

WELCOME!

Dear Students,

What a privilege to welcome you to the Louisburg College family! We believe that your years at Louisburg College will provide a special foundation for academic success and life-long learning. Accordingly, your presence and involvement in the college will enhance the quality of our campus community.

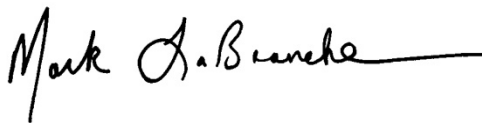
We seek to fulfill the mission of Louisburg College in your life and experience. Our mission and vision assure that your school that will be **the model church-related college that prepares students for life and service**. We are committed to **offering a supportive community which nurtures young men and women intellectually, culturally, socially, physically, and spiritually**.

We take pride in the history and traditions of a wonderful college that has just celebrated its 220th birthday. The historic school motto, **“Wisdom is better than jewels”** highlights the value of wisdom and learning. Such heritage assures that you will receive a quality education supported by caring faculty and staff.

Your student handbook provides important information about the policies and services of Louisburg College. I encourage you to utilize this information and the assistance of student development personnel, mentors, academic advisors, and counselors. Please remember that Louisburg College is committed to helping students develop and step into the future.

By working together and by respecting our educational mission, students, college personnel, and property, we enter a covenant to educational community, academic excellence, and social responsibility.

Joyfully,



Mark La Branche, President



Jason Modlin, M.A.Ed
Vice President for Student Life

Helpful Telephone Numbers

Police, Fire, & Rescue (Emergency Only)

911

<u>OFFICE</u>	<u>LOCATION</u>	<u>PHONE NUMBER</u>
Academic Affairs	Main 210	497-3221
Admissions	Main 2 nd Floor	497-3222
Alumni Office	Main 218	497-3245
Athletics	Gym	497-3264
Bookstore	Duke Student Union	497-3224
Business Office	Main 118	497-3262
Career & Transfer Planning	Davis 103	497-3420
Counseling	Davis 102	497-3205
Financial Aid	Davis 205	497-3212
Food Services Chartwells	Duke Student Union	497-3315
Health Services	Student Life	497-3247
Housing	Davis 105	497-3310
Information	Main 100	0
Learning Partners	Taft 110 & 111	497-3236
Library	Library	497-3269
Post Office (Campus)	Main 100	497-3225
Campus Safety/Police	Davis 100	497-3400
Student Life	Davis 105	497-3247
Registrar	Davis 203	497-3430
IT	Davis	497-3267

LOUISBURG COLLEGE
ACADEMIC CALENDAR
2009-2010

2009 SUMMER SCHOOL

June 30 - July 24 Session I

2009 FALL SEMESTER

August 10	Faculty/Staff Workshop; Fall Athletic Teams and Orientation Assistants Arrive
August 12	New Students Arrive
August 13-16	Orientation
August 17	Returning Students Arrive, New Student Pre-testing/Registration
August 18	First Day of Classes, add/drop begins
August 24	Last day to register or add/drop a course
September 7	Labor Day Holiday – no classes, administrative offices closed
September 8	Opening Convocation
September 15	Last day students permitted to initiate withdrawal from course with a “W”
October 9	Mid-semester; Fall Break begins after last class
October 12, 13	Fall Break (No Classes)
October 30	Last day student course withdrawals permitted with “W,” “WP,” or “WF”
October 31	Homecoming
November 24	Thanksgiving Holiday begins after last class for students, No Classes after 5:00 p.m. Residence halls close at 5:00 p.m.
November 26, 27	Administrative Offices Closed
November 29	Residence halls open at 3:00 p.m.
November 30	Classes resume
December 4	Last day of classes
December 7	Reading Day
December 8	Examinations begin
December 11	Examinations end Residence Halls close at 5:00 p.m.
December 23-January 1	Administrative Offices Closed

2010 SPRING SEMESTER

January 11	New Students arrive; New Student Pre-testing/Registration
January 12	New Student Orientation; Returning Students Arrive
January 13	First day of classes, add/drop begins
January 18	Martin Luther King Day – no classes, administrative offices closed
January 19	Opening Convocation
January 20	Last day to register or add/drop a course
February 10	Last day students permitted to initiate withdrawal from course with a “W”
March 5	Mid-semester Spring break begins after last class (residence halls close at 5:00 p.m.)
March 14	Residence halls open at 3:00 p.m.
March 15	Classes resume
March 26	Last day student course withdrawals permitted with “W,” “WP,” or “WF”
April 2	Good Friday – No Classes; Administrative Offices Closed
April 5	Classes resume
April 20	Awards Day
April 21	Student Assessment Day
April 29	Last day of classes
April 30	Reading Day
May 3	Examinations begin
May 6	Examinations end Residence Halls close at 5:00 p.m.
May 8	Commencement
May 11	College Assessment Day

2010 SUMMER SCHOOL

June 22 - July 30

Six-Week Session

Louisburg College Statement of Purpose

Louisburg College is a two-year, residential, co-educational institution of higher learning related by faith to the North Carolina Annual Conference of the United Methodist Church. The College provides associate degree, university-parallel liberal arts programs designed for students planning to complete baccalaureate degrees at senior institutions. Louisburg College also provides associate degree programs to prepare students for career opportunities upon graduation from Louisburg College.

Louisburg College is an intellectual, cultural, and spiritual center for the surrounding community. Louisburg College provides a nurturing environment for students to prepare for further study, to learn to meet the challenges of living and working in a modern society, and to develop spiritually by serving God and humanity.

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.

Campus Services

Business Services

Business Office

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

Business Office Hours

Monday-Friday: 8:30am – 5:00pm

Check Cashing

Checks may be cashed in the Business Office under the following conditions:

1. The check is not greater than \$50.
2. The check is not a two-party check (unless from a parent or guardian).
3. Student must show valid Louisburg College ID and his/her student account must be clear.
4. Only one check per student/per day may be cashed.

The Business Office is unable to cash checks during the last three weeks of any semester. A \$30 service charge will be assessed for each returned check. After the second returned check, the student will lose his/her check cashing privilege. Local area banks are available for cashing postal money orders and other financial services. The College Bookstore will accept checks only for the amount of the purchase.

Student Payroll

Time sheets for college work study and resident college employees must be submitted by the employee's supervisor to the Financial Aid Office by the second workday of each month. Payroll checks for time reported will be ready for release on the 15th of each month. A student ID is required for the paycheck to be released.

Hurricane Card

The Hurricane Card is a multi-purpose card. It permits access to residence halls, the dining center, and serves as the student's identification and campus debit card. Students and parents may deposit a minimum of \$25 to the student's Hurricane Card account. Cash withdrawals **cannot** be made from the Hurricane Card account. If lost, a replacement card will cost \$35.

Refund Policy

Students terminating their enrollment at Louisburg College, for any reason, are expected to withdraw officially from the College. An official withdrawal form is obtained from the Admissions Office. If a student fails to complete an official withdrawal form, no guarantee of 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 board 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 tuition, fees and board after the 60% point in the term, and there is no refund of room charges after the beginning of classes of the term. In the event an applicant has prepaid a semester's expenses at Louisburg College and is subsequently found to be academically ineligible to attend, 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 Stafford Loan, Subsidized Federal Stafford Loan, Perkins Loan, Pell Grant, Supplemental Educational Opportunity Grant (SEOG) 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 Office of Financial Aid 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. In addition to financial aid programs, Louisburg College also offers a monthly payment plan option that can be set up with the Business Office. Information is available in the Business Office. All recipients of financial aid *must make satisfactory academic progress* as defined by the Financial Aid Office. The Financial Aid Office is located in Davis 205.

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. Lab and Workbooks will have a charge assessed to the students' account in the Business office since these textbooks are not re-usable. Textbooks will be picked up at Norris Theater during 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. Students will have to purchase workbooks and laboratory books as needed for class since these books will not be returned to the bookstore. 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.

Counseling Services

Personal Counseling

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 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 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 or career file. Only designated staff have access to client files, which are kept locked in the Counseling Center Office whenever the office is closed and only designated staff have keys. 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 a 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:

- 1) Imminent Harm to Others - If the Counseling Center has reason to believe that you are seriously threatening physical violent against another person, or if you have a history of physical violent behavior, and if the Counseling Center believes that you are an actual threat to the safety of another person, action such as contact Campus Police and Safety, seeking hospitalization, notifying another person, or a combination of these actions, may take place or order to insure the safety of others.
- 2) 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, sh/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.
- 3) Abuse of Children or Disabled Adults - If the Counseling Cent 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.
- 4) 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.

Career/ Transfer Counseling

Students have access, by appointment or office hours, to career exploration and college transfer information in Davis Building 103. College transfer materials and career planning help students determine if their intended majors are compatible with their goals, abilities, and direction. The career planning

office offers career inventories to help students choose careers/majors. Additionally, job opportunities and internships are posted at the career planning office.

Transfer counseling is usually 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 College Transfer Counseling Office in Davis 103. Students are encouraged to review their transfer status to ensure they are prepared to apply and be accepted by the senior institution of their choice. Resources such as college catalogs, applications, published guides to colleges, a guide to college majors and careers, and other information are available in the College Transfer Office. Also available is a listing of schools with programs for students with learning disabilities.

Office hours for the Career Planning/Transfer Counseling office are posted on the door of Davis 103.

Dining Services

Chartwells, Inc. operates the Duke Dining Center and the Hurricane Lounge and Grill for Louisburg College. All resident students are required to purchase a meal plan. Commuting students may purchase meals on a cash basis from the Dining Center or the Hurricane Lounge and Grill. Commuters may also utilize their Hurricane card by making a minimum deposit of \$25 on their debit account at 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, beverage stations, deli bar, and much more are featured at each meal with unlimited seconds being offered.

DUKE DINING CENTER HOURS

Monday – Friday:

Breakfast (full)	7:00 am - 10:30 am
Lunch	11:00 am – 2:30 pm
Dinner	4:30 pm – 7:00 pm
(Friday Dinner will be from 4:30 pm – 6:00 pm)	

Saturday – Sunday:

Brunch	11:00 AM - 1:00 pm
Dinner	4:30 PM - 6:00 pm

The Dining Center features theme meals throughout the semester. A student advisory board works with the Director of Food Service to provide input on nutritional data that best serves the students.

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. Book bags and knap sacks are to be stored in the cubby holes located in the bathroom foyers. Book bags and knap sacks may not be brought into the dining center.
3. 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.

4. Service ware, i.e. cups, plates, cutlery, etc. may not be removed from the dining center.
5. In accordance with local Board of Health regulations, shirts and shoes must be worn at all times when in the dining center.

Hurricane Zone

The Hurricane Zone offers students a wide variety of fast food items as well as convenience store items such as soft drinks, snacks, and other items. Students may also exchange their dining hall meal for a pre-determined equivalency at the Hurricane Zone. Each day the Zone will offer five equivalency exchange options from which to choose. Meals may only be exchanged during the meal period as defined by the operating hours above (i.e. if a student eats at the dining hall he/she cannot use the card at the Zone during the same meal period). Additionally, each resident student receives \$50 in Hurricane points on their one card to use at the Zone.

ZONE HOURS

Monday - Friday	11:00am – 2:00pm 5:00pm-10:00pm
Saturday-Sunday	5:00pm -10:00pm

Health Services

Louisburg College offers four options to assist you with medical care:

- (1) Dr. William Sayles' medical office (601 N. Bickett Blvd., 919-496-3680)- we have an agreement with Dr. Sayles that his practice will accept Louisburg College students as new patients (other providers may not always accept new patients).
- (2) Franklin Regional Medical Center - emergency room.
- (3) Franklin County Health Department (919-496-2533)
- (4) Other health care provider - you may access care through other local providers as you choose. (with Dr. Sayles and other providers - you are responsible for arranging appointments, payments, etc. directly with the provider's office).

Accessing Medical Care

1. When you perceive a need for medical attention whether from injury, acute medical problem, chronic medical problem, or supervision of prescribed medications, you should contact your on-duty Residence Hall Mentor (if need occurs during regular business hours, you may contact the Student Life Office if the Mentor is unavailable).
2. The Mentor will:
 - a. Advise you of the medical services available.
 - b. Determine your desire to utilize the available services.
 - c. Assist you in finding transportation to a medical facility (if personal transportation is unavailable or impractical).
3. The Mentor will document any incident in which you request medical care and request that you sign documentation at the appropriate time.
4. Should you need a copy of your medical information for your provider, you may request this at the Student Life Office during business hours and a hard copy will be provided.

5. In the event of an obvious medical emergency, the Mentor may, at his/her discretion, call 911 and request an ambulance. You *always* have the option to request an ambulance at any time.
6. The responsibility for *your* healthcare lies with *you*. You must inform the staff when you have a medical need and they will be happy to assist.

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. 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 inoculations are to be completed by students' private physicians. Go to <http://www.immunizenc.com/college.htm> for a complete listing of required immunizations.

Insurance

All students are required to show proof of medical insurance that can be accepted by a local physician or to purchase basic medical insurance through the college. For student health care, Louisburg College has an arrangement with a local physician or students may make a selection on their own.

Louisburg College provides a student accident and sickness insurance plan that should be considered as a supplemental plan to the student's family health policies. This policy is for all students. This policy is for accidents and minor illness. This policy is required for all students.

A brochure providing the insurance policy number and a temporary student insurance identification card are available in the Student Life Office at any time.

Library Services

Library Hours

Monday-Thursday	8:30 am – 9:30 pm
Friday	8:30 am – 4:00 pm
Sunday	7:00 pm – 9:30 pm

(Audiovisual hours will be posted on the AV door)

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, microforms, and computer databases are available to support student's 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. Some reserve books may be checked out overnight, thirty minutes before the library closes. They must be returned by 9:00am the next morning. Fines for reserve books are \$3.00 per 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.

The Audiovisual Department is located in the basement of the library. All materials and equipment are available to students during the hours the department is open. Videotapes may be checked out for two days unless they are on reserve for classes. A fine of \$3.00 per day will be charged for late return, and replacement and processing costs will be charged for any lost items. Students may not check equipment out of the department.

Mail Services

Post Office

Main Post Office: Monday-Friday 8:30am-5:00pm
Student Post Office: Monday-Saturday 8:00am-10:00pm

Louisburg College provides and requires campus post office boxes for all resident students. Commuters may obtain a campus post office box (optional). Each student must stop by the Post Office station during registration to be assigned a post office box key. 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 to the main post office during check-out process to avoid additional charges to their account. Student post office boxes are located in the Duke Student Union. Students are required to check their mail frequently (daily if possible) as this is the main vehicle for official college communication via hard copy. The main college post office is on the first floor of Main Building. Students may purchase stamps, pick up packages, and report any problem with their boxes at the main college post office. 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.

Campus E-Mail

Each student is assigned a campus e-mail account and password upon acceptance to the institution. Students are required to check this account frequently (daily if possible) as this is the only vehicle for official college electronic communication to individual students. Students are also reminded to purge the account of unwanted or unnecessary messages.

Parking

All students are allowed to have a vehicle on campus. Both resident and commuter vehicles must be registered in the business office and have their license plate tag numbers provided for each vehicle registered. Hanging parking permits will be issued and are to be displayed on the rear view mirror of the automobile. Please read carefully and follow all instructions listed on the back of each permit. 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, at the owner's expense, any vehicle it deems necessary for parking violations.

The lot in front of Main Building is reserved for staff, faculty, and visitors and is not open to students at any time except commuters from 5:00-10:00pm Mon-Fri for Franklin Hall classes. 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 and Police Office to obtain a temporary parking permit. Vehicles without a faculty, staff, student or temporary parking sticker can be towed or immobilized.**

Campus Safety and Police

The Campus Safety and Police Office is located on the first floor of Davis Building in room 100. Any security problems, including theft or vandalism, should be reported to Campus Safety and the Hall Mentor (when applicable) as soon as possible. Typically, the Police Officer will be out on patrol throughout campus. For convenience, a phone is located outside of the Campus Safety and Police Office should you need immediate assistance when the Officer is out of the office. 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.

Campus Safety and Police Authority

Louisburg College Campus Safety and Police Officers are granted by the State of North Carolina (§ 74G) 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 College's Judicial Process (Student Life Office) for appropriate action.

Campus Safety and Police 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 Police Chief and/or Vice President for Student Life for any action or follow-up that may be required.

Academic Life

Absence Notification

Students are expected to notify the Student Life office of all class absences (except athletic absence notification handled by the coach). Students should notify the Student Life office of absences prior to the absence when possible, or immediately upon returning to school. Documentation supporting the absence must be presented (i.e. doctor's note, hospital discharge, etc.). The Student Life office will notify each of the student's instructors of the absence. In every case, the individual instructor has the sole discretion to issue an excused or unexcused absence. Students are responsible for contacting each instructor individually to obtain assignments and other missed work, and if a resident to notify their Residence Hall Mentor as well.

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 Academic Dean and the Registrar 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 these violations as explained below.

Cheating: Students must complete all tests and examinations without help from any source. They may not look at any other 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 or intention to cheat. Students may not talk to any other student while tests are being given without explicit permission from the instructor. These rules apply to all assignments unless specified by the instructor.

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 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 plagiarize. They are encouraged to get ideas or suggestions from other sources when the instructor permits.

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 and a permanent notation of the violation on the student's transcript or a final grade of "F" for the course and a permanent notation of the violation on the student's transcript. 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 by any student shall result in expulsion from the College and a permanent notation of the violation on the student's transcript.

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 should inform the Student Life Office as soon as possible and provide appropriate documentation to support the absence. 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.

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.

2.2.3.5. Distribution of Funds

Funds received by the student, faculty, or staff member from the sale of intellectual property owned by the faculty author or inventor shall be allocated and expended as determined solely by the faculty author or inventor.

Funds received by the College from the sale of intellectual property owned by the College shall be allocated and expended as determined solely by the College.

Funds received by the faculty member and the College from the sale of intellectual property owned jointly by the faculty member and the College shall be allocated and expended in accordance with the specific contractual agreement negotiated for that joint project or “work for hire.” If no contract were previously negotiated, then the student, faculty, or staff member shall be entitled to receive 50% of the net profits (any monies received by the employee, as well as the amount received by the College less all College costs attributable to the writing, creation, production, generation, and/or exploitation of the materials) derived from any commercial exploitation or dissemination of the jointly owned materials.

In the event of multiple creators, the creators will determine the allocation of their individual shares when the work is first undertaken, as previously delineated in section 2.2.3.1 – Work for Hire.

2.3.3.6. Resolution of Disputes

Disputes over ownership, and its attendant rights, of intellectual property will be decided by the Faculty Evaluation and Professional Development Committee.

If there is substantive debate about whether or not a work was “for hire” or created through substantial use of the College’s resources, the administration or the faculty member may petition the Faculty Evaluation and Professional Development Committee describing the circumstances under which the materials were or will be generated and the circumstances under which the College resources have been or will be utilized, the extent of the utilization and the necessity for the utilization of College resources, and an accurate accounting of the costs of the resources used in the writing, creation, production, or generation of the copyrightable, patentable, or commercially-valuable materials. That committee shall, within thirty (30) calendar days following the submission of the written description, make a decision and notify in writing all involved parties.

If the materials are deemed not to have been written, created, produced, or otherwise generated “for hire,” the College shall have no rights as to the materials. In such a case, the College shall relinquish all of its rights to the materials by a written waiver of rights signed by the President of the College or his/her designated agent.

If, however, the Committee finds that the materials were written, created, produced, or otherwise generated as “works for hire,” the materials shall then become the property of the College according to the terms and conditions of this policy (see section 2.2.3.2.). The student, faculty member, or staff member shall assign appropriate portions of his/her rights to the College by a written assignment, and in the case of refusal to sign, does, as a condition of employment, appoint the President of the College as his/her attorney in fact, to execute an assignment on the behalf of the student, faculty member, or staff member in accordance with the terms of this policy. The student, faculty, or staff member, upon such assignment of rights, shall be entitled to receive 50% of the net profits (the amount received by the College less all College costs attributable to the writing, creation, production, generation, and/or exploitation of the materials) derived from any commercial exploitation or dissemination of the materials. If the Faculty Evaluation and Professional Development Committee determines that the work was generated through the substantial use of College resources but that there are mitigating circumstances which the Committee believes should cause a reduction in the College’s share of revenues, the Committee shall make such recommendation to the President, who shall make the final decision within thirty (30) calendar days.

In addition to making an initial determination of whether the College or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights, the Committee shall also make a determination on resolving competing faculty claims to ownership when the parties cannot reach an agreement on their own.

Finally, if the inventors/creators disagree with the determination of the committee he/she may appeal to binding arbitration. The cost of the arbitration shall be borne equally by the College and the creator(s).

The Committee will review the merits of inventions, and other creations, and make recommendations for the management of the invention, including development, patenting, and exploitation.

The Committee shall also serve as a forum for the receipt and discussion of proposals to change existing institutional policy and/or to provide recommendations for contract negotiations.

2.2.3.7. Voluntary Assignment

A student, faculty member, or staff member may voluntarily offer or dedicate materials to the College for the securing of a copyright or patent and/or the subsequent exploitation of the materials under College aegis. If such an offer or dedication is accepted by the College through the recommendation of the Faculty Evaluation and Professional Development Committee, the student, faculty member, or staff member shall assign all of his/her rights to the materials to the College and shall thereafter be entitled to

receive a negotiated percent of the net profits, as defined hereinabove, if any, derived from the commercial exploitation or dissemination of the materials.

2.2.3.8. Length of Agreement

The faculty creator(s) of any work assigned to the College hereunder shall receive appropriate attribution in any commercial exploitation of the work.

The College has determined that, for its purposes only, when the College has obtained rights of whatsoever kind or nature in the copyrightable, patentable, or commercially valuable materials which have been written, created, produced, or otherwise generated by a student, faculty member, or staff member, the terms and conditions of this policy shall be binding upon all parties in regard to the copyrightable, patentable, or commercially-valuable materials:

1. For a minimum of seven (7) calendar years from the date of assignment;
2. Until such time as the College has recovered all the expenses and costs attributable to the writing, creation, production, generation, and/or exploitation of the materials;
3. For so long as the student, faculty member, or staff member is a student or an employee of the College plus an additional seven (7) calendar years from the calendar date of cessation of student status or employment for whatever reason; and
4. For the life of the copyright or patent.

Withdrawal from College Enrollment

Any student desiring to withdraw from the College must follow official withdrawal procedures. The student should obtain an official Louisburg College Withdrawal Form from the Admissions Office and follow the procedures as listed.

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 judicial, 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 disciplinary action. A student suffering from a mental disorder who is accused of a disciplinary violation should not be diverted from the disciplinary 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 of and 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. Vice President for Student Life (chair)
- b. Vice President of Academic Life
- c. Vice President of Enrollment Management
- d. Chair of the Faculty Student Life Committee
- e. Assistant Dean for Counseling
(Non-voting advisor regarding mental health issues).

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 Vice President for Student Life. If the Vice President for Student Life 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 Vice President for Student Life's judgment, the student does not meet the standard for IMW, the Vice President for Student Life may take any other action deemed appropriate, including initiating disciplinary action or recommending that the student seek treatment.

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

IV The Conference

At the conference, the Vice President for Student Life 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 Vice President for Student Life 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 via audiocassette 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 Vice President for Student Life 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 local 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.

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.

VII 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.

Student Life

While we work in conjunction with the faculty to ensure your academic success, the Student Life department exists primarily to enhance the college experience outside of the classroom. While academics and formal education are the most important aspects of college, we recognize the value of personal and social growth while you are a college student. To that end, the Student Life office works to provide events, activities, and programs to enhance your complete development as an individual and a community citizen. We encourage you to take advantage of every opportunity available to become an informed and involved member of the college community.

Activities and Events

Louisburg College strives for the total growth and development of each student. Much of that growth occurs outside the classroom in social, religious, and physical activities. The Student Life Office coordinates most of these activities and events. The goal is to provide a campus program that works for the individual and goes beyond the traditional classroom experience.

Athletics

Louisburg College is proud of its Hurricane athletes. There are eight varsity sports: men's and women's basketball, soccer, cross country, and golf, along with baseball, football, softball, and volleyball. Louisburg College participates in district and regional competition in the National Junior College Athletic Association. Louisburg College teams have received national recognition.

Students are encouraged to attend all athletic events, especially those held at Louisburg College. The baseball games are played on Frazier Field, the softball games and soccer matches are played at the athletic fields next to Frazier Field, football games are played at Louisburg High School, and the basketball and volleyball games are played in Holton Gym. Golf matches are played at Bull Creek Country Club. Admission to all athletic events is free with a Louisburg College ID. For more information concerning athletics, contact the Athletic Director or one of the coaches.

Chapel

Worship services are held weekly on Tuesdays at 11:00am in Benson Chapel. These services are ecumenical and open to all students, faculty, and staff.

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. 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.

Intramurals

The Office of Student Life offers intramural sports. The Intramural committee seeks to provide a way for students to be physically active and get to know others. Many of the activities are designed for students, faculty, and staff to help develop a sense of community among residence halls, commuting students, and Louisburg College staff. All students and staff are encouraged to participate. There is a wide variety of activities for men and women, including flag football, basketball, beach volleyball, billiards, softball, and table tennis. Contact the Student Life office to submit ideas for new offerings or to assist with planning.

Student Organizations

Student organizations provide leadership development and social growth that complement academic life. All organizations are open to any member of the student body. Overseen by the Student Government Association under the direction of the Vice President for Student Life, 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 see the staff in Student Life about creating a new student organization.

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, three special religious services annually, and an off-campus retreat.

Fellowship of Christian Athletes

This interdenominational group of student-athletes seeks to enhance and strengthen their faith through fellowship, service projects, and chapel services.

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.

Louisburg College Ambassadors

Student Ambassadors is an organization comprised of students who have shown leadership potential, both in and out of the classroom. The Ambassadors act as tour guides and event coordinators, promoting and assisting the college under the direction of the Admissions Department. They serve a vital link between the alumni, student body, faculty, staff, prospective students, and friends of the college.

Residence Hall Council

The Residence Hall Council serves as the voice for residence life. The council is advised by the Assistant Deans and meets regularly to discuss items of concern for resident students. The council also selects films to be shown on *Residence Life Cinema*TM.

Commuters Organization

The Commuters 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 Assistant Dean for Housing and meets regularly to discuss items of concern for commuting students as well as plan programs and events for this group.

International Club

The International Club is an organization dedicated to promoting the national diversity on our campus. It is open to all students. The council is advised by the Assistant Dean for Residence Life and meets regularly to address the needs of our international students and to plan educational programs for the campus.

Expectations for Campus Organizations

1. A group becomes an organization when it is formally recognized as such by Louisburg College. To be recognized, a group must meet these requirements:

a) The name of its faculty or staff advisor and copies of its constitution and by-laws must be submitted to the Student Life Office. Changes and amendments should be submitted one business week before they are to become effective.

b) If the group is also connected with an organization outside of Louisburg College, the external organization's constitution and by-laws should be filed with the Student Life Office. All amendments are to be submitted at least one business week before they are to become effective.

c) The Student Government Association must vote (two-thirds majority) to approve the group as an official campus organization.

2. Any member of the Louisburg College community can be part of a college-related organization.

3. To receive funds for its activities, an organization must submit a written request to the Student Life Office for presentation to the Student Government Association. Under no circumstances should any money be spent by an organization until approval is given. Forms for fund requests are available in the Student Life Office. Due to the limited amount of Student Government funds available for campus organizations, organizations are encouraged to raise the funds necessary for their programs.
4. Campus organizations may schedule programs and activities by following proper procedures for scheduling events on campus.
 - a) When planning a program, an organization must check the Louisburg College master calendar with the Auditorium Manager to ensure that there are no conflicts with other events.
 - b) The organization must reserve the space it wishes to meet in through the Manager of Facilities. Campus space will be assigned on a first come, first served basis. The college reserves the right to move organizations to facilities other than those reserved in order to better accommodate all groups wishing to use campus facilities.
 - c) The organization must fill out a calendar reservation form, signed by the faculty or staff advisor, and submit that form to the Manager of Facilities.
 - d) An organization may be charged for any unusual costs in the use of facilities.
 - e) If an organization damages or misuses a Louisburg College facility, the group will be charged for the damage and may have its facility use privilege revoked.
 - f) An organization that has a meeting at Louisburg College involving outside persons, such as guest speakers, must notify the Student Life Office at least one business week in advance.
5. Louisburg College must authorize the use of the college name in relation to an individual, group or organization.
6. Under no circumstance should an organization undertake any type of fundraising or solicitation for donations without prior approval from the Office of Student Life and the Office of Institutional Development.
7. A Louisburg College organization that engages in activities that violate college policy may have its recognition as a campus organization revoked and its members referred to the College Judicial Board.

Tobacco-Free Campus

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. In that tradition, Louisburg College will be a tobacco-free campus beginning with the fall 2008 term. 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 off-campus. We also understand that many students, faculty, and staff may seek to use this policy as an opportunity to quit the use of tobacco products. The college will provide smoking cessation resources to students, staff, and faculty who seek assistance.

II. Policy Statements

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

- A. It is the desire of Louisburg College that all members of the campus community will voluntarily comply with the tobacco-free 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-free Campus 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 will be 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-free Campus 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. Transitional Compliance Period: The Tobacco-free Campus policy will be introduced to the campus community during a transitional period from March 24, 2008-July 31, 2008. This period will assist those members of the community for whom compliance may be challenging.
- G. Full Compliance: Full compliance with the Tobacco-free Campus policy will begin August 1, 2008.
- 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.

LOUISBURG COLLEGE
STUDENT GOVERNMENT ASSOCIATION (SGA)

The primary purpose of student government is to advocate 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 Student Council, the group of students elected to represent the Student Government Association, is comprised of two bodies: the Executive Council and the Student Senate.

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 Executive Vice President manages the officers of the SGA and oversees the weekly General Assembly meetings, including producing the agenda, taking attendance, and keeping order. The Executive Vice President handles internal matters, such as recruitment activities, elections, officer training, and incentives. The Vice President of Campus Issues attends the Residence Hall Council meetings and through surveys and forums, hears the concerns of the Student Body regarding residence halls, campus facilities, the dining hall, academics, and parking. The Vice President of Community Development attends the Commuter Organization and assesses the concerns of the commuter students and works to ensure their involvement in campus life. The Vice President of Community Development attends the Volunteer Corp meetings and oversees the community service projects of SGA. The Vice President of Student Activities attends the Campus Activities Board meetings and oversees all social events sponsored by the SGA. The Director of Communications facilitates communication between the Executive Council, the Senators, and the Student Body through the production and dispersion of General Assembly minutes and creation of all SGA advertising.

Student Senate

The Student Senate is vested with the legislative power for the Student Government Association. The body of Senate is comprised of 20 students, (ten Freshman and ten Sophomores). The Senate is given a number of duties by the Constitution, including the responsibility to enact all legislation necessary and proper to promote the general welfare of the Student Body, approve an annual budget for the Student Body funds, and to allocate Student Government funds to clubs and organizations registered with the Office of Student Life. Most importantly, the Senate represents the student voice to the College administration. Rather than passing laws, the Senate acts as a lobbying body, addressing the concerns of the student body, and bringing these concerns to the attention of the College.

Student Government Association Constitution

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

This organization shall be known as the Student Government Association of Louisburg College. Hereinafter "SGA" shall mean Student Government Association.

Article II. Objectives and Powers

- Section 1. It shall be the purpose of SGA:
- (a) To work cooperatively with the faculty and the College administration in dealing with all matters of student interest.
 - (b) To promote a close relationship among students, faculty, and staff.
 - (c) To promote campus life, personal responsibility, and loyalty to the College.
- Section 2. The Student Government Association shall, through its senate have the power to make such legislative resolutions, recommendations, and endorsements as it deems necessary, and to fulfill the responsibilities and duties set forth in this Constitution and its by-laws by keeping with the ideals and purposes of Louisburg College.

Article III. Membership and Organization

- Section 1. SGA shall be composed of all students of Louisburg College and shall be governed by this Constitution.
- Section 2. Clubs and organizations – All clubs and organizations are subdivisions of the SGA.
- Section 3. Recognition – In order to be recognized as a student organization of Louisburg College, all clubs and organizations shall have a valid constitution approved by the SGA and must have a college faculty or staff member as advisor. Further, to maintain recognition all clubs and organizations must meet the criteria and standards set forth by the Student Council.

Article IV. Meetings

- Section 1. Regular meetings of the SGA shall be held weekly unless the President deems a meeting unnecessary. Special meetings of the SGA may be called at his/her discretion or upon request of sixty percent of the SGA. At least one advisor should be present at all SGA meetings.
- Section 2. At all meetings of the SGA, any member of the College community may raise discussion or comment within the meeting procedures of the SGA, but only Council members may vote upon any issue.
- Section 3. All council members are expected to attend all meetings. Should a member need to be absent from a scheduled meeting, he/she must notify the advisor or the Executive Vice President at least twenty-four hours prior to the meeting. Any member with two unexcused absences from scheduled meetings during the academic year shall be recommended to the Council for removal from office for neglect of duty.

Article V. *Executive Officers and Student Council Officers*

Section 1. Executive Officers

- a. Executive officers are defined as President, Executive Vice President, Vice President of Campus Issues, Vice President of Community Development, Vice President of Student Activities, and Director of Communications.
- b. To be a candidate for and to retain office, Executive Officers must have a minimum cumulative grade point average of 2.0 and must be in good social standing (not on probation or more severe sanction) during the academic year (August – May) of their term.
- c. All students meeting the qualifications are eligible for the positions, except President.
- d. Candidates for the President must have completed two semesters at Louisburg College prior to assuming office and must have previously been a member of the Student Council.
- e. The Executive Council must attend weekly Executive Council meetings, weekly General Assembly meetings, and three non-SGA campus events a semester.

Section 2. Student Council

- a. The Student Council is defined as all voting members of the Student Council other than the Executive Officers for this section only.
- b. To be a candidate for and to retain office, Student Council members must have a minimum cumulative grade point average of 2.0 and must be in good social standing (not on probation or more severe sanction) during the academic year (August – May) of their term.
- c. Student Senate members must meet the College definition of classification (Freshman or Sophomore) of the students they are to represent by the date on which they would assume office.

Section 3. Authorities and Duties

- a. President - The primary responsibility of the President is to be the voice of the student body to the college administration, campus visitors, and greater community.
 - i. The President calls scheduled meetings and special sessions of the Senate with proper notice.
 - ii. The President appoints any temporary committees as deemed necessary.
 - iii. The President handles external matters, such as appearing before the Board of Trustees, sitting on college committees, speaking at Open House and Convocation, and attending NCICU meetings.
 - iv. The President provides the vision for the SGA by proposing and guiding projects and legislation.
 - v. The President oversees meetings of the Executive Council and supports the efforts of the Executive Council.
 - vi. The President reports to the Advisor at least twice a week.
- b. Executive Vice President - The primary responsibility of the Executive Vice President is to manage the officers of the SGA.
 - (†) The EVP assumes the duties of the President in the event of the President's absence or abdication.
 - (j) The EVP serves as Parliamentarian of the SGA.
 - (k) The EVP handles internal matters, such as recruitment activities, elections, officer training, and incentives such as t-shirts, dinners, and retreats.
 - (l) The EVP oversees the weekly General Assembly meetings, including producing the agenda, taking attendance, and keeping order.
 - (m) The EVP reports to the President and the Advisor at least twice a week.

- c. Vice President of Campus Issues - The primary responsibility of the Vice President of Campus Issues is to oversee the efforts of SGA to assess and provide answers for the concerns of the student body.
 - i. The VPCI must attend the Residence Hall Council meetings and facilitate dialogue between the RHC and the SGA.
 - ii. The VPCI, through surveys and forums, hears the concerns of the Student Body regarding residence halls, campus facilities, the dining hall, academics, and parking.
 - iii. The VPCI should gauge student positions and foster discussion concerning various world issues.
 - iv. The VPCI reports to the President and the EVP at least once a week.
- d. Vice President of Community Development - The primary responsibility of the Vice President of Community Development is to oversee the efforts of SGA to make a difference within the greater communities of Louisburg, North Carolina, and the world.
 - i. The VPCD must attend the Commuter Organization and Volunteer Corp meetings and facilitate dialogue between the CO and the SGA and between the VC and the SGA.
 - ii. The VPCD assesses the concerns of the commuter students and works to ensure their involvement in campus life.
 - iii. The VPCD oversees the community service projects of SGA.
 - iv. The VPCD reports to the President and the EVP at least once a week.
- e. Vice President of Student Activities - The primary responsibility of the Vice President of Student Activities is to oversee the efforts of SGA to provide social events for the student body.
 - i. The VPSA must attend the Campus Activities Board meetings and facilitate dialogue between the CAB and the SGA.
 - ii. The VPSA is the point person for joint SGA/CAB projects such as Homecoming.
 - iii. The VPSA oversees all social events sponsored by the SGA.
 - iv. The VPSA reports to the President and the EVP at least once a week.
- f. Director of Communications - The primary responsibility of the Director of Communications is to facilitate communication between the Executive Council, the Senators, and the Student Body.
 - i. The DoC oversees the production and dispersion of General Assembly minutes and creates all advertising for the SGA.
 - ii. The DoC works to further dialogue between the SGA, the student body, and the college staff through projects.
 - iii. The DoC reports to the President, the EVP, and the Advisor at least once a week.

Section 4. Removal from Office

- (a) Any Executive Officer or Student Council Officer may be removed from office by two-thirds vote of the Student Council for reasons of neglect of duty and/or violation of the principles of the Constitution.

Section 5. Office Vacancies

- a. A vacancy in any Executive Office (other than President) or any Student Council Office shall be filled by appointment of the Student Council, confirmed by a two-thirds vote.
- b. A vacancy of the Presidency shall be filled by the Executive Vice President.

Section 6. Advisors - The primary responsibility of the Advisor is to give recommendation and approval to the meetings, projects, and events of SGA.

- a. Standing Advisor – The Vice President of Student Life shall appoint a member of his/her staff to the position of Standing Advisor to SGA.
- b. The Standing Advisor should be present at all meetings of SGA, including meetings of the Executive Council.
- c. Shall coordinate all student council elections, including but not limited to: collecting of nominations for office vacancies, setting dates for elections, ensure all candidates adhere to constitutional requirements, and announcing election results.
- d. Shall manage the budget and monetary needs of SGA.

Article VI. Student Council Composition and Responsibility

Section 1. Executive Council

- a. The Executive Council shall consist of the President, Executive Vice President, Vice President of Campus Issues, Vice President of Community Development, Vice President of Student Activities, and Director of Communications.
- b. The responsibilities of the Executive Council are outlined in Article V.

Section 2. Class Senators - The primary responsibility of Class Senators is to represent the interests of the student body.

- a. The Senators may pass legislation.
- b. The Senators must attend the weekly General Assembly meetings and participate in SGA sponsored events.
- c. The Senators must attend all but two General Assembly meetings.
- d. The Senators must report to the EVP at least once a month.

Section 3. Student Council

- a. The Student Council shall consist of the Executive Cabinet, ten Freshman Senators and ten Sophomore Senators.
- b. Each member of the Student Council shall have one vote, except the President, who shall only vote in the event of a tie.
- c. A quorum shall exist when a majority of the voting members of the Student Council are present. A quorum is required for any official business, including binding votes, to be conducted.

Section 4. Committees

- a. College Committees – The Student Council shall appoint representatives to College committees as requested by the appropriate committee chairperson or College administrator.
- b. Ad Hoc Committees – The Student Council shall appoint ad hoc committees to serve as needed.

Section 5. Associated Entities - The CAB, RHC, and CO are independent entities of the SGA. The relationship between SGA and the organizations is maintained by the Vice Presidents who attend meetings and report to the SGA.

- a. Campus Activities Board – Advised by the Student Activities Coordinator and attended by the Vice President of Student Activities.
- b. Residence Hall Council – Advised by the Area Coordinators and attended by the Vice President of Campus Issues.
- c. Commuter’s Organization – Advised by the Chaplain and attended by the Vice President of Community Development.

Article VII. Nominations and Elections

Section 1. Executive Council

- a. A completed application will be necessary to place a person in nomination. This application shall be submitted to the SGA Advisor who will verify that the person meets the qualifications stated by this Constitution.
- b. The candidates shall be presented at a called meeting of the SGA no later than two days before the election. By majority vote of the Student Council, the called meeting may be replaced by presentation of the candidates via other means as determined.
- c. The Student Council shall set a date no later than four weeks prior to the end of the spring semester for election of the Executive Council.
- d. All candidates shall abide by election guidelines established by the current Student Council. The appointed representatives of the Student Council shall oversee the elections, none of whom may be a candidate in the election.
- e. A majority of the votes that are cast shall be necessary to ensure election.

Section 2. Student Council

- a. A completed application will be necessary to place a person in nomination. This application shall be submitted to the SGA Advisor who will verify that the person meets the qualifications stated by this Constitution.
- b. The candidates shall be presented at a called meeting of the SGA no later than two days before the election. By majority vote of the Student Council, the called meeting may be replaced by presentation of the candidates via other means as determined.
- c. The Executive Council shall set a date no later than the end of the September for the election of Senate members.
- d. All candidates shall abide by election guidelines established by the current Student Council. The appointed representatives of the Student Council shall oversee the elections, none of whom may be a candidate in the election.
- e. A majority of the votes that are cast shall be necessary to ensure election.

Section 3. Voting Procedures

- a. Voting shall be by select ballot.
- b. Only SGA members may vote, and they must sign a registered roster.
- c. Voting shall follow guidelines set by the Student Council.
- d. Votes will be counted by the Vice President of Student Life or his/her designee and the appointed representatives of the Student Council.
- e. Those elected will be announced within twenty-four hours of the election.

Article VIII. Installation

Section 1. The Executive Council Officers shall be installed no later than two weeks prior to the end of the Spring Semester.

Section 2. The installation of the Senate and other representatives shall be at a called meeting of the Student Council.

Section 3. The candidates for installation shall take the following oath of office from the Vice President of Student Life or his/her designee: "I (name) as (officer) of College Student Government Association do solemnly promise to execute the duties of my office to the best of my ability."

Article IX. Relationship of the Student Government Association to the College Administration, Faculty, and Campus Organizations

Section 1. The SGA shall understand that the President and the Board of Trustees of the College have the ultimate authority in all matters governing Louisburg College.

Section 2. Any plans of the SGA or other student groups must be conducted in accord with established College policies and procedures, and those that require an exception to the established regulations of the College shall be submitted in writing to the Vice President of Student Life for approval at least one week in advance.

Section 3. No campus club, organization, or academic class may enact a constitution that lessens the requirements of this constitution. Further, no campus club, organization, or academic class may use the College name or be eligible for funds from the SGA if it does not meet the constitutional requirements, established guidelines, and/or bylaws of the SGA.

Article X. By-laws

Section 1. The Student Council shall adopt such Bylaws as are necessary for the fulfillment of the Constitutional requirements and the efficient operation of the SGA in accordance with the purpose of Louisburg College.

Section 2. A two-thirds vote shall be required for the approval of all by-laws.

Article XI. Amendments

Section 1. This Constitution shall be amended as follows:

- a. Amendments shall originate in the Student Council or by the petition of one-third of the Student Government Association.
- b. Amendments shall be submitted first to the Student Council for approval, then to the Vice President of Student Life for consideration and comment.
- c. Amendments shall be presented to the SGA at least one week prior to the holding of a referendum.
- d. Amendments shall be ratified by a two-thirds majority vote of the Student Council.

Article XII. Ratification

Section 1. This Constitution shall be ratified and take effect on April 5, 2006.

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 (*College Catalog*)
2. A.D.A – Disabilities Coordinator (*College Catalog*)
3. Sexual Harassment – Associate Dean for Counseling (*Student Handbook*)
4. Non-academic – Vice President for Student Life (*Student Handbook*)

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 Vice President for Student Life will review the appeal, and may wish to meet with the student at his/her discretion. The Vice President for Student Life 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 to 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 Vice President for Student Life. The decision of the Vice President for Student Life is final.

Residence Life

As a resident, YOU are the most important part of Residence Life. Please be aware that everything you do has an impact on those around you. Remember that your respect, consideration, and cooperation are necessary elements for a successful residential community.

Residence Life Mission

Residence life at college marks the beginning of personal freedom and choice for young adults. This separation from home and family life carries great responsibility for the student. The college requires and demands that students behave ethically, morally, and as a responsible adult member of the Louisburg College community. The residence halls at Louisburg College serve as the student's home during the academic year. Residence life policies and regulations are established to provide support for the educational mission of the institution. This mission 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
- is safe, clean, and meets the physical needs of residents
- is free from damages and vandalism
- is reasonably quiet so that students are able to sleep and study
- is free from undue interruption or distraction

Students are expected to respect the rights and property of other members of the college community and to engage in behavior that is consistent with the mission of the institution. For many students, college means an opportunity for increased freedom. Along with this freedom comes responsibility. Students are expected to behave responsibly and will be held accountable for their actions.

Residence Life Staff

All residence halls are staffed with full-time, live-in adult staff members. Staff members, known as Mentors, are responsible for helping establish and maintain an environment that is supportive of the academic mission of the college and that encourages the development of all students. The structure of the Residence Life Staff is as follows:

- **Residence Hall Mentor:** Full-time, live-in adult 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 with other responsibilities in the Office of Student Life. The Mentor is the initial respondent in the maintenance of good order and discipline within the Residence Halls and across the campus.
- **Assistant Deans:** While also serving in the capacity of a Residence Hall Mentor, the Assistant Deans are staff members with additional training and experience in residence life who oversee one of three major areas of Student Life – Housing, Residence Life, and Judicial Affairs. The Assistant Deans directly supervise the Residence Hall Mentors and are responsible for all aspects of the residence life program.
- **Vice President for Student Life:** Responsible for all aspects of Student Life and directly supervises the Assistant Deans.

Note: All members of the Student Life staff including Residence Hall Mentors and Assistant Deans are direct representatives of the Vice President for Student Life and are charged with implementing all Student Life Policies. They are to be accorded the respect due their office.

Any student who feels they have been treated unfairly by a member of the Residence Life staff should utilize the Non-Academic Complaint Procedure outlined in this handbook.

Residence Life Policies

Air Conditioners

Personal air conditioning units are not permitted in the residence halls.

Breaks and 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. Plane, bus, or other travel arrangements must be coordinated so that the student will leave campus by the designated time. If plane or bus departure times are later than the designated checkout time, it is the student's responsibility to find somewhere to stay in the interim. Also, Louisburg College staff **is not responsible** for transporting students to or from the airport or bus station.

Room and board fees **do not** cover spring break, Thanksgiving, or Christmas 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 Student Life office no later than three weeks prior to the break. Requests received after this time will not be considered. During the times that the residence halls are closed for breaks, unauthorized entry by residents is not permitted.

Check-in and Check-out Procedures

Check-in Procedure: Before a student moves into his/her assigned room, he/she must see the Residence Hall Mentor to complete and sign a room inventory sheet that verifies the condition of the room and its contents, including the door, lock, and key. Failure to complete and/or sign the inventory sheet will be sufficient evidence that the room and its contents were in good condition prior to the student's residence in that room.

Check-out Procedure: Before a student moves out of his/her assigned room, he/she must complete and sign the same room inventory card signed at check-in, which verifies the condition of the room and its contents, including the door, lock, and key. The student will be billed for any discrepancy between the check-in and checkout conditions of the room and contents. Failure to complete the inventory card will result in the student's waiver of right to dispute checkout condition and any resulting charges. 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. At the end of each semester, a check-out schedule will be posted outside of the Mentor's door. Students must sign up for an available time for the Mentor to check the condition of the room and retrieve the room key and sign the inventory card. **Failure to complete and/or sign the inventory card or leave by the posted closing date and time will result in a \$100 improper/late checkout fine. Failure to remove personal items and restore room to its original condition constitutes an improper checkout.**

Cleaning of Rooms and Bathrooms

It is the responsibility of each student to maintain a clean living environment. Residence Life and Maintenance staff will conduct monthly health and safety checks of rooms and bathrooms to insure that college policies regarding health, safety, and damage are being followed. Students are subject to disciplinary action and fines if these policies are not observed. Students unable to maintain clean and safe living conditions 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 suitemates.

Common Area Standards

Common areas include entranceways, hallways, stairwells, 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.

The residents of the hall are responsible for keeping the building in an acceptable condition. The buildings and their plumbing are dated. Louisburg College asks its residents to keep in mind the special circumstances of living in older buildings—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.

Damage

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 Inventory Cards it is of the utmost importance that students work with the Residence Hall Mentor to accurately record the contents and condition of the room at the time of check-in. This card will be the basis from which damage charges, if any, are made.

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 inventory card 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. Also, nothing may be attached to the walls, doors, furniture, etc. that cannot be removed without damage. This includes nails, personal locks on closets and doors, etc. 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, safes and footlockers will have to be opened and searched.

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 Hall Mentor or Student Life Office. 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: one, to help each resident take responsibility for his/her community, and two, 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 grounded extension cords or 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.

For safety/community living purposes, the following items are NOT permitted:

Air conditioners, 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, or toaster/toaster ovens.

Permitted items include:

Can openers, coffee makers (automatic shut-off only), fans, floor lamps (except halogen), irons, microwaves (see Microwave section), 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 Hall Staff until arrangements can be made to return the appliance to the students home. All appliances should be the lowest wattage models available.

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 disciplinary action.

- a) Nothing may be hung from or attached to ceilings or other horizontal surfaces above the head, including sprinkler heads.
- b) Nothing may be hung on or draped over electrical outlets, smoke detectors, lamps, or other items with the potential to ignite the item through excessive heat exposure.
- c) Electrical outlets and extension cords may not be over-loaded.
- d) 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.
- e) The possession and/or burning of candles or incense is prohibited in residence hall rooms and common areas.**
- f) The use of halogen lamps is prohibited in the residence halls.
- g) Live Christmas trees are not allowed in the residence halls.
- h) Grills may not be used on the patios or stairwells, or within 100 feet of any building or vehicle.

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 will result in a \$50 fine!

Furniture

College furnishings may not be removed from residence halls. The college does not have space to store the items and they may not be stored at a student's home. **Furniture may not be disassembled for any reason. Disassembled furniture will be recorded as damaged furniture and fines will be assessed as appropriate.** Also, in Patten Hall the desk/bookshelf units in the rooms must remain in their original position; beds are the only items of furniture that can be moved within the room. Students who violate

this policy will be fined and charged for the missing/moved furniture. The College furniture in residence hall lounges and lobbies may not be removed from the lounge. Students who are found with lounge/lobby furniture in their rooms will be fined and charged a fee to have the furniture moved back to its original location.

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 will not be tolerated.

1. 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.
2. Overnight guests must be of the same sex only. **An overnight guest's stay is limited to no more than two consecutive nights on Friday or Saturday nights only.** The host student must register all overnight guests with the Residence Hall Mentor. Temporary guest parking permits may be obtained from the Campus Safety and Police 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 staff indicates unauthorized residence in a building, may result in disciplinary action against the host student.
3. Students are fully responsible for the behavior and conduct of their guests at all times, including observation of all College policies. The host student should accompany guests at all times while on campus.
4. 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.)

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. For resident students, this card also provides access to the main exterior doors of his/her residence hall as well as access to their meal plan at the dining hall and Hurricane Grill. A student who loses or damages this ID card must pay a \$35 fee to have the card replaced.

During registration, students will be given their ID card. **In an effort to improve security and 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.**

Internet

All residence hall rooms are wired for high-speed internet service. Students are reminded to respect the rights of roommates where phone and internet use are concerned.

Keys

Upon checking into the residence halls, students will acknowledge receipt of a room key/access card on their Room Inventory sheet. Room keys are the property of Louisburg College and may not be duplicated or loaned to others. For security reasons, all lost keys must be reported to the Residence Hall Mentor. A student who loses a hard key must pay a \$160.00 fee to have the lock to his/her room changed; lost access cards are replaced for \$35.

Residents are encouraged to carry their keys at all times. **It is the student's responsibility to keep up with the key.** Students who lock themselves out of their room should first seek to locate their roommate for assistance. If this is not feasible, the Residence Hall Mentor can unlock the door as a courtesy. 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 disciplinary action.**

Laundry/Vending

Coin-operated washers and dryers are located in Wright, Kenan, Merritt, and Hillman Halls. Vending machines are located in the lobbies and lounges of most residence halls. It is requested that residents use the laundry facilities in their hall where available, and use the facility on the first floor of Wright Hall if facilities are not available in their hall. Any problems should be reported to the Office of Student Life.

Lofts

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

Mandatory Meetings

Residence Life 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 mailbox 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 Hall Mentor at least 24 hours in advance.

All residents are required to attend a monthly community meeting on their floor. These meetings are designed to afford residents a forum to share ideas and discuss issues and concerns, as well as for the Mentor to communicate important information. Each community will elect a representative to serve on the Residence Hall Council. For an effective community to emerge, it is imperative that all residents not just attend but participate in these monthly meetings.

Failure to attend will result in the termination of the resident's housing contract without refund.

Microwaves

Microwaves are permitted in residence hall rooms as long as the following conditions are met:

1. Must be UL listed.
2. Must be plugged directly into the wall.
3. Must not be more than 800 watts of power.
4. Items must be kept away from vents on microwave to provide proper ventilation.
5. Must be kept clean so as not to be a fire safety or health hazard.

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/guardians.

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 Office of Student Life. The Vice President for Student Life must approve the petition for a residential student to change his or her status. Forms may be obtained in the Office of Student Life.

Pets

No pets or animals of any kind, except fish kept in tanks that are 10 gallons or less in size, are permitted in residence halls.

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. This standard will be strictly enforced.**

Quiet Hours:

Sunday-Thursday 7:00pm-9:00am

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

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 two weeks of the semester. After the first two weeks, there will be a subsequent two-week “free-move” period in which room changes are allowed. Following this two-week move period, only essential room changes (as determined by the Office of Student Life) will be allowed. Students wishing to change rooms must complete the Room Change form **prior** to moving. Forms may be obtained from Residence Hall Mentors or the Office of Student Life. Once permission has been granted, 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. Following the two-week “free-move” period, students requesting room changes will be referred to the Counselor to assist with any roommate conflicts they may be facing.

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 a student may be in jeopardy.
2. When given reasonable cause to believe that violations of college policies are being or have been committed.
3. For monthly inspections of the safety and maintenance conditions of a room.

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 maintenance requests. All rooms will be inspected upon closing for official college breaks. Except for hall closing inspections, 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 adjudication procedures. 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 disciplinary reasons is terminated immediately.

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 jointly by the Vice President for Academic Affairs and the Vice President for Student Life within three business days. The student will be notified of the joint decision in writing.

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 Student Life.

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

1. Disciplinary sanction of suspension or expulsion from residence or the college.
2. Interference with or conduct involving flagrant disregard for the rights and privileges of other residents.
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.

Termination of a student's housing contract may be separate from and in addition to any action that may be taken within the disciplinary 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 the college's police and safety officers 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. NEVER loan a room key/access card to anyone.
3. Do not open an entrance door for someone you do not know.
4. Report a lost key or access card to the Residence Life staff immediately.
5. Report any unusual person(s) or occurrence, including theft, to the Residence Life staff or Security Office immediately.
6. Do not share with others information about money and valuables or where these items are kept.
7. When walking around campus after dark, use the buddy system or contact Campus Security for an escort.
8. **All exterior doors to the residence halls are to remain closed and locked 24 hours per day.**

Screens

In the interest of safety and security, window screens are not to be removed from windows for any purpose. Objects may not be transported into or out of windows, and entry or exit through windows is not permitted. Room residents will be billed for the cost of damaged or removed screens.

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 disciplinary action. 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. Resident students are issued electronic access cards (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 disciplinary action. 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-Free Campus Policy)

Storage

There is no available storage space on campus for student's personal belongings.

Telephone/Voicemail

Since most students rely on personal cell phones, residence hall rooms do not have landline telephones. Students wishing to have a telephone in their room should contact the Postmistress at the Main Post Office to purchase a digital phone. Please note that 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 left in hallways and stairwells will be removed and the cleaning charge billed to all residents of that hall.

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:

Sunday-Thursday 11:00am-11:00pm

Friday and Saturday 11:00am-1:00am.

These hours apply to all areas of the residence halls, including the hallways, lobbies, and stairwells (interior and exterior).

Also, no more than six 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 will have their housing contract terminated without refund.

Student Code of Conduct

In conjunction with its mission, Louisburg College has formulated this Code of Conduct (Student Code). 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 Code of Conduct will be subject to disciplinary action. Membership in the Louisburg College community is a privilege that should not be abused.

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 regulations governing the student body and all laws of the State of North Carolina. Minimal regulations 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. However, students are reminded that the College is not a sanctuary from the law. Violations of local, state, and federal law committed at Louisburg College will result in disciplinary action by the College as well as law enforcement agencies.

Definitions

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

- (a) College – Louisburg College
- (b) Student – 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.
- (c) College Official/Employee – all persons employed by the College or employed by an authorized College vendor (i.e. Foodservice staff).
- (d) College Community – all persons (Faculty, Staff, Students, Administrators) and the surrounding town and residents.
- (e) 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.
- (f) Judicial Body – any person(s) authorized by this document or the Vice President for Student Life to determine whether a student has violated the Student Code and to recommend or assign sanctions.
- (g) Residence Hall Mentor - Full-time, live-in adult 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 with other responsibilities in the Office of Student Life. The Mentor has the initial responsibility for the maintenance of good order and discipline within the Resident Halls and across the campus.
- (h) Student Code – all documents relevant to student behavior and the College's discipline system. The Student Code may be amended with written notice to the College community, with such notice being at least one week prior to adoption of the amendment.

College Jurisdiction

College jurisdiction and discipline 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 law which occur off-campus but could have a negative impact on the college community.

Conduct Rules and Regulations

These rules and regulations are offered as a guideline. They are not inclusive. Be reminded that conduct rules violations are cumulative – multiple offenses over a period of time or occurring within one incident may result in a more severe sanction than would normally be imposed for a single violation.

In addition, the College has set minimum sanctions for violation of some of these rules and regulations. Whenever a minimum sanction is not listed for a particular rule or regulation, then the hearing body has the discretion to determine the sanction. Students should understand that each case is decided based on its own merit, and that hearing body/officer has the authority to adjust a minimum sanction under extenuating circumstances, and that the sanctions listed are the *minimum* sanctions that should be expected. A disciplinary warning will serve as the minimum sanction for all rules and regulations not specifically listed in this section.

Unacceptable behaviors include ***but are not limited to***:

1. **Alcoholic Beverages – Possession/Use** – The possession or use of alcoholic beverages is not permitted by any member of the college community 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, or in one's vehicle. 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.

Intoxication as exhibited by behavior is prohibited and will subject the student to disciplinary action. The influence of alcohol will not be considered a legitimate excuse for violation of College policy and may result in a more severe sanction for such violation. Students are also reminded that they are also members of a larger community and are subject to the laws of the State of North Carolina regarding alcohol possession and consumption. Students in violation of state law may be turned over to local officials for legal prosecution as well. (See *Appendix C*)

Minimum Sanction:

1st Offense:	Conduct Probation, Educational intervention with Staff
2nd Offense:	Educational workshop, Counseling, \$50 fine
3rd Offense:	Suspension – one semester

2. **Communicating Threats** – This includes any act, verbal or non-verbal, which is threatening or intimidating, or is perceived as threatening or intimidating.

Minimum Sanction:

1st Offense:	Suspension – one semester
2nd Offense:	Expulsion

3. **Controlled Substance – Distribution/Intent to Distribute**– In accordance with state law, the distribution of controlled substances is prohibited. (See *Appendix B*)

Minimum Sanction:

1st Offense:	Expulsion
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4. **Controlled Substance - 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, bongs, homemade devices used as bongs, rolling papers, roach clips, shredded cigars (blunts), smoke masking devices, etc. (See *Appendix B*)

5. **Controlled Substances – Possession/Use** – In accordance with state law, the possession or use of controlled substances, including possession in one’s room, on one’s person, in personal belongings, or in one’s vehicle (except prescription drugs for use by the person named on the prescription) is prohibited. State laws regarding narcotics and controlled substances will be observed and enforced. (See *Appendix B*)

Minimum Sanction:

1st Offense:	Suspension – one semester
2nd Offense:	Suspension – one year
3rd Offense:	Expulsion

6. **Dishonest Acts** – This includes but is not limited to plagiarism, cheating, and other forms of academic dishonesty or fraud (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.
7. **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, disciplinary proceedings, other College activities, or other non-College activities on College premises.
8. **Encourage, Influence, or Support an Individual to Violate College Policy** – This policy is intended to advise students of their responsibilities within the College Community. 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.
9. **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. (See *Residence Life Policies - Identification Cards*)
10. **Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Student Code of Conduct.**
11. **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.
12. **Fire - 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.

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Minimum Sanction:

1st Offense: Expulsion

13. **Fire/Safety – Creating a Safety, Health, or Fire Hazard** – This includes, but is not limited to, actions resulting from ‘pranks’, improper disposal of trash, etc.
14. **Fire/Safety – 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.
15. **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.
16. **Judicial System – Abuse** – This includes but is not limited to: Failure to obey the summons of a judicial body; Falsification or misrepresentation of information before a judicial body; Attempting to discourage an individual’s proper participation in, or use of, the judicial process; Attempting to influence the impartiality of a member of the judicial body.
17. **Physical abuse** – This includes any act that is physically abusive. Included in this regulation are fighting and physical assaults.

Minimum Sanction:

1st Offense: Suspension – one semester

2nd Offense: Expulsion

18. **Residence Life Policy Citations** – Citations are routinely issued for many of the violations as outlined in the Residence Life Policies section. These infractions are considered minor in nature, but will detract from the overall atmosphere of the community if they are repetitive. Therefore, appropriate judicial action will be taken according to the Judicial Process if the number of citations becomes excessive.

Minimum Sanction:

After receipt of 3rd Citation: Conduct Probation

4th Citation: Educational intervention with Staff

5th Citation: Suspension – one semester

19. **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 *Appendix E*)

Minimum Sanction:

1st Offense: Suspension – one year

2nd Offense: Expulsion

20. **Sexual Harassment** – This includes, but is not limited to, any of the actions listed in Appendix D.
21. **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).

Minimum Sanction:

1st Offense:	Suspension – one semester
2nd Offense:	Suspension – one year
3rd Offense:	Expulsion

22. **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.
23. **Unauthorized Entry into College Facilities** – This includes the use/entry of College facilities without proper prior approval from the appropriate College Official.
24. **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.
25. **Vandalism** – This includes damage or attempted damage to property belonging to the College or any member of the College community or guest.
26. **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).

Minimum Sanction:

1st Offense:	Conduct Probation
2nd Offense:	Counseling
3rd Offense:	Suspension – one semester

27. **Violation of any Federal, State, or Local Law** – This includes any Federal, State, or Local law not specifically covered in the Conduct Rules and Regulations. For violations that involve local, state, and/or federal law, judicial decisions and sanctions issued by Louisburg College are separate and distinct from any legal action taken by the courts. As the Louisburg College judicial system operates under the guidelines of ‘preponderance of evidence’ (see *Judicial Procedure: Evidence*), it is possible to be found not responsible in the courts and be found responsible in the Louisburg College judicial system.
28. **Weapons - Possession or 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.

Minimum Sanction:

1st Offense:	Suspension – one year
2nd Offense:	Expulsion

29. **Non-lethal Weapons – Possession or 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.

Trespassing

As a private institution, Louisburg College reserves the right to consider *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.

Any student who is under suspension by Louisburg College for disciplinary reasons, or whose enrollment has been terminated for disciplinary reasons may not be present on College premises or at a College-sponsored event at any time during the period of suspension without prior written approval from the Office of Student Life. 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.

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 outsiders, 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.

Student clubs and organizations may schedule programs involving solicitation (fund-raising) with the specific consent of the Office of Student Life and the Office of Institutional Development. Students should immediately report any solicitation to the Office of Student Life.

Judicial Process

Purpose

The purpose of the Louisburg College disciplinary system is to maintain and support the educational mission of the institution. By joining the Louisburg College community, the student agrees to uphold and abide by all Louisburg College policies. The judicial system at Louisburg College is designed to be educational rather than punitive. The system will address issues of student conduct and behavior that may be harmful or disturbing to them, other students, college personnel, or college and community property.

It is the intent of the Louisburg College Judicial System to handle each judicial situation 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 sanctions.

Structure

The Campus Judicial System shall consist of three tiers:

SUMMARY ADJUDICATION:

Summary adjudication occurs when the accused student accepts responsibility for the alleged violation. This acceptance must be in writing and signed by the student. The student also agrees to accept the sanctions imposed by the Vice President for Student Life or designee.

ADMINISTRATIVE ADJUDICATION:

Administrative adjudication occurs when the accused student wishes to challenge the alleged violation. A hearing officer, typically the Assistant Dean for Judicial Affairs or the Vice President for Student Life, will conduct a hearing to determine responsibility. The accused student is offered the opportunity to meet with the Assistant Dean for Judicial Affairs to review his/her rights and responsibilities as afforded by the Judicial Process. Following the hearing, a decision is rendered by the hearing officer and appropriate sanctions (if necessary) are imposed.

JUDICIAL BOARD ADJUDICATION:

Judicial Board adjudication occurs when the accused student wishes to challenge the alleged violation AND the sanctions for responsibility could result in suspension or expulsion from the college.

*NOTE: When time constraints make convening the Judicial Board impractical (i.e. first and last two weeks of the semester, Summer Sessions, etc.), these hearings will be heard by the Vice President for Student Life.

Judicial Procedure

Notice:

The accused student will receive written notification of the charges/policy violated, the hearing body which he/she will appear before, the date, time and place of the hearing, and a copy of the incident report (if accusation initiated by a college official). This notification will be received in a reasonable amount of time prior to the hearing. This notice will be communicated via the student's campus mailbox. Students are strongly encouraged to check their mail daily.

NOTE: Students who withdraw to avoid adjudication will have their permanent conduct record tagged, and will be required to have the case adjudicated prior to readmission. Additionally, this information will be communicated to other schools the student is considering attending.

Hearing:

The hearing will consist of the accused student, the hearing body, and any relevant witnesses. Most often, the incident report initiated by the college official will stand as his/her statement, but there may be other witnesses that the hearing body deems appropriate and relevant. Accused students may bring witnesses to testify on their behalf about the incident in question, but may not bring character witnesses. Accused students 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. All witnesses (if any) must be disclosed to the Hearing Officer at least 24 hours prior to the hearing in order to be allowed to testify.

NOTE: The student may bypass the hearing by accepting Summary Adjudication.

Advisor:

Accused students are allowed to have a member of the college community serve as an advisor during the judicial process. However, this advisor cannot be a part of the judicial process and may not ask questions during the hearing. Parents/guardians and attorneys are not allowed to attend judicial hearings.

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 committed the violation. A student's prior conduct record is not considered when determining responsibility. However, it is considered in meting out sanctions for students found responsible for a violation.

Records of Proceedings:

Video and written records of judicial hearings will be kept by the college. The college does not provide copies of audio recordings for students.

Notification of Outcome:

Accused students will receive written notification of the outcome of the hearing and of sanctions (if any) within two class days of the hearing. Parents/guardians of dependent students receive written notification of the outcome via mail if there is a finding of responsibility and sanctions issued.

Appeals:

The College Review Board is the ultimate body to hear and make a decision on student suspension and expulsion appeals other than academic suspension resulting from the academic performance of the student.

The members of the College Review Board shall be

1. The division chairs from Business/Computer Information Systems, Health/Physical Education, Humanities, Mathematics/Science, and Social Science
2. The Registrar,
3. One staff member appointed by the President, and
4. The Executive Vice President/Vice President for Academic Life or
5. The Vice President for Student Life

The Executive Vice President/Vice President for Academic Life shall serve on the College Review Board for reviews and appeals emanating from student life, and the Vice President for Student Life shall serve on the College Review Board for reviews and appeals emanating from academic life. The Executive Vice President/Vice President for Academic Life or the Vice President for Student Life shall serve as chair of the Committee as applicable. Five committee members are required for a quorum for all meetings.

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. The sanction is inconsistent with the offense.
3. The facts upon which the decision was made were not present in the case.

Appeals must be in writing and submitted within the timeframe listed below to the Office of the Executive Vice President/Vice President for Academic Life. Students in residence must file the written appeal within three (3) calendar days from the date of the suspension or expulsion, and students residing off campus must submit the written appeal within seven (7) calendar days from the suspension or expulsion date. Appeals must state the criteria used for the basis of the appeal and information relevant to the appeal.

The chair 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 chair shall notify the student of such and deny an appeal.

The College Review Board shall meet within three calendar days to consider and decide the appeal. The College Review Board shall consider all documentation and information from all applicable sources in reaching their decision. Decision shall be on the basis of a consensus. The College Review Board shall within two (2) calendar days notify in writing the student and applicable offices of the decision. The decision of the College Review Board is final in all cases.

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

Hearing Officer
Assistant Dean
Vice President for Student Life
Judicial Board

Appellate Officer
Vice President for Student Life
College Review Board
College Review Board

Judicial Board

The Judicial Board will be a committee chaired Ex Officio by the Vice President for Student Life and comprised of two (2) appointed faculty members and three (3) students appointed by the Student Government Association in coordination with the Vice President for Student Life. There will also be two (2) faculty alternates and two (2) student alternates.

Disciplinary Sanctions

Upon finding a student responsible for an offense, any one or a combination of the following sanctions may be issued:

1. **Disciplinary Reprimand:** The student is given a written warning that further misconduct may result in more severe disciplinary action. A copy of any disciplinary reprimand is kept in the student's disciplinary file.

2. **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: visitation; parking; participating in campus activities, intramurals, athletic events; and utilizing campus facilities.
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.
4. **Fines:** Students may be fined for violations of specific policies or procedures in addition to any other sanction deemed appropriate as outlined in the handbook. All fines must be paid in full within seven days of receiving the fine.
5. **Counseling Referral:** Counseling may be required for any number of violations in an effort to help the student address issues he/she may be facing.
6. **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 suspension from the college.
7. **Education:** Since the word discipline means learning or moral training, the college may impose creative discipline that is non-punitive and is primarily educational or rehabilitative in nature.
8. **Community Service:** The student may also be required to perform a certain number of hours of service for various projects. The purpose of this is for the student to be able to give back to the community from which he/she detracted with the negative behavior. **(Failure to complete assigned community service hours will result in a \$10 fine for each incomplete hour and can result in additional sanctions.)**
9. **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. A suspension is effective immediately upon communication to the student.
10. **Interim Suspension:** In certain circumstances, the Vice President for Student Life may impose an interim suspension, requiring that a student leave campus prior to the judicial hearing. This suspension may be imposed if it is felt that: a) it will help ensure the safety and well-being of the College Community, b) it will help to ensure the student's own physical or emotional safety and well-being, or c) the student's presence is viewed as dangerous, a threat to the college community or property, or is disruptive of normal college functions.
11. **Expulsion:** Expulsion is the permanent separation of the student from the College and its premises. It is the most severe sanction that the college imposes. An expulsion is effective immediately upon communication to the student.

In the event a student receives any type of sanction, the following people will be notified: Parents (dependent students only), Academic Advisor, Vice President for Academic Affairs, and Residence Hall Mentor (residents only).

NOTE: For violations that involve local, state, and/or federal law, judicial decisions and sanctions issued by Louisburg College are separate and distinct from any legal action taken by the courts. As the Louisburg College judicial system operates under the guidelines of 'preponderance of evidence' (see *Judicial Procedure: Evidence*), it is possible to be found not responsible in the courts and be found responsible in the Louisburg College judicial system.

Violation Fines

\$40.00	Parking Violations
\$50.00	Failure to evacuate during a fire alarm
\$50.00	Unauthorized room change
\$100.00	Opening/propping locked residence hall exterior doors (may include suspension from residence hall)
\$100.00	Tampering with and/or setting off door/fire alarm systems (Will involve sanctions and criminal charges)
\$50.00	Possession of an unauthorized pet
\$100.00	Unauthorized use of college property
\$50.00	Unauthorized Possession/Use of ID belonging to someone else
\$25.00	Failure to carry college ID while on campus

NOTE: Fines are issued at the discretion of the hearing officer.

Administrative Adjudication Fee

Each student who is adjudicated and found responsible for violating college policy will be assessed an administrative adjudication fee in the amount of \$20. This fee is to offset administrative costs associated with the adjudication and subsequent notification process.

Payment of Fines and Fees

All fines and fees assessed to student accounts must be paid in full prior to the release of grades or transcripts. Unpaid fines and fees are subject to collections as allowed by law. Students should note that financial aid *cannot* be used to pay fines and fees assessed due to disciplinary action.

Disciplinary Records

Student disciplinary 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 (Buckley Amendment) govern accessibility to these records. Judicial records are personal and confidential. Students may inspect their records at reasonable times. College officials who have professional justification for such information may also inspect these records. Students should also be aware that senior institutions to which they may apply typically request a conduct report on potential students to help determine whether or not to admit that student.

Appendix A - Campus Security Act

A safe and secure campus is a high priority at Louisburg College. Campus awareness and cooperation, along with the guidance and support of a well-trained staff, contribute to a positive learning environment. The following describes important information about Campus Security and outlines your responsibilities as a member of our community.

Safety and Security Guidelines

We encourage all students, faculty, staff and visitors to take an active role in their own safety and security while on campus. By following these guidelines, you can help maintain a safe environment for everyone at the College.

- **Walk in well-lit and well-traveled areas** after dark. Walk with a friend or call Campus Security for an escort.
- **Immediately report all suspicious persons**, vehicles or activities to the Office of Campus Security.
- **Immediately report all crimes**, security problems or hazardous conditions to the Office of Campus Security.
- **Keep yourself informed.** Check campus bulletin boards and your campus mail for “Campus Security Alert” notices that pertain to specific security conditions on campus. Take advantage of informational programs sponsored on campus.
- **Keep residence hall room doors locked** at all times. Keep your room and building keys with you at all times.
- **Do not prop open any locked exterior doors** or leave ground-floor windows open.
- **Never study alone** in an isolated area of a campus building.
- **Lock your car** and secure valuables when using campus parking facilities.
- **Become familiar with Residence Life Policies** and the “Student Handbook” of Louisburg College. Abide by them and encourage others to do so.
- **Become familiar with emergency exits** and locations of fire alarm pull stations and extinguishers in your building.

Campus Safety Awareness

At new student orientation in August and January, students are informed of the services provided by Louisburg College Campus Safety and Police. Students are provided with information via handouts and in the Louisburg College Student Handbook.

Periodically throughout the year, Campus Safety and Police along with the Student Life office will offer safety and crime prevention programs. These programs may cover topics such as self defense, drug and alcohol abuse, residence hall security, etc. Inherent in all of these programs is the need for students to understand their responsibility for their own security and that of others. Students are strongly encouraged to participate in these programs.

To Report a Crime:

Contact Campus Safety and Police (Davis 100) at 497-3400 (emergency and non-emergency). If for some reason you do not connect with Campus Police *during an emergency*, dial 9-1-1. You may also report a crime to the following:

Vice President for Student Life	497-3210 Davis 105
Assistant Deans	497-3290 Davis 105 497-3331 Davis 105 497-3310 Davis 105
Residence Hall Mentor	See Monthly Duty Schedule for Contact Information

Timely Warnings (LC Alerts)

In the event that a situation arises, either on or off campus, that in the judgment of the Police Chief or Vice President for Student Life constitutes an on-going or continuing threat, a campus-wide ‘timely warning’ will be issued. This warning will be communicated via e2Campus (cell phone alert) and campus e-mail that will be sent to students, faculty, and staff, as well as posted flyers in appropriate campus facilities. Students are strongly encouraged to sign up for LC Alerts via text message through their secure student portal. Anyone with information that warrants a timely warning should immediately report that information to the Campus Safety and Police office.

Campus Facility Access Policy

During regular business hours, college facilities (excluding residence halls) will be open to students, parents, employees, and guests. During non-business hours access to all college facilities will be via key/card (if issued) or via Campus Safety and Police if prior approval is granted by the appropriate College Official.

Campus residence halls are secured 24 hours a day. During periods of extended breaks when halls are closed, the exterior entrance doors to the halls will not be accessible for students. Some college facilities may have hours that vary during different times of the year. Persons desiring access to these facilities should check with the administrator responsible for the facility.

Emergencies may necessitate changes or alterations (permanent or temporary) to any facility schedule. Additionally, areas that are problematic have routine security surveys conducted of them. Residence Hall Mentors complete routine security inspections of the interior and exterior of each residence hall, and the results of these inspections are reviewed by the Assistant Dean for Student Life. Campus Safety and Police Officers also conduct routine security inspections of other areas on campus. Meetings are held weekly by the College’s Administrative Cabinet to discuss items of concern.

Daily Crime Log

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, Louisburg College maintains a daily crime log. This log includes all alleged criminal activity reported to the Campus Safety and Police office. The crime log reflecting the most recent 60-day period of activity is available for public inspection at the Campus Safety and Police office during regular college business hours.

Annual Disclosure of Crime Statistics

The Campus Safety and Police Office prepares the Campus Crime Report 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 and Police office, as well as crimes reported to designated college officials (including but not limited to Deans, coaches, advisors, and Residence Hall Mentors) and local law enforcement agencies.

Each year students, faculty, and staff receive e-mail notification of the availability of the current report. The report can be found as part of the current Louisburg College Student Handbook on the College’s

website at www.louisburg.edu. Copies of the report may also be obtained at the Campus Safety and Police Office. Prospective employees may obtain a copy from the College's Human Resources Officer.

Campus Crime Report

The criminal offense statistics reported in the charts below are classified using the FBI's uniform crime reporting system definitions. The location categories are defined by the "Jenne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". The reader should keep in mind that some crime victims choose not to report offenses to campus law enforcement personnel and that violations listed may result in both arrest and disciplinary referral for the same offense. "Residential" indicates the violation occurred in a residence hall and "On Campus" refers to campus grounds or buildings not used as residential facilities. "Public Property" is public property adjacent to the campus.

NOTE: None of the crimes reported in the following table were defined as hate crimes for the Campus Crime Statistics Act:

	On-Campus			Residential			Public Property			Non-Campus		
	2005	2005	2007	2004	2005	2007	2005	2006	2007	2005	2006	2007
<i>Murder</i>	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
<i>Forcible Sex</i>	0	0	0	2	0	0	0	0	0	0	0	0
Non-Forcible Sex	0	0	0	0	0	0	0	0	0	0	0	0
<i>Robbery</i>	0	0	0	1	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
<i>Burglary</i>	27	20	62	27	20	62	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
<i>Arson</i>	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	135	110	139	135	110	139	0	0	0	0	0	0
Drug Law Violations												
Arrests	2	3	2	2	3	2	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	9	38	21	9	38	21	0	0	0	0	0	0
Weapons Possession												
Arrests	2	2	2	2	2	2	0	0	0	0	0	0
Disciplinary Referrals	6	13	9	6	13	9	0	0	0	0	0	0

Appendix B – 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, repack, 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 C – 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

Appendix D – Sexual Harassment Policy

Sexual harassment is a form of misconduct that fundamentally compromises the integrity of human relationships, affects morale and performance, and threatens an individual's sense of security and well-being. Louisburg College is committed to creating and maintaining a harassment-free environment. This policy attempts to assist in the creation of such an environment at Louisburg College, as well as to assist individuals who believe that they have been subjected to sexual harassment in contradiction to the College's policy.

Sexual harassment is especially serious when it threatens relationships between teacher and student or supervisor and subordinate. This harassment involves a power differential between persons. Sexual harassment can also be between student and student. Louisburg College will not tolerate such behavior that creates an unacceptable work, educational, or residential environment.

Harassment is defined as any unwelcome verbal, written, or physical conduct of a sexual nature that would intimidate, demean, or degrade an individual's or group's character, self-worth, or dignity. Any student who fails to report such information to the Vice President for Student Life or any faculty or staff failing to report such information to the academic dean violates college, and Title VII (Civil Rights Act 1964) and Title IX (Educational Amendment 1972). In order to give rise to a complaint under Title IX, sexual harassment must be sufficiently severe, persistent, or pervasive enough that it interferes with the terms and conditions of employment, educational benefits, or creates a hostile or abusive environment.

Degrees of sexually harassing behaviors include the following:

1. Language & Physical Harassment: Unwanted, inappropriate, and offensive physical or verbal sexual advances
 2. Quid Pro Quo: Solicitation of sexual activity or other sex linked behavior by promise of reward or exchange
 3. Sexual Coercion: Coercion of sexual activity or other sex linked behaviors by threat of punishment
 4. Sexual Assault: Assault and/or rape
- (Fitzgerald, L. 1988. "Incidents and dimensions of Sexual Harassment in Academia and the Workplace." *Journal of Vocational Behavior*, 32, 152-75.)

It is also important to recognize that gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, but not involving conduct of a sexual nature, is also a form of sex discrimination. It also may violate Title IX if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their sex. Indeed, in some situations, instances of gender-based harassment and sexual harassment can combine to create a hostile environment, even if by themselves they would not be sufficiently severe, persistent, or pervasive.

Examples of Sexual Harassment

Specific examples of sexual conduct can include the following:

Physical

sexual assault, kissing, hugging, caressing, pinching, grabbing
back rubs, neck rubs, footsies or kneesies, touching knees, touching buttocks, touching breasts, touching hair, touching clothes, jewelry, bra snapping, skirt flipping, lingering glances, winking, whistling, throwing kisses, mooning, streaking, invading personal space, blocking movement, etc.

Verbal

phone calls, notes with a personal or sexual message, sexual jokes,

personal questions about life outside of work or class, repeated requests for dates, sex-oriented “kidding” or “teasing,” “rating” body parts or sex appeal, etc.

Visual

posters, drawings, pictures, graffiti, calendars, cartoons, magazines, books, computer pornography, etc.

The above list was compiled from a number of sources and is not intended to be exhaustive. Likewise, depending on the context of the situation and the unwelcomeness of the behavior, the examples mentioned potentially *could* be interpreted as sexual harassment. There are situations where the above behaviors occur, yet *may not* be sexual harassment. Again, in order for conduct of a sexual nature to constitute harassment under Title VII and Title IX, sexual harassment must be sufficiently severe, persistent, or pervasive so that it interferes with the terms and conditions of employment, or adversely affects a student’s education, or creates a hostile or abusive environment.

One or more of the following elements usually is a part of behavior that constitutes sexual harassment:

1. Submission or acceptance of such conduct is made explicitly or implicitly a term or condition of an individual’s employment or academic standing.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or an academic decision affecting an individual.
3. Such conduct is sufficiently severe, persistent, or pervasive so as to interfere with an individual’s work performance, limit a student’s ability to participate in or benefit from the education program, or create an intimidating, hostile, or offensive working or academic environment.

While the definitions, descriptions, and distinctions above reflect the historical fact that the majority of sexual harassment complaints involve a male (harasser) and a female (complainant or victim), the definition applies equally to female harassers and male victims, as well as to same-sex harassment.

Procedures for Filing a Sexual Harassment Complaint:

Charges of sexual harassment (ex. student-student, student-staff, student-faculty, faculty-faculty, staff-staff) are taken seriously at Louisburg College. Students experiencing sexual harassment should follow the procedure outlined below:

1. Students with a concern regarding sexual harassment may contact an academic advisor, Residence Hall Mentor, Vice President for Student Life, or college administrator to seek assistance in resolving student complaints. The contacted administrator has the obligation to report the concern to the reviewing administrator in charge, who will be the Vice President for Student Life.
2. Complaints of sexual harassment may be resolved through a variety of **informal** options, including but not limited to the following:
 - a. The affected party may verbally confront the alleged harasser regarding the conduct, with or without the assistance of a trained advisor.
 - b. The affected party may confront the alleged harasser in writing regarding the conduct, with or without the assistance of a trained advisor.
 - c. The affected party may ask a trained advisor to notify the alleged harasser of the concern who may mediate between parties.
 - d. Administrators may deem it necessary to explore further and send the informal complaint through the formal complaint process outlined below.

If not resolved through informal options, the case must go through the formal hearing process initiated by a formal written and oral complaint. To set the formal process in motion, the complainant should contact the Vice President for Student Life.

3. Formal resolution of sexual harassment complaints may be initiated within one month after informal resolution attempts or within one month after the incident of harassment by any of the following:

- a. An individual whose attempts of informal resolution have been unsuccessful and who wishes to maintain confidentiality within the College community
- b. An individual whose concerns cannot be appropriately addressed through informal resolution.
- c. An administrator who is aware of, or becomes aware of, a situation possibly involving sexual harassment.
- d. College administrators, faculty and/or staff who have been put on notice that sexual harassment may be occurring.

4. If the informal resolution procedure has been unsuccessful or the degree of sexual harassment warrants a more punitive response, the alleged victim should file both an oral and written complaint with the Vice President for Student Life within 10 days.

5. Within a reasonable time frame after the formal oral and written complaint has been filed, the appropriate trained officials will begin formal investigation and resolution procedures. Most often, the College will initiate the process within 10 days, but in more complex cases, as many as 30 to 180 days may be required for effective investigation and resolution.

6. The formal investigation will adhere to the following:

- a. Once an oral and written complaint is submitted to the appropriate source, a hearing board will be formed, consisting of two trained faculty/staff women, two faculty/staff men and one employee or student based on the case. The victim's classification, as well as that of the respondent, will be represented in those serving on the board.
- b. Louisburg College will facilitate a timely hearing (within 10 days) and resolution (within 30 days). For more complex cases, investigation and resolution may take longer. In such cases, Louisburg College will notify all parties of the extended time needed, the reasons for the need, and an estimate of how long the process may take.
- c. Federal law permits both parties involved in a campus judicial hearing on sexual misconduct to be informed of the hearing decisions and whether or not sanctions were instituted. Reporting (and charges) may also be brought to local and state authorities.
- d. For students accused and found responsible, depending on the nature of the charge, sanctions will be administered based on the policy or policies violated.

Appendix E – Sexual Assault Policy

Louisburg College takes all forms of sexual assault very seriously. The following policies and procedures have been established in order to provide a safe and secure campus community. Louisburg College will not tolerate acts of sexual assault – these acts are punishable by North Carolina law and the college’s judicial system.

I. Definitions:

* *Sexual Assault* – Any unwanted or nonconsensual activity or attempted sexual activity. This may include but is not limited to: oral, anal, or vaginal penetration; rape; fondling; touching or groping of a sexual nature; and other acts.

* *Rape* – North Carolina law defines rape as vaginal intercourse, by force, and against a person’s will.

* *Acquaintance Rape* – Rape in which the victim is acquainted with or knows the rapist. Commonly known as “date rape” if the victim has been in a dating relationship with the rapist. Approximately 85% of all campus rapes occur between acquaintances, and is the least often reported form of rape.

* *Consent* – means the person involved has the ability to make an informed decision, is free to choose, has their choice respected by others, and clearly communicates their choice. A person who is impaired by drugs or alcohol is always assumed to be unable to give consent.

Any sexual act or behavior in which all parties involved do not or cannot clearly, verbally, and freely consent to the act or behavior may constitute sexual assault.

II. If you are the victim of rape/sexual assault:

* Get to a safe place –preferably where there are other people you know and trust.

* Get help – call a Hall Mentor, the rape crisis center, or Campus Security. These people will help you decide your next steps by exploring the options available to you.

* Don’t shower or bathe, douche, brush your teeth, comb your hair, or change your clothes prior to seeking proper medical attention. Doing these things is a natural reaction following sexual assault, but you could be destroying valuable evidence that will be needed if you later decide to prosecute your assailant.

* Get medical attention.

* Call a trusted friend or family member to be with you.

III. Reporting Sexual Assault

It is very important to report any sexual assault. Doing so will not obligate you to prosecute your assailant, but it will allow for vital evidence collection should you change your mind. Additionally, reporting sexual assault will provide the college with important information that may help prevent other people from being victims.

There are several options that you have for reporting sexual assault:

* You may report the assault via the Hall Mentor, Campus Security, the Rape Crisis Center, or any college faculty or staff member. You ALWAYS have the option of maintaining your anonymity when reporting assault, and the aforementioned resources will respect your wishes.

* You may report the assault via the Campus Judicial System if the assailant is a Louisburg College student. A hearing will be conducted and a hearing officer will hear your case. If the assailant is found responsible, sanctions will be imposed in accordance to the Judicial Procedure.

* You may report the assault via the Campus Safety and Police Department if you wish to prosecute your assailant. Remember that notifying the college of a sexual assault does not mean you must pursue

disciplinary or legal action against your assailant. Information reported will only be used to enhance campus safety and to satisfy the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*.

