; however in extenuating circumstances, the search may be conducted without the presence of the student(s). If permission by the resident(s) is granted, the search may begin. If permission is not granted, the Resident Director will contact the SAO Administrator for approval of the search. Determination of what constitutes a reasonable cause to search will be made by the SAO Administrator.

When a search is conducted, two college officials will be present. The search may include, but not be limited to, opening drawers and refrigerators, examining furnishings and personal effects, and search of persons. The search may also include automobiles and other areas used by students such as gym lockers. Any violations noted, no matter the initial reason for the search, will be referred to the conduct process. Evidence properly obtained by the above procedure may be used in civil, criminal or administrative proceedings and may be turned over to local law enforcement.

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

## 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 his/her key will be responsible for the \$100 cost. Lost keys should be reported immediately to the Student Affairs Office. Anyone who fails to return his/her room key upon leaving the College (during the semester or at the end of the year) will also be charged the \$100 replacement cost. As a safety precaution, students are prohibited from loaning their room key to anyone. Lees-McRae College keys are not to be duplicated by anyone other than the Lees-McRae College locksmith.

## 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

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

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

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

# >> 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:

Ms. Mary Furst  
Title IX Coordinator  
Business Affairs Office  
[furstm@lmc.edu](mailto:furstm@lmc.edu)  
828-898-8743

Inquiries may also be directed to:

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

For the current version of the Title IX Policy and Procedures, visit <https://www.lmc.edu/students/title-IX.htm>

# >> COVID-19 Temporary Addendum

## About

This addendum has been temporarily added to the Lees-McRae College Student Handbook in response to COVID-19 to increase safety and accountability among students, staff, and faculty. This addendum is effective June 1 and will remain active until further notice. Any revisions or removal of this addendum will be made clear through and email notice to Lees-McRae Students, Faculty, and Staff.

These policies, in addition to those in the Student Handbook, govern the behavior of students on campus in order to ensure that the college can uphold its mission. The policies below specifically outline expectations for student behavior on campus. However, the jurisdiction of the Student Handbook and Code of Conduct extend into virtual classrooms, meetings, and off campus activity should a student's behavior fall under one of the following interests:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace or causes social disorder
- Any situation that is detrimental to the educational mission or interests of the college.

Students engaging in misconduct off campus may be charged with Violation of Law or Failure to Comply with state or local guidelines.

## Policies

The college's Incident Command Team, in collaboration with other departments, has determined the following set of procedures in the interest of student and community safety. No student may return to campus without signing the COVID Addendum Agreement, agreeing to campus safety precautions. Violations of these policies will be reported and handled through the student conduct process.

## Social Distancing

Students, faculty and staff are expected to maintain six feet of distance from one another under all reasonable circumstances. This policy applies to all classrooms, indoor and outdoor gathering spaces, the Shelton Learning Commons, MacDonald Dining Hall, Cannon Student Center, and offices. Members of the Lees-McRae community are responsible for reading and adhering to posted information about gathering limits and distancing while on the campus.

If a gathering is discovered in a residence location, the students present—in addition to all students assigned to that room, village, apartment, or house—will be charged.

## Required Quarantine / Isolation

The college reserves the right to require that students who test positive for COVID, or may have been exposed, quarantine in line with CDC guidelines. Students who receive a formal request from the college to quarantine or isolate must do so.

During a required quarantine or isolation, individuals must do the following:

- Move quickly to their assigned quarantine or isolation location
- Remain in the quarantine/isolation space with no outside contact until cleared by college staff (Students in quarantine may leave quarantine only to get a COVID-19 test or for other healthcare emergencies)
- Respond to all college communications including calls, emails, and room visits
- If the individual receives a positive test result, they must complete the diagnosis reporting form.

The college reserves the right to require a COVID test for any student who is identified as a potential close contact of a positive case. The student must enter quarantine and receive a test within 24 hours if they wish to quarantine on-campus.

## Guest Visitation

All Residence Hall visitation is prohibited. Only students who live in a building should enter the facility and should remain on their assigned floor when possible. Any prohibited guests will be escorted out of the building immediately.

Campus Tours and other vendors may enter Residence Halls under permission from Campus Safety and Security.



## Use of Personal Protective Equipment

Individuals could spread COVID-19 to others even if they do not feel sick. By wearing a face covering you can help protect others if you are infected.

Students and employees may use face coverings provided by the college or supply your own reusable or disposable coverings. Per CDC recommendations, face coverings with one-way valves or vents are not permitted for use on campus.

Individuals are expected to wear face coverings anytime they cannot maintain a physical distance from others, including meetings in small offices. Even while wearing a face covering, you should strive to maintain physical distance of at least six feet from other at all times. Members of the community are required to wear face coverings in all common spaces indoors, including classrooms, labs, and other learning spaces.

Face coverings may be removed when you are actively eating or drinking. Students may remove face coverings in their own residence hall rooms and employees may remove face coverings when they are alone in their own offices.

## Class, Meeting, and Event Attendance

In order to be able to appropriately respond if the college should have a student or employee test positive for COVID-19, it is mandatory that attendance be tracked for any in person class in Brightspace, and all meeting and event attendance should be tracked using The Den. See tutorials for assistance. All students should comply with these measures.

Students exhibiting symptoms of COVID-19 (fever, dry cough, or difficulty breathing) and those who believe they have been exposed to a person who has tested positive are not permitted to attend any in-person gathering. Students in this situation should contact their instructors for alternative delivery of course content.

## Classroom Disruption

With increase in hybrid and online classes, students are expected to maintain a high standard of integrity. Any behavior that negatively disrupts the ability for an online or in-person class to progress appropriately will be addressed. Disruptions include, but are not limited to, Zoom bombing, inappropriate attire, and sharing of images.

## Implied Consent

The Lees-McRae College Honor Code requires that a student who witnesses misconduct must intervene, seek assistance of Residence Life Staff or Campus Safety, or immediately remove themselves from the situation. Students complacent with violation of any COVID-19 safety precautions may be charged with Implied Consent and, if found responsible, receive the same sanctions as the charge they were aware of.

## Failure to Comply

Students are required to comply with clearly indicated safety precautions and requests of college employees and law enforcement. The charge of failure to comply will also be applied in cases where a student has already been found responsible for a safety-related charge.

This charge may be applied if a student has been instructed to self-quarantine and fails to do so.

## Reporting

The policies listed in the COVID-19 addendum exist solely to protect the Lees-McRae community. Failure to abide puts all members of the community at risk. Any student, faculty or staff member may report a possible violation by:

1. Calling Lees-McRae Safety and Security.
  - a. When calling, please be prepared to share the location of the incident, names of involved party, a description of the incident, and any relevant evidence.
2. Contacting Residence Life On-Call Staff
  - a. Incidents occurring in residence locations may be reported to the Residence Life staff member on call.
3. Anonymous Reporting Form
  - a. Members of the Lees-McRae community may submit a concern via an anonymous form. This form can be found on the Lees-McRae website at [www.lmc.edu/concern](http://www.lmc.edu/concern)

While all violations should be reported, student should not violate policies in order to intervene. Please allow Residence Life Professional Staff or Campus Safety Staff to intervene accordingly.

## Student Conduct Process

All students alleged of violating COVID-19 policies, per the Student Handbook, have the right to due process through a student conduct hearing. Because of the urgency of and safety repercussions of these violations, the conduct process will be amended as follows:

- Within 24 business hours of an incident report being submitted, the alleged will receive a charge letter from the Office of Student Conduct.
- The student must make all possible accommodations to make their scheduled hearing time.
- All COVID-19 related conduct violations will be heard in a virtual conference meeting. Violations that may result in suspension or expulsion will be heard by a conduct board.
- If a student is found responsible, sanctions will be put into place immediately.

Due to the nature of a COVID related sanction's potential negative impact on the health and safety of Lees-McRae community, student may be interim suspended if the Director of Conduct and Citizenship, Dean of Students, and the Provost determine together that the case meets the level of an extraordinary measure. An interim suspension may be justified by one or more of the below offenses:

- A student is alleged to have been at a party or large gathering where social distancing and/or personal protective equipment are not being used
- A student has violated quarantine or isolation procedures or failed to comply with other safety related directive of the College or Health Department
- A student has been alleged to have repeatedly violated COVID Addendum policies
- A student is alleged to have engaged in a flagrant or egregious behavior that could negatively impact the safety or wellbeing of others

As all hearings are being hosted via Zoom for the safety of students and hearing board officers, students are responsible for ensuring that they are in a safe, confidential, and internet accessible location. Failure to meet this expectation at the time of the hearing (i.e. attending a hearing while driving, being in a non-confidential location, or being connected to inconsistent or unreliable internet) will result in the case being heard in absentia. Please see page 11 of the Student Handbook for Case Heard in Absentia policies.

Students may complete the Appeal Form if they meet one of the following grounds:

- A procedural error occurred that significantly impacted the outcome of the hearing. For example: substantiated bias or deviation from established procedures
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction
- The sanctions imposed are substantially disproportionate to the severity of the violation

## Possible Sanctions

Violation	Possible Sanctions
Social Distancing	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Educational Sanction</li> <li>• \$25-\$100 Fine</li> <li>• Disciplinary Probation</li> <li>• Ban from Campus Locations</li> <li>• Removal from Housing</li> </ul>
Guest Visitation	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• \$100-\$500 Fine</li> <li>• Removal from Housing</li> <li>• Suspension or Expulsion</li> </ul>
Use of Personal Protection Equipment	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Educational Sanction</li> <li>• Disciplinary Probation (Up to 2 Semesters)</li> <li>• Suspension (Up to 1 Semester)</li> </ul>
Class, Meeting, Event Attendance	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Ban from Campus Location</li> <li>• \$25-\$100 Fine</li> <li>• Removal from Leadership Position</li> </ul>

	<ul style="list-style-type: none"> <li>• Disciplinary Probation</li> </ul>
Classroom Disruption	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Educational Sanction</li> <li>• Removal from Course</li> <li>• Disciplinary Probation</li> <li>• Suspension or Expulsion</li> </ul>
Implied Consent	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Educational Sanction</li> <li>• Disciplinary Probation</li> </ul>
Failure to Comply	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Educational Sanction</li> <li>• \$25-\$500 Fine</li> <li>• Disciplinary Probation</li> <li>• Removal from Housing</li> <li>• Suspension or Expulsion</li> </ul>
Violation of Required Quarantine or Isolation	<ul style="list-style-type: none"> <li>• \$250-\$500 Fine</li> <li>• Disciplinary Probation (Up to 2 Semesters)</li> <li>• Removal from Housing</li> <li>• Suspension or Expulsion</li> </ul>

Sanction explanations can be found in the Student Handbook. Questions about this addendum to the Student Handbook should be addressed to Hannah Finkelstein, Director of Student Conduct and Citizenship.