



2019-2020

Student Handbook

Louisburg College is an accredited, coeducational, residential, two-year college affiliated with the North Carolina Annual Conference of The United Methodist Church.

The provisions of this student handbook are not to be regarded as an irrevocable contract between Louisburg College and the student. The College reserves the right to change any provision or requirement listed in the student handbook at any time without prior notification.

**The official version of the Louisburg College Student Handbook can be found on the College website at www.louisburg.edu, and supersedes all other versions.*

WELCOME!

Dear Students,

It is my great privilege to welcome you to Louisburg College. We are honored that you have chosen to become a part of the Louisburg College family.

At Louisburg College, we believe strongly in the value of a two-year, supportive, opportunity-driven education that is committed to helping you achieve a great start to your college career. For over 232 years, we have carried out our mission to a supportive community that helps students advance intellectually, culturally, socially, physically and spiritually. The trustees, administration, faculty and staff are dedicated to helping you grow as a student and as a person.

Our main goal is your success. We are here for you.

Your student handbook provides important information about the policies and services of Louisburg College. I encourage you to utilize this information along with the College Catalog and the assistance of Student Life personnel, academic advisors, and counselors during your journey at Louisburg College. Please remember that Louisburg College is committed to helping you succeed. The following pages reveal a covenant that will ensure that success.

For the College,

Dr. Gary Brown
President

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HELPFUL TELEPHONE NUMBERS

POLICE, FIRE, & RESCUE (EMERGENCY ONLY) 911

OFFICE	LOCATION	TELEPHONE NUMBER
Academic Affairs	Main 210	497-3221
Accessibility Services	Taft Hall 107/111	497-3236
Admissions	Main 2 nd Floor	497-3222
Advocacy & Accountability	Davis Hall 202	497-3348
Alumni Office	Benson Chapel	497-3437
Athletics	Taylor Athletic Center	497-3264
Bookstore	Jordan Student Center	497-3224
Campus Safety/Police	Davis Hall 100	497-3400
Chaplain	Benson Chapel	497-3231
Great Futures Office	Taft Hall 100	497-3237
Planning	Davis Hall 202	497-3333
Counseling	Davis Hall 105	497-3205
Financial Aid	Main 118 (last name A-K)	497-3307
Financial Aid	Main 118 (last name L-Z)	497-3212
Financial Services	Main 118	497-3229
Chartwells	Duke Dining Hall	497-3321
Health Services	Student Life	497-3247
Housing	Davis Hall 105	497-3310
Learning Partners	Taft Hall 107/111	497-3236
Library	Library	497-3269
Post Office (Campus)	Jordan Student Center	497-3224
Student Life	Davis Hall 105	497-3247

ACADEMIC CALENDAR 2019-2020

SUMMER 2019

June 19	Students check in
June 20	Classes begin; Drop / Add begins at 8:30am and ends at 5pm
July 4-5	No classes; College closed
July 8	Last day permitted to initiate withdrawal from course (by 5pm)
July 18	Last day of classes
July 19	Final exams
July 24	Final grades due by 10am

FALL 2019

August 9	Football athletes arrive (Friday)
August 13	Remaining fall athletes arrive (Tuesday)
August 12-16	Faculty Professional Development
August 18	New students arrive, Induction, Learning Partners arrive (Sunday)
August 19	SOAR, testing, advising (morning), breakout sessions afternoon, Learning Partners orientation (Monday)
August 20	Academic session, Security/Safety session; Returning students check-in (Tuesday)
August 21	Classes begin; drop add begins at 8:30am (Wednesday)
August 27	Convocation and Hurricane Day (Tuesday)
August 29	Drop / Add ends at 5pm; changes in enrollment on or after this date may result in an adjustment to financial aid (Thursday)
September 2	Labor Day (Monday) no classes
October 10-11	Fall break Thursday and Friday, No classes
October 11	Midterm grades due by 10 am (Friday)
October 14	Classes resume, (Monday)
October 18	Pre-registration begins (Friday)
October 29	Students must be enrolled through this date to receive no financial aid reduction (Tuesday)
November 1	Last day fall graduation applications accepted; last day to initiate withdrawal from course (by 5:00 pm, Friday)
November 26	Thanksgiving holiday begins after last class; no classes after 5:00 pm (residence halls close at 5:00 pm, Tuesday)
November 27-29	No classes (Wednesday, Thursday, Friday)
December 1	Residence halls open at 3pm (Sunday)
December 2	Classes resume (Monday)
December 10	Last day of classes (Tuesday)
December 11	Reading Day
December 12	Exams begin (Thursday)
December 16	Exams end; residence halls close at 5pm (Monday)
December 19	Final grades due by 10am (Thursday)

SPRING 2020

January 10	Faculty professional development day (Friday)
January 13	New students arrive (Monday)
January 14	New student orientation; returning students check in (Tuesday)
January 15	Classes begin; drop / add begins at 8:30am (Wednesday)
January 20	MLK Jr. Day - No Classes (Monday)
January 22	Drop / Add ends at 5pm; changes in enrollment on or after this date may result in an adjustment to financial aid (Wednesday)
January 31	Last day Spring graduation applications accepted (Friday)
March 2	Midterm exams begin (Monday)
March 6	Spring break begins after last class; residence halls close at 5pm (Friday)
March 9	Midterm grades due by 10am (Monday)
March 15	Residence halls open at 3pm (Sunday)
March 16	Classes resume (Monday)
March 20	Fall and summer pre-registration begins (Friday)
March 25	Students must be enrolled through this date to receive no financial aid reduction (Wednesday)
March 26	Last day to initiate withdrawal from course (by 5pm, Friday)
April 10	Good Friday - No classes
April 21	Awards Day (Tuesday)
May 7	Last day of classes (Thursday)
May 8	Reading Day (Friday)
May 11	Exams begin (Monday)
May 13	Exams end; residence halls close at 5pm (Wednesday)
May 14	Final grades for potential graduates due by 12pm (Thursday)
May 15	Baccalaureate (Friday)
May 16	Commencement (Saturday)
May 18	College Assessment Day; final grades for non-graduates due by 9am; advisor training 9-11am; Faculty professional development half day 1-4 (Monday)
May 25	Memorial Day

SUMMER 2020

June 17	Student check in (Wednesday)
June 18	Classes begin; Drop / Add begins at 8:30 am and ends at 5 pm (Thursday)
July 3	No classes (Friday)
July 6	Last day permitted to initiate withdrawal from course (by 5 pm, Monday)
July 16	Last day of classes (Thursday)
July 17	Final exams (Friday)
July 22	Final grades due by 10 am (Wednesday)

LOUISBURG COLLEGE

MISSION STATEMENT

Related by faith to The United Methodist Church, Louisburg College is committed to offering a supportive community which nurtures young men and women intellectually, culturally, socially, physically, and spiritually. As a two-year residential institution, we provide a bridge for students to make a successful transition from high school to senior colleges and universities.

COLLEGE RESPONSIBILITY

Louisburg College is proud of its heritage as the nation's oldest church-related private, two-year residential college and is committed to students and to parents who have chosen to financially contribute to the education of their family members. The faculty, staff, and administrators are dedicated to the learning and personal development of students and are clear about their supervisory roles.

STUDENT RESPONSIBILITY

The faculty, staff and administrators support the idea that the *student comes first* at Louisburg College. It is our intention to assist students to grow and become responsible, productive, contributing, healthy, and fulfilled individuals in the college, the community, and the greater society. The student is expected to support the policies as stated in the official publications of Louisburg College (Catalog & Student Handbook) and to act in accordance with the code of behavior outlined in these documents. By enrolling at Louisburg College, each student agrees to enter into a contract with the college - adherence to college policies and procedures constitutes part of this contract.

PURPOSE OF THE HANDBOOK

The handbook is an official publication of Louisburg College. It is provided to assist each member of the college community in realizing that mutual responsibility and support are required for the successful implementation of the institution's policies. Students, faculty, staff, and administrators should continuously discuss and improve the policies and encourage revisions through shared decision-making processes. Policies are reviewed and revised each year.

ACADEMIC LIFE

Academic Information

Students are referred to the Louisburg College Catalog for information concerning degrees offered, College calendar, curricula descriptions, course load, grades, probation and suspension. The Vice President for Academic Life, the registrar, and students' academic advisors are available if assistance is needed in the interpretation of academic policies.

ACADEMIC INTEGRITY

Academic Integrity Policy

All Louisburg College students are expected to uphold standards of honesty and integrity in their academic pursuits and are responsible for producing only their own work in all classes. Cheating, plagiarism, or lying for academic advantage undermines academic integrity. Students are responsible for understanding the policy. Students are also responsible for asking for clarification from their instructors should they have questions about the policy. The rules apply to all assignments unless otherwise specified by the instructor.

Cheating

Students must complete all tests and examinations without help from any source. They may not look at another student's paper or any book or notes while taking tests unless specified by the instructor. Possession of notes while taking tests is considered evidence of intention to cheat. Students may not talk to any other student while tests are being given without explicit permission from the instructor. All electronic devices must be turned off and placed completely out of sight, except those devices approved by the instructor. Students must submit work that is their own. They may not submit work that has been produced by anyone else. They may not give their work to other students to copy.

Plagiarism

Students must use their own words and must document the source of anything written in any paper or assignment. Direct quotations must be cited as such. Students must paraphrase material in such a way that the style and language are distinctively their own; merely rearranging words or making minimal changes in wording is plagiarism even if documented. Students are encouraged to get ideas or suggestions from other sources when the instructor permits this.

Academic Misrepresentation

Students must not lie about absences or assignments to gain academic advantage. Students are responsible for asking for clarification from their instructors should they have questions about these violations. Violations will result in a conference with the instructor who will review evidence of the offense. The instructor has the authority to determine the severity of the penalty related to the course, such as zero (0) for the assignment or awarding an "F" for the final grade of the class according to the sanctions listed below.

Process

Any faculty member having evidence of a violation of the academic integrity policy shall meet with the student to inform him/her of the infraction of the policy. The faculty shall notify the

Vice President for Academic Life providing him/her with documentation of the violation. The Vice President for Academic Life shall conduct a hearing with the student and faculty member to review the documentation. The Vice President for Academic Life shall advise the faculty of possible sanctions permissible and applicable and discuss with the faculty the course of action the College should take should the violation not be the first infraction of the academic integrity policy by the student. The Vice President for Academic Life shall notify the student of the sanction imposed by the faculty member and by the College if applicable.

Sanctions

The consequence for the first infraction is a zero (0) for the assignment, quiz, test or a final grade of "F" for the course. A second violation of the academic integrity policy shall result in a final grade of "F" for the course with a permanent notation of the violation on the student's transcript or expulsion from the institution with a permanent notation of the violation on the student's transcript. A third violation of the academic integrity policy shall result in expulsion from the College and a permanent notation of the violation on the student's transcript.

Louisburg College Honor Code

We the students of Louisburg College will strive to uphold and honor this institution, its policies, and our fellow students. We will strive to ensure that our actions are advantageous and not destructive. We believe that integrity is critical to our success, both at Louisburg College and in life. We acknowledge that plagiarism, cheating and academic misrepresentation are appropriately prohibited in our community. We also understand that as members of the Louisburg College community we have the responsibility to ourselves and to our peers to report violations of the College's Academic Integrity Policy.

Cell Phones

In consideration of the instructor and other students, it is required that cell phones/pagers be turned off during class so as not to be a distraction. Faculty may set individual policies regarding cell phones/pagers, and you should check with your professor outside of class if you have a specific concern or need.

Class Attendance

Regular class attendance is required and is the student's responsibility. Students are accountable for the material presented in all classes. At the beginning of each semester instructors will inform their classes of policies regarding class absences. Students who have or will need to miss class are responsible for notifying their instructors as soon as possible and providing appropriate documentation to support the absence (when possible) if requested by the faculty member. Only faculty can grant an excused absence and the student is responsible for all materials when they are absent from class. Please read the Louisburg College Catalog for the class attendance policy.

Privacy of Education Records

Access to students' education records is regulated by the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act, with which the College intends to comply fully, was designed to protect the privacy of education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the

right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the College to comply with the Act.

Local policy explains in detail the procedures to be used by the College for compliance with the provisions of the Act. Copies of the policy can be found in the following offices: Dean of Students, Academic Dean, Registrar, and Admissions.

Louisburg College categorizes the following information as Directory Information: name, address, telephone number, date and place of birth, parents' names, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, weight and height of members of athletic teams and the most recent previous educational institution attended by the student.

Under the FERPA Act, students have the right to withhold disclosure of any or all of the above items. Requests for nondisclosure (Louisburg College FERPA Form 1) must be filed annually with the Registrar if withholding of Directory Information is desired. Louisburg College assumes that failure on the part of any student to file a request for nondisclosure indicates approval for disclosure.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Academic Dean or Registrar.

INVOLUNTARY MEDICAL WITHDRAWAL POLICY

I. Purpose

One of the college's purposes is to ensure equality of educational opportunity while fostering an environment that promotes the education, service, maturation, and safety of all members of its community. Periodically, college officials become aware of a student who may be seriously interfering with this purpose because of a mental, emotional, physical, or psychological health condition. In these situations, College officials may consider the appropriateness of involuntary medical withdrawal according to the standards and procedures described in this policy.

An involuntary medical withdrawal should not be imposed when student conduct, academic, or other responses to the student's situation are readily available and can be addressed through those avenues. Additionally, when possible and appropriate, efforts will be made to persuade the student to voluntarily withdraw and to follow a course of treatment needed to resume student status.

Involuntary medical withdrawal is not a substitute for appropriate student conduct action. A student suffering from a mental disorder who is accused of a conduct violation should not be diverted from the conduct process unless, as a result of the mental disorder, the student either lacks the capacity to respond to the charges or did not know the nature and/or quality of the act in question. Further, this policy should not be used to dismiss socially or politically eccentric students who have not otherwise engaged in behavior which poses a danger to themselves or to others, or which substantially disrupts normal College activities.

II. *Composition of the Withdrawal Panel*

The Medical Withdrawal panel will consist of the following members:

- a. Dean of Students (chair)
- b. Vice President for Academic Life
- c. Vice President of Enrollment Management
- d. Chair of the Faculty Senate
- e. Director of Counseling Services

III. *Commencement of the Involuntary Withdrawal Process*

The Involuntary Medical Withdrawal process will commence when the student's condition involves one or more of the following:

- Engagement in behavior that poses a significant danger of causing harm to self or others or to property.
- A threat to public health.
- The educational process and functions of the College are hampered.
- The lawful activities of others are directly and substantially impeded.
- The inability to engage in basic required activities necessary to obtain an education.

An interim medical withdrawal will be imposed when the student presents a real and present danger to others.

Any member of the College community who has reason to believe that a student may meet the standard for involuntary medical withdrawal described above may contact the Dean of Students. If the Dean of Students determines, based on the above criteria, that the student should be referred to the IMW panel, a recommendation will be submitted to the IMW panel and the student in question. The panel will convene for the conference within three business days of the recommendation, and the student will be notified of the conference. If, in the Dean of Students judgment, the student does not meet the standard for IMW, the Dean of Students may take any other action deemed appropriate, including initiating disciplinary action or recommending that the student seek treatment.

The Dean of Students will also inform the parents or guardians of the conference, though they may not attend the conference.

IV. *The Conference*

At the conference, the Dean of Students will provide the IMW panel all evidence relevant to determine whether the student is subject to IMW under the standard set forth in section V. The evidence may include witnesses, written reports, documents or written statements, and/or an independent mental health professional's written evaluation. The IMW panel may at its discretion require the student be evaluated by a mental health professional.

The student's rights at the conference shall include:

1. The right to be present, unless behavior is disruptive.
2. The right to present relevant evidence and witnesses.
3. The right to question all witnesses at the conference and to comment upon all documents presented.
4. The right to have a member of the campus community serve as an advisor.

The members of the IMW panel may also ask questions of the student and/or any witnesses. The Dean of Students may exclude evidence that is not relevant or is cumulative.

The conference will be closed to the public and the evidence presented will be kept confidential. The conference will be recorded and shall be preserved as part of the student's confidential counseling record.

V. The Decision of the Panel

A student will be subject to involuntary medical withdrawal if the IMW panel concludes that, in its judgment, the student has exhibited behavior as listed in section III or is a real threat to engage in such behavior. The IMW panel will base its decision on evidence presented at the conference. The concurrence of all panel members will be required to withdraw a student under this policy. If the IMW panel concludes that the student does meet the standard for IMW, the panel shall so state in a written decision from the Dean of Students that will include its reasons for this conclusion. This decision will be reviewed by the President of the College. If the President is in agreement with the panel, the decision will be communicated to the student within 24 hours. This decision is final.

Students who are involuntarily withdrawn must vacate the campus immediately. Resident students will be given 24 hours to remove their belongings from campus. Students refusing to leave campus or who present a real and present danger will be escorted from campus by law enforcement. Appropriate legal action to prevent the student from returning to campus will be initiated.

The panel may, at its discretion, permit a student who meets the standard for medical withdrawal to remain enrolled on a probationary basis under specified conditions which may include, but are not limited to, participation in a documented, on-going treatment plan, acceptance of and compliance with a behavioral contract, a housing relocation, a lighter academic course load, or any combination of the above.

VI. Voluntary Medical Withdrawal

At any point in the process the student may present a request for a voluntary medical withdrawal to the Vice President for Student Life. If the request is granted, the IMW process will cease and the student will be subject to the institution's readmission requirements. Voluntary withdrawal will not terminate any pending disciplinary action.

VII. Readmission

A student who is involuntarily withdrawn or who obtains a voluntary medical withdrawal may not re-enroll or be readmitted to the College before the start of the next regular full term. If a student is involuntarily withdrawn during a summer session, the student may be considered for readmission to the College for the subsequent spring term. Approval may be granted only if the panel determines, in its best judgment, that the conditions that caused the withdrawal are no longer present. The panel may require any documentation or evaluation that it deems necessary, including a written statement from a mental health professional outside of the college at the student's expense.

VIII. Records and Fees

All records concerning these proceedings shall be maintained by the Vice President for Student Life and shall be kept confidential in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C., 1232g, and implementing regulations of the U.S. Department of Education, 34C.F.R., Part 99. The policies and procedures for transcript notation and fee refunds described in the College Catalog shall apply to students who withdraw, voluntarily or involuntarily, under this policy.

(See the College Catalog for complete Academic policies.)

INTELLECTUAL PROPERTY RIGHTS

It is the policy of Louisburg College to encourage and support the long-standing and traditional rights of students, faculty, and staff on their own initiative to write, create, produce or otherwise generate works or products which are copyrightable, patentable, or of commercial value.

2.2.3.1. Copyrights and Patents

In order to encourage pedagogical innovation and a richness and depth in the learning experience, any such materials written, created, produced or otherwise generated by a member of the student body, faculty, or staff shall remain the exclusive property of the student, faculty member, or staff member, and that person shall have the sole right of ownership and disposition under the Copyright Act except as limited herein [see 2.2.3.2. "Works for Hire" and 2.2.3.4. "Substantial Use" below]. In the case of faculty teaching materials, the faculty member will be the sole copyright owner of works that are created independently and at the faculty member's own initiative for teaching classes (examples include, but are not limited to, class notes, books and articles, works of fiction and nonfiction, poems and dramatic works, musical and choreographic works, pictorial, graphic, and sculptural works, teaching modules, exams, class presentations, web sites, and educational software, commonly known as "courseware," regardless of the medium in which such works appear, that is, whether in physical representation, on paper, or in audiovisual or electronic form). The College shall be guaranteed reasonable and appropriate access to these faculty materials for use with College students, faculty, and administration for instructional and administrative uses. Patented materials that are developed by an employee of the College on the employee's own initiative and time and using the employee's resources are the sole property of the employee.

As noted below in Section 2.3.3.2., Works for Hire, patents that are produced by an employee of the College at the express request of or under the direct supervision of the College are the joint property of the patent's creator and the College as noted in 2.2.3.5.

Such works and inventions may qualify for protection under the laws of the United States of America. Title 17 of the United States Code defines copyright protection, details original works of authorship protected, and outlines the process for protecting such works. Title 35 of the United States Code defines inventions and discoveries, establishes conditions for patentability, and summarizes the process for applying for, review of, and obtaining a patent in the United States of America.

Copyrightable materials include but are not limited to books, pamphlets, brochures, or other printed materials; films, videos, or audio tapes; computer programs or computer-based instructional materials; musical compositions, dramatic productions, and works of art; and any and all other copyrightable materials covered by the copyright laws of the United States or any foreign government, as amended. Patentable works include but are not limited to inventions, creations, and any and all things patentable under the patent laws of the United States or any foreign government, as amended. Materials of commercial value are any materials which the College, in its sole discretion, determines to have commercial value.

2.2.3.2. Works for Hire

"Works for hire" shall be defined as works that are expressly and specifically commissioned by, developed at the express request of, or under the direct supervision of the College.

"Works for hire" may be either specific requirements for employment or an assigned institutional duty included in a written job description or an employment agreement (see section 2.30 of the Faculty Handbook). For works that go beyond what is traditionally required of faculty or staff, there should be a separate contractual arrangement agreed to in writing, in advance, and in full conformance with other provisions of this agreement.

Copyrights and patents for items covered by Title 17 or Title 35, and any revenue they may generate, shall be the property of the employee and the College if produced by an employee of the College at the express request of or under the direct supervision of the College. The President or his/her designated agent reserves the right to grant to others, including the creator of the qualifying item, copyrights or patents that are the property of the College. To secure the copyright or patent for an item covered under U.S. Code and created on the College's time or with the College's funds, resources, or as delineated later in this document, a written request must be submitted to the President or his/her designated agent and its permission received.

Copyrights and patents for items covered by Title 17 or Title 35, and any revenue they may generate, shall be the property of the creator if produced outside a College employee's work schedule, and if produced by the employee or anyone with funds, resources, and facilities that are not owned or controlled by the College

2.2.3.3. Fair Use

At times it may enhance instruction to distribute or otherwise use materials copyrighted by persons not associated with the College. Any person wishing to use such copyrighted materials under conditions not permitted by Title 17, Chapter 1, Section 107—Fair Use of the United States Code must first gain the permission from the author or appropriate owner prior to using such material. The employee who intends to use copyrighted materials must file all correspondence and documentation securing permission with her/his dean or area vice president. The documentation will consist of not less than the letter requesting the approval to copy, the letter of response from the author or owner, and the article or materials to be copied.

Materials written, created, produced, or otherwise generated pursuant to or under the sponsorship of an outside agency or governmental grant shall be subject to the copyright, patent, and exploitation terms and conditions of said grant, contract or agreement. If no such terms and conditions are stated, then the materials produced by the student, faculty member, or staff member shall be subject to the terms of this policy.

2.2.3.4. Substantial Use

Students, faculty members, or staff members who write, create, produce, or otherwise generate copyrightable, patentable or other commercially valuable materials using College resources shall be governed by the following principles in terms of what constitutes substantial use of College resources:

1. The following resources may be used by students, faculty members, and staff members for their creative and/or intellectual pursuits at institutionally authorized levels without accounting for “substantial use” under this policy:
 - A. Personal office space
 - B. Local telephone calls
 - C. Typewriters (but not secretarial service)
 - D. Computers (but not secretarial service)
 - E. Library facilities
 - F. Other students, faculty members, or staff members as consultants.

2. The following College resources, when used by students, faculty members, or staff members for the writing, creation, production, or generation of copyrightable, patentable, or commercially-valuable materials, shall constitute “substantial use” of College resources, and the student, faculty member, or staff member is encouraged to keep accurate and detailed records reflecting his/her use of the resources:
 - A. College clerical services
 - B. Plant and animal specimens
 - C. College supplies including but not limited to paper, copying costs, etc.
 - D. Laboratory equipment and supplies, chemical supplies
 - E. Telecommunication transmission by means of long-distance telephone services
 - F. Audio/visual equipment
 - G. TV studio (Personnel and supplies)
 - H. Paid mail or package delivery, postage, etc.

- I. Computer peripherals equipment
- J. Blank media storage materials, blank film, blank video/audio tapes
- K. Special program equipment such as music synthesizers, audiology synthesizers, etc.
- L. College facilities including but not limited to auditorium, theater, gymnasium, athletic fields, and music and art studios
- M. Any other College resource not included in Section 1 above or any resource used at greater than institutionally-authorized levels.

The College’s claim to ownership shall be proportional to the substantial use of College resources as determined by the Faculty Evaluation and Professional Development Committee.

The President may grant an exception to any item(s) listed in number two above. The student, faculty member, or staff member seeking an exception shall submit a written petition to the President specifying the item to be exempted, the length of time of exemption, the intended need for utilization of the College resource(s), and the anticipated value of the material(s) generated using the item(s) specified. The President shall, within thirty (30) calendar days following the submission of the written petition, make a decision and notify in writing the student, faculty member, or staff member of the decision, granting or denying the petition.

FINANCIAL SERVICES OFFICE

Financial Services

The Financial Services Office is located on the first floor of Main Building.

Normal Hours

Monday – Friday:	8:30 am – 5:00 pm
Summer Hours (May – August):	Monday – Thursday: 8:00 am – 5:00 pm Friday: 8:00 am – 1:00 pm

Payment Plans

Monthly payment plans are offered through Louisburg College. Students and parents have the option of setting up full-year plans (includes Fall and Spring semesters) or semester-only plans.

Student Payroll (Work study)

Time sheets for college work study and student employees must be submitted by the employee’s supervisor to the Work Study Coordinator located in the Financial Services Office. Work Study for time reported will be direct deposited to a student’s checking or savings accounts on the 16th of each month. If a student does not have a checking or savings account, they will be able to set up a free checking account through First Citizens Bank. Each student that participates in the Work Study program needs to have a checking or savings account that always has at least \$1.00 in the account at all times.

Louisburg College ID Card

Your Louisburg College ID card is a multi-purpose card. It permits access to residence halls, the dining center, checks you in attendance at events and serves as the student’s identification. Students and parents may make deposits with cash, check, money order, or credit card to the student’s ID card to be able to use in the Dining Center, The Eye and/or the Bookstore. Cash

withdrawals **cannot** be made with your student ID card. If lost, a replacement card will cost \$35.

Student Statement of Financial Responsibility

At the beginning of each academic year, students will be required to sign a statement of financial responsibility where they accept the obligation to pay any debts owed to Louisburg College in any given semester. Student must keep their accounts current through the monthly payment plan or by paying in full. Checks that are produced at check-in or anytime during the semester that are to be used to pay towards tuition balances must be able to clear our bank at time of issuance. If a check is returned for non-sufficient funds, we will no longer accept personal checks. Any monies sent in after that NSF would have to be certified funds, cash, or debit or credit card. Writing of a worthless check and not making good on the funds and the fee could result in withdrawal from the college.

Past Due Balances and Collections

All balances must be paid by the end of each semester; each student that has a balance after a semester will have a hold on his/her account and final grades and transcripts will NOT be released until all balances are paid. If a student leaves Louisburg College and does not return, that student has 90 days to pay the balance in full to avoid being sent to collections and incur additional fees. If a student owes a balance upon departure from Louisburg College, the \$200.00 deposit will be applied towards that balance and will not be refunded.

Refund Policy

Louisburg College is a private institution and financial aid is awarded based on cost of attendance. In the event that there is a credit on a student's account, the student must request this credit to be given to them in a refund check or sign for it to be applied towards the next academic term fees. In order to receive a refund, all financial aid monies must be received on the account and the refund request must be approved by the Financial Services Director or Associate Director of Financial Aid and Vice President of Finance. The \$200.00 deposit will be refunded after the student's last semester attending once ALL charges have been applied to the student's account, including but not limited to Bookstore Charges, Library Fees, Conduct Fees, and Damage charges.

Withdrawal Policy

Students terminating their enrollment at Louisburg College for any reason are expected to officially withdraw from the College. An official withdrawal form is obtained from the Registrar's Office. If a student fails to complete an official withdrawal form, no guarantee of a refund will be made and the College shall not refund any deposit. A \$100 dollar administrative fee will be charged to all withdrawing students.

For students officially withdrawing from the College, the refunding of tuition, fees, and room charges will be on a pro rata basis before the 60% point in the term. Once classes of the new term have begun, the refund calculation for withdrawals is based on tuition charges, board charges, and student fees (excluding any fees for insurance, course charges, or charges for supplies or books). There is no refund of any charges after the 60% point in a semester. In the event an applicant has prepaid a semester's expenses at Louisburg College and is subsequently

found to be academically ineligible to attend prior to the start of classes, such applicant will be entitled to a full refund.

LAST DATE OF CLASS ATTENDANCE	% TUITION/BOARD REFUNDED
Prior to 1 st day of term	100%
During 1 through 60% of term	Pro Rata %
After 60% point of term	0%

For students who receive federal aid and withdraw before the 60% point in the semester, financial aid funds will be returned to the federal aid programs based on a ratio of the number of calendar days attended in the semester to the total number of calendar days in the semester or summer school term. The documented last date of attendance will be used to determine any amount refundable to federal, state, and institutional financial programs. Funds will be returned in the following order: Unsubsidized Federal Direct Loan, Subsidized Federal Direct Loan, Federal Perkins Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and any other Title IV funds. For North Carolina students, program refunds will be made according to state regulations. All scholarships received from outside sources will be retained by the College unless otherwise restricted. Any institutional aid will also be refunded back to the college on a pro-rata basis. If a student attends sixty percent or more of classes in a given semester, no federal, state, private or institutional program refunds will be made. Please contact the Financial Services Office for a full, detailed description of the financial aid refund policy, including all aid funds/programs.

Financial Aid

Louisburg College believes that all students should have the opportunity to attend the college of their choice, regardless of financial circumstances. While paying for college expenses is primarily the responsibility of the student and his or her family, generous financial assistance is available to students who need help in paying for the cost of education. Financial assistance may, in part, include scholarships, grants, loans, and federal work-study awards. Each student that plans to receive any financial assistance is required to fill out the FAFSA (Free Application for Federal Student Aid). All recipients of financial aid must make **satisfactory academic progress** as defined by the Financial Services Office's financial aid policies.

BOOKSTORE SERVICES

Bookstore Hours

Monday-Friday: 9:00am-12:00pm; 1:00pm-4:00pm
(Times subject to change for special occasions)

Textbooks & Supplies

The College Bookstore, located in the Jordan Student Center, sells Louisburg College apparel, school and personal supplies, and gift items. Student textbook rental fees are included in the general tuition and fees. Textbooks will be picked up at the College Bookstore following the check-in process. Students that change schedules during the drop/add period will need to come to the bookstore to exchange textbooks. Students may write and highlight in all textbooks; however, they are unable to remove pages. All rental textbooks must be returned to the

bookstore by the last day of exams for the term issued. Failure to return textbooks by the due date will result in the student account being billed for the full retail cost of the textbooks, and this charge must be paid prior to re-enrolling or the receipt of official transcripts. Louisburg College may withhold adequate funds on a student's account to cover the cost of rented textbooks until they are returned. All students may utilize their Hurricane card for purchases in the Bookstore. Students wishing to use this option will need to make a minimum deposit of \$25 on their Hurricane Card account in the Business Office.

CAMPUS SAFETY

The Campus Safety Office is located on the first floor of Davis Building in room 100. Campus Safety Officers will be out on patrol throughout campus and in the residence halls. For convenience, a phone is located outside of the Campus Safety Office should you need immediate assistance when Officers are away from the office on patrol. Students must share in the responsibility of making the campus a safe place to live by always locking the doors of rooms and vehicles, and reporting suspicious persons or activities immediately.

Louisburg College does not assume liability or responsibility for damage to or theft of personal belongings or vehicle/contents; this is a personal or family responsibility. The student should be sure that they are properly covered with homeowners or renters insurance, or visit the Student Life office for information on supplemental coverage. *(See Appendix A for more information)*

Campus Safety Authority

The Louisburg College Campus Safety utilizes both sworn and non-sworn officers. The State of North Carolina (§74G) grants sworn officers complete authority to apprehend and arrest anyone involved in illegal acts on campus. Students involved in minor offenses involving College rules and regulations are referred to the Office of Student Advocacy and Accountability for appropriate action.

Campus Safety staff work closely with local law enforcement agencies to ensure campus safety as well as to investigate criminal acts. In coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations is monitored and recorded. As this information is public record, it is provided to the Chief of Campus Safety and/or the Dean of Students for any action or follow-up that may be required.

Programs

Campus Safety deliver educational programming within the residence hall communities on the following topics:

- Operation ID
- Alcohol & Drug Awareness
- Personal Safety
- Sexual Assault Awareness
- Dating Violence
- Controlled Substance Abuse
- Safe Driving Program
- Weapons on Campus

Safety and Crime Prevention Tools

Five emergency call boxes are located throughout campus providing easy access for students to use in the event of an emergency. There are over 170 video surveillance cameras placed in buildings and throughout campus to improve security measures on campus. Campus police officers will only review surveillance video upon instances where video evidence may provide information useful in solving crimes or addressing campus policy violations.

Services

Campus Safety provides the following services to students, faculty, staff and guests:

- Motorist Assists to include Lockouts, Jumpstarts, and Flat Tires
- Escorts on campus for safety

Annual Security Report

The Campus Safety Office, in conjunction with the Office of Student Advocacy and Accountability, prepares the Annual Security Report (ASR) in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report includes all crimes reported to the Campus Safety office, as well as crimes reported to Campus Security Authorities (including but not limited to Deans, Coaches, Advisors, and Community Directors), and local law enforcement agencies. The ASR is published to inform members and prospective members of the Louisburg College community about the security policies which serve to protect the community. It also discloses annual crime statistics for the College.

Each year students, faculty, and staff receive e-mail notification of the availability of the current report. Paper copies of the report are also available and may be obtained at the Campus Safety Office. Prospective employees may obtain a paper copy from the College's Human Resource Officer. The Annual Security Report may be accessed at <https://www.louisburg.edu/campus-life/campus-safety/index.php>.

GREAT FUTURES OFFICE

The Great Futures Office provides career and transfer services to all students. Career and transfer counseling is a partnership between the student and the Director of Transfer and Career Services who is knowledgeable and skilled in assisting students in making important decisions about their major, career and transfer institution. Students are encouraged early in their college experience to meet with the Director of Transfer and Career Services to ensure a seamless transfer after graduation from Louisburg College. Students are guided through a decision-making process tailored to their unique needs and situation by identifying and prioritizing the criteria important to their decisions. The Great Futures Office offers career assessments to help students determine if their intended majors are compatible with their goals, abilities, personality, interests and values. Sophomores are encouraged to ask about possible job shadowing opportunities in their field of interest. Throughout the school year, students are encouraged to gain more information about their four-year institutions of interest.

Transfer counseling is done in collaboration with academic advisors. Students wishing to transfer to another college at any time will benefit from reviewing their progress with their academic advisor and scheduling an appointment with the Director of Transfer and Career

Services. Students should review their transfer status to ensure that they are prepared to apply and be accepted by the senior institution of their choice. Resources such as college view books, college applications, guides to college majors and careers, and other online resources are available in the Great Futures Office. Students may also access information on the Louisburg College website - <http://www.louisburg.edu/student/greatfutures/index.html>

The Great Futures Office phone number is (919)497-3237 and is located in Taft 100.

COMPUTING/CAMPUS NETWORK SERVICES

Louisburg College Campus Portal

The Louisburg College Campus Portal is a secure site that allows students, faculty, and staff access to academic information via the internet. Students can access the campus portal by clicking the “Portals” link on the College’s homepage, www.louisburg.edu, or from <http://portal.louisburg.edu>.

From LC Campus Portal you may:

- Access online and web-enhanced courses
- Access your Louisburg College Google Apps email
- View your unofficial transcript
- Print/Display your class schedule
- Check registration status
- View/update personal information
- View campus announcements
- Access Financial Aid information and forms
- View/print your billing statement
- Access Library Web resources

User Name & Password

Your user name and password will be available to you by email and sent to you from the admissions office. DO NOT SHARE YOUR LOGIN INFORMATION WITH ANYONE! Sharing your user name and password will grant others access to your permanent academic and personal information.

Campus E-mail

Louisburg College provides each student and employee a campus email account via Google Mail. Campus email is designated as the primary method for Louisburg College to communicate with students. Every enrolled student, and current faculty and staff member has an official Louisburg College e-mail address established and assigned by Information Technology. Faculty members will use the official College e-mail address to communicate with a student registered in their classes as well as send messages directly from their Class Portals. Additionally, all administrative offices using e-mail to correspond with enrolled students will do so via this address. Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with College communications. A student’s failure to receive and read College communications delivered to his/her e-mail address in a timely

manner does not excuse the student from knowing and complying with the content and instructions of such communications.

Students are allowed to forward their e-mail from their official College e-mail address to another provider, but do so at their own risk. Louisburg College is not responsible for the handling of e-mail of other service providers. Having e-mail forwarded does not absolve students from knowing and complying with the content of communications sent to their official College e-mail address.

No e-mail may be sent or forwarded through a College system or network for purposes that violate College policy and/or constitute an illegal or criminal action.

Electronic mail is considered private, confidential information and will be kept as private as possible. Attempts to read another person's e-mail will be treated with the utmost seriousness. No College employee or system administrator will read any mail unless deemed absolutely necessary in accordance with specific job requirements or by judicial subpoena. The College makes every effort to respect e-mail privacy and adhere to state and federal statutes governing e-mail confidentiality. However, the College reserves the right to investigate virus and illicit activity that can be introduced through e-mail systems.

Additionally, if requested by the person assigned to the e-mail account, Information Technology may enter the specific e-mail account to assist with problem identification and resolution. Users should be aware that deletion of electronic information will not erase such information from the system storage until overwritten with other data. This can result in the information residing in the College's network either on various back-up systems/media until such time as the information is overwritten.

SPAM e-mail or other on-line messages such as chain letters, obscene, harassing, and/or other unwelcome messages are prohibited. Unsolicited e-mail messages to multiple Users are prohibited unless explicitly used for College instruction and/or business purposes. Exceptions must be granted by the appropriate College authority. All messages must show accurately from where and from whom the message originated, except in cases where anonymous messages are invited. Louisburg College reserves the right to refuse mail and other communications from outside hosts that send unsolicited, mass or commercial messages, or messages that appear to contain virus and/or illicit material. The College will refuse, filter and/or disregard such messages.

Campus Computing Facilities (Labs)

Louisburg College offers computer labs across campus for student use:

Taft 314 Writing Center
Taft 312 Math Lab
Davis 101 (open 24 hours a day)
Library

The computer labs are for the exclusive use of Louisburg College students. Accessing any other user's material without the proper authorization of the owner of that material, or allowing others to use your password, may be deemed a violation of the honor code.

There is absolutely no eating, drinking, or smoking permitted in the labs or while using any of the college's computer equipment anywhere in the building. No drinks, cups, or bottles are permitted in the lab at any time. Students may not install any software, programs, or games on the lab computers without the permission of the Information Technology Department. Students may not make any changes to the Windows Desktop, or changes to any program preferences without the permission of the Information Technology Department. Violation of these policies will result in a loss of lab use privileges.

The primary uses of the computer lab are approved class projects, information technology research, legal research and word processing, and primary users will have priority in the use of the facilities.

Students assume all risk of equipment failure or malfunction. Louisburg College, its employees, and student lab assistants are not responsible for the performance of software or hardware, or for the destruction of data or media, including, but not limited to computer disks. Students are responsible for any violation of copyright law. None of the copyrighted programs or manuals in the computer lab may be duplicated in any form.

Students are responsible for knowing and understanding these policies, as well as any additional policies posted inside or outside the lab or published electronically over the computer network.

Campus Network and Computing Policies

Louisburg College provides computing resources to support the education, research, and work of its students, faculty, and staff. The priorities for use of these resources are listed below:

1. All education, research, and administrative purposes of Louisburg College.
2. Other uses indirectly related to Louisburg College purposes with educational or research benefit, including personal communications.
3. Recreation, including gaming, streaming media, Netflix, and other legal streaming activity.

Prohibited activity includes but is not limited to: selling Louisburg College resources, commercial activities not sanctioned by the President's office, intentionally denying or interfering with service, unauthorized use or access, reading or modifying files without proper authorization, using the technology to impersonate another, downloading from illegal or copyrighted sources, and violation of local, state, or federal law or Louisburg College policies.

Network Use Policy

Computer Use Guidelines:

To ensure continued compliance with computer usage guidelines, Louisburg College designates certain personnel to investigate alleged computer abuses. These personnel reserve the right to examine files in such cases.

A. Use of Louisburg College Computing Facilities (Labs) All users (students, faculty, staff and authorized others):

- Should report any malfunction to the person on duty or to the organization responsible for the facility immediately. Do not attempt to move repair, reconfigure, modify or attach devices to the systems.
- Are requested to finish any food or drink before using computing facilities.
- Are to recognize that academic use of the workstations have priority over all other uses.
- Recreational use in computing facilities is permitted during periods of light usage; however, you may not play games or engage in other recreational activities when others are waiting to use the workstations for academic purposes.
- Must realize that individual computing center facilities and other facilities may post additional operational rules and restrictions that are considered part of this policy.
- Must not load or modify any software onto any hard drive without specific prior permission of the system administrator or custodian of the files.

B. Authorization and Security

For each user, authorization to utilize computer resources includes but is not limited to electronic mail, administrative records, library services, and departmental-specific programs. Each user:

- Must have a valid, authorized account and may only use those computer resources which are specifically authorized;
- May only use his/her account in accordance with its authorized purpose;
- Is responsible for safeguarding his/her computing accounts and should change passwords often to ensure privacy and security.

C. Honor Code

- Must not use the computer systems to violate any rules in the Employee Handbook or the Louisburg College Student Handbook or any local, state, or federal laws.
- Should disclose to the appropriate authorities any misuse of the computing resources or potential loopholes in computer systems security and cooperate with the systems administrator in the investigations of abuses.

Common Forms of Computer Abuse

Misuse or abuse of Louisburg College's computers, computer systems, computer networks, programs and data is prohibited. Violations in the areas listed below will be considered academic misconduct, misdemeanor, or felony as appropriate to the situation and will be dealt with accordingly (see Penalties section).

A. Privacy

Violations of Louisburg College or another user's privacy include but are not limited to:

- Attempting to access another user's computer files without permission;
- Supplying or attempting to supply false and misleading information or identification in order to access another user's account;
- The unauthorized "borrowing" or examination of another user's output;
- Deliberate, unauthorized attempts to access or use the College's computers, computer facilities, networks, programs, data, or any system files other than those designated for public access;
- Connecting a wireless access point to the network without authorization by the Information Technology department;
- The unauthorized manipulation of the College's computer systems, programs, or data;
- The unauthorized capturing of computer network data directly from the network backbone or networking media.

B. Theft

- Abusing specific computer resources such as the Internet;
- Attempting unauthorized access to computers outside the network using the College's computers or communication facilities;
- Removing any computer equipment (hardware, software, data, pictures, articles, or books) without proper authorization;
- Copying, attempting to copy, or distributing copyrighted or licensed software, data, pictures, articles, or books without proper authorization;
- Abusing printing resources such as printing material that is not academically related or pertaining to business.

C. Vandalism

Alteration or attempted alteration of programs, digital data or other files, as well as resource or equipment destruction or disruption is considered vandalism. Violations include, but are not limited to:

- The installation of software or the intentional spreading of viruses which causes harm to
- Computer systems or to another user's account;
- Tampering with or obstructing the College's computer systems;
- Inspecting, modifying or distributing data or software without proper authorization or attempting to do so;
- Damaging computer hardware and software.

Any intentional attempt to harm or destroy data or equipment will result in immediate cancellation of user privileges, require restitution, and may result in sanctions imposed by the Office of Student Conduct.

D. Copyright Issues

The College owns licenses to a number of proprietary programs. Users who redistribute software from the computing systems break agreements with the College's software suppliers as well as applicable federal copyright patent and trade secret laws. Therefore, the redistribution of any software from computing systems is strictly prohibited except in the case of software which is clearly marked as being in the public domain. Louisburg College will not provide legal defense for individuals who may be accused of making unauthorized copies. If the College is sued or fined because of unauthorized copying or use by students, faculty or staff it may seek payment from the individuals as well as subject them to Student Conduct Process action that may include expulsion or dismissal. Violations include but are not limited to copying, transmitting, or disclosing data, software or documentation without proper authorization.

E. Harassment

Harassment of others may be the sending, viewing or printing of unwanted messages or files.

Violations include, but are not limited to:

- Interfering with the legitimate work of another user;
- The sending of abusive or obscene messages via computers;
- The use of computer resources to engage in abuse of computer personnel or other users.

F. Games, Chain Letters and Miscellaneous

Unethical, inappropriate, or illegal use is prohibited. Uses commonly considered unethical include but are not limited to:

- Sending chain letters or unauthorized mass mailings. Chain letters and unauthorized mass mailings may be prohibited by state and federal law;
- using the network for non-professional or illegal activities, which may include obscenity, pornography, threats, harassment, copyright infringement, defamation, theft, or unauthorized access.

Penalties

Misuse or abuse of computing services is not simply unethical; it can be a violation of user responsibility as well as federal law. Therefore, Louisburg College will take appropriate action in response to user misuses, unethical use, or abuse of computing services. Actions may include but are not limited to the following:

- access to all facilities and systems may be suspended temporarily or removed permanently;
- legal action may be taken to recover the damages;
- referral to law enforcement authorities;

Alleged abuse or misuse of computing services by students, faculty or staff will be referred to the Director of Information Technology. If evidence of a violation is found, the matter will be dealt with by the Director of Information Technology or referred to the Vice President of Academic Life and/or the Dean of Students and be treated as misconduct, misdemeanor, or felony as appropriate. After referral to the appropriate office violations, depending upon their gravity will result in sanctions ranging from the following:

- suspension of the user's account until the user has a conference with the Director of Information Technology;
- suspension of the user's account for a period of one week;
- suspension of the user's account for the remainder of the semester;
- suspension from the college;
- or expulsion from the college.

An accused user has rights as outlined in the Student Conduct Process concerning the policy violation and the conduct action recommended.

Distribution of this Policy

Louisburg College will ensure that all users are aware of the policy by publishing and distributing it in appropriate media to reach all faculty, staff and students.

HEALTH & WELLNESS SERVICES

Joel Porter Counseling Center

Your time at Louisburg College will parallel a significant period of transition in your life. Transition can be exciting but also requires adjustment, which can sometimes be difficult. The issues which arise during this time may occasionally be overwhelming, or the challenges too great to be met successfully without some assistance. The Joel Porter Counseling Center can help you make better decisions; effectively manage difficulties, improve personal skills, overcome barriers to personal effectiveness, develop increased confidence, and acquire keener awareness and appreciation of your personal needs and the needs of others. The Joel Porter Counseling Center also encourages and enjoys hearing about your success. Drop in any time just to say hi, share a bright moment, or discuss something personal. Counseling at Louisburg College is provided at no charge.

All sessions are confidential and counseling records are NEVER included in any academic, athletic or career file. Only designated staff have access to client files which are kept locked in the Joel Porter Counseling Center office. Under nearly all circumstances faculty, staff, and administrative offices at Louisburg College do not have access to any information regarding your counseling (There are a few exceptions listed below).

Release of information regarding counseling may be done at the student's request by signing a Release of Information Form which designates what information to release and to whom.

State and federal laws and/or professional ethics place some limits on confidentiality and may require your information to be released. Information may be released WITHOUT your permission for the following reasons:

Imminent Harm to Others - If the Counseling Center has reason to believe that you are seriously threatening physical violence against another person, or if you have a history of physically violent behavior, and if the Counseling Center believes that you are an actual threat to the safety of another person, action such as contacting Campus Safety, seeking hospitalization, notifying another person, or a combination of these actions, may take place or order to insure the safety of others.

Imminent Harm to Self - If the Counseling Center has reason to believe you are in danger of harming yourself physically, and if you are unable or unwilling to follow treatment recommendations, she/he may have to arrange for an evaluation off-campus and/or contact a family member or another person who may be able to help protect you.

Abuse of Children or Disabled Adults - If the Counseling Center has reason to believe that a child under the age of 18 or a disabled adult is being abused or neglected, the Counseling Center is legally obligated to report this situation to the appropriate state agency.

Legal Compliance - If a court of law or if the Department of Homeland Security orders the release of certain information, we are legally required to comply with this order.

The Joel Porter Counseling Center is open during regular business hours and additional hours as needed for student appointments. Please call 919-497-3205 to schedule an appointment or leave a confidential voicemail message. For more comprehensive information on the Joel Porter Counseling Center please go to www.louisburg.edu.

CHOICES

CHOICES is a brief solution-focused series of sessions for students facing alcohol and/or drug issues. *CHOICES* is not a drug treatment program, nor does the Counseling Center diagnose drug addiction. If a student is in need of more help than our Substance Education Coordinator can realistically provide, then the Coordinator will recommend the student seek help outside the college environment.

Students enter the *CHOICES* program as a result of self-identifying the need for help or as a result of a Student Conduct sanction. Typically students are in the *CHOICES* program for four to six weeks. There may be times when more time is appropriate.

Health Clinic

The Health Clinic is staffed by a registered nurse. Services at the Clinic are free of charge. If a student is not able to be treated at the Health Clinic the nurse will refer the student to the Franklin County Health Department or other appropriate facility.

Hours - Monday and Thursdays from 1 p.m. to 5 p.m.

Location – Kenan 110

Services Available Include:

Fasting Blood Sugar
Blood Pressure Monitoring
Pregnancy Tests
Sore Throat – Strep Test
Urinary Tract Problems
Colds
Headache, Body Aches, Pains
Minor Cuts, Bruises, and Burns

Other Resources during Non-Clinic Hours

On Campus

- Campus Safety – 919-497-3400
- Resident Assistants in all buildings
- Community Directors
- Office of Student Life/Davis Hall 919 497-3247

In Louisburg

- Franklin County Health Department919 496-2533
- Franklin Community Health Services.....919 340-2500
- Franklin County Volunteers in Medicine.....919 496-0495
- Impact Urgent Care.....919 496-4976
- William Sayle, M.D.....919 496-3680

In Wake Forest

- Fast Med919 562-3155
- Heritage Urgent Care.....919 761-5678
- Wake Forest Urgent Care.....919 570-2000

Help-A-Cane

Many college students seek assistance when they are struggling academically or personally. The Help-A-Cane program assists you or the student you care about in connecting with available resources and support for issues including:

- **Academic concerns** (e.g. uncharacteristic or sudden changes in grades, attendance, or class participation)
- **Behavioral and/or Mental Health concerns** (e.g. uncharacteristic, disturbing, or disruptive behavior; discussion of self harm or violence)
- **Personal concerns** (e.g. homesickness, adjusting to college, personal identity)
- **Family/Relationship concerns** (e.g. roommate conflicts, friends, dating relationships, any relationship concerns that may be affecting the student's ability to be successful at LC)

- **Financial concern** (e.g. college accounts, unexpected financial emergency, personal/family financial concerns)

The Help-A-Cane webpage may be accessed at: <https://www.louisburg.edu/campus-life/advocacy-accountability/help-a-cane.php>.

Required Basic Immunizations

North Carolina Statute G.S. :130A-155.1 states that: “No person shall attend a college or university, whether public, private, or religious, unless a certificate of immunization or a record of immunization from a high school located in North Carolina indicating that the person has received immunizations required by G.S. 130A-152 is presented to the college or university. For out-of-state students, a Certificate of Immunization or high school immunization record indicating that the person has received immunizations is required to attend a college or university in North Carolina.

The person shall present a certificate or record of immunization on or before the date the person first registers for a quarter or semester during which the student will reside on the campus or first registers for more than four traditional day credit hours to the registrar of the college or university. If a certificate or record of immunization is not in the possession of the college or university on the date of first registration, the college or university shall present a notice of deficiency to the student. The student shall have 30 calendar days from the date of the student's first registration to obtain the required immunization. If immunization requires a series of doses and the period necessary to give the vaccine at standard intervals extends beyond the date of the first registration, the student shall be allowed to attend the college or university upon written certification by a physician that the standard series is in progress. The physician shall state the time period needed to complete the series. Upon termination of this time period, the college or university shall not permit the person to continue in attendance unless the required immunization has been obtained.”

Immunizations include all childhood vaccines plus additional measles, adult tetanus within 10 years prior to matriculation date, and a tuberculin skin (international students only) test within 12 months prior to matriculation date. Failure to file the required certification of immunizations will prevent students from enrolling in the college. The immunizations are to be completed by a health professional. Go to <http://www.immunizenc.com/college.htm> for a complete listing of required immunizations.

Insurance

Louisburg College provides a student accident insurance plan that is a supplemental plan to the student’s family health policies. The cost of this insurance plan is included in the student’s fees and cannot be waived.

Information and claim forms may also be found at www.LouisburgCollegeInsurance.com.

DINING SERVICES

Chartwells, Inc. operates the Duke Dining Center and Perks Coffee House for Louisburg College. All resident students are required to purchase the meal plan which includes 19 meals per week. Commuting students may purchase meals a la carte from the Duke Dining Center or Perks. Commuters may also utilize their Hurricane card by purchasing a Commuter Meal Plan of either 40 or 80 meals in the Business Office.

The Dining Center serves breakfast, lunch, and dinner Monday through Friday, and brunch and dinner on Saturday and Sunday. A variety of areas such as salad bar, pizza oven, bakery, entrees, deli bar, beverage stations and much more are featured at each meal.

DUKE DINING CENTER HOURS

Monday – Friday	
Breakfast	7:00 am – 10:00 am
Lunch	11:00 am – 2:00 pm
Dinner	4:30 pm – 7:00 pm
Saturday – Sunday	
Brunch	11:00 am – 2:00 pm
Dinner	4:30 pm – 7:00 pm
Late Night	
Sunday – Thursday	7:30 pm – 10:00 pm

The Dining Center features theme meals throughout the semester. A student advisory board (Food Committee of SGA) works with the Director of Food Service to provide input on meal offerings.

Students are asked to help provide a smooth and efficient operation of the Dining Center by adhering to the following code of conduct:

1. All ID cards must be presented in order to enter the dining center.
2. Upon completion of the meal, please clear the table of all plates, trays, and garbage. Return service ware and tray to the tray return window and place all garbage in the proper receptacles.
3. Service ware, i.e. cups, plates, cutlery, etc. may not be removed from the dining center.
4. In accordance with local Board of Health regulations, shirts and shoes must be worn at all times when in the dining center.

Late Night @ Duke Dining Hall

Late night dining offers students a variety of quick-serve food options as well as convenience store items such as soft drinks and snacks. Students may also exchange one dining hall meal per day for a pre-determined equivalency during late night. Each evening students will be offered equivalency exchange options from which to choose. Additionally, each student

receives \$50 per semester in Hurricane points on their one card which may be used during late night or at Perks.

Perks @ Robbins Library

Perks proudly serves Starbucks® products as well as sandwiches, wraps, salads, and snack items. Students may purchase items a la carte or use their Hurricane points at Perks.

PERKS HOURS

Monday – Thursday	8:30 am – 7:00 pm
Friday	8:30 am – 2:00 pm
Saturday – Sunday	Closed

ACCESSIBILITY SERVICES

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) prohibit discrimination against individuals with disabilities. Louisburg College supports the protection available to members of its community under all applicable federal laws, including those stated above. The Louisburg College Nondiscrimination Policy states, “Louisburg College is committed to the equal opportunity of education and employment and does not discriminate against students, employees, or applicants on the basis of race, color, sex, sexual orientation or sexual preference, national origin, age, or disability” (2018-2019 Louisburg College Catalog). The Accessibility Services Office exists to assist in creating an accessible college community where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. We cooperate through partnerships with students, faculty, and staff to promote students’ independence and to ensure recognition of their abilities, not disabilities.

AS fulfills this aim by maintaining disability-related documents, certifying eligibility for services, determining reasonable accommodations, and developing plans for provision of such accommodations for students with disabilities. AS also assists all college departments in providing appropriate accommodations for students in courses, programs, services, activities and facilities.

In addition to determining and facilitating federally-mandated accommodations, AS serves as a clearinghouse for students who wish to enroll in Learning Partners. Each LP student works with a Learning Specialist through an individualized service plan based upon application materials, documentation, and student interviews.

How to Apply for Accessibility Services:

Students requesting accessibility services are required to complete the following certification process.

- **Contact the Office of Accessibility Services**, Taft 107 or 111, (919) 497-3236, accessibilityservices@louisburg.edu.
- **Submit documentation of the disability from an appropriate, licensed/certified professional.** A complete evaluation is preferred, dated within three years of the request for accessibility services. Please note that if we receive this information during

the summer, we can begin preparing for your needs even before you arrive on campus. To provide accommodations for placement testing, documentation should be received prior to the date of the exam. When extensive accommodations are needed, such as in the case of an ASL interpreter, a minimum of **two weeks prior** notice is required.

- **Meet with the Director of AS.** The student provides information about how the disability impacts his/her life functioning. Then the student and director discuss the student's expressed needs and concerns, service eligibility, disability documentation, and possible accommodations. If appropriate, a form is signed to enable Accessibility Services staff to disclose accommodation eligibility to the student's instructors. Documentation should be submitted at least one week prior to meeting with the Director.
- Parents may contact AS to request that the Director contact students, receive an explanation of the services of AS, and may make an appointment to meet with the Director. However, students are responsible for further pursuing eligibility with AS. From elementary to high school, parents often play an active role in advocating for their children's educational needs, and rightly so. However, in college, parents shift from being the primary advocate to coaching their young adults in becoming independent self-advocates. Some primary goals of AS are to support families as they experience this transition and to help students develop the skills they need to effectively advocate for themselves in academic life and beyond.
- At the college level, changes in the law require the student to take on the responsibility of self-identifying to AS, submitting proper documentation of a disability, requesting accommodations from the Director, discussing accommodations with faculty members, and alerting faculty and/or the Director if accommodations are not satisfactory.
- Documentation may be submitted to:

Accessibility Services Office Louisburg College
501 N. Main Street
Louisburg, NC 27549
Fax: (919) 496-6733
Taft 111 & 107

- **Review of Accommodations.** Students will need to schedule an appointment with the Director of the Accessibility Services Office **each semester** after they initially provide documentation to review accommodations and update disclosure release forms so that they apply to the students' new set of classes and instructors.

LEARNING PARTNERS

Learning Partners is a unique, **fee-based** program designed to enhance the academic achievement, learning strategies, and self-advocacy of Louisburg College students with learning disabilities (LD) and Attention Deficit/Hyperactivity Disorder (ADHD).

Program Features

- Twice weekly sessions with a learning specialist, an experienced educator with a master’s degree or higher
- Learning Labs (day & evening hours)
- Assistive Technology
- Test Center
- Collaboration in a learning community
- Opportunities for social engagement and personal development

How can I become a part of Learning Partners?

- Complete LP application (Taft 107 or 111, or online at louisburg.edu), including 2 teacher evaluation forms
- Submit a **current** (within past 3 years), complete psycho-educational report conducted by a professional who is certified/licensed to diagnose learning differences or AD/HD
- Submit most recent I.E.P. or 504 Plan, if applicable
- Submit final high school transcript
- Interview with the Director of Learning Partners

Students are given assistance to enhance academic success; however, **academic outcome depends on student motivation, participation, attendance, and output.** Learning Partners fosters empowerment by encouraging personal and academic responsibility through self-advocacy. Learning Specialists serve as academic coaches and advisors. Parents are notified by monthly letter of student attendance to coaching sessions. Summary letters are sent home at the end of each semester, providing an evaluation of student performance and offering suggestions for the next semester.

Learning Partners students must enroll for one academic year at a time, not by the semester, although students may enter the program at any time, providing there is space available.

Please note: Students who may have trouble affording the Program fees are referred to the Office of Vocational Rehabilitation for potential tuition assistance.

LIBRARY SERVICES

Library Hours

Monday – Thursday	8:30 am – 10:30 pm
Friday	8:30 am – 4:00 pm
Saturday	1:00 pm – 4:00 pm
Sunday	5:00 pm – 9:00 pm

The Cecil W. Robbins Library and Learning Commons offers resources to support the instructional programs of Louisburg College. The library provides access to electronic databases, streaming video content, books, magazines, and newspapers to help you complete your course assignments. The library’s main floor serves as a learning commons for the college

community, and it includes an academic success center, which provides professional tutoring services, a renovated computer lab, and Perks, a coffee bar. The library has 64 computer work stations, an instructional lab, and a classroom available for faculty use. There is open-stack access to the library's collection of approximately 35,000 volumes. The library houses the College's archives and special collections of North Carolina and Methodist materials. Open seven days each week, students and faculty are encouraged to use the library to complete assignments, to participate in collaborative learning activities, and to learn to conduct college-level research.

The library's faculty and staff welcome you. The librarians will help you find materials and explain methods of exploring the library's resources. They can also instruct you on using the library's online catalog and databases and assist you with planning a research strategy. The library also offers extended hours during the last two weeks of every semester, when they are open Monday through Thursday evenings until 12:00 pm.

Circulation Policies

Louisburg College has excellent library facilities that provide a quiet, pleasant atmosphere in which to study. New materials are continually being added to the collection. Books, magazines, newspapers, audiovisuals, and computer databases are available to support student courses and assignments.

Books may be checked out for two weeks and if necessary, may be renewed unless reserved by others. The fine for overdue books is ten cents a day. The person who checks out a book is responsible for the book's return. When a book is lost, the replacement cost of the item and a processing fee of \$10.00 will be charged. Reference books are used only in the library; they may not be checked out at any time.

MAILING SERVICES

Post Office

Main Campus Post Office:	Monday – Friday	9:00 am – 4:00 pm
Student Post Office:	Monday – Friday	8:00 am – 10:00 pm

Louisburg College provides and requires campus post office boxes for all resident students. Commuters may obtain a campus post office box (optional). Each student will be assigned a post office box key at the time they pick up textbooks in the Bookstore. Students are responsible for this key while they are on campus. In the event a key is lost a replacement fee of \$25.00 is charged to the student. Students should return the key (at the same time as their textbooks) at the end of each term to avoid additional charges to their account. Student post office boxes are located in the Jordan Student Center. Students are required to check their mail frequently (daily if possible) as this is the main vehicle for official college communication via hard copy. Students may purchase stamps, pick up packages, and report any problem with their boxes at the Office Services Office located across from the College Bookstore. Personal packages should be mailed from the town of Louisburg Post Office located at 120 N. Main Street.

Please remember to leave a forwarding address with the main college post office before checking out. First-class mail will be forwarded to students for a period of one year.

PARKING

All students are allowed to have a vehicle on campus. Both resident and commuter vehicles must be registered in the Financial Services Office and have their license plate numbers provided for each vehicle registered. Hanging parking permits will be issued and are to be displayed on the rear view mirror with the permit number visible from the front windshield, or in plain view on top of the front dashboard of the automobile. The fee for parking on campus is \$75 per year. Please read carefully and follow all instructions listed on the back of each permit. Upon changing or acquiring a replacement vehicle, please update your registration information with the Financial Services Office. The person to whom the permit is issued is responsible for the vehicle in which the permit is displayed. Residents may park only in the lots behind Merritt, Wright, Kenan, and Hillman, and in the lot beside Patten. Commuters may park in the lots behind the library and beside the auditorium, and in the Main Circle lot from 5:00-10:00pm M-F to attend classes in Franklin Hall. Students shall only park in designated parking spots, may not double park, and may not block driveways at any time for any reason. ***Students may not load or unload their vehicles from the front of any residence hall.*** The college reserves the right to tow any vehicle it deems necessary for parking violations at the owner's expense.

The lot in front of Main Building is reserved for staff, faculty, and visitors.

Visitor Parking

All visitors to the college are to park in the designated visitor parking spaces in the lot in front of Main. Visitors must check in with the Campus Safety Office to obtain a temporary parking permit. Vehicles without a faculty, staff, student or temporary parking sticker may be ticketed, towed, or immobilized.

STUDENT LIFE

Mission Statement

We believe in the value of each student.

We are committed to developing responsible citizens who appreciate life-long learning, diversity, integrity, personal values, leisure, and respect for self and others.

We partner with each student to facilitate this development by providing comprehensive learning experiences in a safe and nurturing environment.

The Office of Student Life recognizes that academic and social integration are vital components of a successful student's college experience. In order to facilitate this integration, we develop and facilitate a comprehensive curriculum designed to culminate in self-discovery, global citizenship, and future planning for each student. We encourage you to take advantage of every available opportunity to become an informed and engaged member of the college community.

DRESS CODE

I. Philosophy

Louisburg College is committed to the holistic growth of our students as evidenced by our mission statement. Part of this growth is recognizing the need to adhere to certain socially acceptable standards. Wearing event-appropriate attire is part of these standards. When students are properly attired, not only are they projecting an image of self-worth but they are also positively representing themselves and the institution.

While Louisburg College understands and supports students' right to self-expression, we also understand that we have a vested interest in how we are represented. We also have an obligation to create a living and learning environment where all members of the community are comfortable and not offended by inappropriate dress.

II. Policy Statement

The following standards for dress must be adhered to by all members of the campus community:

1. Dress that is neat, modest, and casual is the minimum requirement at all times in all public areas.
2. Hats, caps, do-rags, and other headgear must be removed when in classrooms, offices, and the dining hall.
3. "Baggy" pants or sloppy dress will not be permitted at anytime.
4. Undergarments (undershirts, briefs, bras, panties, etc.) should be worn underneath appropriate outer garments.
5. Clothing that is provocative or contains obscene messages or messages that are contrary to the mission of the college will not be permitted.

III. Implementation and Compliance

- A. It is the desire of Louisburg College that all members of the campus community will voluntarily comply with the dress code. Implementation and enforcement are the shared responsibility of every member of the campus community. All community members are asked to respectfully remind others of the policy when violations are encountered.
- B. Full Compliance: Full Compliance with the dress code will begin August 1, 2008.
- C. Non-Compliance: Students not complying with this policy will be asked to adjust their dress so as to be in compliance. Faculty and staff should not permit entry into facilities or offices to students who are not in compliance (when appropriate). Students exhibiting repetitive patterns of non-compliance will be referred to the Student Life Office for appropriate action. In addition to a written record of the violation being placed in the conduct record, actions may include a written warning, fine of \$25.00, or community service. Students who, following these actions, exhibit a continued pattern of non-compliance may be asked to leave the college.

TOBACCO USE

I. Philosophy

Louisburg College's priority is to provide a living and learning environment that is as safe and healthy as possible. This includes creating an environment that promotes individual student health and the resources necessary for students to make healthy choices. Louisburg College respects the rights of all persons to use a legal product and will continue to uphold these rights. However, Louisburg College expects that persons wishing to use tobacco products do so only in the indicated "Smoking Areas" that are located in specific areas on-campus or use these products off-campus.

II. Policy Statements

- A. Effective August 1, 2008, Louisburg College will be a Tobacco-free campus.
- B. Effective August 1, 2013, Louisburg College will designate areas on campus for the use of tobacco products.
- C. This policy supersedes all prior tobacco use policies.
- D. This policy applies to all Louisburg College Trustees, administrators, students, faculty, staff, visitors, vendors, and contractors.
- E. The sale and/or distribution of tobacco products on campus are prohibited.
- F. Tobacco advertisements, whether in college publications or public venues, is prohibited.
- G. The college will provide cessation resources on campus and will advertise their availability.

III. Definition of Terms

- A. Tobacco Products: Includes but is not limited to cigarettes, cigars, pipes and pipe tobacco, smokeless tobacco (including dips), snuff, and chewing tobacco.

- B. Tobacco Use: Includes but is not limited to smoking, chewing, and dipping.
- C. Students: All persons enrolled at Louisburg College, both full-time and part-time. Persons not officially enrolled for a particular term but who have a continuing relationship with the college are considered students.
- D. Campus: Any property owned or leased by the College, including facilities, sidewalks, and grounds as well as public streets that are adjacent to college property. It includes off-campus property which is hosting a college-sponsored event. It includes all college vehicles and personal vehicles parked on college property.

IV. Compliance

- A. It is the desire of Louisburg College that all members of the campus community will voluntarily comply with the tobacco policy. Implementation and enforcement are the shared responsibility of every member of the campus community. All community members are asked to respectfully remind others of the policy when violations are encountered.
- B. The Tobacco policy will be listed in the Student Handbook, Employee Handbook, College catalog, on-line listings and other policy-related materials where appropriate.
- C. Vice Presidents/Managers/Division Chairs are responsible for implementing the policy within their departments. Human Resources will be responsible for informing prospective employees of the policy. Enrollment Management will be responsible for informing prospective students of the policy.
- D. All contracts for the rental/use/lease of college facilities or property will clearly state the Tobacco policy.
- E. Members of the campus community who leave campus to use tobacco products are asked to be respectful of the larger community and dispose of tobacco waste products appropriately.
- F. Members of the campus community who utilize the indicated smoking areas of campus are asked to be respectful of this area and dispose of tobacco products appropriately.
- G. Hookahs are permitted for use in designated smoking areas for legal substances. However, if there is a concern regarding their use for illegal substances or use outside of designated smoking areas, the hookah may be confiscated as paraphernalia, and odors/residue present may be considered evidence in an alleged policy violation.
- H. Non-Compliance:
 - 1. Students: Students not complying with the policy will be referred to the Student Life Office for appropriate action. In addition to a written record of the violation being placed in the conduct record, actions may include a written warning, fine of \$25.00, or community service. Students exhibiting a continued pattern of non-compliance may be asked to leave the college.

2. Faculty/Staff: Faculty or Staff members not complying with the policy will first receive a verbal warning from their direct supervisor, followed by written documentation in the employee file.

CIVIL DISCOURSE AND STUDENT ASSEMBLY POLICY

Louisburg College encourages its students to be active global citizens. Global citizenship requires us to have an awareness of current affairs, different cultures, and issues of social justice at the local, state, national, and global level. As we increase global awareness, the College recognizes that there will be times when members of its community will have a desire to bring greater awareness to a cause. As private citizens, students have a right to freedom of expression; as a Louisburg College student, students must adhere to the policies, values, and expectations of the college. Among the expectations of all students is to act with integrity and honor, embrace diversity, and treat each other with respect and compassion. These expectations are enhanced during times when we find ours with differing viewpoints. As we seek to learn from each other, the following guidelines and procedures are designed to ensure we maintain a safe, respectful, and civil atmosphere on campus while encouraging each student to use his or her voice when it is appropriate to speak out.

Civil Discourse

When opinions differ, the College encourages its community members to engage in civil discourse with one another. Civil discourse includes:

- a. Advocating for your position;
- b. Sharing why you believe what you believe;
- c. Listening to others who have a different view; and
- d. Asking questions that will help you have a better understanding of each differing opinion. Civil discourse can be passionate but should not become hostile. Discourse may occur in formal settings, such as classrooms and college sponsored events, or in informal settings, such as between friends in the dining hall.

Civil discourse may also be used to address concerns which a community member has related to the College community. If a student has a concern related to the college, the appropriate first step is to address that concern with the appropriate college official. If the student is unsure who is the most appropriate college official, the Vice President for Student life should be contacted. S/he will hear any concerns and seek to understand the issue. The student may also follow the formal Student Complaint Policy as outlined in the Student Handbook.

Student Assembly

As global citizens, we often become aware of issues and concerns which we wish to bring to the attention of others. Awareness is often the first step to enacting social justice. There are many ways to bring awareness to a cause. When a student or student organization wishes to bring awareness to a particular issue or concern, the college has established several guidelines and procedures to ensure that the campus community remains safe and secure as well as that there are no undue disruptions to the functions of the college.

Assembly

A group of students assembling on college owned or controlled property for the purpose of bringing awareness to a cause shall seek the approval of the Dean of Students prior to the assembly. A request must be made in writing (via email) to the Dean of Students at least ten business days prior to the planned assembly. The required information shall include:

- a. Name of the contact person/organizer;
- b. Student organization, if applicable;
- c. The time, date, and location of the assembly;
- d. An estimated number of persons attending;
- e. The duration of the event;
- f. If any non-college affiliated speakers will attend and names of such persons (see requirements below for bring a speaker to campus);
- g. The purpose of the assembly (i.e. what is the cause?).

The Dean of Students will respond to requests within two business days to approve the request, seek additional information, or deny the request. The Dean of Students will consult with the Chief of Campus Safety regarding any needs for additional security and if the time, date, and location pose any significant risks to the safety of the campus and its community members. If the requested date and time conflict with an already planned campus event, the Dean of Students may ask the organizer(s) to reschedule the assembly.

Note: If the issue or concern being addressed relates to the college, students are asked to first address the issue or concern with the appropriate staff member. Please see the above section on Civil Discourse for more information.

Assembly Restrictions and Student Responsibilities: The top concern for any assembly or demonstration is that the assembly is peaceful and does not unduly disrupt the functions of the college. To ensure this, the following restrictions are placed on student assemblies:

1. No sound amplification is allowed (e.g. loudspeakers, megaphones, microphones).
2. All pathways to and from campus buildings must remain clear.
3. No blockage of vehicular areas, including roads, parking lots, and driveways.
4. Proper egress and ingress of buildings must be maintained at all times.
5. No undue disruptions may occur to classes, athletic events, offices/work, or residents attempting to study/sleep in the residence halls. Local noise ordinances must also be followed.
6. Assembly participants must remain in the requested assembly area that was approved by the Dean of Students.

At any point during an approved assembly, a college official may stop the assembly and ask for the students to disperse. Students must immediately disperse peacefully. If at any point those participating in the assembly violate the Student Code of Conduct, the law, or the Student Assembly policy, the assembly will be ended and participants will be asked to disperse.

Students are bound by the Student Code of Conduct at all times. Students who violate the Code of Conduct during an assembly will be referred to the Student Conduct Process. Any student who organizes an assembly without the approval of the Dean of Students will be responsible for Failure to Comply with a College Official/Employee as described in the Student Code of Conduct.

If the assembly is to take place on public property, the student or organization seeking to assemble must seek any and all proper permits from the Town of Louisburg or other appropriate government agencies.

Non-College Affiliated Speakers: Any speaker not affiliated with the college brought to campus by a student or student organization must first be approved by the Dean of Students. A written request (via email) must be made no later than ten business days prior to the scheduled event. The request should include:

- a. The student or student organization sponsoring the speaker;
- b. The speaker's name and affiliated organization(s);
- c. If applicable, how much is being spent to accommodate the speaker;
- d. The time, date, and location of the speaker (proper reservation of campus space must still occur); and,
- e. A brief description of the content of the speech/presentation.

The Dean of Students will respond to requests within two business days to approve the request, seek additional information, or deny the request.

Publications/Social Media Posts: Students may use their voice through social media and other publications to express their views and bring awareness of a cause to others. The college encourages students to use the guidelines of civil discourse (discussed above) and be respectful of others. Social media is a powerful tool and can have both positive and negative consequences. The college does not regularly monitor the social media posts or publications of its students. However, if the college is made aware of content which could be a violation of the Student Code of Conduct, the college will take appropriate action through the Student Conduct Process.

STUDENT COMPLAINT POLICY

Louisburg College is a community with a special mission and is composed of diverse individuals. As a higher educational institution, Louisburg College encourages growth and diversity in thought and appropriate communications. Louisburg College recognizes that issues (i.e. concerns, grievances, etc.) between students and faculty, staff, peers, and the College are possible. Louisburg College appreciates all individuals that voice issues, and it desires to provide an environment where all issues can be addressed.

In the event that a general or specific issue is submitted in writing by a student, it is the policy of Louisburg College to respond to the student in an appropriate and timely manner. It is also the policy of Louisburg College to provide an appeal procedure for all issues, concerns, and grievances.

Louisburg College assigns oversight for the listed area of responsibility to the individual designated below, and the designated individual is responsible for establishing written procedures which are to be published in appropriate documents.

1. Academic – Vice President for Academic Life
2. A.D.A – Accessibility Services Coordinator
3. Sexual Harassment – Title IX Coordinator
4. Non-Academic – Dean of Students

Non-Academic Complaint Procedure

Step 1: It is assumed that most general and specific student complaints can be resolved informally through dialogue between the student and the appropriate College personnel. Students are requested to make their grievance known immediately upon discovery so that College personnel can respond in a timely manner.

Step 2: On occasion, a student's grievance may be unresolved through informal discussion. When that happens, the student should submit the grievance, whether general or specific, in writing to the administrator who has jurisdiction over the department in which the incident occurred. The written grievance statement should include the following:

- a. The exact nature and details of the concern.
- b. The exact date, time, and place of the incident (if applicable).
- c. Names of all witnesses who have knowledge of the circumstances.
- d. All written documentation or evidence relevant to the concern.

The College Administrator receiving the written complaint will send a written response to the student within five (5) calendar days to acknowledge receipt of the complaint and provide the student with a projection of the time required to investigate the grievance and take whatever action is deemed appropriate. Louisburg College will attempt to resolve all general and specific complaints within 30 calendar days. If the grievance is with the College Administrator, the written complaint should be filed with the Administrator's supervisor.

Step 3: When a grievance is not resolved to the student's satisfaction, he/she may submit a written appeal to the Vice President for Student Life. The written appeal should include the following:

- a. A copy of the original written complaint.
- b. A copy of the initial decision.
- c. A detailed explanation of why the initial decision is unacceptable.

The Dean of Students will review the appeal, and may wish to meet with the student at his/her discretion. The Dean of Students will make a decision and respond to the student within 15 calendar days.

When College Administrators need more than the allotted time to respond, the need will be communicated to the student, along with a reason for the need and the expected resolution date. The Vice President for Student Life will assist the student in this process if the student is not sure how, or with whom, to file a grievance.

Process Summary:

- Step 1: Directly discuss the issue with the appropriate individuals. If the grievance remains unresolved;
- Step 2: File a written grievance with the individual who has jurisdiction over the department in which the grievance occurred. If the grievance remains unresolved;
- Step 3: File a written appeal to the Dean of Students. The decision of the Dean of Students is final.

STUDENT ENGAGEMENT

Louisburg College strives for the holistic growth and development of each student. Much of that growth occurs outside the classroom in social, religious, cultural, and physical activities, along with leadership opportunities and programs. Comprised of the Director of Student Engagement, the Student Engagement Program Assistant, and a staff of work-study students, the Office of Student Engagement coordinates and implements these activities and programs. The Office of Student Engagement oversees the following areas: student events and activities, student clubs and organizations, leadership development opportunities, intramurals, multicultural and diversity programs, and community service. The Office of Student Engagement operates within the Office of Student Life and is located in room 111 of the Jordan Student Center. The Jordan Student Center provides opportunities for all students and staff to come together in a relaxed atmosphere and enjoy a variety of services and events. The Student Engagement Office also oversees Hurricane Cove and Eye Fitness (exercise rooms) along with the EYE (student game room) in the Jordan Student Center.

Activities and Events

The Student Engagement Office, along with Hurricane Productions, coordinates many activities and events. The goal is to provide a campus life program that enhances the traditional classroom experience and reinforces the life skills necessary for success at senior institutions and beyond.

Louisburg College's traditions are celebrated each year and include Homecoming Week, Exam Cram, Hurricane Day, and Health and Fitness Week. The Office of Student Engagement is responsible for providing multicultural and diversity events that address the needs of our student body.

Intramurals

The Office of Student Engagement offers traditional and non-traditional intramural sports. It seeks to provide opportunities for students to be physically active and engaged with their community. Many of the activities are designed for students to engage and develop interpersonal skills in a social setting. All students are encouraged to participate. There is a wide variety of activities for both male and female students, including flag football, basketball, billiards, softball, foosball, various card games, dodgeball, powder puff football, open gym and table tennis. Students are required to have a participation waiver completed and on file with the Office of Student Engagement before they can participate in any intramural activities. Student individual and team registration forms can be found online at the Student Engagement website and will also be sent via email during the semester and must be completed and turned in before the deadline to participate. All intramurals are refereed by student employees. Contact the Student Engagement Office to submit ideas for new offerings, to sign up, or to assist with planning.

Student Clubs and Organizations

Student organizations provide leadership development and social growth that complement academic life. Most organizations are open to any member of the student body, while some have GPA or other requirements for membership. Student organizations are governed by a constitution and supervised by a faculty or staff advisor. Students who have interests beyond

our current campus organizations should contact The Student Engagement Office about creating a new student organization.

Chorale

The main requirements for membership in the Chorale and Ensemble are vocal talent and the desire to sing. The Chorale meets twice a week and gives a Christmas Concert, a spring concert, supports worship services, and occasionally sings at area churches and College functions such as convocation and commencement. This group studies classics, folk songs, spirituals, and music from the Broadway stage.

Advisor: Salome Wiley	Email: swiley@louisburg.edu	Phone: X3329
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Christian Life Council

A non-sectarian group, the Christian Life Council coordinates all campus religious activities and certain service projects in which students are involved. Open to all students, this group meets weekly for fellowship and study. It sponsors Bible study groups, discussions of timely topics, an off-campus retreat, as well as assists with the planning and leading of weekly Chapel services during the school year.

Advisor: Mike Safley	Email: msafley@louisburg.edu	Phone: x3231
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Commuter Life Organization

The Commuter Life Organization serves as the voice for commuting students and seeks to advocate for the needs of this important population of students. The council is advised by the Director of Housing and Residence Life and meets regularly to discuss items of concern for commuting students as well as plan programs and events for this group. One member of the Commuters Organization also serves as a voting member of the Student Government Association Student Council, and all commuters are eligible to hold office in either the SGA Executive or Student Council.

Advisor: Courtney Brewer	Email: cbrewer@louisburg.edu	Phone: x3310
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Gaming Club

A club designed to allow students to explore their interest in different types of gaming including card and board games. This club meets in the library regularly to play games and hold tournaments.

Advisor: Illishe Mikos	Email: imikos@louisburg.edu	Phone: x3349
Advisor: Ian Wolf	Email: iwolf@louisburg.edu	Phone: x3349

Hurricane Productions

Hurricane Productions is a student-led organization that strives to unite the college community by planning and implementing cultural, educational, intellectual, physical, social and spiritual events in accordance with Louisburg College’s mission. Students are encouraged to participate in the planning and facilitation of campus activities by joining Hurricane Productions. Contact the Director of Student Engagement with ideas or suggestions for activities and to learn how to get involved.

Advisor: Melissa Watson	Email: mwatson@louisburg.edu	Phone: x3127
Advisor: Garratt Brannock	Email: gbrannock@louisburg.edu	Phone: x3369

LC Cares

LC Cares is Louisburg College’s community service organization. The purpose of LC Cares is to help those in the Louisburg community and to provide service-learning opportunities for students. The members of this organization plan and implement on and off-campus volunteer opportunities for the students and staff of the college.

Advisor: Mike Safley	Email: msafley@louisburg.edu	Phone: x3231
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LC Tae Kwon Do Martial Arts Club

The Louisburg College Tae Kwon Do Martial Arts Club (LCTMC) serves to provide social, competitive, and athletic opportunities to its members along with opportunities to participate in leadership roles for school districts in local communities.

Advisor: Sang Soon Kah	Email: skoh@louisburg.edu	Phone: x3279
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Lou Lit Review

Lou Lit Review is the literary journal at Louisburg College, and is housed in the Humanities Division. Our journal aims to publish works of experience from as close as a few steps away from us in Franklin County, North Carolina to as far away as Mumbai. Students will serve on either our poetry reading group or our flash fiction reading group to determine what work gets into the journal.

Advisor: Tampathia Evans	Email: tevans@louisburg.edu	Phone: x3279
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National Society for Leadership and Success (Sigma Alpha Pi)

The National Society for Leadership and Success (NSLS or SAP) is an organization that helps people discover and achieve their goals. The Society offers life-changing lectures from the nation’s leading presenters (open to all students) and a community where like-minded, success-oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world. Membership is open to all students who complete the required leadership training program and pay the lifetime dues.

Advisor: Ron Shidemantle	Email: rshidemantle@louisburg.edu	Phone: x3247
Advisor: Melissa Watson	Email: mwatson@louisburg.edu	Phone: x3210

Phi Beta Lambda Business Fraternity

Phi Beta Lambda (PBL) is the largest and oldest student organization in the world. Its mission is to bring business and education together in a positive working relationship through innovative leadership and career development. Multiple activities are designed for developing leadership, communication and team skills. Ample opportunities are available for networking with other members and business professionals. Meetings are bi-monthly with weekly meetings as members prepare for the annual state completion. Winners at the state competition qualify to compete at the national level.

Advisor: Brian Sanders	Email: bsanders@louisburg.edu	Phone: x3286
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Student North Carolina Association of Educators (SNCAE)

The purpose of the Student North Carolina Association of Educators is to broaden our knowledge of education by attending workshops and practicing advocacy. We want to foster the social and educational growth of children so they develop a congenial image of themselves regardless of their cultural, ethnic, physical, or intellectual groupings.

Advisor: Kelvin Spragley	Email: kspragley@louisburg.edu	Phone: x3334
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Students Against Destructive Decisions (SADD)

SADD is a peer leadership organization dedicated to preventing destructive decisions (particularly underage drinking), other drug use, impaired driving, teen violence, and teen depression and suicide. The Louisburg College SADD chapter coordinates activities several times a year in the areas of mental health, violence, impaired driving, substance abuse and sexual health. The chapter attends state and national conventions when possible.

Advisor: Fonda Porter	Email: fporter@louisburg.edu	Phone: x3205
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Student Government Association

Every Louisburg College student is a member of SGA and is represented through its officers and senators. SGA serves as a liaison between students and Louisburg College administrators. Students are encouraged to attend council meetings and be an active voice in the Student Government Association.

Advisor: Ron Shidemantle	Email: rshidemantle@louisburg.edu	Phone: x3210
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Student Alumni Association

The purpose of the Student Alumni Association is to provide Louisburg College a group of future alumni who can communicate a student perspective of the College to its supporters, educate its students about their roles as future alumni, and assist with alumni-related campus projects and events. Members will develop an understanding of philanthropy as a

tradition of voluntary action for the common good, serve as liaisons between current and future alumni, assist with projects, and create enthusiasm for campus projects and events.

Advisor: Alex Cheek	Email: alexander.cheek@compass-usa.com	Phone: x3315
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Ultimate Frisbee Club

The Ultimate Frisbee Club is designed to teach the basic skills and rules of ultimate Frisbee while building friendships and social connections in an informal athletic setting. The club plays pick-up games on campus and will have the option to play against other club teams in Raleigh. All students are welcome to join regardless of experience.

Advisor: Brian Sanders	Email: bsanders@louisburg.edu	Phone: x3286
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LEADERSHIP OPPORTUNITIES

Conduct Board

Interested in being a College Conduct Board Member? This is an amazing way to get involved, gain leadership experience, help to educate fellow students, and make the community on campus a better place to live and grow.

Advisor: Josh Jacobs	Email: wjacobs@louisburg.edu	Phone: x3210
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Diversity Peer Educators

Diversity Peer Educators (DPEs) are paraprofessional staff members in Residence Life & Housing. DPEs are hired, trained, and supervised by the Community Hall Directors. DPEs receive diversity training and meet regularly with their supervisor to discuss social justice topics, current affairs, and campus trends. DPEs frequently plan and engage in various activities including, but not limited to the Louisburg Listens dialogue series, Hispanic heritage month, holiday-palooza, black history month, and women's history month.

Advisor: Courtney Brewer	Email: cbrewer@louisburg.edu	Phone: x3310
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Hurricane Advisors

New Student Orientation Leaders, known as Hurricane Advisors, are Louisburg College students who possess a strong interest in being role models and developing leadership skills. Hurricane Advisors will assist new students as they begin their college experience and are integrated into the Louisburg College community. Upon successful completion of the duties mandated by the Student Engagement Office, Hurricane Advisors will be rewarded with a monetary stipend and leadership experience. Hurricane Advisors are selected via an application and interview process in the spring term. If you are interested in this leadership opportunity contact The Office of Student Engagement.

Advisor: Josh Jacobs	Email: wjacobs@louisburg.edu	Phone: x3210
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Louisburg College Ambassadors

Louisburg College Ambassadors is a prestigious organization whose members are specifically chosen based on character, academic standards, leadership potential, and dedication to the advancement of the College. The Ambassadors, who act as tour guides and event coordinators, each play an important part in representing Louisburg College and impacting its future. Additionally, Student Ambassadors sometimes make presentations at schools, organizations and to other groups. They also assist the Admissions office staff in their recruiting efforts by performing various tasks and being present at all open houses and accepted student day events throughout the school year. This organization does volunteer work, but has a large social component as well. Members gain valuable skills, experience and networks that can benefit them now and in years to come.

Advisor: Stephanie Tolbert	Email: stolbert@louisburg.edu	Phone: x3228
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Resident Assistants

Resident Assistants (RAs) are student leaders who live on each floor of the residence halls. Their objectives include, but are not limited to building positive residential communities, serving as a resource for residential students, and safeguarding campus policies. RAs are typically returning students selected for this role based on academic achievement, character, and previous involvement in campus life. RAs are selected following a written application, individual interview process, and successful completion of The Resident Assistant in Training Series (TRAITS). Once selected, RAs participate in frequent training programs that contribute to their personal and professional development.

Advisor: Courtney Brewer	Email: cbrewer@louisburg.edu	Phone: x3310
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HONOR SOCIETIES

Phi Theta Kappa Honors Society

Phi Theta Kappa Honor Society is the oldest, largest and most prestigious honor society serving two-year colleges. The Gamma Upsilon Chapter of Phi Theta Kappa was chartered and organized at Louisburg College in December, 1938. Membership is presently open to freshmen and sophomores with a minimum grade point average of 3.50 who have earned as least 12 hours that can be applied to Associates Degree. Continued membership is contingent upon students maintaining a 3.25 grade point average. Good moral character and recognized qualities of citizenship are also emphasized for membership. Membership is by invitation only for students meeting the stated requirements.

Advisor: Candace Jones	Email: cjones@louisburg.edu	Phone: x3237
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Sigma Kappa Delta National English Honors Society

Sigma Kappa Delta is the national English Honors Society. It recognizes excellent students and provides great opportunities for helping students to build resumes for their next colleges. If you have earned at least 12 hours of college credit, have at least a 3.0 GPA, and have earned nothing lower than a "B" in English classes, you are eligible.

Advisor: Tommy Jenkins	Email: tjenkins@louisburg.edu	Phone: x3313
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Don't see anything you are interested in on this list? Want to start your own student club or organization? Do you want to affiliate with a national student organization? Contact the Office of Student Engagement at 919-497-3247 for assistance in starting a new organization.

NEW CLUB OR ORGANIZATION REGISTRATION

Introduction

All clubs and organizations on campus at Louisburg College must be registered in the Student Engagement Office and must meet the qualifications for an active student organization.

All clubs and organizations will be rated per the Organizational Excellence scale and will be assigned a rating level at the end of each academic year.

Advantages to Registration

- Having the support of Louisburg College and its campus community
- Promotion of your club's/organization's activities and events by the Office of Student Engagement
- Ability to request funds for programming and supplies from the Student Government Association
- Opportunities for personal and professional development such as: Officer Development, Leadership Development, Community Service, and strategies for working within an organization
- The college accepts responsibility for the club/organization and its activities and actions (Not including funding)

TYPES OF STUDENT GROUPS

Organization

An organization is a social entity that has a collective goal and is linked to an external environment and can be affiliated with a nationally recognized organization as a chapter of the larger organization, or a department on campus, and uses an executive board. An organization will address a variety of topics and needs as deemed important by the organization's purpose and objectives. *Examples: SGA, Phi Beta Lambda, SNCAE, Phi Theta Kappa, etc.*

Club

A club is an association of two or more people united by a common interest or goal. The group can be affiliated with a department on campus and does not require an executive board. A club tends to be based around a particular activity and provides opportunities for students to participate in activities on, or off, campus in the club's area of purpose. *Examples: Art Club, Ultimate Frisbee Club, Yoga Club, Martial Arts Club, etc.*

Leadership Opportunity

A leadership opportunity is associated with a particular department on campus and does not have need for an executive board as part of its operation. These groups are usually funded by the department and do not need to request funds from the Student Government Association.

These groups will focus on areas of professional and leadership development and provide students the opportunity to use and develop their skills through a service for the college. *Examples: Ambassadors, Hurricane Advisors, Resident Assistants, Hurricane Productions, and the Student Conduct Board*

HOW TO START A NEW CLUB OR ORGANIZATION

First, consider the following:

1. Is there another group on campus that exists that has the same common goals, activities, and interests?
2. Would you be able to recruit a minimum of seven members for the group?
3. Do you have the time to work on all of the requirements and/or are others helping you?

The staff in the Office of Student Engagement is available to help you answer these questions and provide you with assistance in forming your group.

In order to start a new club or organization, you must present a club/organization proposal to the Student Government Association. You can set up a meeting with SGA by contacting the Office of Student Life.

To present your proposal, you must create and submit the following items:

- **Constitution** - This document states the organization's purpose
- **Roster** - Names of AT LEAST 7 students committed to joining the club. (Students must be currently registered students at Louisburg College)
- **Advisor** - Submit a completed advisor agreement form from a current Louisburg College faculty or staff member. Available here- <http://www.louisburg.edu/student/SE/register.html>
- **Officer Form:** available here- <http://www.louisburg.edu/student/SE/register.html>

Other important documents are included in the [Registration Packet](#), including:

- Full Organization Registration Packet
- New Student Organization Registration Form
- Reactivation of Student Organization Registration Form
- Officer Report Form
- Student Organization Advisors Agreement Form
- How to Write a Constitution

Once you submit a completed packet in to the Office of Student Engagement, you will be notified of your status within two weeks via your Louisburg College email.

A student organization wishing to form can be denied recognition status for the following reasons:

- The purpose, mission, and/or activities violate federal, state, and/or local laws

- The purpose, mission, and/or activities violate the Louisburg College Student Code of Conduct, College Policies and Rules, or other college policies and procedures
- The criteria, as stated above, to establish a group are not completed

Should you have any questions or need any assistance throughout this process, please contact the Office of Student Engagement at 919-497-3127.

CAMPUS POSTING POLICY

In order to ensure an orderly process for advertising and to keep our campus free from undue clutter, the following guidelines should be followed. Posters, banners, flyers, electronic and other promotional advertising materials must be posted in accordance with the following guidelines. Failure to meet these guidelines will result in the removal of the publicity.

Approval

Advertising may only be distributed by recognized campus organizations and departments of Louisburg College. All materials should be in compliance with college policies and regulations. All student club and organization must be reviewed, approved, and stamped by the Office of Student Engagement before being posted on campus. Advertisement for departments on campus is not required to be approved by the Office of Student Engagement, but departments should follow the posting guidelines and make The Office of Student Engagement aware of your publicity. The Office of Student Engagement will stamp one copy of the flyer provided by the requesting student group and that group is requested to keep that copy for their records – subsequent copies for posting should be made from the approved copy. If you are advertising electronically an email must be sent to the Director of Student Engagement for approval.

The posting guidelines must be followed for each area of the college. If administrative departments/buildings require approval for postings this must be requested and received by the posting group/department before posting occurs.

Advertising for External Entities

Advertising/requests for advertising for external entities should be forwarded to the Student Life Office. Upon review, a determination will be made and communicated as to whether the content may be publicized on campus and in what venues.

Posting Guidelines

The following policies refer to posting banners, posters, and flyers anywhere on campus. Questions about these policies should be directed to the Office of Student Engagement.

- All promotional materials must clearly identify the sponsoring entity and include contact information.
- All promotional information must include the event name, date, time, and location unless otherwise approved by The Office of Student Engagement.
- With the exception of alcohol/drug education programs, materials may not promote alcohol/drugs as the focus of the event.

- Advertisements must be within the college guidelines and be respectful of a diverse audience.
- Advertisements may only be placed in designated areas, unless special permission is received from the staff/faculty responsible for the area.
- Only the use of non-damaging tape to adhere materials to a painted surface is permitted. Any group publicizing on campus will be held responsible for damages caused by improper posting.
- Banners and flyers may be displayed for a period of up to three weeks prior to an event and must be removed within 24 hours after the conclusion of the event.
- Promotional material is not allowed to be placed on glass surfaces.

Taft Academic Building

Contact Person: Maleeka Love - mlove@louisburg.edu. Flyers may be posted on the bulletin board located near the elevator on each floor.

Cecil W. Robbins Library

Contact Person: Kristine Jones – kjones@louisburg.edu. Flyers may be posted on the bulletin board located to the left of the front doors. Push pins are available on the boards. Commercial advertisements are not allowed in the library. Only librarians may approve flyers for posting in the library.

Main Building

Contact persons: 1st & 2nd Floors - Joey Hodges - johodges@louisburg.edu. The first floor of Main and the stairwells are the only areas where publicity may be posted. A flyer may be placed on the desk at the main entrance (2nd floor) with prior approval by Melissa Good.

Davis Administration Building

Contact Person: Karen Gupton - karengupton@louisburg.edu . Fliers may be posted only on the designated cork boards and push pins are available.

Jordan Student Center

Contact Person: Melissa Watson – mwatson@louisburg.edu. Flyers may be posted only in areas designated by the Office of Student Engagement.

Residence Halls (All):

Flyers may be posted only on designated bulletin boards or other pre-approved areas. With prior approval of the Community Hall Director, handbills advertising events may be placed under room doors and student groups may go door-to-door to announce events.

Davis Hall, Franklin Hall, Joyner House, Hillman-Morris Hall & Patten Hall

Contact Person: Josh Jacobs – wjacobs@louisburg.edu

Wright Hall, Merritt Hall & Kenan Hall

Contact Person: Courtney Brewer – cbrewer@louisburg.edu

Mailroom Distributions

Contact Person: Brandy Wood - bwood@louisburg.edu

Flyers may be placed in mailboxes; however, it is not guaranteed that students will check their mail on a regular basis. 600 copies of the advertisement will be needed for student mailboxes and an additional 160 copies if you wish to have advertisement placed in faculty and staff boxes. Please deliver flyers to Office Services (Jordan Student Center) at least two days in advance.

Chalking Guidelines

Initially, students must bring one copy of the announcement that will be chalking to the Office of Student Engagement to be reviewed, approved, and stamped. The document must include all requested locations for chalking, and the chalking must include the date of the event.

- Chalking is limited to any concrete surface that is not covered by an overhang; all locations must be approved before chalking.
- Chalk must be designated as appropriate for use on sidewalks.
- Chalk is not permitted on vertical surfaces (e.g., no walls or buildings). Chalking is prohibited on any brick surface on campus.
- Chalk is removed when it rains.

Channel 16 Guidelines

A copy of an approved flyer created in the Power Point program can be uploaded on the Channel 16 advertisements. Please send a copy of this approved document to the Office of Student Engagement at least one week prior to the desired posting date.

Website Events Calendar Guidelines

Student clubs & organizations can advertise their events on the Louisburg College Student Events Calendar. Any event advertised on this calendar must be open to the entire student population. Please send a request for your event to be posted at least one week prior to the desired posting date. You must email the Director of Student Engagement with the name of the event, date, start and end time, location, a brief description, and contact information for the responsible person(s).

Social Media/ Campus Wide E-mail

The Office of Student Engagement oversees a student social media page on Facebook, Twitter, and Instagram. If any student club or organization would like their event information posted to one of these social media outlets please send your information via email to the Assistant Director of Student Engagement. Event information must be sent at least one week ahead of the desired posting date. You will need to include any pictures, text, and contact information to be posted. All other social media outlets for the college are overseen by the Office of Communication and Marketing and a group or department must work with the Communications and Marketing office to ensure that posting and use of these online outlets are approved.

If any student group would like a campus-wide email sent to all students, all full-time staff and faculty, and/or all part-time faculty this must be approved and sent out by the Office of Student Engagement or the club/organization advisor if they have access to do so. The Office of Student Engagement must receive an email at least one week prior to the desired send date and should include all text and photos you wish to be included in the email.

Removal Process

All advertising should be removed by the sponsoring group within 24 hours following the event.

COMMUNITY SERVICE (LC CARES)

Embedded in the Louisburg College mission is the offering of a supportive community for our students to grow into productive citizens. Through community service, students are able to gain an awareness for the world around them and learn the gift that one has to truly make a difference. Students that engage in community service events and projects offer improvement for their local community. Community Service helps students to be a better leader and gives them hands-on experience with real-life situations. The Office of the Chaplain has a close connection to the Franklin County Boys & Girls Club and the Franklin County United Way where there are endless opportunities for students to get engaged and to give back. The Office of the Chaplain will offer additional events for students to participate in throughout the academic year. The Office of the Chaplain provides support and guidance for many community services activities and enjoys participating alongside students in service projects as well.

JORDAN STUDENT CENTER

Hours: The Jordan Student Center is open 24 hours a day. You must have a valid LC ID (Hurricane Card) to access the building after 5:00pm.

Policies and Procedures:

Policies and Procedures for Jordan Student Center are established for your welfare and to enhance your enjoyment of the facility. Please adhere to them at all times.

- Students are responsible for cleaning up after themselves. This includes proper disposal of trash when using the facility. Students may be charged a cleaning fee of \$5.00 if they are determined to have improperly disposed of their trash.
- Students must always wear a shirt while in Jordan Student Center.

- Students are not allowed to bounce balls, ride bikes, or skateboard in the student center.
- Profane and offensive language is prohibited in the student center.

The Eye (Gameroom/TV Lounge)

Monday – Friday	12:00 pm – 12:00 am
Saturday – Sunday	2:00 pm – 12:00 am

Eye Attendants: The staff that oversees the Eye are work study students. They are responsible for checking out the equipment and ensuring that the facility is clean and safe.

Equipment Checkout Procedure: LC Students with a valid college ID can check out equipment in the Eye. Students must surrender their ID to the Eye Attendant while using the equipment. Students that damage or break equipment will be held financially responsible. If damage is the result of vandalism the student will be held accountable via the college conduct system.

Hurricane Cove & Eye Fitness (Workout Facilities)

- No one will be admitted without a validated Louisburg College ID.
- Cards must be swiped to enter the facility.
- Appropriate workout clothing is required; full T-shirts are required (no sports bras or halter tops) in the Hurricane Cove or Eye Fitness.
- Our staff members are work-study students and they make rounds of the facility.
- Please wipe down equipment thoroughly after use; towels and cleanser are available to do so.
- Please replace all dumbbells and equipment after each use.
- If you need a pin, yoga mat, jump rope, or other workout material you may check them out with the work study student or the Student Engagement staff.
- Students that damage or break equipment will be held financially responsible. If damage is the result of vandalism the student will be held accountable via the college conduct system.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The primary purpose of student government is to advocate for and promote the interests of the student body to both the administration and other groups on and off campus. Every student enrolled at Louisburg College is a member of the Student Government Association. The SGA Executive Council is the elected body which represents the Student Government Association.

Executive Council

The Executive Council is vested with the administrative power for the Student Government Association. The President is the voice of the student body to the college administration, campus visitors, and greater community. The President handles external matters, such as appearing before the Board of Trustees, sitting on college committees, and speaking at Open House and Convocation. The Vice President manages the officers of the SGA and assists the President in leading the SGA. The Vice President handles internal matters, such as recruitment activities, elections, and officer training. The Secretary/Treasurer keeps minutes of all meetings and maintains financial records. This includes taking attendance and counting votes if necessary. The secretary/treasurer is also responsible for receiving and relating all correspondence addressed to the SGA through all forms of communication (mail, email, social media, etc.).

The Freshman and Sophomore Residential and Commuter Senators complete the Executive Council.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION & BY-LAWS

Preamble

We the students of Louisburg College, with the desire to preserve within the College an atmosphere of community, free discussion, inquiry, and self-expression, to ensure the personal freedom and general welfare of all students, and to assist in the formation and execution of the policies of the College, do hereby establish this Constitution for the students of Louisburg College.

ARTICLE I: NAME & PURPOSE

Section A: Name –The name of this organization is Louisburg College Student Government Association (SGA).

Section B: National Affiliation – This organization follows the rules and guidelines of Louisburg College and its constitution was created using those guidelines.

Section C: Purpose – The purpose of this organization shall be:

1. To serve as the voice of students at Louisburg College.

2. To serve as an effective liaison between students and the college's faculty, staff, administration, and trustees.
3. To encourage students to develop a personal sense of accountability and responsibility by being an engaged citizen in the Louisburg College community.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to any student currently registered at Louisburg College. There shall be no dues required to be a part of the Student Government Association.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary/Treasurer, Residential Sophomore Senator, Commuter Sophomore Senator, Residential Freshman Senator and Commuter Freshman Senator.

Section B: Eligibility – Officers must be full-time students, carrying at least 12 credit hours from Louisburg College with a minimum GPA of 2.7 or higher.

Section C: Election – All students wanting to take office in SGA must express interest to the Office of Student Engagement and campaign during the necessary campaign period. All potential candidates for election must obtain one faculty and one staff endorsement before they are cleared to campaign. Candidates may also not have any current or open conduct cases. Officers will be voted in by the Louisburg College student body during the election period. In the case of an uncontested candidate, no election is required.

Section D: Term – The officers shall serve for one academic year and their term of office shall begin at the commencement of the fall semester.

Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election by the executive board of the Student Government Association.

Section F: Removal from Office

Clause 1: Definition

- (a) If an SGA Advisor or SGA Executive Board Member determines that an Executive Board member is guilty of misconduct (total of three or more demerits) or negligence of their duties, that representative may initiate impeachment procedures.

- (b) Guilty of misconduct refers to acting against the policies listed in the Louisburg College Code of Conduct and/or policies outline in Section 1: Demerits. A total of three demerits is required to initiate the impeachment process.
- (c) Negligence of their duties refers to the duties listed in this document.
- (d) Immediate Impeachment will occur if any elected Student Government member drops below the required GPA or is suspended or expelled from the College.

Clause 2: Procedure

- (a) Charges must be submitted in writing to the Student Government Association Advisor at least forty-eight (48) hours before charges are formally presented to the SGA Executive Board.
- (b) Once charges have been formally presented to the SGA Executive Board, the President shall call a special meeting at a later date to discuss the charges.
- (c) The President shall preside at the hearing meeting with assistance from the SGA Advisor. If the President is the accused, the Vice- President shall be the presiding officer with assistance from the Staff Advisor.
- (d) The special meeting shall hear the facts from person(s) presenting charges and the person being accused shall offer a rebuttal. A vote shall occur at the end of the meeting by the Executive Board Members.
- (e) A two-thirds (2/3) vote of the Executive Board is necessary for removal of an officer. The vote shall occur by roll call, and the accused shall not be in the room.
- (f) For cases dealing with a member who has dropped below the required GPA or is being suspended or expelled from the College, no Executive Board vote will occur. The decision will be made by the SGA Advisor in consultation with the Vice President for Student Life.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Vote only in case of a tie
- Represent the organization
- Serve as an ex-officio member of the College’s Board of Trustees
- Oversee all proposal committees throughout the semester
- Perform such other duties as ordinarily pertain to this office
- Meet with advisor weekly to stay updated on upcoming events and activities.

- Provide monthly SGA reports to the Louisburg College Cabinet

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Acts as an assistant to the President
- Should the President become overburdened, relieves President of some of their demands.
- Assist in the management of the SGA
- Perform other related duties assigned by the president

Section C: Secretary/Treasurer – It shall be the duty of the Secretary/Treasurer to:

- Record the minutes of all meetings
- Read the minutes of the previous meeting at all meetings
- Keep a file of the organization’s records, including financial records
- Maintain a current roster of executive board membership
- Issue notices of meetings and conduct the general correspondence of the organization.

Residential Sophomore Senator - It shall be the duty of the Residential Sophomore Senator to:

- Co-lead Sophomore Class meetings with the Commuter Sophomore Senator once a month.
- Prepare a report of all class meetings and present at Executive Board Meetings.
- Take roll of all general body members attending the class meeting.
- Maintain order in the meeting

Commuter Sophomore Senator - It shall be the duty of the Residential Sophomore Senator to:

- Hold Sophomore Class meetings with the Residential Sophomore Senator once a month.
- Prepare a report of all class meetings and present at Executive Board Meetings.
- Take roll of all general body members attending the meeting.
- Maintain order in the meeting

Residential Freshman Senator – It shall be the duty of the Freshman Senator to:

- Hold Freshman Class meetings with the Commuter Freshman Senator once a month.
- Prepare a report of all class meetings and present at Executive Board Meetings.
- Take roll of all general body members attending the meeting
- Maintain order in the meeting

Commuter Freshman Senator – It shall be the duty of the Freshman Senator to:.

- Hold Freshman Class meetings with the Residential Freshman Senator once a month.
- Prepare a report of all class meetings and present at Executive Board Meetings.
- Take roll of all general body members attending the meeting
- Maintain order in the meeting

ARTICLE V: MEETINGS

Section A: Meetings – Executive Board shall be held bi-weekly during the academic year (fall and spring terms).

Section B: Special Meeting (Call or Emergency Meeting) – Special meetings may be called by the President with the approval of the Executive Board.

Section C: Quorum – A quorum shall consist of 3/4 of the membership (6 Executive Board Members Present).

Section D: Attendance- The following rules shall be applicable to each and every selected member of the Student Assembly:

1. An elected member may be absent from a session only if excused by the President and Advisor. Excused absences, shall be governed by the following conditions:
 - a. Illness
 - b. Illness or death of a family member that necessitates an absence
 - c. Representation for the College for some college activity that requires the representative's absence from campus
 - d. Extreme personal emergency
 - e. Any other absence not covered above must be justified
2. Rules governing absences
 - a. No elected official shall be granted more than three unexcused absences per semester except under the most unusual or extenuating circumstances
 - b. Upon receiving the second unexcused absence a warning shall be issued to the member through written contact
 - c. Upon receiving the third and final absence the member will be removed from their position in the Student Government Association.

Section E: Parliamentary Authority – Robert's Rules of Orders shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws. Order of Business According to Robert's Rules of Order:

1. Call to Order
2. Roll Call
3. Reading of minutes and previous meeting and their approval
4. Treasurer's Report
5. Reports of any current committees
6. Report of the President
7. Announcements
8. Old and/or unfinished business
9. New Business
10. Adjournment

ARTICLE VI: EXECUTIVE BOARD

Section A: Responsibility – Management of this organization shall be vested in an Executive Board responsible to the entire membership to uphold these bylaws.

Section B: Membership – This board shall consist of the officers as listed in Article III and the staff advisor.

Section C: Meetings – This Board shall meet at least once between body meetings of the organization to organize and plan future activities.

ARTICLE VII: ADVISOR

Section A: Selection – The Vice President for Student Life shall appoint an appropriate staff or faculty member to serve as the advisor of the Student Government Association.

Section B: Duties – The responsibilities of the advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student organization.
- Meet on a regular basis with the leader of the student organization to discuss upcoming meetings, long range plans, goals, and problems of the organization.
- Attend all executive board meetings.
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the organization.
- Maintain contact with the Student Life Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group building, goal setting, and program planning.
- Assist the organization treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform organization members of those factors that constitute unacceptable behavior on the part of the organization members, and the possible consequence of said behaviors. See Article X for a detailed list of the demerit system.
- Keep an open line of communication with all executive board members.

ARTICLE VIII: COMMITTEES

Section A: Ad-hoc Committees – The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, for purposes such as special projects and events.

ARTICLE IX: AMENDMENTS

Section A: Selection – these bylaws may be amended by two-third (2/3) majority vote of the Executive Board.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least five days before the meeting.

Section 2: Impeachment

Clause 1: Definition

- (a) If an SGA Advisor or SGA Executive Board Member determines that an Executive Board member is guilty of misconduct (total of three or more demerits) or negligence of their duties, that representative may initiate impeachment procedures.
- (b) Guilty of misconduct refers to acting against the policies listed in the Louisburg College Code of Conduct and/or policies outline in Section 1: Demerits. A total of three demerits is required to initiate the impeachment process.
- (c) Negligence of their duties refers to the duties listed in this document.
- (d) Immediate Impeachment will occur if any elected Student Government member drops below the required GPA or is suspended or expelled from the College.

Clause 2: Procedure

- (a) Charges must be submitted in writing to the Student Government Association Advisor at least forty-eight (48) hours before charges are formally presented to the SGA Executive Board.
- (b) Once charges have been formally presented to the SGA Executive Board, the President shall call a special meeting at a later date to discuss the charges.
- (c) The President shall preside at the hearing meeting with assistance from the SGA Advisor. If the President is the accused, the Vice- President shall be the presiding officer with assistance from the Staff Advisor.
- (d) The special meeting shall hear the facts from person(s) presenting charges and the person being accused shall offer a rebuttal. A vote shall occur at the end of the meeting by the Executive Board Members.
- (e) A two-thirds (2/3) vote of the Executive Board is necessary for removal of an officer. The vote shall occur by roll call, and the accused shall not be in the room.
- (f) For cases dealing with a member who has dropped below the required GPA or is being suspended or expelled from the College, no Executive Board vote will occur. The decision will be made by the Coordinator of Student Engagement in tandem with the Dean of Students of Louisburg College.

HOUSING & RESIDENCE LIFE

Housing & Residence Life at college marks the beginning of personal freedom and choice for our students. This separation from home and family life carries great responsibility for the student. The college requires and mandates that students behave ethically, morally, and as a responsible member of the Louisburg College community. Respect for self and others is imperative. Residence halls at Louisburg College serve as the student's home during the academic year. Housing & Residence Life policies are established to provide support for the educational mission of the institution, as well as provide safety and security for each student and the residential community as a whole. This includes encouraging a residence hall environment which:

- Promotes a sense of community,
- Promotes opportunities for individual growth,
- Encourages responsible citizenship and a concern for others,
- Encourages self and peer accountability,
- Is safe, clean, and meets the physical needs of residents,
- Is free from damages and vandalism,
- Is free from illegal activity or disruptive behavior,
- Is reasonably quiet so that students are able to sleep and study and
- Is free from undue interruption or distraction.

HOUSING & RESIDENCE LIFE STAFF

The structure of the Residence Life & Housing Staff is as follows:

Assistant Dean of Students:

The Assistant Dean of Students directly supervises the Community Hall Directors, and indirectly supervises Resident Assistants and Work Study Students. This individual also coordinates many of the administrative housing processes, residence life programming and initiatives, as well as works with key institutional stakeholders to manage the day-to-day operations of all residential facilities.

Community Hall Directors (CHDs):

Community Hall Directors are full-time, live-in staff members responsible for directly supervising Resident Assistants and assisting residential students in achieving success in all aspects of campus life. This individual is responsible for the overall operation of the residential area they oversee, with other responsibilities in the Office of Residence Life & Housing. CHDs serve in a 24-hour on-call rotation and are responsible for safeguarding the policies and procedures within the Student Handbook.

Resident Assistants (RAs):

Resident Assistants are student leaders who live on assigned floors of the residence halls. Their objectives include, but are not limited to building positive residential communities, serving as a resource for residential students, and safeguarding campus policies. RAs are typically returning students selected for this role based on academic achievement, character, and previous

involvement in campus life. RAs are selected following a written application, individual interview process, and successful completion of The Resident Assistant in Training Series (TRAITS). Once selected, RAs participate in frequent training programs that contribute to their personal and professional development.

Diversity Peer Educators (DPEs)

Diversity Peer Educators (DPEs) are paraprofessional staff members in Residence Life & Housing. DPEs are hired, trained, and supervised by the Community Hall Directors. DPEs receive diversity training and meet regularly with their supervisor to discuss social justice topics, current affairs, and campus trends. DPEs frequently plan and engage in various activities including, but not limited to the Louisburg Listens dialogue series, Hispanic heritage month, holiday-palooza, black history month, and women's history month.

As a resident, YOU are the most important part of Residence Life & Housing. Please be aware that your actions have an impact on those around you. Remember that your respect, consideration, and cooperation are necessary in the establishment of a positive residential and campus community.

RESIDENCE LIFE POLICIES

Breaks and Closings

For end of the semester closings, all students must vacate their residence hall rooms within 24 hours following their last exam, or by the published closing time, whichever comes first.

For Thanksgiving, Winter and Spring Breaks, students must make arrangements to vacate by the published closing time. These dates and times can be found on the Academic Calendar. Plane, bus, or other travel arrangements must be coordinated so that the student will leave campus by the designated time.

Students should work with friends or family to arrange transportation to airports, train or bus stations. If plane or bus departure times are later than the designated checkout time, it is the student's responsibility to notify the Office of Residence Life & Housing.

At the end of the fall term, students who intend to return for the spring term may leave their belongings in their room. Students will have the same housing assignment for the spring term. At the end of the spring and summer terms, students must vacate their rooms completely. Rooms **MUST** be cleaned by all occupants and all personal items removed. Failure to clean or remove belongings will result in appropriate charges, as well as items being donated and/or discarded.

Room and board fees **do not** cover spring break, Thanksgiving, or winter breaks. If you plan to stay in the Louisburg area during a break, you will need to make off-campus housing arrangements.

Limited housing may be available for international students and others with special approved circumstances, but this limited housing **is not guaranteed**. Students who seek approval for limited break housing should submit a request **in writing** to the Director of Housing &

Residence Life no later than three weeks prior to the break. Requests received after this time may not be considered. During the times that the residence halls are closed for breaks, unauthorized entry by residents is not permitted.

Students should complete the following items prior to departing campus for Thanksgiving, winter, and spring breaks:

- a) Clean room and bathroom
- b) Remove trash and perishable food items
- c) Except refrigerators, all appliances must be unplugged
- d) All windows must be closed, locked and the blinds must be down and closed.
- e) All lights off
- f) TAKE HOME ALL ITEMS NEEDED (i.e., prescription medication, books, clothes, other personal items). Students will not be permitted to re-enter residence halls after they have closed.
- g) Bring Student ID and hard key (if applicable) home with you; don't lose either!

Following hall closings, Residence Life & Housing staff will check rooms for health, fire and safety compliance. Students will be documented for any conduct or policy violations, including, but not limited to: not following the above departure guidelines, trash, fire hazards, empty alcohol containers, drug paraphernalia etc.

Though Campus Safety remain on campus during breaks and continue 24 hour coverage, please remember that anytime you leave your room for an extended period of time it is wise to remove or secure your valuables.

Check-in and Check-out Procedures

Check-in Procedure: Before a student moves into his/her assigned room, he/she will receive a Room Condition Form (RCF) that verifies the condition of the room and its contents, including the door, lock, and key. RAs will have completed an initial inspection; however, it is the student's responsibility to notate any damages on the RCF. Students should be as detailed as possible (noting location, item descriptions etc.) when filling out their RCF. These will be collected by your RA and filed for later reference.

Failure to complete, sign, and/or submit the RCF without any changes made/noted will be sufficient evidence that the room and its contents were in good condition prior to the student occupying their assigned room.

Check-out Procedure/Closing Checklist: Before a student moves out of his/her assigned room, he/she must thoroughly clean the room and submit any work order requests to an RA or AD. The following checklist must be completed:

- a) Attend mandatory floor meeting led by RA for more information on closing
- b) Thoroughly clean room, furniture (inside and out) as well as sweep/vacuum all floors
- c) Thoroughly clean bathroom, wipe down countertops, mirrors, clean shower and toilet

- d) Remove all trash and personal belongings (failure to remove belongings will result in an “item removal” fee and/or “excessive cleaning” fee).
- e) Pack all personal belongings (check every drawer, wardrobe, closet, shelf etc.) and move all belongings a corner of the room.

Final Inspection & Walkthrough: After students have completed the closing checklist, they are required to complete a final walkthrough with a RA or CHD to complete a final room inspection and walkthrough.

- a) Students must schedule their final inspection appointment no later than 24-hours after their last final exam or before the posted closing time.
- b) Staff will not complete a walkthrough unless the student has completed the closing checklist.
- c) Staff will note any damages to College property, as well as any missing College property on the check-out portion of the Room Condition Form (RCF).
- d) Staff will collect any hard-keys that were issued to a student. The student must sign and date key envelope signifying the key was returned.
- e) Both the student and staff will review the RCF and both will sign the RCF.
- f) RCFs are reviewed by the Office of Residence Life & Housing and Offices of Facilities and Housekeeping to assess any damages to or missing College property.
- g) If a student is responsible for damages to or missing College property, the student’s account will be billed based on damage assessment fees from Facilities and Housekeeping.
- h) Failure to complete the Room Condition Forms (RCFs) will result in the student waiving his/her right to dispute checkout condition and any resulting charges.
- i) Any dispute of charges or fines must be made in writing at the time of check-out. Any charge or fine disputed after the student has left campus will not be considered.

Note: If a student leaves without scheduling a final inspection appointment with an RA or AD, the student’s check-out will be considered “IMPROPER” and the student will be billed for an “improper check-out” in the amount of \$25.00. The improper checkout fee will be in addition to any damage and/or cleaning fees. Students will not be able to dispute these fees.

Cleaning of Rooms and Bathrooms

It is the responsibility of each student to maintain a clean living environment for the benefit of the entire community. Residence Life & Housing staff will conduct frequent health and safety inspections of rooms and bathrooms to insure that college policies regarding health, safety, and damage are being followed. Students are subject to Student Conduct Process action and fines if these policies or any other policy as outlined in the Student Handbook, are not observed.

If students are unable to consistently maintain a clean and safe living environment, or if a student does not adhere to policies as outlined in the Student Handbook, the student will have their housing contracts terminated and will be charged for the cost of cleaning or repair. Students living in suites are encouraged to develop a cleaning schedule which is equitable and fair for all students living in the suite and sharing a bathroom. Housekeeping does NOT clean/supply suites.

Common Area Standards

Common areas include entranceways, hallways, stairwells, public and community-style bathrooms, lounges, quads, lobbies, laundry rooms, and kitchens. The college will provide housekeeping services for the basic upkeep of the building. This will include the sweeping, mopping and waxing of floors, cleaning of community bathrooms, etc. *It does not include the cleaning of suite bathrooms.*

Residential students are responsible for keeping the building in an acceptable condition. Please do not use sink drains or toilets for food waste. The residents will be billed for housekeeping services beyond those needed for basic upkeep. Students are asked to be respectful to the housekeeping staff and help maintain a clean living environment.

Damages

One of the College's highest priorities is to encourage safe, clean, and adequately furnished residence halls. Vandalism and damaged or missing College property undermines efforts to make the residence halls an aesthetically pleasing living and learning environment.

When completing their Room Condition Form (RCF) it is of the utmost importance that students work with the Resident Assistants and Community Hall Directors to accurately record the contents and condition of the room at the time of check-in. This form will be the basis from which damage charges, if applicable, are made. Ultimately, this is the responsibility of the student.

Students are responsible for damages to their room and furnishings. Damages will be assessed by comparing the condition of the room at the time of check-in with the condition at the time of checkout. **For this reason, it is each individual student's responsibility to be sure that everything is recorded on the Room Condition Form (RCF) both at check-in and checkout.** Anything missing or damaged at the time of checkout that was not recorded at the time of check-in will be charged to the individual living in that room.

Damage occurring in the room by someone other than the resident of that room should be reported to the Community Hall Director immediately. The residents of the room will be responsible for the damage to the room until the responsible party either submits a signed statement of responsibility to the Assistant Dean of Students or the student(s) is found responsible after going through the Student Conduct Process.

Residents may not write on walls, doors, or furniture with any type of marker (permanent or washable), pen, sharp object, or dry erase marker. Nothing may be attached to the walls, doors, furniture, etc. that cannot be removed without damage. This includes stickers, nails, personal locks on closets and doors, etc. See the 'Posters/Displays/Decorations' Section for ways to hang items without causing damage. Students concerned about valuables should bring a personal safe or footlocker for such items. However, be aware that should a College official become suspicious that a student possesses contraband; the College reserves the right to have safes and footlockers opened and searched (voluntarily or involuntarily).

When damage (especially vandalism) occurs in common areas, every effort will be made to determine who is responsible. If this fails, all residents in the area affected will be notified of

the damage and given a period of time in which any credible information about the incident may be given (in writing) to the Community Hall Director. If this fails to identify the responsible party, all residents in the affected area will split the cost of damages. This policy is a two-part effort: 1) to help each resident take responsibility for his/her community, and 2) help the college control housing costs by not charging higher fees to cover such costs.

Damage Deposit

Students will be required to submit and maintain a \$200 damage deposit at the Business Office. Any damage charges incurred (individual or group) during the term of enrollment will be deducted from this deposit. Students must then deposit an amount equal to the charge to maintain the \$200 deposit. Once the student's enrollment has ended and damage charges (if any) have been assessed, the deposit will be refunded. All damage deposit refunds will be made on July 1 of each year, regardless of student's departure date.

Electrical Appliances

Electrical power, especially in the older buildings, is limited. Heavy duty UL certified grounded extension cords or UL certified grounded "power strips" with an integrated circuit breaker are permitted. Light duty, ungrounded, two prong extension cords may be used for lamps, alarm clocks and other low wattage appliances only. Any other use of light duty extension cords is a fire hazard and is not permitted in the residence halls. Extension cords or other electrical devices should not be plugged into one another (i.e. "daisy-chained"). UL power strips and surge protectors are highly recommended.

For safety/community living purposes, prohibited items include but are not limited to: Hover boards, air conditioners, air fryers, automatic drip coffee makers, candles/incense, ceiling fans, cinder blocks, crock pots, charcoal grills, drum sets, electric blankets, electric or kerosene heaters, electric woks/frying pans, George Foreman grills, halogen lamps and cooking devices with exposed heating surfaces (i.e. hotplates), multi-plug outlets (unless w/ surge protector), sandwich makers, subwoofers/amplifiers, and toaster/toaster ovens.

Permitted items include but are not limited to:

Can openers, coffee makers (automatic shut-off only), fans, floor lamps (NO halogen), irons, microwaves, multi-plug outlet w/ surge protector, personal computer w/ surge protector, TV, refrigerator (4 cu. ft. or less), and vacuum cleaners.

Unauthorized appliances may be confiscated by the Residence Life & Housing staff until arrangements can be made to return the appliance to the student's home. All appliances should be the lowest wattage models available. Appliances must be turned off or unplugged when not in use.

Confiscated items that are not retrieved and returned home by the student will be discarded and/or donated after 30 days. The College is not responsible for missing, lost or discarded items. It is the student's responsibility to comply with policy.

Residential Student Hosts

For the safety of both visitors and residents of a given residence hall, all guests regardless of sex/gender are required to be escorted into and out of the residence hall by their host. Guests

who are Louisburg College residential students or commuters who do not live in the residence hall of the individual they are visiting must also be accompanied by their host at all times. Visitors without hosts will be asked to leave and may be trespassed depending on the circumstances.

Fire Safety

The following fire safety guidelines must be followed to ensure fire safety and to be in compliance with local and state fire codes. Failure to do so will result in fines and/or Student Conduct Process action.

- a. Nothing may be hung from or attached to ceilings or other horizontal surfaces above the head, **including sprinkler heads**.
- b. Personal items with an exposed heating element is prohibited.
- c. Air condition/heating units must be kept clear; do NOT put anything on, against, or in the vents of these units. This includes laundry, books, paper, air-fresheners, dryer sheets etc.
- d. Nothing may be hung on or draped over electrical outlets, lamps, or other items with the potential to ignite the item through excessive heat exposure.
- e. Smoke detectors cannot be tampered with, covered, or removed.
- f. Electrical outlets and extension cords may not be over-loaded.
- g. All extension cords must be **UL certified** and should not run across open areas of the floor. Extension cords used for refrigerators must be of the heavy-duty type and with surge protection.
- h. The possession and/or burning of candles or incense is prohibited in or around residence halls, including all common areas, bedrooms, bathrooms and exterior porches.
- i. The use of halogen lamps is prohibited in the residence halls.
- j. Live Christmas trees are not allowed in the residence halls.
- k. Outdoor Grilling:
 - Must use grills (no open flame)
 - May only be used on the quad between Hillman-Morris and Kenan Halls and be a minimum of 100 feet from any building
 - Must be constantly monitored
 - Must ensure embers are properly disposed of and are completely cool before doing so.

The Residence Life Staff will conduct two fire drills per semester. It is the responsibility of each student to become familiar with the location of building exits, smoke detectors, and fire extinguishers. **Failure to exit a building during a fire alarm may result in documentation for a policy violation and a \$50 fine!**

(See Appendix A for evacuation procedures)

Furniture

College furnishings are standard for all residence hall rooms and may not be removed from residence halls or moved to different rooms. Every piece of College furniture is inventoried and stored in the spaces they belong – extra storage is not available.

Furniture may not be disassembled for any reason. Disassembled furniture will be recorded as damaged furniture and fines will be assessed as appropriate. In Patten Hall the desk/bookshelf units in the rooms must remain in their original position.

Students who violate the furniture policy will be fined and charged for the missing/moved furniture. Please ensure your Room Condition Form properly records what furniture was in your room at the time of check-in.

Guests

Proper concern for the rights of the roommate and/or suitemates must be shown when having guests. It is expected that a host will discuss with and receive approval from roommates prior to entertaining a guest. Coercing a roommate into relinquishing rights to privacy, sleep, or study in order for a host to entertain a guest is prohibited.

Please remember the following:

- a) A guest is defined as any individual who visits a residence hall room or lounge at the invitation of one of the assigned room residents.
- b) Overnight guests must be at least 18 years old and of the same sex as the host student. **An overnight guest's stay is limited to no more than two consecutive nights on Friday or Saturday nights only.**
- c) To ensure the College knows the occupancy of each hall in the event of an emergency, the host student must register all overnight guests with the Community Hall Director.
- d) Temporary guest parking permits may be obtained from the Campus Safety Office. Both the student and guest with proper ID must be present to receive a temporary parking permit. An excessive or frequent pattern of visits on the part of a guest that, in the judgment of Residence Life & Housing staff indicates unauthorized residence in a building may result in Student Conduct Process action against the host student, including the loss of guest privileges and guest being trespassed depending on the circumstances.
- e) Due to the nature of College housing, guests under the age of 18 are not permitted to stay overnight in the residence hall and must be accompanied by a parent/legal guardian at all times when on campus.
- f) Students are fully responsible for the behavior and conduct of their guests at all times, including observation of all College policies. The host student must accompany guests at all times while on campus.
- g) The occupants of each residence hall room are responsible for all activities taking place in their room, whether they are present or not. They are also responsible for any items found in the room, whether they are present or not. Also, a student who is a guest in another room is responsible for the items present and activities that occur in the room where they are present. (Ex. – A female guest in another female student's room is in violation of the visitation policy if a male guest is present after visitation hours have ended.)
- h) Residents and/or guests of the opposite sex are not permitted to use restrooms in community style residence halls (Franklin, Joyner, and Wright).

Note: *If you are visiting a residence hall of the opposite sex, you MUST be escorted by a resident of that hall at all times.*

Identification Card (Hurricane Card)

All students are issued a College Identification card at the time of check-in. For residential students, this card also provides access to the main exterior doors of his/her residence hall as well as access to his/her meal plan at the dining hall and workout facility. A student who loses or damages this ID card must pay a \$35 fee to have the card replaced. ID cards should not be bent or have holes punched in them as this will deactivate the card and require replacement at the expense of the student. Card holders may be purchased in the College's bookstore.

In an effort to improve security and to ensure that only authorized students are using college facilities, students are required to carry their ID cards at all times while on campus. Additionally, students are required to surrender their student ID to any college official immediately upon request. Students may not give their ID to any other student, resident, or guest for any reason.

Internet

All residence hall rooms are wired for high-speed internet service as well as wireless internet. Students are reminded to respect the rights of roommates where internet use is concerned. Students must supply their own Ethernet cord to connect to the internet.

Keys/Access Cards

Upon checking into the residence halls, students will acknowledge receipt of an access card on their Room Inventory Form. Access Cards are the property of Louisburg College and may not be duplicated or loaned to others. For security reasons, all lost access cards must be reported immediately to the Office of Residence Life & Housing. A student who loses a hard key must pay a \$80.00 fee to have the lock to his/her room changed; lost access cards are replaced for \$35.

Residents are encouraged to carry their access cards at all times. **It is the student's responsibility to keep the access card in a safe and secure place at all times.** Students who lock themselves out of their room should first seek to locate their roommate (if applicable) for assistance. If this is not feasible, students may visit the Student Life office during regular business hours. If after hours, please contact Campus Safety, who will then dispatch a member of the Residence Life staff or assist the student directly. A fee may be assessed for individuals who continually request to have their room unlocked. **For safety and security, keys and access cards are not to be loaned to anyone for any reason. Students violating this policy will be fined \$50 and may be subject to additional Student Conduct Process action.**

Laundry/Vending

Washers and dryers are located in Hillman-Morris, Joyner House, Kenan, Merritt, Patten, and Wright residence halls. It is requested that residents use the laundry facilities in their hall where available. Students living in Franklin Hall are asked to use the laundry facility in Patten Hall (Franklin residents granted access to Patten), and Davis residents are asked to use the laundry facility in Wright Hall (Davis residents granted access to Wright). Laundry units do not require card or coin to operate. Students are asked to time their laundry and monitor at all times. The College is not responsible for lost or stolen items.

Additionally, the units are equipped with LaundryView®, which allows students to view the availability of laundry units as well as receive text alert updates about the status of their laundry. The units in Joyner Hall do not have the LaundryView feature. Any issues with laundry machines should be reported immediately to the Resident Assistant, Community Hall Director, Assistant Dean of Students and/or to the Office of Student Life so issues can be resolved quickly.

Beverage and snack vending machines are located throughout campus and accept coins/cash (a few machines also accept debit/credit cards).

Note: Do not shake, move or in any way tamper with laundry machines or vending machines. Tampering with machines may result in policy violations, documentation and fines including, but not limited to vandalism and theft.

Lofts

For reasons of safety, homemade lofts are not permitted in the residence halls. Lofting is permitted only where the College's furniture is designed to be converted into a loft.

Community Meetings

In keeping with our Residence Life & Housing mission, the staff will hold regular community meetings with each floor. These meetings are designed to provide residents with a forum to share ideas and discuss issues and concerns, as well as for the Resident Assistant and Community Hall Director to communicate important information.

For an effective community to emerge, it is imperative that all residents not just attend but participate in these regular meetings. Additionally, staff may periodically find it necessary to call a mandatory meeting for a room, suite, floor, or building to address various concerns or share important information. Notification will be given to the residents at least 48 hours in advance whenever possible, and will be in the form of either a written notice to the student's inbox, email or flyers posted in the residence hall.

Non-attendance at any mandatory meeting can result in a fine of \$25, community service, or other appropriate sanction. If a student is unable to attend a mandatory meeting, he/she should notify their Resident Assistant or Community Hall Director at least 24 hours in advance.

Off-Campus Living Requirements

The following classifications of students may secure off-campus housing if they desire:

- a) Students who are 21 years of age or older at the time of enrollment.
- b) Married students.
- c) Students who have been in attendance at Louisburg College for at least four semesters.
- d) Students who meet the criteria for financial independence as determined by the financial aid office.
- e) Students who live within commuting distance with their parent/guardian(s).

All other students must live in Louisburg College housing. Any student who falsifies his/her status to avoid living on campus will be assigned a room and charged rent regardless of whether or not the student resides on campus.

Students who wish to change their status from “residential” to “commuter” must submit a Resident to Commuter Status Petition form to the Assistant Dean of Students. The Dean of Students must approve the petition for a residential student to change his or her status. Forms may be obtained in the Office of Student Life. Failing to alert the Assistant Dean of Students or falsifying information to obtain commuter status may result in the student’s account being charged for room and board.

Pets

Students may have no pets or animals of any kind, except fish kept in tanks that are five (5) gallons or less in size, in residence halls.

If it is discovered a student is harboring any pets other than fish, they will be documented for a policy violation and have approximately 24 hours to make alternative arrangements for the pet. If the pet is not removed after 24 hours, local animal authorities will be contacted to remove the pet and safely relocate them.

Students who require an assistance animal should contact the Office of Accessibility Services in order to review the policy and/or request the need for an assistance animal, which includes emotional support and/or service animals.

Posters/Displays/Decorations

Students are encouraged to decorate their rooms to make them more attractive and personal. However, any decoration, poster, etc. may not be in contradiction to or a flagrant disregard of Louisburg College policy, standards, or values. This includes, but is not limited to, those items that promote the use of alcohol and other drugs.

Students are reminded that nothing may be attached to the walls, doors, furniture, etc. that cannot be removed without causing damage. Poster Putty® is the only acceptable material that may be used to adhere posters to walls.

Private Rooms

The Office of Student Life does not guarantee that private rooms will be available. Private rooms may be offered for each term, depending upon space and availability. If private rooms become available, the Office of Student Life will advertise the rooms on a first-come, first-served basis, and the private room fee must be paid in advance.

Quiet Hours

Noise can be a significant concern in residence hall communities. In all residence halls, 24 hour "courtesy hours" are in effect with regard to noise. This means that all residents must be aware of and courteous regarding the noise level and how their noise may impact others. Room noise should never be heard outside of the room including through windows. This standard will be strictly enforced.

Quiet Hours:

Sunday-Thursday	9:00 pm - 9:00 am
Friday-Saturday	11:00 pm - 9:00 am

During these times students should be free of noise disturbance while in their rooms. Common sense should dictate noise levels during other periods of the day. Residence Life staff shall have the final word on noise concerns, regardless of the time of day or day of the week. Students are strongly urged to use headphones and are reminded to respect the rights of roommates when listening to music. Residents unable to abide by this standard will have their housing contract terminated without refund.

Room Changes

In an effort to allow administrative offices to finalize student records and, more importantly, allow each student an opportunity to get to know their roommate and adjust to campus life, room changes are not allowed for the first three weeks of the semester.

After the first three weeks, only essential room changes (as determined by the Office of Housing & Residence Life or Student Life staff) will be allowed.

Students wishing to change rooms must contact their Resident Advisor (RA) to discuss the reason for a move:

a) Convenience Moves:

- a. Convenience moves will be granted in the instance of a body for body switch; i.e., two students agree to switch rooms.
- b. Students may request to live with another student who has an empty bed/vacancy in their room; both students must agree, in writing, to the move.
- c. Room Change Forms must be completed in every instance and submitted to the student's respective Assistant Director.
- d. Assistant Director will refer the room change to the Director of Housing & Residence Life (the Director of Housing & Residence Life must receive the Room Change Form).

b) Roommate Conflict:

- a. If a student is requesting a move as a result of a roommate conflict, he/she must first schedule a roommate mediation facilitated by an RA. Concerns will be discussed openly and respectfully in order to reach a resolution. The roommate contract may also be revised during this step.
- b. If roommate conflict persists after one week from the initial mediation, the RA may refer the student to the Assistant Director. Student must begin filling out a Room Change Form during this step.
- c. The Community Hall Director will meet with the student(s) involved in the conflict and determine if a room change is necessary. If a room change is

necessary, the CHD will refer to the Assistant Dean of Students to make the change (the Assistant Dean of Students must receive the Room Change Form).

Note: Only the complainant (student filing a complaint against their roommate) will be permitted/encouraged to change rooms. Residence Life & Housing reserves the right to make any room changes and/or move students as deemed necessary.

Once permission has been granted for a room change, the student may move. Failure to follow this procedure will result in a \$50 fine and the student will be required to move back to his/her original room.

Room Consolidation

In some cases, a student may be the only occupant of a double room without having made the room a private room (i.e. a roommate withdraws after one month). In this circumstance, the college reserves the right to consolidate those individuals in single rooms to make better use of the spaces available.

Room Entry

Louisburg College recognizes a student's basic right to privacy. However, there are situations in which residence hall rooms may be entered by a College official with or without the resident's permission:

1. In cases where the safety and health of student(s) may be in jeopardy. When given reasonable cause to believe that violations of College policies are being or have been committed.
2. For health and safety inspections performed by Residence Life & Housing staff.
3. To execute a facilities work request.

It is highly desirable that one or both residents of a room be present during a search. However, the residents of the room **need not be present** for a College official to enter the room. Resident presence is also not required for inspections or completion of facilities requests.

All rooms will be inspected upon closing for official College breaks. Except for hall closing inspections and completion of work requests, officials entering a room where residents are not present for the reasons listed above will leave written notification regarding the nature of the visit.

Violations discovered during searches (including health & safety and breaks) will be subject to Louisburg College Student Conduct process. College officials also reserve the right to search or check book bags, boxes, suitcases, etc. at any time should reasonable suspicion exist that they contain contraband or illegal substances.

Room Occupancy

Housing contract terms and conditions extend for all academic terms for which the student is a resident at Louisburg College and are subject to review if individual behavior warrants such

action. The contract expires within 24 hours of the student's withdrawal from Louisburg College, and the room must be vacated at that time. The contract for students who are suspended or expelled for conduct reasons is terminated immediately.

Students may occupy a room in a residence hall only if they have cleared all holds on their accounts with the Business Office, are in good conduct standing, and are given a room assignment by the Office of Residence Life & Housing.

Only full time students registered for and having the potential to earn at least 12 credit hours per semester are eligible for campus housing. When a student drops below 12 credit hours, or falls below the 80% required attendance in a class or classes rendering them ineligible to receive credit in at least 12 hours, the student's housing contract may be terminated.

Exceptions may be allowed if there exists some reasonable extenuating circumstance and the student is in good academic and conduct standing. Students requesting a waiver of this policy should submit the request detailing the circumstances in writing to the Vice President of Student Life. The decision regarding the housing status of a student having only the potential to earn less than the required 12 credit hours will be made by the Dean of Students within three business days. The student will be notified of the decision in writing.

Louisburg College reserves the right to terminate a student's housing contract for any of the following reasons:

1. Student Conduct Process outcome of suspension, expulsion, or removal from residence halls.
2. Interference with or conduct involving flagrant disregard for the rights and privileges of other students, residential or commuter.
3. Verbal or physical abuse or harassment of any student, guest, or College employee.
4. General behavior in the residence hall over a period of time that indicates the student is not able or willing to adjust to the requirements and conditions of group living, as determined by the Office of Student Life.
5. Disregard for the property of the College or of others as evidenced by misuse, abuse, theft, or destruction, including but not limited to vandalism, lack of cleanliness of room and personal area, etc.
6. Abuse of or failure to comply with the directions of any College official acting in the performance of his/her duties.
7. Prolonged absence from residence indicating the student has moved off-campus without following College procedures or guidelines for such.
8. Failure to maintain enrollment in a minimum of 12 credit hours.

Termination of a student's housing contract may be separate from and in addition to any action that may be taken within the Student Conduct Process. With the termination of the housing contract, the student may also lose the privilege of eating in the dining hall.

Safety - Personal Belongings and Liability

Louisburg College cannot be responsible for the loss, theft, or damage to a student's personal belongings. Therefore, students are encouraged to be sure that a homeowner's or renter's

insurance policy is adequate to cover such items or purchase a policy for this purpose. The Student Life office can provide information on available policies.

While Campus Police patrol the grounds and parking lots routinely, they cannot be everywhere at once. Therefore, Louisburg College cannot be responsible for student vehicles parked on campus. Likewise, students should be sure that they have adequate auto insurance to cover theft or vandalism to their vehicle.

For individual safety and protection of personal belongings, students are strongly encouraged to do the following:

1. Room doors should be locked at all times, even if you will only be absent for a few minutes. For those living in suites, be sure that your bathroom door is locked as well.
2. Do not leave the door latched unless you are in the room and willing to accept guests.
3. NEVER loan a room key/access card to anyone.
4. Do not open an entrance door for someone you do not know.
5. Report a lost key or access card to the Residence Life & Housing staff immediately.
6. Report any unusual person(s) or occurrence, including theft, to the Residence Life staff or Campus Safety immediately.
7. Do not share with others information about money and valuables or where these items are kept.
8. When walking around campus after dark, use the buddy system or contact Campus Safety and Police for an escort.
9. **All exterior doors to the residence halls are to remain closed and locked 24 hours per day**

(See Appendix A for additional information.)

Security

Ensuring a safe and secure community is the responsibility of the College as well as every resident. Any action on the part of a resident that threatens the safety or security of another resident is a violation of policy and will result in disciplinary action, most likely removal from the residence hall. Potentially dangerous actions include, but are not limited to, providing or allowing entry to non-residents, loaning room keys to others, propping doors, tampering with locks, etc.

Students engaged in these activities can have their housing contracts terminated and will be subject to the Student Conduct Process. Residents are strongly encouraged to carry their keys and to lock room doors. It is important that residents are active in maintaining a safe community and report any suspicious behavior to the Residence Life staff or Campus Safety and Police.

All exterior residence hall doors are locked 24 hours a day. Residential students are issued electronic access cards (a Hurricane Card) that will open, at any time, the main doors of the building in which they reside. Unauthorized use of the side doors is a violation of policy and will result in referral to the Student Conduct Process. Students must report a lost access card to the Office of Student Life immediately. There is a \$35 fee for replacing an access card.

(See Appendix A for additional Security information)

Smoking

(See Tobacco Use Policy)

Storage

There is no available storage space on campus for student's personal belongings. Students are encouraged to explore alternative storage options in the local community.

Telephones

Since most students rely on personal cell phones, residence hall rooms do not have landline telephones. Students needing to have a landline telephone in their room should contact the Main Post Office in Jordan Student Center to purchase a digital phone. A local call plan is included in the purchase of the digital phone and may be used for the duration of the student's attendance. Please note that standard (analog) telephones will not function on our digital telephone system.

Trash

To maintain a safe, clean, and healthy environment, all resident trash should be disposed of in a proper receptacle. Trash cans are available in the hallways of the residence hall. Trash left in hallways and stairwells will be removed and the cleaning charge billed to all residents of that hall. Dispose of recyclables in the correct receptacles (blue bins). Do not throw trash on grounds of campus.

Visitation

In an effort to increase personal safety and security, the College limits the times that members of the opposite sex may visit the residence halls.

Visitation hours for guests of the opposite sex are 11:00 am - 12:00 am.

These hours apply to all areas of the residence halls, including the hallways, lobbies, porches and stairwells (interior and exterior). Hosts must escort their guest into and out of the hall.

Also, no more than four people are allowed in a room at one time (for reasons of limiting noise). Any violation of these or other College policies or guidelines can result in a loss of visitation privileges for the entire room, not just the offending resident.

The occupants of each residence hall room are responsible for all activities taking place in their room, whether they are present or not. They are also responsible for any items found in the room, whether they are present or not. Also, a student who is a guest in another room is responsible for the items present and activities that occur in the room where they are present. (Ex. – A female guest in another female student's room **is in violation** of the visitation policy if a male guest is present after visitation hours have ended.)

Residents unable to abide by this standard may have their housing contract terminated without refund.

STUDENT CODE OF CONDUCT

In conjunction with its mission, Louisburg College has formulated this Student Code of Conduct. Louisburg College believes that its role is to offer educational opportunities in a positive atmosphere, with such opportunities to include the personal growth and development of students. Therefore, our community promotes the development of responsible social attitudes. Louisburg College students are expected to become familiar with and adhere to the College and Residence Hall standards for student conduct. Students are responsible for their actions, and those who violate the Student Code of Conduct will be subject to the student conduct process. Membership in the Louisburg College community is a privilege that should be respected.

Students accepting the offer of admission to Louisburg College assume the obligation of conducting themselves in a manner compatible with the College as an educational institution and agree to abide by all published policies governing the student body and all laws of the State of North Carolina. Minimal policies are necessary to ensure respect for basic individual rights and the welfare of the community. Louisburg College acknowledges and respects the rights of each student. The College is not a sanctuary from the law and violations of local, state, and federal law committed at Louisburg College will result in student conduct action by the College as well as action by law enforcement agencies.

Louisburg College Conduct Code

As members of the Louisburg College community we commit ourselves to act with integrity, responsibility and honor in all areas of campus life. We will aim for excellence inside and outside the classroom. We will treat each other with respect and compassion, which is essential to our development and success. We will embrace the diversity that the College offers and seek to learn from it. We will act responsibly and take accountability for our actions to ensure our personal welfare and that of others. We will respect college property and the property of others. Through our positive contributions and support for Louisburg College, we will work to leave the College in a better condition than when we arrived. By virtue of our enrollment in Louisburg College, we accept responsibility to uphold the Conduct and Honor Codes and all College policies.

From this, all students are expected to:

- Act with integrity and honor
- Act responsibly and take accountability for our actions
- Aim for excellence inside and outside the classroom.
- Treat each other with respect and compassion
- Embrace diversity

Definitions

Listed below are some definitions to common words and phrases found in the Student Code of Conduct and the Student Conduct Process:

1. **Appellate Board** - any person or persons authorized to consider an appeal

2. **College** – Louisburg College
3. **College Official/Employee** – all persons employed by the College or employed by an authorized College vendor (i.e. Foodservice staff).
4. **College Community** – all persons (Faculty, Staff, Students, Administrators) and the surrounding town and residents.
5. **College Premises** – all land, buildings, facilities and property owned or controlled by the College, including property not owned by the College but where an official College event is occurring.
6. **Complainant** – an individual who has experienced an alleged violation of the Student Code of Conduct.
7. **Conduct Body** – any person(s) authorized by this document or the Dean of Students to determine whether a student has violated the Student Code of Conduct and to recommend or assign sanctions. (i.e. trained administrators, College Conduct Board).
8. **Conduct Status** – a status assigned to a student found responsible for violating a policy.
9. **Consent** – words or actions that show an active knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by ignoring or acting without regard to the objectives of another, or by taking advantage of the incapacitation of another, where the student knows or reasonably should have known of such incapacity. Use of alcohol or drugs may impair an individual's capacity to freely consent and may render an individual incapable of giving consent. Consent may not be implied by silence or any other absence of active resistance. Prior consent does not imply consent to future sexual acts, nor doesn't consent to one type of sexual act imply consent to another type of sexual act.

Yes mean Yes. This means that affirmative consent should be given before any sexual activity occurs. It does not matter if or what kind of sexual behavior has occurred at an earlier point in time. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal of consent is communicated clearly. Upon clear communication of withdrawal, all sexual activity must cease.

Consent may not be given by the following persons:

1. Individuals who are mentally incapacitated at the time of the sexual contact in a manner that prevents him or her from understanding the nature or consequences of the sexual act involved;
2. Individuals who are unconscious or otherwise physically helpless;
3. Minors.

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgements that inhibits an individual's ability to give consent. Incapacitation may be caused by a permanent or temporary physical or mental impairment. Incapacitation may also result from the consumption of alcohol or the use of drugs.

The use of alcohol or drugs may, but does not automatically affect a person's ability to consent to sexual activity. The consumption of alcohol or drugs may create a mental incapacity if the nature and degree of the intoxication go beyond the stage of merely reduced inhibition and reach a point in which the complainant does not understand the nature and consequences of the sexual act. In such case, the person cannot consent.

A person violates the sexual misconduct policy if he or she has sexual contact with someone he or she knows or should know is mentally incapacitated or has reached the degree of intoxication that results in incapacitation. The test of whether an individual should know about another's incapacitation is whether a reasonable, sober person would know about the incapacitation. A respondent cannot rebut a sexual misconduct charge merely by arguing that he or she was drunk or otherwise impaired and, as a result did not know that the other person was incapacitated.

An individual who is passed out or unconscious as a result of the consumption of alcohol or drugs is physically helpless and is unable to give consent.

NOTE: Immediate medical attention should be summoned for an individual found to be in this state.

10. **Community Director** - full-time, live-in professional staff member responsible for assisting residential students in achieving success in all aspects of campus life and is responsible for the overall operation of the residence halls. The CD has the initial responsibility for the maintenance of a respectful and safe learning community within the Resident Halls and across the campus.
11. **Educational Sanction** – a required action issued as a result of being found responsible for violating a policy.
12. **Faculty Member** - any person employed by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
13. **Level (1, 2, or 3)** – used as indicators on each Student Code of Conduct Policy to give a general idea of the severity associated with violating that policy and are used as a guidance tool in the student conduct process. Conduct Statuses and Educational Sanctions (see *Conference Outcomes*) each have a corresponding level. The conduct body may consider at what level they believe a violation occurred to help determine the appropriate conference outcomes.
14. **Normal Working Hours** – Monday through Friday during regular college business hours (8:30am-5:00pm), unless otherwise noted.
15. **Resident Advisor** – student staff member that lives on each floor of the residence halls and is responsible for engaging students in the overall residential community, building relationships, and assisting in the educational process outside of the classroom for all students.

16. **Respondent** – an individual against whom a complaint of violating a policy in the Student Code of Conduct has been made.
17. **Staff Member** – any person employed by the college who is not a member of the faculty and has administrative or professional responsibilities.
18. **Student** – all persons enrolled and taking courses at Louisburg College, both full-time and part-time. This includes persons against whom an allegation of policy violation is made but who withdraw prior to the completion of the Student Conduct Process, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission but have not yet matriculated.
19. **Student Code of Conduct** – standards of conduct, policies, and procedures established to provide a full and fair opportunity for review of alleged student misconduct.
20. **Student Conduct Record** – documentation of a student’s alleged, pending, and resolved conduct violation(s) and sanction(s) that are maintained by the Office of Student Life for up to 5 years.
21. **Summons** – the conduct body may compel a student to attend and participate in a conference which it is determined that the student has relevant information and/or knowledge of events. Failure to obey a summons or communicate within a reasonable time period prior to the conference to the conduct body as to why the student cannot or should not attend is a violation of the Student Code of Conduct [see *Abuse-Conduct Process Abuse* below]. Failure to appear at a summons can result in a \$50 fine for failure to comply.

College Jurisdiction

College jurisdiction and the Student Code of Conduct is limited to conduct which occurs on College premises, at College-sponsored events, or which adversely affects the College community and/or the pursuit of the College’s mission. This includes violations of local, state, or federal laws which could take place off-campus but could have a negative impact on the college community. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from school while a conduct matter is pending.

Student Conduct Policies

The policies listed here are offered as a guideline and is not inclusive. Two reminders for students:

Multiple Violations

Violations of the Student Code of Conduct are cumulative – multiple offenses over a period of time or occurring within one incident may be considered a higher “Level” incident as indicated on each policy; the result maybe a more severe status and sanction than would normally be imposed for a single violation.

Student Responsibility

Students may be held accountable for violations which occur in their presence and which they fail to take the appropriate actions of reporting the violation and removing themselves from the situation. Should a student become aware of a real or potential policy violation, the student shall advise the offender or potential offender that such action is a policy violation, inform a College Official about the violation, and not become a participant in the violation by remaining present when the violation is occurring. Not participating in a visible policy violation does not absolve the student of a violation

Any student found responsible for violating one or more of the following policies is subject to the outcomes listed in the *Student Conduct Process: Conference Outcomes* section below.

1. Abuse

- 1.1 Conduct Process Abuse** – This includes but is not limited to: Failure to obey the summons of a Conduct body; Failure to comply with summons. Falsification or misrepresentation of information before a Conduct body; attempting to discourage an individual’s proper participation in, or use of, the Conduct process; Attempting to influence the impartiality of a member of the Conduct body. *(Level 1 or Level 2)*
- 1.2 Physical Abuse** – This includes any encounter that becomes physically abusive between two or more persons. This includes actual or attempted pushing, hitting, kicking, spitting, wrestling, or pulling hair. *(Level 2 or Level 3)*
- 1.3 Technology Abuse** – This includes the misuses of college technology in violation of rules and regulations of the Louisburg College Information Technology Department. This also includes tampering, interfering, or damaging security and/or safety equipment (surveillance cameras, locks, etc.) *(Level 1 or Level 2, or Level 3)*
- 1.4 Verbal Abuse** - This includes profanity, harassment, or any conduct that is loud, abusive, or inappropriate, and is perceived as detrimental to the health and safety of any person. This also includes the public use of profanity on College Premises (i.e. yelling profanity across the yard or from a window). *(Level 1 or Level 2)*

2. Alcoholic Beverages

- 2.1 Possession/Use** – The possession or use of alcoholic beverages is not permitted by any student at any time, regardless of age, anywhere on the College premises. This includes possession of alcoholic beverages in one’s room, on one’s person, in personal belongings, in one’s vehicle, or being in the presence of alcoholic beverages. This also includes possession of empty alcohol containers. Since it must be assumed that the

alcohol was consumed on campus, empty containers are treated the same as full containers. (Level 1 or Level 2)

- 2.2 Intoxication** – Intoxication as exhibited by behavior is prohibited. The influence of alcohol will not be considered a legitimate excuse for violation of other college policies and may result in a more severe sanction for such violation. (If any student is in medical danger because of intoxication, seek medical attention immediately. Please review the Medical Amnesty policy.) (Level 1 or Level 2)

(See Appendix C for the NC statute on alcohol.)

- 3. Communicating Threats** – This includes any act, verbal or non-verbal, which is threatening or intimidating, or is perceived as threatening or intimidating or is perceived as detrimental to the health and safety of any person. This does include any social media or electronic postings. *(Level 1,2, 3)*

4. Controlled Substances

- 4.1 Possession/Use** – Any possession or use of controlled, prohibited, or illegal substances or use of (or intent to use) substances for purposes or in manners not as directed. This includes possession/use of controlled substances in one’s room, on one’s person, in personal belongings, in one’s vehicle, or being in the presence of controlled substances. Examples include but are not limited to: possession or use of illegal substances in any quantity, including residue and seeds; possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed (over-use, snorting prescribed medication, etc.); huffing, snorting, smoking or otherwise possessing or using legal substances not as intended. Substances such as JWH-018 (K2, “Spice”), salvia and pyrovalerone derivatives (found in substances marketed as “bath salts”) are not intended for human consumption and are prohibited for possession or use by any student. State laws regarding narcotics and controlled substances will be observed and enforced. [If any student is in medical danger because of the use of a controlled substance, seek medical attention immediately. Please review the *Medical Amnesty* policy below.] *(Level 1, 2, 3)*

- 4.2 Paraphernalia Possession** - In accordance with state law, drug-related devices (paraphernalia) are prohibited on College premises (including possession in one’s room, on one’s person, in personal belongings, or in one’s vehicle). Paraphernalia may include, but is not limited to, marijuana/crack pipes, bong, homemade devices used as bong, rolling papers, roach clips, shredded cigars (blunts), smoke masking devices, and any apparatus containing drug residue. *(Level 1, 2, 3)*

- 4.3 Distribution/Intent to Distribute** – any sale or distribution (including distribution without financial gain) of controlled or illegal substances or any substances prohibited by policy. This includes sharing of prescription medication. Including being in the presence of or aiding and abetting the possession, sale or use of prohibited, controlled or illegal substances. *(Level 3)*

(See Appendix B for drug law information.)

- 5. Dishonest Acts** – This includes but is not limited to plagiarism, cheating, or fraud not handled under the academic dishonesty policies in the College Catalog. (Refer to the College Catalog for a detailed description of these items.) Dishonest acts also refers to furnishing false information to a College Official/Employee, the alteration, forgery, or misuse of an official College document, record, or form of identification, and tampering with elections conducted by official College organizations. *(Level 1 or Level 2)*
- 6. Disorderly or Disruptive Conduct** – This includes any behavior which is disorderly, disruptive, or disturbs the peace. This includes lewd or indecent behavior; any obstruction or disruption of teaching, study, research, administration, conduct proceedings, other College activities, or other non-college activities on College premises. Including, but not limited to, excessive noise; public urination or defecation; horseplay, practical jokes, hiding from university officials, hall sports and general annoyances. *(Level 1 or Level 2)*
- 7. Encourage, Influence, or Support an Individual to Violate College Policy** – This includes but is not limited to any action on the part of an individual to encourage or coerce another individual to violate a college policy, to include providing support in any way for the individual who violates policy before, during, or following the violation. This may also include any individual who is aware of but takes no action to address a real or potential policy violation. Should a student become aware of a real or potential policy violation, the student shall advise the offender or potential offender that such action is a policy violation, inform a College Official about the violation, and not become a participant in the violation by remaining present when the violation is occurring. *(Level 1 or Level 2)*
- 8. Failure to Comply**
 - 8.1 Failure to Comply with a College Official/Employee** – This includes failure to comply with any reasonable request made by a College Official/Employee in the performance of his/her duties, and the failure to identify oneself/provide a valid college Id to a College Official/Employee when asked to do so. This also involves failing to comply with a summoning (See Residence Life Policies – Identification Cards.) *(Level 1 or Level 2)*
 - 8.2 Failure to Comply with Education Sanction** – This includes failure to comply with the terms of any educational sanction imposed in accordance with the Student Code of Conduct or Title IX Policy (formal or informal resolution). Students must complete any and all sanctions assigned to them by the due date given. A student who does not complete any sanction by the due date and to the satisfaction of the conduct body or Dean of Students will be out of compliance and held “Responsible” for violation this policy. It is the responsibility of the student to notify the conduct body of any extenuating circumstances that would prohibit the completion of a sanction by the due date given. The Dean of Students or designee may take administrative action to either extend the sanction deadline or to impose a new sanction or conduct status, up to and including suspension. This action and new sanction(s) and/or status would be imposed without neither a new conduct conference nor be subject to the regular appeals process. *(Level 1 or Level 2 or Level 3)*

9. Failure to Observe Traffic/Parking Regulations – This includes, but is not limited to, improper parking, driving in an unsafe manner, driving at an unsafe speed, etc. Violations of traffic regulations may result in the revocation of parking privileges, subjecting the student’s vehicle to towing at the student’s expense. Traffic/Parking violations are subject to citation – repetitive violations may result in the revocation of campus parking privileges. Vehicles parked in a fire zone will be immediately towed. *(Level 1 or Level 2)*

10. Fire and Safety

10.1 Arson – This includes starting or attempting to start a fire anywhere on College property, preventing or attempting to prevent the reporting of a fire, or preventing or attempting to prevent the extinguishing of a fire. *(Level 3)*

10.2 Creating a Safety, Health, or Fire Hazard – This includes, but is not limited to, actions resulting from ‘pranks’, improper disposal of trash, failure to evacuate during a fire alarm (either planned drill or otherwise), etc. *(Level 1, 2, 3)*

10.3 Abuse of Fire and Safety Equipment – This includes the setting of false alarms, misuse of emergency exits, and tampering with fire equipment, extinguishers, and alarms. This also includes the tampering with, interference of, or damaging of security and safety equipment (cameras, locks, etc.) *(Level 1, 2, 3)*

10.4 Fireworks - Possession or Use – This includes the possession or use of any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation, including but not limited to firecrackers, bottle rockets, roman candles, M-80s, etc. *(Level 2 or Level 3)*

11. Gambling – Illegal gambling or wagering is prohibited on College property or at College-sponsored functions. *(Level 1)*

12. Gang Activity - This includes any activity which could lead college officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would materially interfere or substantially disrupt the college environment or activity and/or educational objectives. This may include: wearing apparel of a gang related nature (including but not limited to clothing, clothing accessories, jewelry, hair accessories, tattoos, emblems, badges, symbols, signs), presenting a physical safety hazard to self, students, staff, faculty or other persons on the college campus, communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang, defacing college or personal property with gang-related graffiti, symbols, or slogans, soliciting others for gang membership. *(Level 2 or Level 3)*

13. Harassment – This includes harassing, bullying, abusing or threatening another by means other than the use or threatened use of physical force, including, but not limited to, face to face communication, phone call, text message, e-mail communication, or social media outlets (ex: Facebook, Twitter, Snapchat, Instagram, etc.) that includes one or more of the following: speech or action that in and of itself inflicts injury or tends to incite a disruption, or causes substantial disruption, or reasonably causes fear of great harm, or that interferes

with the educational environment or disrupts college programs; speech or actions that interfere with ingress and/or egress on campus, speech or actions which are obscene. *(Level 2 or Level 3)*

14. Hazing – This includes any act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purposes of initiation, acceptance, admission into, affiliation with, or as a condition for the continued association in a group, organization, or team. The express or implied consent of the victim will not be a defense. *(Level 2 or Level 3)*

15. Residence Life Policy – Violation of any residence life policy as outlined in the Residence Life Policies section of the Student Handbook including, but not limited to violation of guest policy, violation of visitation policy, possession of prohibited items, violation of noise/quiet hours policy, violation of pet policy, unauthorized room change, or use of tobacco product. These infractions are considered minor in nature, but will detract from the overall atmosphere of the community if they are repetitive. *(Level 1 or Level 2)*

16. Retaliation – Engaging, encouraging others, or directing others in an adverse action or threat of an adverse action against a complainant, respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of a violation of College’s Student Code of Conduct, Title IX policy, or other College policy; including any individual who attempts to intervene, prevent, or report behavior prohibited by these policies. Retaliation can be committed by an individual or group of individuals, not just a complainant or respondent. Examples of retaliation include, but are not limited to, threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others. *(Level 2 or Level 3)*

17. Sexual Harassment, Discrimination, and Misconduct - *(See Title IX Policy for the Response Plan for violations of Sexual Harassment, Discrimination, and Misconduct.)*

17.1 Sexual Assault – This includes any action that constitutes sexual abuse, including but not limited to date/acquaintance rape, any sexual act against another person forcibly (against that person’s will), or not forcibly and against that person’s will when that person is unable to give consent [See definition of “Consent”].

17.2 Non-Consensual Sexual Contact – Any sexual contact that occurs without consent [See definition of “Consent”]. Examples of sexual contact include but are not limited to: the intentional touching of a person’s genitalia, groin, breast, or buttocks or the clothing covering any of those areas, or using force to cause the person to touch his or her own genitalia, groin, breast, or buttocks.

17.3 Sexual Exploitation - taking sexual advantage of another person without effective consent. This includes but is not limited to: causing the incapacitation of another person for a sexual purpose; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and

knowingly transmitting a sexually transmitted infection, including HIV, to another person.

- 17.4 Sexual Harassment** – includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic success; 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or 3) such conduct has the purpose or effect of substantially interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive work or educational environment.
- 17.5 Sexual Coercion or Intimidation** – an unusual amount of pressure or threat to engage in sexual activity. Coercion begins not when one makes a sexual advance, but when one realizes that the other person does not want to be convinced and he or she continues to push.
- 17.6 Intimate Partner and Relationship Violence** – This violation includes actions often referred to as Domestic Violence or Dating Violence. This includes coercion, abuse, or violence between partners in a personal, intimate relationship. This behavior can be physical, sexual, economic, verbal, emotional, or psychological actions or threats of actions that influence another person. Incidents can occur between current or former romantic or intimate partners who have dated, lived together, or been married. Relationship abuse and violence can occur between persons of the same or different gender.
- 17.7 Stalking** – This includes repeatedly contacting another person when the contact is unwanted. The conduct may cause the other person reasonable apprehension of imminent physical harm or substantial impairment of the other person’s ability to perform the activities of daily life. Contact includes but is not limited to unwanted communication (in person, by phone, or by computer), unwelcome gifts or flowers, following a person, and watching or remaining in the physical presence of the other person.

(Violations of the Sexual Harassment, Discrimination, and Misconduct policy can be Level 1 or Level 2 or Level 3)

18. Theft

- 18.1 Theft or Attempted Theft** – This includes theft/attempted theft of property belonging to the College, a member of the College community, or a guest of the College or College community. Included in this policy is the removal of College property from its designated place (i.e. removal of lounge furniture to a student’s room or removal of dinnerware from the cafeteria). *(Level 2 or Level 3)*

18.2 Theft or Abuse of Information (Soft or Hard Copy) – This includes but is not limited to the unauthorized entry into a file to use, read, or change the contents or for any other purpose. *(Level 1 or Level 2)*

19. Unauthorized Entry

19.1 Unauthorized Entry into College Facilities – This includes the use/entry of College facilities without proper prior approval from the appropriate college official. This policy includes breaking into a college facility or using a door access card that does not belong to the student themselves. *(Level 1 or Level 2 or Level 3)*

19.2 Unauthorized Entry into a Residence Hall Room – This includes entry, with or without force, into a residence hall room not assigned to a student and without the permission of a student assigned to the room or by a College Official authorized to grant entry into the room. *(Level 1 or Level 2 or Level 3)*

20. Unauthorized Possession, Duplication, or Use of College Keys or Student ID – This includes the possession of unauthorized keys (including possession of room keys/cards not issued to holder). Students are reminded that keys/ID cards are not to be given to anyone else for any reason. *(Level 1 or Level 2 or Level 3)*

21. Vandalism – This includes the willful intent of destruction, defacement, or damage or attempted damage to property belonging to the college or any member of the college community or guest, including, but not limited to: defacing structures, bulletin boards, equipment and facilities; parking/driving on grass and sidewalks; grinding or rail sliding with skates or skateboards; littering; and removing window screens. *(Level 1 or Level 2 or Level 3)*

22. Violation of any Federal, State, or Local Law – This includes any Federal, State, or Local law not specifically covered in the Student Code of Conduct or College policies. For violations that involve local, state, and/or federal law, conduct decisions and sanctions issued by Louisburg College are separate and distinct from any legal action taken by the courts. As the Louisburg College Conduct system operates under the guidelines of ‘preponderance of evidence’ (see Conduct Procedure: Evidence), it is possible to be found not guilty or have the case dismissed in the courts and be found responsible in the Louisburg College Conduct system. *(Level 1 or Level 2 or Level 3)*

23. Weapons

23.1 Lethal Weapons Possession/Use – This includes the possession or use of weapons, including but not limited to explosives, firearms, ammunition, knives (including pocketknives of any size), brass knuckles, any implement capable of inflicting serious bodily injury, or dangerous chemicals are prohibited on the College premises, including in one’s room, on one’s person, in personal belongings, or in one’s vehicle. Federal and state laws regarding weapons and firearms will be observed and enforced. *(Level 3)*

23.2 Non-Lethal Weapons – Possession/Use – This includes the possession or use of projectiles that may result in direct or indirect injury. This may include but is not limited to: slingshots of all types, water balloons, water guns, paintball guns, slingshots, air soft guns, etc. Pepper spray/mace is permitted as a tool for safety. However, if used in an offensive manner/not in self-defense, it is considered a non-lethal weapon subject to this policy. *(Level 2 or Level 3)*

ADDITIONAL POLICY CONSIDERATIONS

Residence Halls and Rooms

Students are responsible for all activities taking place in their residence hall room, whether they are present or not. They are responsible for any items found in the room, whether they are present or not. Also, a student who is a guest in another room is responsible for the items present and activities that occur in the room where they are present. Therefore it is incumbent upon each student to be aware of his/her surroundings to ensure he/she is not a party to any violations.

Social Media

Social media sites can be effective tools for exchanging information. Louisburg College embraces and strives to uphold the freedoms of expression and speech guaranteed by the First Amendment of the U. S. Constitution and the state Constitution. However, any online behavior that violates the College's Student Code of Conduct which is brought to the attention of any College official may be treated as any other violation of the Student Code of Conduct. The College reserves the right to address such violations through the Student Conduct Process when the incident involves endangering the lives of others or self, or incidents of an extreme nature. Students should remember that any information or behavior exhibited or shared on social media sites could affect membership in clubs, organizations, and work study positions on campus as well as internships and jobs outside of Louisburg College.

Solicitation

Solicitation of employees and students on Louisburg College premises by or on behalf of any business, club, society, or organization is strictly prohibited. This prohibition applies to employees, students, and those not affiliated with the College, and covers solicitation of any form, whether for membership, subscriptions, sales, or any payment of money. Limited exceptions may be granted by submitting a formal request stating the organization, contact person, reason for solicitation, and methods of solicitation employed to the Office of Student Life. Additionally, residence hall rooms are private dwellings and may not be used to operate a business enterprise of any type. Students should immediately report any solicitation to the Office of Student Life.

Student clubs and organizations may schedule programs involving fundraising with the consent of the Office of Student Engagement.

STUDENT CONDUCT PROCESS

Purpose

The College recognizes that every person makes mistakes. As adults and responsible citizens, we are responsible for the decisions we make and the consequences of those decisions, whether positive or negative. The student conduct process is intended to give students the best opportunity to learn from their decisions and resultant actions which may have violated College policy. The purpose of the student conduct process is to educate, not to punish. The College believes learning takes place throughout the campus and during every part of a student's life. If a student's behavior violates College policy, that experience provides an opportunity for the student to understand and accept there are consequences to his/her actions, reflect on how he/she made decisions that lead to those actions, and determine how he/she will learn and grow from the experience. The student conduct process facilitates this learning process.

Every member of the Louisburg College community deserves respect, safety and security, and freedom from undue distractions in the pursuit of education and participation in college and social activities. To this end, the student conduct process will address issues of student conduct and behavior that may be harmful or disturbing to other students, college personnel, or college and community property.

It is the intent of the student conduct process to handle each violation of the Student Code of Conduct in an individual manner. The system is designed to treat each student fairly and consistently, while acknowledging that each situation is different and similar violations may require different outcomes.

Student Conduct Process

The student conduct process includes several phases and is directed out of the Office of Student Life. The phases described below are general descriptions of a typical process and not inclusive of every case, as each case is unique. The typical phases in the process are: the complaint; an investigation; notice of charges and summons given for hearing; and notice of findings and conference outcomes. A case is considered closed if the respondent is found "not responsible" of all violations or when all educational sanctions are complete.

Complaint

Any member of the college community may file a complaint against a student for violations of the Student Code of Conduct. Complaints may be verbal or in writing. A written complaint should be directed to the Office of Student Life (Davis 105) or emailed to the Head of Student Conduct. A verbal complaint may be made to a staff member in the Office of Student Life. A report created by Student Life staff (i.e. Community Directors, Resident Advisors, and Campus Safety and Police) is considered a complaint. Any complaint should be submitted as soon as possible after the event takes place.

Investigation

Upon receipt of the complaint, the Head of Student Conduct may conduct an investigation to determine if there is a reasonable suspicion of any violations of policy by the respondent(s). This could include, questioning students, gathering statements, reviewing evidence, or interviewing witnesses. Campus Safety may also assist in investigations where appropriate. If it

is determined there is a reasonable suspicion of a policy violation, the Dean of Students or designee will determine which policies were possibly violated and assign the complaint to be heard by the most appropriate conduct body. If deemed appropriate, the Head of Student Conduct may decide to use alternative measures to the conduct process to resolve complaints. (See *Alternative Measures to the Conduct Process*).

Notice of Charges and Conference

The respondent (the student named as possibly violating policy) will receive notification of the date and time for the student to meet with the Head of Conduct for this hearing. This notification will be sent in a reasonable amount of time prior to the hearing. This notice will be communicated via campus email. Students are strongly encouraged to check their email daily.

NOTE: At the time of the conference, if a student is not enrolled (taking classes) in the College, conferences may still be conducted and students requested to participate. This includes when a student withdraws from the college prior to the completion of the Student Conduct Process. If a conference cannot be conducted or the Head of Student Conduct decides to defer the conference, the respondent's Student Conduct Record will reflect the pending conduct violation. The respondent will be required to have the case resolved through the Student Conduct Process prior to readmission to the College. Additionally, this information may be communicated to other schools the respondent is considering attending when records are requested and authorized to be released.

Summary Resolution

Summary resolution occurs when the respondent accepts responsibility for all alleged violations. This acceptance must be either in writing and signed by the student or received directly from the student's own campus email account. The respondent would have a meeting with a Student Life staff member to have an educational conversation about the incident and discuss the outcomes that would be assigned to the student.

Conduct Conference

There are two types of conduct conferences, an administrative conference and a College Conduct Board conference [see *Conduct Bodies and Conferences* for descriptions]. The conference will consist of the respondent, the complainant, the conduct body, and any relevant witnesses. Most often, the incident report initiated by a college official will stand as his/her statement, but there may be other witnesses that the conduct body deems appropriate and relevant. Respondents will have an opportunity to share their side of the incident and to question any witness. Questioning will be halted if it becomes abusive or repetitive. In conferences involving more than one respondent, the conduct body may permit the conferences concerning each respondent to be conducted either separately or jointly.

NOTE: The respondent may bypass the conference by accepting *Summary Resolution*.

Evidence

The standard of proof used by Louisburg College for proving violations is by a preponderance of the evidence. This means that the evidence presented must prove that it is more likely than not that the student violated the policy. A student's prior conduct record is not considered

when determining responsibility. However, it is considered in determining educational sanctions and conduct status for students found responsible for a violation.

Notification of Findings and Conference Outcome

Respondents will receive written notification of the outcome of the conference and of educational sanctions and conduct status (if any). In addition to written notification, an in person or phone meeting may take place to deliver the outcome. Parents/guardians of dependent students receive written notification of the outcome via mail if there is a finding of responsibility.

Complainants or victims of a crime of violence or a non-forcible sex offense are allowed by law to request (in writing) and receive notification of a conference outcome for any conduct proceeding against a student who is the alleged perpetrator of such crime or offense. If the victim is deceased, this information will be provided, upon request, to the next of kin of the alleged victim.

Conduct Bodies and Hearings

A respondent who challenges an alleged violation will have one of two types of conferences. The type of conference the respondent has depends on the severity of the possible outcome if they are found responsible. The conduct body, which may be an individual or group of individuals, are trained in the conduct policies and process and believe in the educational value of the conduct process. Conferences are designed to determine what was more likely than not to happen during an incident as well as help those involved learn and grow from the incident.

Administrative Conference

The administrative conference occurs when the respondent wishes to challenge one or more alleged violation(s) but is not facing suspension or expulsion as a possible outcome if found responsible.

- The conduct body is typically one college administrator who has been trained in the student conduct policies and process.
- The conduct body will conduct a conference to determine responsibility.
- A student is not required to attend the conference, but is strongly encouraged to do so. If the student does not attend, the conference will be conducted in absentia and decisions will be based on all available information. It is a student's responsibility to regularly check his/her campus email account and therefore a student who misses a conference because they did not read their notice cannot be used as an excuse for missing the conference.
- The conference is intended to be educational and may include a conversation on how the student is doing in classes, activities, in the residence halls, and life in general. Though these factors may not determine if the respondent is responsible, it will help the conduct body and respondent understand the full impact the incident has had on them and the community.
- The respondent will have the opportunity to discuss his/her perspective on the incident, accept or not accept responsibility for each alleged violation, and ask and answer questions about the incident.

- A respondent may present witnesses or statements from witnesses. If the respondent has witnesses, they should alert the conduct body no later than one (1) business day before the conference and have the witnesses provide written statements to the conduct body prior to the conference. [see *Witnesses*]
- The respondent may have an advisor present during the conference. [see *Conduct Conference Advisor*]
- Following the conduct conference, the conduct body will decide if the respondent is responsible or not responsible for each violation. If responsible, the conduct body will assign appropriate outcomes. [see *Conference Outcome*]

College Conduct Board Conference

The College Conduct Board meets when the respondent wishes to challenge one or more alleged violation(s) AND the outcome for responsibility could result in suspension or expulsion from the college. All College Conduct Board conferences are recorded.

When time constraints make convening the College Conduct Board impractical (i.e. beginning and end of the semester, Summer Sessions, etc.), these cases will be heard by one or more trained administrator selected by the Head of Student Conduct.

Cases that involve violations of the *Sexual Harassment, Discrimination and Misconduct* policy will handle per process outlined in the *Sexual Harassment, Discrimination and Misconduct Policy (Title IX Policy)*.

The following describes the College Conduct Board:

- College Conduct Board members are College students, faculty, and staff trained in the student conduct policies and process. Members are volunteers and will be selected by the Head of Student Conduct.
- When a College Conduct Board conference is necessary, three (3) College Conduct Board members will comprise the College Conduct Board for that conference. These members are selected by the Head of Student Conduct.
- A quorum is met when three (3) College Conduct Board members are present. The members may be any combination of faculty, staff, or students.
- One College Conduct Board member will serve as the Chair for each conference and will fully participate in that conference with the additional responsibilities to conduct the conference, maintain order, and adhere to the student conduct process during the conference. The Chair will also call for and collect the votes of each member during the deliberation process.
- Each member of the College Conduct Board in the conference will have one vote, including the Chair.
- Though consensus for a responsible finding is preferred, only a simple majority of the Board is required to find the respondent responsible for each alleged violation.
- Members who believe they have a conflict of interest in a case they have been assigned to hear should notify the Coordinator for Student Advocacy and Accountability of that conflict in order to be replaced by another board member. A member who knows a respondent, claimant, or witness or who may have general knowledge of the incident does not necessarily have a conflict of interest

with the case. A member must decide if he or she is able to be fair and impartial when listening to the evidence of the case and making a decision on responsibility.

- The Head of Student Conduct will serve as the administrator for the conference. This person may be present during the conference and deliberations. Their role may include, but not limited to; setting up the conference space; directing witnesses when to enter the conference; maintaining recording equipment; answering questions which clarify policies and procedures; and helping facilitate deliberations. The administrator does not have a vote nor do they share information with the board members which is known to him/her of the student or the case which was not presented during the conference for the purpose of deciding responsibility. The administrator may share information on the respondent's conduct history, academic record, and other relevant information when/if deliberations on appropriate educational sanctions and conduct status is taking place.

The following is an example of the process during a College Conduct Board conference. As each case is unique, each conference's process may differ.

1. The Chair calls the conference to order and notes the day, date, and time of the conference and informs participants that the conference is being recorded.
2. The Chair will introduce all participants, including the Head of Student Conduct.
3. The Chair will inquire if the respondent has read all reports associated with this case (the report is included in the Notice of Charges and Conference).
4. The Chair will state alleged violations. Respondent is allowed to agree or disagree regarding responsibility for each violation
5. The Chair recognizes the complainant(s) (if the College issued the complaint, there may not be a complainant present) and allows each complainant to make an opening statement (statements should be related to the incident).
6. The Chair recognizes the respondent and allows each respondent to make an opening statement (statements should be related to the incident).
7. The College Conduct Board members may question the complainant and respondent.
8. Witnesses, if any are brought into the conference individually to present their statements. The complainant(s), respondent(s), and College may present witnesses who have knowledge of the incident. [see *Witnesses*] The College Conduct Board members, the complainant(s), and respondent(s) may ask questions of each witness. Each witness is dismissed after questions are completed.
9. Any evidence collected by the College will be presented.
10. The complainant(s) may make a closing statement.
11. The respondent(s) may make a closing statement.
12. The College Conduct Board members may ask any final questions.
13. The Chair will end the conference and the respondent(s), complainant(s), and advisors will be dismissed. The administrator will meet briefly with each respondent and complainant to set up a time to deliver the outcome.
14. The College Conduct Board members will enter closed deliberations for its decision.

The College Conduct Board's deliberations are closed and deliberations are not recorded.

Conference Outcomes

A student found responsible for a violation of a policy will be assigned a conduct status and educational sanction(s). Additionally, notification of the outcome will be given to appropriate individuals as described below. Each student's case is decided based on its own merit and the conduct body has the authority to adjust a status and/or sanction under extenuating circumstances.

For violations that involve local, state, and/or federal law, conduct decisions and outcomes issued by Louisburg College are separate and distinct from any legal action taken by the courts. As the Louisburg College Conduct system operates under the guidelines of 'preponderance of evidence' (see *Student Conduct Process: Evidence*), it is possible to be found not guilty or have the case dismissed in the courts and be found responsible in the Louisburg College student conduct process.

Conduct Status

The following are each considered a conduct status, from least severe (Written Warning) to most severe (Expulsion). A student found responsible for violating a policy will be placed on one status. A student may be placed on any status regardless of his/her previous conduct history, or lack thereof, and which is the most appropriate status in relation to the policy found responsible for violating. Being found responsible for a subsequent violation may result in being placed on a more severe status. A Conduct Status may be appealed in accordance with the Appeal process outlined in the *Student Conduct Process* section.

- 1. Written Warning:** Written warnings are issued to warn students that further misconduct may result in more severe conduct status or higher level educational sanctions. Since a student's conduct history is cumulative, a student who is on a Written Warning status and allegedly violates the Student Code of Conduct may have the violation handled as if it were a higher level than listed in the Student Code of Conduct (i.e. a second Level 1 Alcoholic Beverages violation may be handled like a Level 2 case). Written Warnings are in place for an indefinite amount of time. (*Level 1*)
- 2. Conduct Probation:** Conduct probation may be issued for any violation of college policy. Conduct probation is for a specified period of time. Any violation that occurs during this probationary period will result in a more severe sanction up to and including separation from the college. (*Level 2 or Level 3*)
- 3. Suspension/Deferred Suspension:** Suspension indicates a separation of a student from the College for a specified time, after which the student may apply for readmission to the College. The effective start and end date of the suspension is determined by the conduct body. The student will be eligible to apply for readmission and be re-enrolled after the end date. Applications for readmission are not guaranteed. If a suspension is put in place immediately, the student is typically given 24 hours to remove themselves and their belongings from campus housing, unless the Vice President for Student Life or designee deems that the student's presence on campus during that time would be detrimental to the student or campus community. The student is expected to take care of financial and academic matters as well as personal belongings during that time. A

suspension may also be *deferred* until a later date, typically the day after the last day of the current semester. The conduct body may determine that the student's conduct was severe enough to warrant a separation from the college, but there are mitigating circumstances to allow the student to continue being enrolled for the current semester. A student on *Deferred Suspension* may attend classes, activities, and events on campus (unless additional sanctions limiting participation are assigned by the conduct body). If a student is found responsible for violating College policy while on *Deferred Suspension*, he/she will be immediately suspended (or expelled, if decided by the conduct body) from the College. While on suspension, a student is considered *persona non grata* and may not be on Louisburg College property or attend events sponsored by the College. A student not adhering to this *persona non grata* policy will face legal implications, including arrest. The student is considered *persona non grata* until he/she re-enrolls in the College. (See the *Trespass (persona non grata) (Level 3)*)

4. **Expulsion:** Expulsion is the permanent separation of the student from the College and its premises. It is the most severe status that the college imposes. An expulsion is effective immediately upon communication to the student. At the time of expulsion, the student is given up to 24 hours to remove themselves and their belongings from campus housing, as deemed appropriate by the Vice President for Student Life or designee. The student is expected to take care of financial and academic matters as well as personal belongings during that time. An expelled student is considered *persona non grata* and no longer allowed to be on Louisburg College property or attend events sponsored by the College. A student not adhering to this *persona non grata* policy will face legal implications, including arrest. (See the *Trespass (persona non grata) (Level 3)*)

Suspension/Expulsion at Louisburg College: There are multiple ways a student could be separated from Louisburg College. If any of the following apply, a suspension or expulsion could occur:

- Being found responsible for a Level 3 violation of *any* kind;
- Being found responsible for multiple violations in one incident or over the course of several incidents;
- Being found responsible for a second controlled substances violation; and/or,
- Failure to comply with an educational sanction by the due date.

Educational Sanctions

The following are possible sanctions that correspond to the three levels of student conduct violations at Louisburg College.

- **CHOICES and ARC Workshops:** This sanction may be imposed on any student in violation involving use or possession of a controlled substance or alcohol. This series of workshops is aimed at educating students on the effects of drugs and alcohol on the human body. (*Level 2 or Level 3*)
- **Counseling Referral:** A counseling assessment may be required in an effort to help the student address issues he/she may be facing. The student may utilize counseling services available at Louisburg College or, at the student's own expense, through other licensed mental health care professionals. Proper release paperwork must be signed by the student to allow the Office of Student

Life to verify the assessment has taken place. The counselor may recommend further sessions with the student and it is the choice of the student whether they continue with those services. (*Level 1 or Level 2 or Level 3*)

- **Education Workshop:** The College offers several educational workshops that aim at educating students about certain topics, including conflict management, anger issues, and decision making. (*Level 1 or Level 2 or Level 3*)
- **Loss of Privileges:** A student may forfeit certain privileges for a specified amount of time due to a failure to properly utilize those privileges. Examples of privileges include but are not limited to: housing, visitation; parking; participating in campus activities, intramurals, athletic events; and utilizing campus facilities. (*Level 2 or Level 3*)
- **Restitution:** The student is required to make payments to the College or other persons, groups, or organizations for damages incurred as a result of an act of prohibited conduct. Any restitution assessed to student accounts must be paid in full prior to the release of grades or transcripts. Unpaid restitution is subject to collections as allowed by law. Students should note that financial aid *cannot* be used to pay restitution assessed due to a student conduct action. (*Level 1 or Level 2 or Level 3*)
- **Restorative Justice:** A restorative justice experience will focus on restoring to the victim what was taken and/or repairing harm imposed on a community. The victim could be an entire community or specific students, staff or faculty. Examples of restorative justice include restorative justice circle (discussion between the student and victims), community service related to nature of the incident (up to 40 hours), community commitment, presenting a program related to the nature of the incident, establishing a mentoring relationship with a faculty or staff member, or shadowing staff/faculty during specified activities. (*Level 1 or Level 2 or Level 3*)
- **Written Reflection:** This sanction may be imposed on a student with an expectation that the student will take time to reflect on their choices and the consequences associated with those choices through written reflection. (*Level 1 or Level 2 or Level 3*)

Conduct Fee

Each student who is found responsible for violating a policy will be assessed a conduct fee in the amount of \$20. It is important to understand that this fee is viewed as a part of the overall sanction and failure to pay the fee will be viewed as a Failure to Comply with Educational Sanction [see *Student Conduct Policies*]. This fee is to offset administrative costs associated with the student conduct process. Fees assessed to student accounts must be paid in full prior to the release of grades or transcripts. Unpaid fees are subject to collections as allowed by law. Students should note that financial aid *cannot* be used to pay fees assessed due to student conduct action. The Conduct Fee is not grounds for appeal as outlined in the *Student Conduct Process: Student's Rights in Conduct Process - Appeals*.

Notification

In the event a student is found responsible for violating a policy, the following people could be notified: Parents/Guardians (dependent students only), Academic Advisor, Community Director (residential students only), and other need-to-know Louisburg College faculty and

staff. Notification is not considered a sanction and is not grounds for appeal as outlined in the *Student Conduct Process*.

Student's Rights in the Conduct Process

The following are rights each student has during the conduct process; they are neither inclusive nor absolute. In each case, the student is responsible for invoking each right and following the policies and procedures outlined. A student's failure to use one or all of these rights does not constitute a deviation of the student conduct process. These rights are designed to help the student through the process and assist the conduct body and College make the best decision in each case.

Accommodations

The conduct body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witnesses during the conference by providing separate facilities, and/or by permitting participation by telephone, skype, video conferencing, videotape, audio tape, written statement, or other means as determined appropriate in the judgment of the Dean of Students or designee.

If a student participating in the conduct conference requires reasonable accommodations under the Americans with Disabilities Act, they should notify the Director of Student Advocacy and Accountability in a reasonable timeframe after receiving notification of the conference date and time and prior to the start of the conference. All attempts will be made to make reasonable accommodations.

Appeal Process

Both the complainant and the respondent have the right to appeal any decision made by the conduct body.

In order for an appeal to be considered, it must first meet one of the following criteria:

1. Information is now available that was not available at the time of the initial decision.
2. A procedural error occurred during the student conduct process.

Dissatisfaction with the outcome of the conference is not acceptable as the basis for an appeal.

Appeals:

- Must be in writing and submitted via the respondent's campus email account to the Dean of Students.
- Students must file the written appeal within three (3) business days from the date of the decision (i.e. the decision was delivered on Thursday, the appeal must be received no later than the following Tuesday, assuming a normal business week).
- Appeals must state the criteria used for the basis of the appeal and provide relevant information/documentation to support the appeal.

For appeals of decisions made as a result of an administrative conference:

- The Dean of Students shall review the written appeal to determine if it meets one of the stated criteria for an appeal.
- If the appeal is not based on one of the above criteria, the Dean of Students shall notify the student of such and deny the appeal.
- If the appeal meets criteria, the Dean of Students will deliver a decision within two (2) business days in writing via email to the student.
- In cases where the Dean of Students has a conflict of interest, the President will review the appeal.

For appeals of decisions made as a result of a College Conduct Board conference or decisions that resulted in suspension or expulsion:

- The Dean of Students shall review the written appeal to determine if it meets one of the stated criteria for an appeal.
- If the appeal is not based on one of the above criteria, the Dean of Students shall notify the student of such and deny the appeal.
- If the appeal meets criteria, the Dean of Students will convene the College Review Board.
 - The members of the College Review Board shall be:
 - One representative from the faculty appointed by the Vice President for Academic Life
 - The Registrar
 - One staff member appointed by the President
 - The College Review board could elect to have a representative from the Office of Student Life present to present findings from the conduct body.
 - The Dean of Students shall serve as a non-voting chair of the Committee.
 - Three committee members are required for a quorum for all meetings.
- The College Review Board shall meet within three (3) business days to consider and decide on the appeal.
- The College Review Board shall consider all documentation and information from all applicable sources in reaching their decision.
- The College Review Board will not rehear the case, but will use available information to determine if the appeal has merit.
- A decision to grant an appeal shall be on the basis of a consensus.
- Upon reaching a decision, the Dean of Students shall within two (2) business days notify the student and applicable offices of the decision via email.
- The decision of the College Review Board is final in all cases.

Case Counselor

A representative of the Office of Student Life will be assigned as a case counselor for each respondent. The Notice of Charges and Conference will list who the respondent's case counselor is. Respondents may set an appointment with their case counselor to review the student conduct process, the student's rights, assist in preparations for the conference, and answer any questions that the student may have. The case counselor will not hear the case or make judgments/predictions on possible outcomes.

A complainant may also request a case counselor by contacting the Dean of Students or designee.

Conduct Conference Advisor

Complainants and respondents are allowed to have a faculty or staff member or an actively enrolled Louisburg College student serve as an advisor during the conduct conference. The advisor cannot have another role during the conduct conference (i.e. respondent, complainant, or witness). During the conference, the advisor will be seated next to the complainant or respondent they are advising. The respondent/complainant and advisor may speak quietly to each other during the conference; however, the advisor may not ask questions to any other participants, including the conduct body, witnesses, other complainants, or other respondents. The advisor cannot speak for the respondent or complainant. Their primary role is to support the complainant or respondent.

Parents/guardians and attorneys are not allowed to attend conduct conferences.

Witnesses

The complainant, the respondent, and the College may arrange for witnesses to present pertinent information at the conference. Witnesses must have pertinent, first-hand knowledge of the incident. As such, character witnesses are not allowed at any conference as they do not contribute to an understanding of the incident.

If the respondent or complainant has witnesses, they should:

- Provide the name and contact information for each witness and how they relate to the incident to the Coordinator for Student Advocacy and Accountability at least one (1) business day prior to the conduct conference. The Director of Student Advocacy and Accountability will try to arrange the attendance of witnesses who are members of the college community, if reasonably possible.
- Have each witness provide a written statement, either a signed handwritten letter or from their own campus email account. Statements should give a complete account of their knowledge of the incident. Statements should be submitted to the Director of Student Advocacy and Accountability at least one (1) business day prior to the conduct conference.
- Ask each witness to be available from the start time of the conference through at least 30 minutes after for administrative conferences and one hour after for College Conduct Board conferences. Students should not miss class to be a witness in a conference.

During the conference, witnesses will provide information to and answer questions from the conduct body. Questions may be suggested by the respondent and/or complainant to be answered by each other or by other witnesses. These questions will be asked to the Chair or administrator and then relayed to the other participant, rather than to the witness directly. This method is used to preserve the educational tone of the conference and to avoid creation of an adversarial environment.

The college may also arrange to have witnesses' present information at the conference. Faculty and staff may be asked to be a witness during a conference, but their obligations may not allow the time to attend the conference. Written statements will be accepted from faculty and staff in these cases. A staff member involved in the investigation of an incident may use the report they submitted as their witness statement.

Alternative Measures to the Student Conduct Process

The Office of Student Life recognizes that there may be incidents when, in the best interests of those involved and/or the community, the formal Student Conduct Process may not be appropriate or necessary; however, the behavior and decisions of those involved should be addressed in order for all to learn and grow from the incident. In these cases, the following options are available to the Office of Student Life to address these concerns.

Amnesty

Students are encouraged to exercise their ethical responsibility to assist others who are in need, especially in emergencies. The amnesty policy encourages students to seek immediate medical assistance for themselves or others whenever there is a concern about extreme intoxication, alcohol poisoning, drug overdose, and/or sexual misconduct that threatens someone's health and safety.

When a student requests medical assistance (for self or someone else) because that individual has consumed too much alcohol or drugs and/or is at risk for being a victim of sexual misconduct, neither student will be subject to Student Conduct proceedings for the consumption. Amnesty does not preclude Student Conduct proceedings for other violations of College policy, nor does it protect intoxicated students from actions taken by local, state, or federal authorities, except where students may be protected by law. Additionally, A student who reports sexual misconduct will not be subject to conduct proceedings for his/her own personal consumption or possession of alcohol at or near the time of the incident, provided that the consumption or possession did not place the health and/or safety of any other person at risk or violate additional College policies. When seeking immediate medical attention, contact 911 (or 9-911 if calling from a college phone), then contact Campus Police at (919) 497-3400 (or ext. 3400 if calling from a college phone). First responders will determine the next steps in providing assistance, and Campus Police will report the name of the student needing attention and any students witnessing the incident to the Dean of Students for any follow-up deemed necessary by the Dean of Students.

When deemed appropriate, the amnesty policy is an option, not a requirement, for students involved in the incident. If a student decides to accept this option, in lieu of the

student conduct process and following the receipt of the report by the Dean of Students, the following procedures will be implemented:

- Any student in the incident will be required to meet with the Dean of Students or his/her designee to discuss the incident. The Student Life Office will contact the student to arrange the meeting.
- Following the meeting with the Dean of Students, the student requiring medical attention must meet with the Director of Counseling Services or designee for an informal alcohol/drug assessment. The student must complete the assessment and any resulting treatment or educational recommendations by a deadline specified by the Dean of Students in consultation with the Director of Counseling Services or designee.
- The student meeting with the Director of the Counseling Center will be required to sign a release allowing the Director of the Counseling Center or designee to communicate with the Dean of Students. This release will be limited as to protect the student's confidentiality as much as possible. The student will be asked to give permission for the Director of Counseling Services or designee to disclose whether or not the assessment and any resulting recommendations have been completed.
- The failure of a student to attend the meeting with the Dean of Students and/or complete the assessment or resulting treatment or educational recommendations from the Counseling Center may result in a referral to the Dean of Students for further action.

Educational Conversations/Restorative Justice

In some instances, typically in first-time low-level violations, the Coordinator for Student Advocacy and Accountability may attempt to resolve complaints and alleged violations of the Student Code of Conduct through Educational Conversations or Restorative Justice practices. These initial attempts at resolving issues would not be considered sanctions, as they would happen before any official process in the conduct system. Participation from all involved parties would be voluntary. If a resolution is successful, involved students would not have any violations or sanctions placed in their Student Conduct Record. However, if the Coordinator for Student Advocacy and Accountability determines that a resolution was not achieved or all parties do not wish to participate, the Coordinator for Student Advocacy and Accountability reserves the right to resolve any complaints through the most appropriate method.

Summary Actions Taken by the College

At times, the College may have to take actions to mitigate risks to individuals and/or the community. These actions are not considered outcomes or sanctions. Their issuance is not to be used as evidence during any conduct conference to determine a student's responsibility for violating a policy. Because of the possible impact on a student's status and accessibility to college resources and activities, each action is considered carefully before being implemented.

Temporary Removal from Campus

At the sole discretion of the Dean of Students or designee and to help ensure the safety and well-being of the College Community, the College may impose *Temporary Removal from Campus* for a student who is suspected of (1) violating the Student Code of Conduct and (2) the student's presence is viewed as a threat to the college community, property, and/or disrupting normal college functions. Student Conduct proceedings shall be scheduled as soon as practical following the temporary removal from campus.

A temporary removal from campus:

- Becomes immediately effective without prior notice;
- Means that the student is *persona non grata* (see *Trespass (persona non grata)* below) and not allowed to be on property owned or controlled by Louisburg College at any time until the case has been resolved through the Student Conduct Process or the accusation has been dismissed upon investigation. Exceptions may be granted by authority of the Dean of Students. The student is permitted to return to campus for the purpose of participating in a student conduct conference;
- Means a student shall be ineligible to attend classes. The student may contact his/her instructors via email/telephone to request assignments during this period;
- Is not an outcome of the conduct process nor a conduct status. Due to the impact this action may have on a student's academics, the student's instructors will be notified as well as other need-to-know staff. To ensure the student's wellbeing during the temporary removal from campus, the student's parent/guardian, if a dependent, will be contacted;
- Shall not be used as evidence in any conduct conference;
- Is in effect until the Dean of Students or designee communicates otherwise or the student has had a conduct conference on the related matter.

No Contact Orders

The Dean of Students or designee may determine, either in her/his assessment of a situation or at the request of an individual, that two or more individuals should no longer have contact with each other in order to maintain a safe environment, promote civility, and for the general well-being for those individuals and/or the campus community. In those cases, a "No Contact Order" may be issued verbally and/or in writing between a student and other members of the Louisburg College community, including other students, faculty, or staff.

A no contact order:

- Between students is always mutual, that is two-way.
- Between student(s) and faculty, staff or other nonstudents prohibits the student(s) from communicating with each other and with the specified faculty, staff or other nonstudents.
- Does not require agreement or even prior notice to either or all parties.
- Can be issued prior to or as a result of a conduct conference, or entirely outside of a student conduct process for a specified or unlimited duration of time.
- Prohibits all forms of communication between designated students or from designated student(s) to specified faculty, staff, or nonstudent(s), direct or indirect,

- written, electronic (including all forms of social media) or through a third party (i.e. friends, family).
- Are not similar to court imposed restraining orders and do not guarantee that designated parties will avoid sightings or passing interactions on the campus or in the local community.
 - May restrict a student from parts of the campus where he/she would not have to engage in required academic activities.
 - Does not become part of a student's conduct record unless the student violates the order as determined through the student conduct process.
 - Is not considered an outcome nor a conduct status.
 - May not be used as evidence during a conduct conference, unless the alleged violation is failure to comply with the same "No Contact Order".
 - Is in effect until the Dean of Students or designee communicates otherwise.

Students who are concerned about personal safety should contact Campus Safety at 919-497-3400.

Trespassing (persona non grata)

As a private institution, Louisburg College reserves the right to consider any individual *persona non grata* and issue a 'no trespassing' order to any person whose presence it deems unsuitable. Subsequent trespassing on Louisburg College premises will result in legal action. All College property is private property.

Any student who is under suspension, expulsion, or whose enrollment has been terminated by Louisburg College for any student conduct or academic reason may not be present on College premises or at a College-sponsored event at any time during the period of suspension/expulsion without prior written approval from the Dean of Students or designee . Any student who has been removed from the residence halls may not visit the residence halls or vicinity while in commuter status. Students violating these policies will be issued a trespassing warning and will further jeopardize their standing with the college.

Parent/Guardian Involvement

The College understands and values the unique and special relationship that can exist between parents/guardians and their students. The College desires to foster free and open communication with parents/guardians. Developmental and legal issues guide the College as it relates to communication and involvement with parents/guardians and students in resolving potential conflicts and situations. Any student enrolled in the college, regardless of age, is no longer considered a minor from an educational standpoint. The Family Educational Rights and Privacy Act (FERPA) clarifies and limits the amount of information a college is allowed to share with anyone, including parents/guardians, regarding any student.

During the course of a students' college experience, there is always the possibility of an incident occurring that requires intervention and decision-making by an appropriate college official.

Louisburg College encourages parents/guardians to communicate with their students about their college experience in a healthy way, while realizing that this communication could be

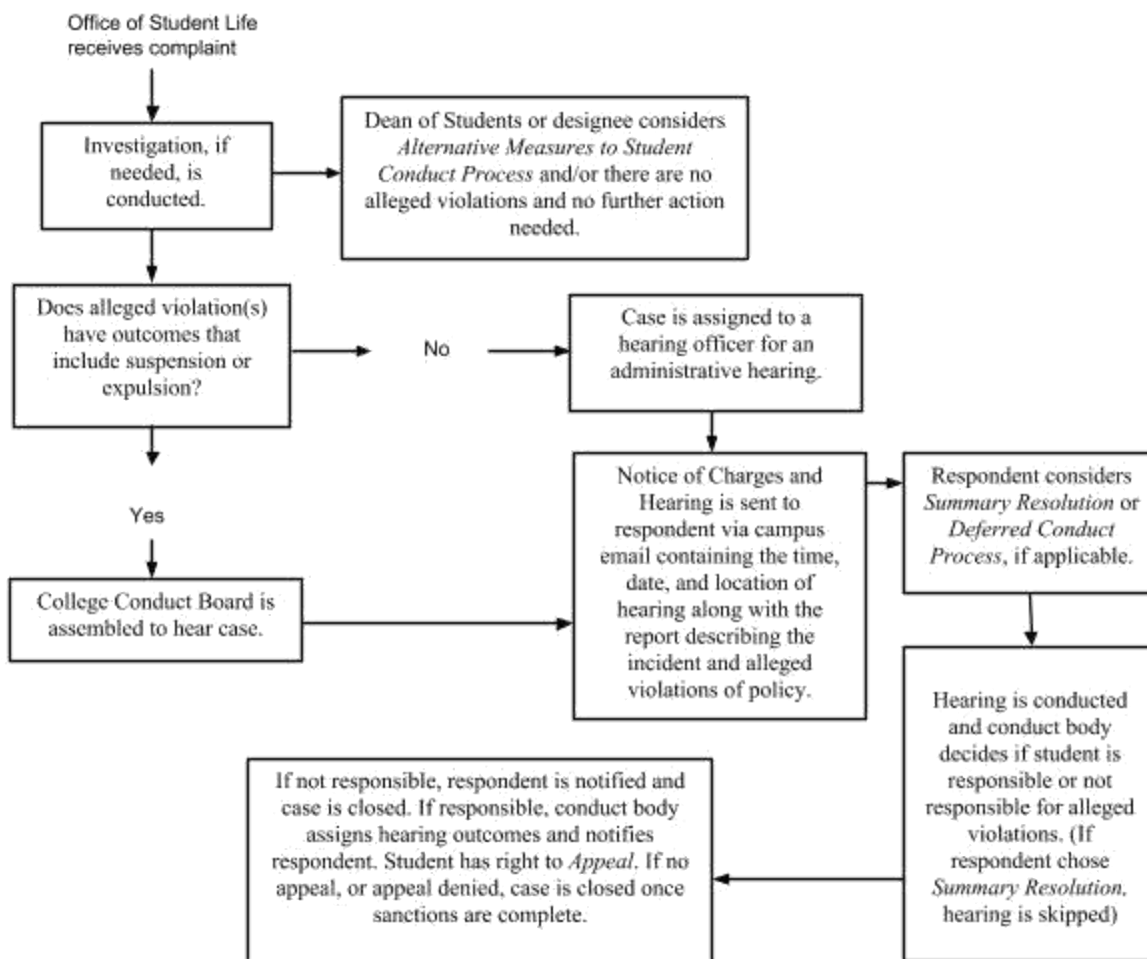
different than when the student was in high school. With any college experience, students see this as a way to gain more freedom. Louisburg College would encourage parents/guardians hold regular conversations on academic course work, involvement in clubs and organizations, relationships with friends and roommates, and how they are enjoying their college experience. Additionally, Louisburg College would encourage parents/guardians to talk with their student about what information is expected to be shared and what information can be distributed to them by the college.

Louisburg College encourages parents/guardians to contact the college with any questions or concerns. We want to make sure that each and every student has an amazing college experience as we are building those strong foundations so that students may move forward into a great future.

STUDENT CONDUCT RECORDS

Student conduct records are maintained in the Office of Student Life for a period of five years. The provisions of the Family Educational Rights and Privacy Act govern accessibility to these records. Student Conduct records are personal and confidential. Students may inspect their records during normal working hours. College officials who have professional justification for such information may also inspect these records. Students should also be aware that institutions to which they may apply typically request a conduct report on potential students to help determine whether or not to admit that student. The college does not provide copies of video or audio recordings of conduct conferences for students.

Student Conduct Process



TITLE IX POLICY

Sexual Harassment, Discrimination, and Misconduct Policy

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” - Title IX, Education Amendments of 1972

Louisburg College is committed to providing a safe living, learning, and working environment that is free from harassment and discrimination. Louisburg College believes that all people should be treated with respect and dignity and that we are all accountable for our actions. As such, Louisburg College does not tolerate sexual harassment, discrimination, and misconduct. Sexual harassment, discrimination, and misconduct may include but is not limited to sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual harassment, sexual coercion, dating and relationship violence, and stalking. All acts of sexual misconduct are forms of sex discrimination and are prohibited by Title IX and College policy.

College Jurisdiction

This policy is applicable to all members of the Louisburg College community, including students, employees, visitors, and independent contractors. Members of the College community are responsible for their behavior, regardless of whether the conduct in question occurs on campus or an off-campus location. Therefore, this policy applies both to on- and off-campus conduct. While there are no geographic limitations regarding conduct that may be addressed by this policy, sexual harassment, discrimination, and misconduct alleged to have occurred off campus may be more difficult to investigate. Additionally, complaints brought by individuals who are not part of the campus community against members of the campus community will be addressed pursuant to this policy.

Title IX Staff

Title IX Coordinator: Ron Shidemantle, Dean of Students, 108 Davis Hall, 919.497.3297, rshidemantle@louisburg.edu

Deputy Title IX Coordinator: Benjamin Slate, Assistant Professor of Theatre, 919.497.3324, bslate@louisburg.edu

Deputy Title IX Coordinator for Human Resources: Terry Wright, Director of Human Resources, 204 Davis Hall, 919.497.3294, twright@louisburg.edu

Definitions

1. **Complainant** – An individual who has experienced alleged sexual harassment, discrimination, and misconduct.
2. **Respondent** – The individual against whom a complaint of sexual harassment, discrimination, and misconduct has been made.

3. **Bystander** – Individuals who observe possible sexual harassment, discrimination, and misconduct and have the opportunity to intervene. Bystanders may report possible sexual harassment, discrimination, and misconduct (see “Reporting”). Responsible employees which includes faculty and staff are required to report.
4. **College** – Louisburg College
5. **Confidential Resources** – Employees at the College who are permitted to guarantee confidentiality. These include staff in the Joel Porter Counseling Center (919-497-3205); the College Chaplain (919-497-3231); and health services staff (919-497-1399).
6. **Responsible Employees** – Louisburg College faculty and staff, including residence life staff, who are not designated as confidential resources. While we take the wishes of the complainant into strong consideration, reports of sexual harassment, discrimination, and misconduct made to a responsible employee must be reported to the College’s Title IX Coordinator.
7. **College Community** – Students, employees, visitors, and independent contractors of Louisburg College.
8. **Consent** – words or actions that show an active knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by ignoring or acting without regard to the objectives of another, or by taking advantage of the incapacitation of another, where the student knows or reasonably should have known of such incapacity. Use of alcohol or drugs may impair an individual’s capacity to freely consent and may render an individual incapable of giving consent. Consent may not be implied by silence or any other absence of active resistance. Prior consent does not imply consent to future sexual acts, nor doesn’t consent to one type of sexual act imply consent to another type of sexual act.

Yes means Yes

This means that affirmative consent should be freely given by all participants, without coercion or duress, before any sexual activity occurs. It does not matter if or what kind of sexual behavior has occurred at an earlier point in time. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal of consent is communicated clearly. Upon clear communication of withdrawal, all sexual activity must cease.

Consent may not be given by the following persons:

- Individuals who are mentally incapacitated at the time of the sexual contact in a manner that prevents him or her from understanding the nature or consequences of the sexual act involved;
- Individuals who are unconscious or otherwise physically helpless; and
- Minors.

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgements that inhibits an individual’s ability to give consent. Incapacitation may be caused by

a permanent or temporary physical or mental impairment. Incapacitation may also result from the consumption of alcohol or the use of drugs.

The use of alcohol or drugs may, but does not automatically affect a person's ability to consent to sexual activity. The consumption of alcohol or drugs may create a mental incapacity if the nature and degree of the intoxication go beyond the stage of merely reduced inhibition and reach a point in which the complainant does not understand the nature and consequences of the sexual act. In such case, the person cannot consent.

A person violates the sexual harassment, discrimination, and misconduct policy if he or she has sexual contact with someone he or she knows or should know is mentally incapacitated or has reached the degree of intoxication that results in incapacitation. The test of whether an individual should know about another's incapacitation is whether a reasonable, sober person would know about the incapacitation. A respondent cannot rebut a sexual harassment, discrimination, and misconduct charge merely by arguing that he or she was drunk or otherwise impaired and, as a result did not know that the other person was incapacitated.

An individual who is passed out or unconscious as a result of the consumption of alcohol or drugs is physically helpless and is unable to give consent. **NOTE: Immediate medical attention should be summoned for an individual found to be in this state.**

Sexual Harassment, Discrimination and Misconduct Policies

1. **Sexual Assault** – This includes any action that constitutes sexual abuse, including but not limited to date/acquaintance rape, any sexual act against another person forcibly (against that person's will), or not forcibly and against that person's will when that person is unable to give consent [See definition of "Consent"].
2. **Non-Consensual Sexual Contact** – Any sexual contact that occurs without consent [See definition of "Consent"]. Examples of sexual contact include but are not limited to: the intentional touching of a person's genitalia, groin, breast, or buttocks or the clothing covering any of those areas, or using force to cause the person to touch his or her own genitalia, groin, breast, or buttocks.
3. **Sexual Exploitation** - taking sexual advantage of another person without effective consent. This includes but is not limited to: causing the incapacitation of another person for a sexual purpose; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and knowingly transmitting a sexually transmitted infection, including HIV, to another person.
4. **Sexual Harassment** – includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success; 2) submission to or rejection of such conduct by an

individual is used as the basis for employment or academic decisions affecting such individual; or 3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or educational environment.

5. **Sexual Coercion or Intimidation** – an unusual amount of pressure or threat to engage in sexual activity. Coercion begins not when one makes a sexual advance, but when one realizes that the other person does not want to be convinced and he or she continues to push.
6. **Intimate Partner and Relationship Violence** – This violation includes actions often referred to as Domestic Violence or Dating Violence. This includes coercion, abuse, or violence between partners in a personal, intimate relationship. This behavior can be physical, sexual, economic, verbal, emotional, or psychological actions or threats of actions that influence another person. Incidents can occur between current or former romantic or intimate partners who have dated, lived together, or been married. Relationship abuse and violence can occur between persons of the same or different gender.
7. **Stalking** – This includes repeatedly contacting another person when the contact is unwanted. The conduct may cause the other person reasonable apprehension of imminent physical harm or substantial impairment of the other person's ability to perform the activities of daily life. Contact includes but is not limited to unwanted communication (in person, by phone, or by computer), unwelcome gifts or flowers, following a person, and watching or remaining in the physical presence of the other person.

RESERVATION OF RIGHTS

Students

Louisburg College expressly reserves its right to bring charges against any student, under the Student Conduct Process, for misconduct which does not constitute a violation of the Louisburg College Sexual Harassment, Discrimination, and Misconduct Policy.

When a student is reported to have engaged in both sexual harassment, discrimination, and misconduct and other types of misconduct, the College will ordinarily review the reported sexual harassment, discrimination, and misconduct and other types of misconduct pursuant to the Title IX Policy. The Title IX investigator will investigate the reported other types of misconduct and the final Title IX investigative report will reach conclusions concerning whether the respondent violated the Sexual harassment, discrimination, and misconduct Policy and any other sections of the Student Code of Conduct using a preponderance of the evidence standard.

If the Title IX report concludes that the respondent violated the Sexual harassment, discrimination, and misconduct Policy and any other sections of the Student Code of Conduct, the Sanctions Panel will determine the sanctions for all misconduct in accordance with the process described in Part III of the Title IX Policy. If the Title IX report concludes that the

respondent did not violate the Sexual Harassment, Discrimination and Misconduct Policy, but that the respondent did violate other sections of the Student Code of Conduct, the Title IX report will be referred to the Coordinator for Student Advocacy and Accountability for resolution in accordance with the Student Conduct Process set forth in the Student Code of Conduct.

Employees/Vendors

Louisburg College expressly reserves the right to address any alleged employee/contractual policy and workplace violations that are not covered by the Title IX Policy that may have taken place concurrently to the alleged Title IX Policy violation. These alleged violations will be addressed in the manner outlined in employee or faculty handbooks and/or contracts.

SEXUAL HARASSMENT, DISCRIMINATION, AND MISCONDUCT RESOLUTION PROCESS

REPORTING A COMPLAINT

A complaint is the reporting of an incident that may have violated the College's Title IX Policy. A complaint may be verbal or in writing. A written complaint is preferred in order to ensure the College understands the initial complaint, however, a verbal complaint will also be accepted. Anonymous reporting is available through the College's website, under Campus Safety & Police. Once a possible violation is reported to a Responsible Employee, the information shared will be given to the Title IX Coordinator.

When making a complaint, the complainant may choose how much information he or she wishes to share, however, certain details will make it easier to investigate and to ensure a complaint can be resolved. At the time of the complaint, it is most helpful to have:

- What occurred which resulted in the alleged violations (specific details are not yet needed)?
- Who was involved?
- Where and when did the incident occur?
- Is the incident ongoing or recurring?

This initial information will also be helpful in determining if any immediate and interim actions need to be taken to ensure the safety of the complainant, respondent, and the campus community as a whole. Additional information will be gathered if an investigation is deemed necessary. *At any time that a serious, imminent, and continuing threat exists, Campus Police will be notified and an LC Alert will be issued to the campus community.*

Where to Make a Complaint

If you believe you or someone you know has experienced sexual harassment, discrimination, and misconduct, you should promptly report the incident. When reporting a complaint, it is important to know who the most appropriate person is to report the incident and what will happen after a report is made. **There are three groups of people affiliated with the college**

who must take specific actions once notified of a Title IX complaint: *non-confidential faculty and staff, confidential staff and campus police.*

No employee is authorized to investigate or resolve complaints of sexual harassment, discrimination, and misconduct without the involvement of the Title IX Coordinator. If you are unsure about what constitutes sexual harassment, discrimination, and misconduct at Louisburg College, please contact the Title IX Coordinator.

Non-confidential faculty and staff

You may report an incident to any Responsible Employee (faculty and staff, including Residence Life Staff, i.e. Resident Advisors and Community Directors). Responsible Employees have an obligation under federal law to inform the Title IX Coordinator of possible Title IX violations. Once the Title IX Coordinator is notified, the procedures outlined in the Title IX Policy will be followed. You may report directly to the Title IX Coordinator or Deputy Title IX Coordinators:

Title IX Coordinator

Ron Shidemantle
Dean of Students
rshidemantle@louisburg.edu
919-497-3247
Davis Hall 108

Deputy Title IX Coordinator

Benjamin Slate
Assistant Professor of Theatre
bslate@louisburg.edu
919-497-3324
Jones Performing Arts Center

Deputy Title IX Coordinator for Human Resources

Terry Right
Director of Human Resources
twright@louisburg.edu
919-497-3294
Davis Hall 204

Confidential Staff

Some College staff are not required to share information with the Title IX Coordinator. These confidential staff are a resource to all individuals in the Louisburg College Community who may have witnessed or experienced a violation of the Title IX policy but who do not wish to start the process outlined in the policy. An individual who utilizes a confidential resource may also report the incident to a non-confidential resource or ask the confidential staff to report the incident, if they wish. In some circumstances a confidential resource is legally required to break confidentiality, such as when someone is in immediate danger, a court orders the release of information, or if an incident involves a minor. At all other times, you can be assured that information shared with these individuals is kept in the upmost confidence. These confidential resources are:

Counselors in the Joel Porter Counseling Center

919-497-3205

Davis 104

College Chaplain

919-497-3231

Benson Chapel

Staff in the Campus Health Clinic

919-497-1399

Kenan 110

Campus Safety

Louisburg College Campus Safety have certain legal obligations when a crime is reported to them. Campus Safety officers are also Responsible Employees of the College and have the same obligation to report possible violations of the Title IX Policy to the Title IX Coordinator as non-confidential faculty and staff. If a violation of the Title IX Policy is also a violation of the law, Campus Safety may assist in the filing of a criminal complaint and guide the complainant through the criminal process. Campus Safety Officers are non-sworn officers and College employees; they have the same obligations of a Responsible Employee but do not act as agents of the State of North Carolina and therefore will not have the same obligations as a sworn officer.

Campus Safety

919-497-3400

Davis 100

Note: Adjudication via the criminal justice system is independent from the College's Sexual harassment, discrimination, and misconduct Grievance process. Regardless of whether a complainant decides to pursue resolution via the Sexual harassment, discrimination, and misconduct Grievance process, a criminal investigation, both, or neither, the College will take immediate steps to investigate the complaint, protect the complainant, and ensure the safety of the campus community. If a criminal complaint is filed in addition to a complaint reported to Louisburg College, the College will continue implementing its procedures and protections regardless of the timeline or outcome of the criminal procedures.

RESOURCES AND SUPPORT FOR COMPLAINANTS AND RESPONDENTS

The College encourages all who have witnessed or believe they have been a victim of sexual discrimination, including assault, to report the incident promptly. However, the College also recognizes that it may be difficult to discuss such incidents. The College will support complainants through the process. The College will provide certain policies and resources to ensure a complaint can be properly investigated and resolved. Once a respondent is identified, she or he will also be provided with resources as support through the process.

Advisor

A complainant and respondent may have an advisor present during any official meeting, interview, or hearing held during the process outlined in the Title IX Policy. The advisor can be anyone of the complainant or respondent's choosing, unless that person is also involved in the incident as a witness, complainant, respondent, investigator, or member of a conduct body hearing part or all of the case. The advisor is to be a support person during the process and is not a participant of the process.

The advisor may not:

- Speak for the complainant or respondent
- Ask questions on behalf of the complainant or respondent
- Ask questions or give statements during any part of the process
- Disrupt the process in any way

The advisor may:

- Speak with the complainant or respondent to whom they are serving as an advisor
- Answer questions posed to them by the complainant or respondent to whom they are serving as an advisor
- Request a break on behalf of the complainant or respondent to whom they are serving as an advisor
- Offer emotional support to the complainant or respondent

An advisor who does not abide by these guidelines will be asked to cease being the complainant or respondent's advisor and the College will ask the complainant or respondent to identify a new advisor.

Note: *Attorneys are permitted to be an advisor, however, they are not permitted to speak for or otherwise represent the respondent or complainant. Attorneys must abide by the same guidelines of all other advisors. If a respondent or complainant employs an attorney and requests them as his/her advisor, the College asks that the respondent or complainant notifies the Title IX Coordinator. The College may request a meeting with the attorney to go over the college's policy and expectations of them in this role.*

Amnesty

A student who reports sexual harassment, discrimination, and misconduct will not be subject to conduct proceedings for his/her own personal consumption or possession of alcohol at or near the time of the incident, provided that the consumption or possession did not place the health and/or safety of any other person at risk or violate additional College policies.

Confidential Resources

While all persons receiving a report of sexual harassment, discrimination, and misconduct understand the desire to keep information confidential, maintaining confidentiality is not always possible.

The only individuals at Louisburg College permitted to guarantee confidentiality are:

- **Counselors in the Joel Porter Counseling Center:** (919-497-3205)
- **College Chaplain:** (919-497-3231)
- **Campus Health Clinic Staff:** (919-497-1399)

These resources may be consulted at any time, including prior to making an official report to the College or law enforcement officials. To the extent possible, the College will respect an individual’s request for confidentiality; however, the request for confidentiality will be weighed against the College’s obligation to act on information it has received in order to provide a safe campus environment.

Assistance & Support for Complainants of Sexual Harassment, Discrimination, & Misconduct

Louisburg College recognizes the importance of assisting a member of the College community who is a complainant of sexual violence in regaining a sense of personal control. In this respect, several College departments coordinate resources to offer services to a complainant and others upon whom the sexual harassment, discrimination, and misconduct might have had an impact. Louisburg College strongly urges anyone who has experienced sexual violence/misconduct to:

SEEK IMMEDIATE MEDICAL ASSISTANCE:	
Emergency Services (EMS, Fire, Police)	911
Maria Parham Hospital & SARN (Sexual Assault Response Nurse)	252.438.4143
VICTIM ASSISTANCE & SUPPORT:	
Safe Space (Located in Louisburg)	919.497.5444
NC Coalition Against Sexual Assault	919.871.1015
National Rape Hotline	800.656.HOPE (4673)
National Domestic Violence Hotline	800.799.SAFE (7233)
LEGAL ASSISTANCE:	
Campus Safety*	919.497.3400

*Contact the Title IX Coordinator if you need additional assistance locating legal assistance.

HEALTH, MENTAL HEALTH, & COUNSELING SERVICES	
Joel Porter Counseling Center	919.497.3205
Employee Assistance Program (Employees Only)	Contact Human Resources
CAMPUS OFFICES	
Financial Aid – Director of Financial Aid	919.497.3212
Immigration & Visa Assistance – Director of Admissions	919.497.3228

* Campus Safety & Residence Life Staff can also contact the on-call counselor outside of regular business hours.

Gather Information:

If you need more information about filing a complaint, campus policies, rights, reporting and resources, contact:

Title IX Coordinator, Ron Shidemantle

919.497.3247

Wrongful Allegation

It is a violation of this policy to knowingly bring a false complaint under this policy. However, failure to prove a claim of sexual harassment, discrimination, and misconduct does not alone constitute proof of a false and/or malicious accusation. Individuals who make frivolous or false reports shall not be deemed to be acting in good faith.

Non-Retaliation

All members of the College community, including students, faculty, and staff, who have good-faith concerns regarding possible sexual harassment, discrimination, and misconduct are expected to report these concerns to the Title IX Coordinator. The College prohibits retaliation, in any form, against any individual who reports in good faith an actual, potential, or suspected violation of the Title IX Policy. Anyone who engages in retaliation will be subject to discipline in accordance with the College's retaliation policy and/or the Student Code of Conduct.

ROLE OF TITLE IX COORDINATOR

The Title IX Coordinator will first ensure that the complainant is safe and that the campus community is protected. The Coordinator will meet with the complainant(s) and respondent(s) of the complaint. The Coordinator is trained in college sexual harassment, discrimination, and misconduct and will provide information (in writing) and guidance to the complainant and respondent.

The following information is provided:

- Resources on campus and in the community, including counseling support
- Information about the College's investigation process and grievance procedures for pursuing a formal complaint against a faculty, staff, or student member of the campus community or third party
- Information about Louisburg College's non-retaliation policy
- Information about the complainant's right to pursue criminal action in addition to the College's procedures and actions
- Possible accommodations or other measures to assure the complainant and respondent's well-being, including no-contact orders and adjustments to classes/housing/work study
- Description of the College's obligation to treat both the complainant and respondent fairly and to promptly investigate the reported sexual harassment, discrimination, and misconduct
- Description of the role of the Student Life Office or the Human Resources Office in assisting with sexual misconduct investigations and grievance process when students or faculty/staff are involved, respectively

INTERIM ACTIONS AND ACCOMMODATIONS

Interim actions and accommodations are meant to ensure the safety of all individuals involved in a complaint, specifically the complainant and respondent. These actions may be put in place prior to, during, or after a formal or informal resolution process.

Interim Actions

Interim actions are meant to be temporary and have the least amount of impact on a respondent's academic activities weighed against the need to protect the safety of the complainant(s) and campus community.

Interim actions are not decisions about responsibility. The Title IX Coordinator will issue an interim action when the College feels that there is an imminent or ongoing threat to the campus community.

Interim actions may include, but are not limited to:

- Counseling Referral
- Housing reassignment or removal
- Temporary Removal from Campus
- No Contact Orders
- *Persona non grata* Notice (No Trespass)

These actions are described in the Student Conduct Process section of the Student Handbook.

Accommodations

A complainant and respondent may request reasonable accommodations be made to help him/her during or after the resolution process. Accommodations must be requested and all requests must be approved by the Title IX Coordinator, in consultation with appropriate faculty and staff.

A request for an accommodation does not guarantee the approval of the accommodation. The Title IX Coordinator will work with the complainant and respondent to identify ways to alleviate any concerns he or she may have resulting from the complaint.

Accommodations may include, but are not limited to:

- Request rearrangement of class schedule or housing assignment
- Request arrangement for the complainant to have additional time to complete a course or retake/withdraw from a class without academic or financial penalty
- Housing reassignment
- Providing an escort between classes
- Request that the Title IX Coordinator address the complainant's concerns with the respondent (*see Investigation and Resolution Procedures - Informal resolution*).

INVESTIGATION AND RESOLUTION PROCEDURES

The Title IX Coordinator will discuss with the complainant the options available to resolve a complaint. The complainant may request one of three options:

1. No resolution / action requested
2. Informal resolution
3. Formal resolution

The Title IX Coordinator will take into consideration the request of the complainant. However, the Title IX Coordinator has a duty to investigate all complaints (to the extent possible) to prevent any recurrence of an incident or to remedy a hostile environment. The Title IX Coordinator may initiate an initial inquiry to gather more information to determine the most appropriate response from the College. If the Title IX Coordinator has information to believe there is an ongoing concern or if the complaint indicates a significant risk to the campus community, a formal resolution process may be required, even if not requested by the complainant. Instances of sexual violence always require a formal resolution process.

A complainant may change their request at any time during the process. If a complainant wishes to withdrawal his or her complaint, the Title IX Coordinator will determine if the formal or informal process should be discontinued. All complaints of sexual harassment, discrimination, and misconduct will be resolved within sixty (60) days.

Note: *A complainant may request to have the complaint remain confidential or have his/her name withheld. The College will make all efforts at honor this request, however, this will greatly reduce the ability of the College to investigate the complaint and seek resolution. In these cases, if the College cannot maintain confidentiality of the complainant, the Title IX Coordinator will inform the complainant before the process continues.*

Rights of the Complainant and Respondent

The complainant and the respondent will be granted the following rights in the Title IX resolution process:

- An equitable and fair process to resolve the complaint
- Equal opportunity to provide names of relevant witnesses and other evidence to be included in the investigation
- Equal opportunity to have an adviser at any stage of the proceedings. (see *Resources and Support for Complainants and Respondents – Advisor*)
- Preponderance of the evidence (more likely than not) standard in fact-finding and formal resolution procedures
- Right to an appeal
- Receive written notification of the outcomes of both the investigation, College Review Board's sanctioning decision, and the appeal decision, if applicable

- All records of sexual misconduct complaints and resolutions remain confidential to the extent allowed by law

Resolution Options

No resolution/action requested

If the complainant does not wish to have any actions taken by the college, the Title IX Coordinator will determine if the College can honor that request. If the request can be honored, the Title IX Coordinator will document the complaint and the request for no action and then close the case. At any time, the complainant may make a request for informal or formal resolution to take place.

Informal Resolution

An individual who wishes to file a complaint of sexual harassment, discrimination, and misconduct at Louisburg College but who does not wish to pursue a formal resolution may request a less formal proceeding, referred to as the informal resolution process. The informal resolution process is not available for complaints of sexual violence, such as sexual assault, even on a voluntary basis. The informal resolution process is intended to resolve complaints quickly, efficiently, and to the mutual satisfaction of both parties. The informal resolution process should be initiated as soon as possible after notifying the College of a complaint, and if this is desired by the complainant and the respondent. Though there may be 13 other options to informally resolve a complaint, mediation is the most commonly used and preferred method since it encourages a dialogue between the complainant(s) and respondent(s).

The complainant may request informal resolution through mediation with the respondent conducted by the Title IX Coordinator or designee (when the incident involves a Louisburg College student) Mediation are never appropriate in incidents involving sexual violence. Both the complainant and the respondent must agree to participate in the informal mediation, and either party can end the mediation process at any time. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate.

With all informal resolutions, the goal is to facilitate the resolution of the incident to the satisfaction of both persons involved, and to reach an agreement that is binding on both parties. If the complainant and the respondent are satisfied with the outcome of the informal resolution, the matter will be considered resolved. Both the complainant and the respondent have the right to bypass or end the informal resolution process to initiate the Formal Resolution process. Any failure to comply with the terms of an informal resolution agreement may result in additional disciplinary action.

Formal Resolution

The formal resolution process consists of:

- An unbiased and fair investigation
- Recommendation of violations and outcomes, including conduct status and sanctions or employee disciplinary action;
- Title IX Coordinator accepts, rejects, or returns report

- Respondent(s) and complainant(s) notified of violations, outcomes, and sanctions;
- Assigning conduct status and sanctions or employee disciplinary action;
- Assigning conduct status and sanctions or employee disciplinary action;

Note: The respondent and complainant have the right to appeal decisions (see Procedures for Appeal of a Formal Resolution Decision)

Unbiased and Fair Investigation

Timeline

A formal resolution process begins with the Title IX Coordinator assigning the complaint investigation to a trained Title IX Investigator, typically a member of the Louisburg College staff. This investigation will begin promptly and typically be concluded within thirty (30) days from the date of the complaint, unless extenuating circumstances necessitate a longer time frame. If an investigation cannot be completed in that time, the investigator will communicate in writing to the complainant and the respondent the need for an extended time and an estimated date of completion.

Investigator

The complainant(s) and respondent(s) will be informed of who has been assigned as the investigator. The assigned investigator is tasked with gathering the facts of the case and documenting the statements of all involved. The investigator will conduct an investigation and make decisions without bias toward the respondent or complainant. The facts of the case and statements made by those involved will be used to determine what was more likely than not to have happened in the incident.

Conflict of Interest/Biased

If a complainant or respondent feels the investigator has a conflict of interest and is unable to conduct the investigation and make a recommendation of responsibility in a fair and unbiased manner, the complainant or respondent may submit, in writing, to the Title IX Coordinator the reasons why a conflict exists. This must be received within two business days from the date of notification. If the Title IX Coordinator agrees that a conflict could exist, a new investigator will be assigned. An investigator's prior knowledge of the respondent or complainant does not necessarily mean a conflict of interest exists; a conflict of interest will be deemed to exist if it is believed the investigator cannot conduct the investigation or make decisions in an unbiased or fair manner. If, during the investigation, the complainant or respondent feel the investigator is being biased or unfair, they should inform the Title IX coordinator immediately in writing. The Title IX Coordinator will examine the information, make further inquiries if necessary, and determine if the investigator should be replaced.

Investigation

During the investigation, the assigned investigator will determine any sources of relevant information necessary to make an informed, unbiased, and fair decision. The investigator will review the initial complaint and notify the respondent(s) of the alleged violations of the Title IX Policy and any other possible policy violations (Student Code of Conduct, Employee Handbook, etc.). The respondent will have the right to know the approximate date(s) and location(s) of the incidents and who is the named complainant. Any requests for information or interviews will be

made through College email. The investigator will request that the complainant(s) and respondent(s) provide a list of any individuals who should be interviewed as witnesses to the incident; witnesses should have first-hand knowledge of the incident. The investigator will interview the complainant(s), respondent(s) and all possible witnesses.

The investigator may gather additional information that may include, but not limited to:

- *Reviewing campus and community law enforcement investigation documents (if applicable)*
- *Reviewing student and employee files*
- *Images/video from security cameras*
- *Texts and social media posts*
- *Examining all other relevant documents and evidence*

The complainant and respondent should share any relevant information and evidence which will assist the investigator.

Report

The investigator will compile all of the information gathered during the investigation. A report will be written stating the agreed upon facts, disputed facts and statements, and evidence gathered. The investigator will notify the complainant(s) and respondent(s) once the report is complete and allow each to review the report, in person and in the presence of the investigator or designated staff member. No recording, copying, or removing of the report will be allowed.

Written Statement

The complainant and respondent will each be able to submit written statements to:

1. *Dispute a statement they believe misrepresents what they said;*
2. *Dispute a statement made by another person; or*
3. *Include new or clarifying information*

The investigator will review the statements and determine if the report should be altered, corrected, or amended. If the report is altered, corrected, or amended, the respondent and complainant will be able to review the final report. Additional changes will be conducted in a similar manner.

Recommendation of violations and outcomes (Including Conduct Status & Sanctions or Employee Disciplinary Action)

Once the investigative report has been completed, the Title IX Investigator will review the Title IX Policies and Student Conduct Policies or Human Resource Policies and make a recommendation of which policies the respondent may have violated. If the investigator does not believe any policies were violated, a “no findings” recommendation will be made.

The investigator shall write a statement giving the reasoning he/she believes it is more likely than not the respondent either violated each of the policies to which a recommendation of

“responsible” is being made or that there was “no finding” of responsibility for a violation in the complaint.

If there was an outcome of “Responsible” for any Title IX policy violation or other Code of Conduct violations investigated, the Title IX Investigator will recommend an appropriate conduct status, sanction(s), or employee disciplinary action.

Title IX Coordinator Accepts, Rejects, or Returns Report

The investigator will submit the investigative report to the Title IX Coordinator with a *recommendation of violations and outcomes, including conduct status and sanctions or employee disciplinary action or a recommendation of “no findings”*. First, the Title IX Coordinator will review the recommendations of violations and outcome (responsible/not responsible/no findings) and either accept the recommendations, reject the recommendations (in full or part), or return the report to the Title IX Investigator with a request for further information/investigations.

If the Title IX Coordinator rejects the recommendations, in full or in part, he/she will write a statement as to reasoning of the new outcome (including if a new violation is determined). If the Title IX Coordinator returns the report, he/she will instruct the investigator on what actions he/she wishes the investigator to take and/or what information he/she believes is missing.

Standard of Proof

The basis for a decision of responsibility for violating a policy will be the preponderance of the evidence standard (more likely than not). This means that in order to find the respondent responsible, the Title IX Coordinator must find, based on the evidence presented in the investigative report, that it is more likely than not that the respondent is responsible for the violation(s) as recommended by the investigator.

Report Outcome

Respondent(s) and Complainant(s) Notified of Violations and Outcomes

Once the recommendations are accepted, the Title IX Coordinator will notify the respondent(s) and complainant(s) of the violations and outcomes via campus email and/or in person.

Impact and Mitigating Circumstances Statements

If a responsible finding was made, the complainant will be notified that they may submit an impact statement to be considered as part of the sanctioning process. Impact statements are meant to allow the complainant to express how the actions of the respondent have impacted his/her life since the incident.

The respondent will be notified that they may submit a mitigating circumstances statement to be considered as part of the sanctioning process. Mitigating circumstances statements are meant to convey circumstances or reasoning behind the respondent’s behavior. ***Impact and mitigating circumstances statements must be in writing and submitted to the Title IX Coordinator within two (2) business days from the notification of violations and outcomes.***

Assigning Conduct Status & Sanctions or Employee Disciplinary Action

If there was an outcome of “Responsible” for any Title IX policy violation (and/or other Code of Conduct violations investigated), the Title IX Coordinator will review the recommendation of the Title IX Investigator as to appropriate conduct status and sanctions or employee disciplinary action. The Title IX Coordinator will also review any impact/mitigating circumstances statements submitted. The Title IX Coordinator will assign appropriate conduct statuses, sanctions or disciplinary actions based on a review of the entire investigative report, impact statements, mitigating circumstances statements, prior conduct/employee disciplinary history, and other relevant information as determined by the Title IX Coordinator.

Possible Conduct Sanctions & Sanctions or Employee Disciplinary Action

A student found responsible for violating a Title IX Policy will be assigned a conduct status and educational sanctions, provided the conduct status is not suspension or expulsion.

Conduct statuses include:

- Written warning
- Conduct probation
- Suspension
- Expulsion

Educational sanctions may include, but are not limited to:

- CHOICES workshop
- Counseling referral
- Educational workshops
- Loss of privileges
- Restorative justice
- Written reflections

Full descriptions of conduct statuses and educational sanctions are available in the Student Conduct Process section of the Student Handbook.

Employees found responsible for violating a Title IX Policy are subject to any disciplinary action allowed under his/her respective employment documents (i.e. Employee Handbook, Faculty Handbook).

Respondent(s) and complainant(s) notified of conduct status and sanctions or employee disciplinary action

The Title IX Coordinator shall within two (2) business days of receiving the impact/mitigating circumstances statements (if any) notify the complainant, respondent, and applicable offices of the conduct status and sanctions or employee disciplinary action decision via email.

STUDENT CONDUCT RECORDS

For students, a responsible finding of any Title IX violations through the formal process will be documented in his/her Student Conduct Record. Student conduct records are maintained in the Office of Student Life for a period of five years. The provisions of the Family Educational Rights and Privacy Act govern accessibility to these records. Student Conduct records are personal and confidential. Students may inspect their records during normal working hours.

College officials who have professional justification for such information may also inspect these records. Students should also be aware that institutions to which they may apply typically request a conduct report on potential students to help determine whether or not to admit that student. The college does not provide copies of video or audio recordings of conduct hearings for students.

Conduct Fee

Each student who is found responsible for violating a policy will be assessed a conduct fee in the amount of \$20. It is important to understand that this fee is viewed as a part of the overall sanction and failure to pay the fee will be viewed as a Failure to Comply with Educational Sanction [see *Student Conduct Policies*]. This fee is to offset administrative costs associated with the student conduct process.

Fees assessed to student accounts must be paid in full prior to the release of grades or transcripts. Unpaid fees are subject to collections as allowed by law. Students should note that financial aid *cannot* be used to pay fees assessed due to student conduct action. The Conduct Fee is not grounds for appeal as outlined in the *Procedures for Appeal of a Formal Resolution Decision*.

PROCEDURES FOR APPEAL OF A FORMAL RESOLUTION DECISION

The complainant or the respondent may appeal the outcome of a formal resolution. In order for an appeal to be considered, it must first meet one of the following criteria:

- Information is now available that was not available at the time of the initial investigation; or
- A procedural error occurred during the formal resolution process

Dissatisfaction with the outcome of the hearing is not acceptable as the basis for an appeal.

Appeals:

- Must be in writing and submitted via the appellant's campus email account to the Title IX Coordinator (Ron Shidemantle at rshidemantle@louisburg.edu).
- Appellant must file the written appeal within three (3) business days from the date of the notification to the appellant of the conclusion of the formal resolution process.
- The conclusion of the formal resolution process is marked by either the Title IX Coordinator informing the complainant and respondent that there was no finding of

responsibility after the investigation OR the Title IX Coordinator informing the complainant and respondent of the sanctions/status assigned, whichever comes later.

- Appeals must state the criteria used for the basis of the appeal and provide relevant information/documentation to support the appeal.

Once an appeal has been received:

The Title IX Coordinator shall review the written appeal to determine if it meets one of the stated criteria for an appeal. If the appeal is not based on one of the above criteria, the Title IX Coordinator shall notify the appellant of such and deny the appeal. If the appeal meets criteria, the Title IX Coordinator will convene the College Review Board.

The members of the College Review Board shall be:

- One representative from the faculty (appointed by the Vice President of Academic Life, Dean of Faculty)
- The Registrar
- One staff member (appointed by the President)
- The College Review board could elect to have a representative from the Office of Student Life present to present findings from the conduct body.
- The Title IX Coordinator shall serve as a non-voting chair of the Committee.
- Three committee members are required for a quorum for all meetings.

The College Review Board shall meet within ten (10) business days to consider and decide on the appeal:

- The College Review Board shall consider all documentation and information from all applicable sources in reaching their decision.
- The College Review Board will not rehear the case, but will use available information to determine if the appeal has merit.
- A decision to grant an appeal shall be on the basis of a consensus.
- Upon reaching a decision, the Title IX Coordinator shall within two (2) business days notify the student and applicable offices of the decision via email.
- The decision of the College Review Board is final in all cases.

APPENDIX A – NORTH CAROLINA DRUG LAW (PARTIAL)

As a citizen of North Carolina, whether by state residency or by virtue of enrollment at Louisburg College, each member of the college community has a duty to know, understand, and comply with the laws of the state of North Carolina. Persons violating the law will be turned over to authorities for prosecution. Be reminded that the campus judicial system is separate and distinct from other legal systems.

North Carolina G.S. 90-95 (a)

(A) Except as authorized by this Article, it is unlawful for any person:

- (1) To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance;
- (2) To create, sell or deliver, or possess with intent to sell or deliver, a counterfeit controlled substance;
- (3) To possess a controlled substance.

§ 90-113.22.Possession of drug paraphernalia.

- (A) It is unlawful for any person to knowingly use, or to possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, package, repackage, store, contain, or conceal a controlled substance which it would be unlawful to possess, or to inject, ingest, inhale, or otherwise introduce into the body a controlled substance which it would be unlawful to possess.
- (B) Violation of this section is a Class 1 misdemeanor. (1981, c. 500, s. 1; 1993, c. 539, s. 624; 1994, Ex. Sess., c.24, s. 14(c))

APPENDIX B – NORTH CAROLINA ALCOHOL LAW (PARTIAL)

North Carolina G.S.

§ 18B-300. Purchase, possession and consumption of malt beverages and unfortified wine.

(A) Generally. Except as otherwise provided in this chapter, the purchase, consumption, and possession of malt beverages and unfortified wine by individuals 21 years old and older for their own use is permitted without restriction.

Research has shown that alcohol use among college students has many negative effects. Therefore, Louisburg College prohibits alcohol possession or consumption by any member of the college community.

Research has shown that alcohol use has a significant impact on college students:

- **Academic Problems:** About 25 percent of college students report academic consequences of their drinking including missing class, falling behind, doing poorly on exams or papers, and receiving lower grades overall.
- **Death:** 1,400 college students between the ages of 18 and 24 die each year from alcohol-related unintentional injuries, including motor vehicle crashes.
- **Injury:** 500,000 students between the ages of 18 and 24 are unintentionally injured under the influence of alcohol.
- **Assault:** More than 600,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking.
- **Sexual Abuse:** More than 70,000 students between the ages of 18 and 24 are victims of alcohol-related sexual assault or date rape.

from www.CampusBlues.com