



LOUISBURG
COLLEGE

AMERICA'S PREMIER PRIVATE TWO-YEAR COLLEGE

2025-2026

Student Handbook

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

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

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

WELCOME!

Dear Students,

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

At Louisburg College, we believe strongly in the value of a two-year, supportive, opportunity-driven education that is committed to helping you achieve a great start to your college career. For over 235 years, we have carried out our mission to a supportive community that helps students advance intellectually, culturally, socially, physically and spiritually. The trustees, administration, faculty and staff are dedicated to helping you grow as a student and as a person.

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

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

For the College,

Dr. Gary Brown
President

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HELPFUL TELEPHONE NUMBERS

POLICE, FIRE, & RESCUE (EMERGENCY ONLY) 911

OFFICE	LOCATION	TELEPHONE NUMBER
Academic Affairs	Main 210	497-3221
Accessibility Services	Taft Hall 107/111	497-1422
Admissions	Main 2 nd Floor	497-1120
Alumni Office	Main 2 nd Floor	497-3325
Athletics	Taylor Athletic Center	497-3249
Bookstore	Jordan Student Center	497-3326
Campus Safety/Police	Davis Hall 100	497-3400
Chaplain	Benson Chapel	497-3231
Financial Aid	Main 118	497-3208
Financial Aid	Main 118	497-3212
Financial Services	Main 118	497-3272
Chartwells	Duke Dining Hall	497-3321
Health & Wellness Services	Davis Hall 104	497-3420
Housing	Davis Hall 105	497-1130
Learning Partners	Taft Hall 107/111	497-3236
Library	Library	497-3269
Post Office (Campus)	Jordan Student Center	497-3326
Student Life	Davis Hall 105	497-1130

Fall Semester 2025

Aug 12-13	Faculty Development
Aug 18	Classes Begin
Aug 29	Drop/Add Ends at 4:00 p.m. (*Official Census Date)
Sep 1	Labor Day - No Classes
Sep 2	Classes Resume
Sep 4	Convocation
Sept 17	Constitution Day
Sept 22	First Quarter Grades Due by 4:00 p.m.
Oct 9-10	Fall Break - No Classes
Oct 20	Midterm Grades Due by 4:00 p.m.
Oct 24	Students must be enrolled through this date to avoid financial aid reduction. Last Day to Withdraw from a Course and Receive a Grade of W.
Oct 27	Pre-Registration for Spring Semester
Nov 11	Veteran's Day - No Classes
Nov 12	Classes Resume
Nov 26-28	Thanksgiving Break (No Classes - Residence Halls are Closed)
Dec 1	Classes Resume
Dec 4	Reading Day (Study Sessions)
Dec 5	First Day of Final Exams

Dec 10 Last Day of Final Exams

Dec 11 Final Grades Due by 5:00 p.m.

Spring Semester 2026

Jan 13-14 Faculty Development

Jan 19 MLK Day (No Classes)

Jan 20 Classes Begin

Jan 30 Drop/Add Ends at 4:00 pm (***Official Census Date**)

Feb 20 First Quarter Grades Due by 4:00 p.m.

March 9-13 Spring Break (No Classes - Residence Halls are Closed)

March 15 Residence Halls Open

March 16 Classes Resume

March 23 Midterm Grades Due by 4:00 p.m.

March 27 Students must be enrolled through this date to avoid financial aid reduction. Last Day to Withdraw from a Course and Receive a Grade of W.

April 3 Good Friday (No Class)

April 23 Awards Day

May 8 Reading Day

May 11 First Day of Exams

May 14 Last Day of Exams

May 15 Senior Grades Due by 10:00 a.m.

May 15 Baccalaureate

May 16 Commencement at 11:00 a.m.

May 18 Grades due by 10:00 a.m.

May 19 Faculty Development (Assessment Day)

May 20 Faculty Development

LOUISBURG COLLEGE



MISSION STATEMENT

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

COLLEGE RESPONSIBILITY

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

STUDENT RESPONSIBILITY

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

PURPOSE OF THE HANDBOOK

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

ACADEMIC LIFE

Academic Information

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

ACADEMIC INTEGRITY

Academic Integrity Policy

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

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 of intention to cheat. Students may not talk to any other student while tests are being given without explicit permission from the instructor. All electronic devices must be turned off and placed completely out of sight, except those devices approved by the instructor. Students must submit work that is their own. They may not submit work that has been produced by anyone else. They may not give their work to other students to copy.

Plagiarism

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

Academic Misrepresentation

Students must not lie about absences or assignments to gain academic advantage.

Process

Any faculty member having evidence of a violation of the Academic Integrity Policy shall meet with the student to review the evidence and inform the student of the infraction of the policy. The faculty member shall be required to notify the Vice President of Academic Life and provide him/her with documentation of the violation. The Vice President of Academic Life shall conduct a hearing with the student to review the documentation. The Vice President of Academic Life shall advise the faculty member of possible sanctions permissible and applicable and discuss with the faculty the course of action the College should take within the guidelines stated below. The instructor has the authority to determine the severity of the penalty related to the course. The Vice President of Academic Life shall then notify the student of the sanction imposed by the faculty member and by the College, if

applicable.

Sanctions

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

Records

Documentation of violations of the Academic Integrity Policy will remain in the Vice President for Academic Life's Office. Records will be maintained to determine the number of violations a student has incurred and the sanctions issued.

Attendance Policy

Academic Life expects students to attend all classes in person. Instructors inform students of attendance and other course policies in detail during the first-class session of the term and in the syllabus. Students can be administratively withdrawn from the College for not attending class. In order to remain compliant with the U.S. Department of Education regulations, the College has an attendance requirement to which each student must adhere. Absences are counted from the first scheduled class meeting after students are enrolled. Students who have not attended as of the 10th day of course instruction can be administratively withdrawn from the College and the student's Financial Aid will be revoked. Students who do not continue attending class prior to the end of the 9th week of courses can be administratively withdrawn from the college and the student's financial aid will be adjusted. If a student wishes to have an absence deemed excused, the student should send all requests and supporting documentation to the Office of Academic Life. Please refer to the 'Excused Absence Policy' below for additional information regarding attendance.

Excused Absence Policy

Unforeseen events or circumstances may occur that cause a student to be absent from class. Such absences may qualify as "excused absences." Students should email LCabsences@louisburg.edu and provide documentation to provide a perspective that the absence from class is warranted. These could include illness, bereavement, accident, or a catastrophic event such as fire. If such issues arise, students are encouraged to also notify their instructors as soon as possible in order to apprise them of the circumstances leading to their absence from classes and to develop a plan, with a timetable, to make up missed coursework. Instructors are expected to make reasonable accommodations for these class absences including administration of make-up assignments and exams whenever possible. In the event of an extended absence due to a chronic medical condition or disability, students should contact the Office of Accessibility Services to explore potential extended accommodation in order to explore academic options available to them.

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.

ADMINISTRATIVE 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. Commencement of the Involuntary Withdrawal Process

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

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

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

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

III. The Conference

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

The student's rights at the conference shall include:

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

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

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

IV. *The Decision of the Panel*

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

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

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

V. *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.

VI. *Readmission*

A student who is medically withdrawn from the college under this policy, whether voluntarily or involuntarily, may apply for readmission. Approval for readmission will be granted only if the IMW panel determines that the conditions which caused the medical withdrawal are no longer present or are being sufficiently managed to allow the student to participate in campus and academic life. The panel may require any documentation and/or evaluation 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.
(See the College Catalog for complete Academic policies.)

COPYRIGHT INFRINGEMENT POLICY INFORMATION

The Digital Millennium Copyright Act (DMCA) amends federal copyright law to provide certain liability protections to Louisburg College when their computer systems or networks carry materials that infringe copyright law. The Information Technology Director and the Library Director are the designated agents to receive notification of alleged copyright infringement occurring through the College's networks

Louisburg College is required to have a policy under which the computer accounts of users will be investigated and possibly terminated if they repeatedly infringe the copyrighted works of others. Under the Digital Millennium Copyright Act (DMCA) Louisburg College will respond quickly to investigate any occurrences of alleged copyright infringement and take reasonable and necessary actions to restore compliance with the federal copyright law. This may include removing or disabling access to the material at issue. Louisburg College will follow procedures outlined in the DMCA. Depending on the use and method of access, Fair Use may be a defense to an assertion of copyright infringement under the DMCA. Louisburg College will evaluate Fair Use justification when considering infringement requests.

Shared Definitions

- Copyright infringement: violating any exclusive right contained in a copyright; reproducing (to include downloading), distributing (to include file-sharing, songs, videos/movies, etc.), or performing copyrighted works without permission.
- Digital Millennium Copyright Act (DMCA): an act that amended U.S. copyright law to address important parts of the relationship between copyright and the internet

Copyright Infringement Policy

At Louisburg College, compliance with federal copyright law is expected of all students, faculty and staff. “Copyright” is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may “use” all or part of a copyrighted work only if (a) you have the copyright owner’s permission, or (b) you qualify for a legal exception (the most common exception is called “fair use”). “Use” of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the college's networks or other computer resources may create liability for the college as well as the computer user. Accordingly, repeat infringers will have their computer account and other access privileges terminated by Louisburg College. Students who fail to follow this Copyright Infringement Policy could be sanctioned under the Student Code of Conduct which could lead to expulsion. For administrators, faculty and staff who fail to follow this Copyright Infringement Policy it could lead to disciplinary action up to and including dismissal. Additional consequences for non-compliance could include termination of all computing privileges and repeat offenders could endure greater consequences.

2.2.3.1. 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.

2.2.3.2. Substantial Use

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

1. The following resources may be used by students, faculty members, and staff members for their creative and/or intellectual pursuits at institutionally authorized levels without accounting for “substantial use” under this policy:
 - A. Personal office space
 - B. Local telephone calls
 - C. Typewriters (but not secretarial service)
 - D. Computers (but not secretarial service)
 - E. Library facilities
 - F. Other students, faculty members, or staff members as consultants.
2. The following College resources, when used by students, faculty members, or staff members for the writing, creation, production, or generation of copyrightable, patentable, or commercially-valuable materials, shall constitute “substantial use” of College resources, and the student, faculty member, or staff member is encouraged to keep accurate and detailed records reflecting his/her use of the resources:
 - A. College clerical services
 - B. Plant and animal specimens
 - C. College supplies including but not limited to paper, copying costs, etc.
 - D. Laboratory equipment and supplies, chemical supplies
 - E. Telecommunication transmission by means of long-distance telephone services
 - F. Audio/visual equipment
 - G. TV studio (Personnel and supplies)
 - H. Paid mail or package delivery, postage, etc.

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

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

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

FINANCIAL SERVICES OFFICE

Financial Services

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

Normal Hours

Monday – Friday: 8:30 am – 5:00 pm

Payment Plans

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

Student Payroll (Work study)

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

Louisburg College ID Card

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

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

Student Statement of Financial Responsibility

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

Past Due Balances and Collections

All balances must be paid by the end of each semester; each student that has a balance after a semester will have a hold on his/her account and final grades and transcripts will NOT be released until all balances are paid. If a student leaves Louisburg College and does not return, that student has 90 days to pay the balance in full to avoid being sent to collections and incur additional fees. If a student owes a balance upon departure from Louisburg College, the \$100.00 enrollment deposit will be applied towards that balance and will not be refunded.

Refund Policy

Louisburg College is a private institution and financial aid is awarded based on cost of attendance. In the event that there is a credit on a student's account, the student must request this credit to be given to them in a refund check or sign for it to be applied towards the next academic term fees. In order to receive a refund, all financial aid monies must be received on the account and the refund request must be approved by the Financial Services Director or Associate Director of Financial Aid and Chief Financial Officer.

Withdrawal Policy

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

For students officially withdrawing from the College, the refunding of tuition, fees, and room charges will be on a pro rata basis before the 60% point in the term. Board (meal plan) charges do not get refunded when a student withdraws. Once classes of the new term have begun, the refund calculation for withdrawals is based on tuition charges, room charges, and student fees (excluding any fees for insurance, course charges, or charges for supplies or books). There is no refund of any charges after the 60% point in a semester. In the event an applicant has prepaid a semester's expenses at Louisburg College and is subsequently

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

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

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

Move-Off Campus Refund Policy

During any semester Louisburg College is required to transition from face-to-face learning, and students living on campus are mandated to move off campus, the following policy applies:

- Room and Board will be prorated based on the number of calendar days a student is residing on campus for the semester and the total number of on campus housing days in the semester.
- Institutional aid will be reduced at one-half (1/2) the refund percentage of Room and Board.
- Tuition and all other fees will not be refunded.

<i>Example</i>			
Total Days On Campus	Total Days Off Campus	Room & Board Refund %	Institutional Aid Reduction %
0	98	100%	NA
43	55	56%	28%
55	43	44%	22%
98	0	0%	0%

Financial Aid

Louisburg College believes that all students should have the opportunity to attend the college of their choice, regardless of financial circumstances. While paying for college expenses is primarily the responsibility of the student and his or her family, generous financial assistance is available to students who need help in paying for the cost of education. Financial assistance

may, in part, include scholarships, grants, loans, and federal work-study awards. Each student that plans to receive any financial assistance is required to fill out the FAFSA (Free Application for Federal Student Aid). All recipients of financial aid must make **satisfactory academic progress** as defined by the Financial Services Office's financial aid policies.

BOOKSTORE SERVICES

Bookstore Hours

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

Textbooks & Supplies

The College Bookstore, located in the Jordan Student Center, sells Louisburg College apparel, school and personal supplies, snack and food supplies, and gift items. Student textbook rental fees are included in the general tuition and fees. Textbooks will be picked up at the College Bookstore following the check-in process. Students that change schedules during the drop/add period will need to come to the bookstore to exchange textbooks. Students may write and highlight in all textbooks; however, they are unable to remove pages. All rental textbooks must be returned to the bookstore by the last day of exams for the term issued. Failure to return textbooks by the due date will result in the student account being billed for the full retail cost of the textbooks, and this charge must be paid prior to re-enrolling or the receipt of official transcripts. Louisburg College may withhold adequate funds on a student's account to cover the cost of rented textbooks until they are returned. All students may utilize their Hurricane card for purchases in the Bookstore. Students wishing to use this option will need to make a minimum deposit of \$25 on their Hurricane Card account in the Business Office.

CAMPUS SAFETY

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

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

Campus Safety Authority

The Louisburg College Campus Safety utilizes non-sworn officers. Students involved in minor offenses involving College rules and regulations are referred to the Office of the Dean of Students for appropriate action.

Campus Safety staff work closely with local law enforcement agencies to ensure campus safety as well as to investigate criminal acts. In coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations is monitored and recorded. As

this information is public record, it is provided to the Chief of Campus Safety and/or the Dean of Students for any action or follow-up that may be required.

Programs

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

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

Safety and Crime Prevention Tools

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

Services

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

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

Annual Security Report

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

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

Louisburg College Campus Portal

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

From LC Campus Portal you may:

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

User Name & Password

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

Campus E-mail

Louisburg College provides each student and employee a campus email account via Google Mail. Campus email is designated as the primary method for Louisburg College to communicate with students. Every enrolled student, and current faculty and staff member has an official Louisburg College e-mail address established and assigned by Information Technology. Faculty members will use the official College e-mail address to communicate with a student registered in their classes as well as send messages directly from their Class Portals. Additionally, all administrative offices using e-mail to correspond with enrolled students will do so via this address. Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with College communications. A student’s failure to receive and read College communications delivered to his/her e-mail address in a timely manner does not excuse the student from knowing and complying with the content and instructions of such communications.

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

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

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

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

SPAM e-mail or other on-line messages such as chain letters, obscene, harassing, and/or other unwelcome messages are prohibited. Unsolicited e-mail messages to multiple Users are prohibited unless explicitly used for College instruction and/or business purposes. Exceptions

must granted by the appropriate College authority. All messages must show accurately from where and from whom the message originated, except in cases where anonymous messages are invited. Louisburg College reserves the right to refuse mail and other communications from outside hosts that send unsolicited, mass or commercial messages, or messages that appear to contain virus and/or illicit material. The College will refuse, filter and/or disregard such messages.

Campus Computing Facilities (Labs)

Louisburg College offers computer labs across campus for student use:

Taft 314 Writing Center Taft 312 Math Lab Davis 101 (open 24 hours a day) Library
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The computer labs are for the exclusive use of Louisburg College students. Accessing any other user's material without the proper authorization of the owner of that material, or allowing others to use your password, may be deemed a violation of the honor code.

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

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

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

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

Campus Network and Computing Policies

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

1. All education, research, and administrative purposes of Louisburg College.

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

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

Network Use Policy

Computer Use Guidelines:

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

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

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

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

C. Honor Code

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

Common Forms of Computer Abuse

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

A. Privacy

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

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

B. Theft

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

C. Vandalism

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

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

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

D. Copyright Issues

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

E. Harassment

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

Violations include, but are not limited to:

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

F. Games, Chain Letters and Miscellaneous

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

- Sending chain letters or unauthorized mass mailings. Chain letters and unauthorized mass mailings may be prohibited by state and federal law;

- Using the network for non-professional or illegal activities, which may include obscenity, pornography, threats, harassment, copyright infringement, defamation, theft, or unauthorized access.

Penalties

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

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

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

- suspension of the user's account until the user has a conference with the Vice President of Academic Life and/or the Dean of Students;
- suspension of the user's account for a period of one week;
- suspension of the user's account for the remainder of the semester;
- suspension from the college;
- expulsion from the college.

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

Distribution of this Policy

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

HEALTH & WELLNESS SERVICES

Joel Porter Counseling Center

Your time at Louisburg College will parallel a significant period of transition in your life. Transition can be exciting but also requires adjustment, which can sometimes be difficult. The issues which arise during this time may occasionally be overwhelming, or the challenges too great to be met successfully without some assistance. The Joel Porter Counseling Center can help you make better decisions; effectively manage difficulties, improve personal skills, overcome barriers to personal effectiveness, develop increased confidence, and acquire keener awareness and appreciation of your personal needs and the needs of others. The Joel Porter Counseling Center also encourages and enjoys hearing about your success. Drop in

any time just to say hi, share a bright moment, or discuss something personal. Counseling at Louisburg College is provided at no charge.

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

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

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

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

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

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

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

The Joel Porter Counseling Center is open during regular business hours and additional hours as needed for student appointments. Please call 919-497-3420 to schedule an appointment or leave a confidential voicemail message. For more comprehensive information on the Joel Porter Counseling Center please go to <https://www.louisburg.edu/campus-life/health-wellness/index.php>

On Campus Resources

- Campus Safety – 919-497-3400
- Community Hall Directors
- Assistant Community Hall Directors
- Office of Student Life/Davis Hall 919 497-1130

In Louisburg

- Franklin County Health Department 919 496-2533
- Impact Urgent Care 919 496-4976
- Maria Parham Women's & Primary Care 919 497-8380
- Maria Parham Franklin Emergency Room..... 919 340-8700

In Wake Forest

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

Student of Concern

Many college students seek assistance when they are struggling academically or personally. Student of Concern assists you or the student you care about in connecting with available resources and support for issues including:

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

The reporting webpage may be accessed at: <https://www.louisburg.edu/campus-life/student-conduct/fileareport.php>

Required Basic Immunizations

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

The person shall present a certificate or record of immunization on or before the date the person first registers for a quarter or semester during which the student will reside on the campus or first registers for more than four traditional day credit hours to the registrar of the college or university. If a certificate or record of immunization is not in the possession of the college or university on the date of first registration, the college or university shall present a notice of deficiency to the student. The student shall have 30 calendar days from the date of

the student's first registration to obtain the required immunization. If immunization requires a series of doses and the period necessary to give the vaccine at standard intervals extends beyond the date of the first registration, the student shall be allowed to attend the college or university upon written certification by a physician that the standard series is in progress. The physician shall state the time period needed to complete the series. Upon termination of this time period, the college or university shall not permit the person to continue in attendance unless the required immunization has been obtained.”

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

Insurance

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

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

DINING SERVICES

Chartwells, Inc. operates the Duke Dining Center and Perks Coffee House for Louisburg College. All resident students are required to purchase the meal plan which includes unlimited meals throughout the week. Commuting students may purchase meals a la carte from the Duke Dining Center or Perks.

Commuters may also utilize their Hurricane card by purchasing a Commuter Meal Plan of either 40, 80, or 100 meals in the Business Office.

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

DUKE DINING CENTER HOURS

Monday – Thursday	
Breakfast	7:00 am – 10:00 am
Lunch & Dinner	11:00 am – 9:00 pm
Friday	
Breakfast	7:00 am – 10:00 am
Lunch & Dinner	11:00 am – 7:00 pm
Weekend	
Saturday	11:00 am – 7:00 pm
Sunday	11:00 am – 9:00 pm

The Dining Center features theme meals throughout the semester. Student Government Association works with the Director of Food Service to provide input on meal offerings.

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

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

Late Night @ Duke Dining Hall

Late night dining offers students a variety of quick-serve food options Sunday – Thursday evenings from 7:00pm-9:00pm. This service is included with each student’s meal plan. Additionally, each student receives \$50 per semester in Hurricane points on their one card which may be used at Perks in the Library.

Perks @ Robbins Library

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

PERKS HOURS

Monday – Thursday	10:00 am – 3:00 pm
Saturday – Sunday	Closed

ACCESSIBILITY SERVICES

Accessibility Services is a free service to all individuals with documented physical, mental, psychological, or learning disabilities. The mission of Accessibility Services is to focus on the abilities of all individuals while providing an accessible and welcoming academic community.

Accessibility Services provides and coordinates accommodations and services that enable individuals with disabilities to have equal access to all Louisburg College programs and activities. Not only is this a responsibility in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA), but it is also a part of our central purpose as a small college committed to offering an individualized approach to higher education.

AS maintains disability-related documents, certifies eligibility for services, determines reasonable accommodations and develops plans for the provision of such accommodations for students with disabilities. AS assists all college departments in providing appropriate accommodations for students in courses, programs, services, activities and facilities.

How to Apply for Accessibility Services:

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

- **Contact the Office of Accessibility Services**, Taft 107 or 111, (919) 497-3236, accessibilityservices@louisburg.edu.
- **Submit documentation of the disability from an appropriate, licensed/certified professional.** The documentation should include your diagnosis, how your disability impacts you as a student, and the professional's recommended accommodations. For the purpose of receiving consideration for reasonable accommodations, an individual must have an impairment that substantially limits one or more major life activities.
 - Please note that if we receive this information during the summer, we can begin preparing for your needs even before you arrive on campus. To provide accommodations for placement testing, documentation should be received prior to the date of the exam. When extensive accommodations are needed, such as in the case of an ASL interpreter, a minimum of two weeks prior notice is required.
- **Meet with the Director of AS.** The student and director discuss the student's expressed needs and concerns, service eligibility, disability documentation, and possible accommodations. If appropriate, a form is signed to enable Accessibility Services to disclose accommodation eligibility to the student's instructors. Documentation should be submitted at least one week prior to meeting with the Director.
- **Review of Accommodations.** The student will need to schedule an appointment with the AS Director each semester to review accommodations and update disclosure release forms so that they apply to the student's new set of classes and instructors.
- **Parents** may contact AS to request that the Director contact students, receive an explanation of the services, and meet with the Director. However, students are responsible for further pursuing eligibility with AS. From elementary to high school, parents play an active role in advocating for their children's educational needs. However, in college, parents shift from being the primary advocate to being coaches of their young adult students as those students become independent self-advocates. AS seeks to support families as they experience this transition and to help students develop the skills they need to advocate for themselves in academic life and beyond.
- At the college level, the law requires that the **student** take on the responsibility of self-identifying to AS, submitting proper documentation of a disability, requesting
 - accommodations from the Director, discussing accommodations with faculty members, and alerting faculty and/or the Director if accommodations are not satisfactory.
- Documentation may be submitted to:

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

LEARNING PARTNERS

Learning Partners is a unique, **fee-based** program designed to enhance the academic achievement, learning strategies, and self-advocacy of Louisburg College students with documented learning differences, primary learning disabilities (LD) and attention challenges (ADHD).

Program Features

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

How can I become a part of Learning Partners?

- Contact Learning Partners (919-497-3236 or learningpartners@louisburg.edu)
- Complete LP application (Taft 107 or 111, or online at louisburg.edu), including 2 teacher evaluation forms
- Submit a current, complete psycho-educational report conducted by a licensed professional
- Submit most recent IEP or 504 Plan, if applicable
- Submit final high school transcript
- Meet with the Director of Learning Partners

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

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

Please note: For qualifying students, assistance with program fees may be provided through financial aid or through Vocational Rehabilitation.

LIBRARY SERVICES

Library Hours

Monday – Thursday	8:30 am – 11:00 pm
Friday	8:30 am – 4:00 pm
Saturday	1:00 pm – 4:00 pm
Sunday	5:00 pm – 9:00 pm

The Cecil W. Robbins Library and Learning Commons offers resources to support the instructional programs of Louisburg College. The library provides access to electronic databases, streaming video content, books, magazines, and newspapers to help you complete your course assignments. The library's main floor serves as a learning commons for the college community, and it includes an academic success center, which provides professional tutoring services, a renovated computer lab, and Perks, a coffee bar. The library has 64 computer work stations, an instructional lab, and a classroom available for faculty use. There is open-stack access to the library's collection of approximately 35,000 volumes. The library houses the College's archives and special collections of North Carolina and Methodist materials. Open seven days each week, students and faculty are encouraged to use the library to complete assignments, to participate in collaborative learning activities, and to learn to conduct college-level research.

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

Circulation Policies

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

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

MAILING SERVICES

Post Office

Main Campus Post Office:	Monday – Friday	9:00 am – 12:00 pm & 1:00 pm – 4:00 pm
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Louisburg College provides and requires campus post office for all resident students. Students are required to check their mail frequently (daily if possible) as this is the main vehicle for official college communication via hard copy. Students may purchase stamps, pick up packages, and report any problem with their boxes at the Office Services Office located across from the College Bookstore. Personal packages should be mailed from the town of Louisburg Post Office located at 120 N. Main Street.

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

PARKING

All students are allowed to have a vehicle on campus. Both resident and commuter vehicles must be registered in the Financial Services Office and have their license plate numbers provided for each vehicle registered. Hanging parking permits will be issued and are to be displayed on back windshield. There is no fee for parking on campus, but all vehicles must be registered. Please read carefully and follow all instructions listed on the back of each permit. Upon changing or acquiring a replacement vehicle, please update your registration information with the Financial Services Office. The person to whom the permit is issued is responsible for the vehicle in which the permit is displayed. Residents may park only in the lots behind Merritt, Wright, Kenan, and Hillman, and in the lot beside Patten. Commuters may park in the lots behind the library and beside the auditorium, and in the Main Circle lot from 5:00-10:00pm M-F to attend classes in Franklin Hall. Students shall only park in designated parking spots, may not double park, and may not block driveways at any time for any reason. ***Students may not load or unload their vehicles from the front of any residence hall.*** The college reserves the right to tow any vehicle it deems necessary for parking violations at the owner's expense.

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

Visitor Parking

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

STUDENT LIFE

Mission Statement

We believe in the value of each student.

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

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

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

DRESS CODE

I. Philosophy

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

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

II. Policy Statement

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

1. Dress that is neat, modest, and casual is the minimum requirement at all times in all public areas.
2. Student must be fully clothed while on campus and present in buildings outside of the Residence Halls.
3. Undergarments (undershirts, briefs, bras, panties, etc.) should be worn underneath appropriate outer garments.
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, 2025.
- C. Non-Compliance: Students not complying with this policy will be asked to adjust their dress so as to be in compliance. Faculty and staff should not permit entry into facilities or offices to students who are not in compliance (when appropriate). Students exhibiting repetitive patterns of non-compliance will be referred to the Student Life Office for appropriate action. In addition to a written record of the violation being placed in the conduct record, actions may include a written warning, fine of \$25.00, or community service. Students who, following these actions, exhibit a continued pattern of non-compliance may be asked to leave the college.

TOBACCO USE

I. Philosophy

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

II. Policy Statements

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

III. Definition of Terms

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

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

IV. Compliance

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

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

CIVIL DISCOURSE AND STUDENT ASSEMBLY POLICY

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

Civil Discourse

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

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

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

Student Assembly

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

Assembly

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

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

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

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

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

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

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

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

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

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

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

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

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

STUDENT COMPLAINT POLICY

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

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

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

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

Non-Academic Complaint Procedure

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

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

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

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

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

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

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

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

Process Summary:

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

If a grievance/complaint cannot be resolved after exhausting Louisburg College's complaint procedure described above, or any other applicable campus procedures, the student may file a complaint with the North Carolina Department of Justice, Consumer Affairs Division. An online complaint form is available at www.ncdoj.gov/complaint. The NC DOJ Consumer Affairs Division can be reached at 1-877-566-7226.

NC DOJ Consumer Affairs Division mailing address is:

North Carolina Department of Justice
Consumer Protection Division
9001 Mail Service Center
Raleigh, NC 27699-9001

STUDENT ENGAGEMENT

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

Activities and Events

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

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

Intramurals

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

Student Clubs and Organizations

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

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

Christian Life Council

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

Gaming Club

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

Hurricane Productions

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

Hurricane Outreach

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

LC Tae Kwon Do Martial Arts Club

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

Lady Canes Council

This council aims to create spaces for women on campus to connect, build camaraderie, & advocate for women-related issues.

The Oval Office

Are you interested in student leadership beyond being just an organization member? The Oval Office is the network hub for all organization Presidents to grow & develop new skills, while building their community on campus.

Renaissance M.E.N.

Whether it is personal development or career exploration – this student group is a brotherhood of men on campus that seek to set a standard of excellence. This organization is rooted in building bonds and leadership development.

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.

Student Alumni Association

The purpose of the Student Alumni Association is to provide Louisburg College a group of future alumni who can communicate a student perspective of the College to its supporters, educate its students about their roles as future alumni, and assist with alumni-related campus projects and events. Members will develop an understanding of philanthropy as a tradition of voluntary action for the common good, serve as liaisons between current and future alumni, assist with projects, and create enthusiasm for campus projects and events.

LEADERSHIP OPPORTUNITIES

Conduct Board

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

Community Assistants

Community Assistants (CAs) are student leaders dedicated to creating a welcoming, inclusive, and vibrant residential community. Nine CAs will be selected to serve as peer mentors, event organizers, and resources for fellow students, working closely with residents and staff to foster a positive and supportive living environment. This role offers valuable leadership experience, opportunities for professional growth, and the chance to make a meaningful impact on campus life.

Louisburg College Ambassadors

Louisburg College Ambassadors is a prestigious organization whose members are specifically chosen based on character, academic standards, leadership potential, and dedication to the advancement of the College. The Ambassadors, who act as tour guides and event coordinators, each play an important part in representing Louisburg College and impacting its future. Additionally, Student

Ambassadors sometimes make presentations at schools, organizations and to other groups. They also assist the Admissions office staff in their recruiting efforts by performing various tasks and being present at all open houses and accepted student day events throughout the school year. This organization does volunteer work, but has a large social component as well. Members gain valuable skills, experience and networks that can benefit them now and in years to come.

HONOR SOCIETIES

Phi Theta Kappa Honors Society

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

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

NEW CLUB OR ORGANIZATION REGISTRATION

Introduction

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

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

Advantages to Registration

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

TYPES OF STUDENT GROUPS

Organization

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

Examples: SGA, Phi Theta Kappa, etc.

Club

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

Leadership Opportunity

A leadership opportunity is associated with a particular department on campus and does not have need for an executive board as part of its operation. These groups are usually funded by the department and do not need to request funds from the Student Government Association. These groups will focus on areas of professional and leadership development and provide students the opportunity to use and develop their skills through a service for the college. *Examples: Ambassadors, Hurricane Advisors, Community Assistants, Hurricane Productions, and the Student Conduct Board*

HOW TO START A NEW CLUB OR ORGANIZATION

First, consider the following:

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

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

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

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

- **Constitution** - This document states the organization's purpose
- **Roster** - Names of AT LEAST 5 students committed to joining the club. (Students must be currently registered students at Louisburg College)
- **Advisor** - Submit a completed advisor agreement form from a current Louisburg College faculty or staff member located on the college website
- **Officer Form** – Submit a list of executive officers of the club/organization located on the college website

Other important documents are included in the Registration Packet that can be obtained from the Office of Student Engagement, including:

- Full Organization Registration Packet

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

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

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

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

Should you have any questions or need any assistance throughout this process, please contact the Office of Student Life at 919-497-1130.

CAMPUS POSTING POLICY

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

Approval

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

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

Advertising for External Entities

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

Posting Guidelines

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

- All promotional materials must clearly identify the sponsoring entity and include contact information.
- All promotional information must include the event name, date, time, and location unless otherwise approved by The Office of Student Engagement.
- With the exception of alcohol/drug education programs, materials may not promote alcohol/drugs as the focus of the event.
- Advertisements must be within the college guidelines and be respectful of a diverse audience.
- Advertisements may only be placed in designated areas, unless special permission is received from the staff/faculty responsible for the area.
- Only the use of non-damaging tape to adhere materials to a painted surface is permitted. Any group publicizing on campus will be held responsible for damages caused by improper posting.
- Banners and flyers may be displayed for a period of up to three weeks prior to an event and must be removed within 24 hours after the conclusion of the event.
- Promotional material is not allowed to be placed on glass surfaces.

Taft Academic Building

Contact Person: Ken Price kprice@louisburg.edu. Flyers may be posted on the bulletin board located near the elevator on each floor.

Cecil W. Robbins Library

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

Main Building

Contact Person: 1st & 2nd Floors – Matt Brigner – mbrigner@louisburg.edu The first floor of Main and the stairwells are the only areas where publicity may be posted. A flyer may be placed on the desk at the main entrance (2nd floor) with prior approval.

Davis Administration Building

Contact Person: Matt Brigner- The Office of Student Life at mbrigner@louisburg.edu. Fliers may be posted only on the designated corkboards and pushpins are available.

Jordan Student Center

Contact Person: Trevor Rudd – truidd@louisburg.edu

. Flyers may be posted only in areas designated by the Office of Student Engagement.

Residence Halls (All):

Flyers may be posted only on designated bulletin boards or other pre-approved areas. With prior approval of the Associate Dean of Students at housing@louisburg.edu, handbills advertising events may be placed under room doors and student groups may go door-to-door to announce events.

Chalking Guidelines

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

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

Website Events Calendar Guidelines

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

Social Media/ Campus Wide E-mail

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

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

include all text and photos you wish to be included in the email.

Removal Process

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

COMMUNITY SERVICE (Hurricane Outreach)

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

JORDAN STUDENT CENTER

Hours: The Jordan Student Center is open from 6 am until 12 am, seven days a week when students are on campus.

Policies and Procedures:

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

- Students are responsible for cleaning up after themselves. This includes proper disposal of trash when using the facility. Students may be charged a cleaning fee of \$5.00 if they are determined to have improperly disposed of their trash.
- Students must always wear a shirt while in Jordan Student Center.
- Students are not allowed to bounce balls, ride bikes, or skateboard in the student center.
- Profane and offensive language is prohibited in the student center.

The Eye (Gameroom/TV Lounge)

Monday – Friday	12:00 pm – 10:00 pm
Saturday – Sunday	2:00 pm – 10:00 pm

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

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

Hurricane Cove & Eye Fitness (Workout Facilities)

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

STUDENT GOVERNMENT ASSOCIATION (SGA)

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

Executive Council

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

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

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION & BY-LAWS

Preamble

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

ARTICLE I: NAME & PURPOSE

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

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

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

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

2. To coordinate and support social and educational programs for the campus population in partnership with the various offices on campus including the Office of Student Engagement, the Office of Spiritual Life, and the Athletics program.
3. To serve as an effective liaison between students and the college's faculty, staff, administration, and trustees.
4. To encourage students to develop a personal sense of accountability and responsibility by being an engaged citizen in the Louisburg College community.

ARTICLE II: MEMBERSHIP & DUES

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

ARTICLE III: OFFICERS

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

Section B: Eligibility – Officers must be full-time students, carrying at least 12 credit hours from Louisburg College with a minimum GPA of 2.5 or higher.

Section C: Election – All students wanting to take office in SGA must express interest to the Office of Student Life and campaign during the necessary campaign period. All potential candidates for election must obtain one faculty and one staff endorsement before they are cleared to campaign. Candidates may also not have any current or open conduct cases. Officers will be voted in by the Louisburg College student body during the election period.

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

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

Section F: Removal from Office

Clause 1: Definition

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

Clause 2: Procedure

- (a) Charges must be submitted in writing to the Student Government Association Advisor at least forty-eight (48) hours before charges are formally presented to the SGA Executive Board.
- (b) Once charges have been formally presented to the SGA Executive Board, the President shall call a special meeting at a later date to discuss the charges.
- (c) The President shall preside at the hearing meeting with assistance from the SGA Advisor. If the President is the accused, the Vice-President shall be the presiding officer with assistance from the SGA Advisor and/or his/her representative.
- (d) The special meeting shall hear the facts from person(s) presenting charges and the person being accused shall offer a rebuttal. A vote shall occur at the end of the meeting by the Executive Board Members.
- (e) A two-thirds (2/3) vote of the Executive Board is necessary for removal of an officer. The vote shall occur by roll call.
- (f) For cases dealing with a member who has dropped below the required GPA or is being suspended or expelled from the College, no Executive Board vote will occur. The decision will be made by the SGA Advisor in consultation with the Vice President of Enrollment.

ARTICLE IV: DUTIES OF OFFICERS

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

- Preside at meetings
- Vote on in case of a tie
- Represent the organization
- Serve as an ex-officio member of the College's Board of Trustees

- Oversee all proposal committees throughout the semester
- Perform such other duties as ordinarily pertain to this office
- Meet with the SGA advisor regularly to stay updated on upcoming events and activities
- Provide monthly SGA reports to the Louisburg College Cabinet

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

- Preside in the absence of the President
- Acts as an assistant to the President
- Should the President become overburdened, relieves President of some of their demands
- Assist in the management of the SGA
- Coordinate social and educational programs for the student body
- Perform other related duties assigned by the president

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

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

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

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

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

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

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

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

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

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

ARTICLE V: MEETINGS

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

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

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

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

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

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

1. Call to Order
2. Roll Call
3. Reading of minutes and previous meeting and their approval
4. President's Report
5. Executive Officer Reports
6. Reports of any Current Committees
7. Old Business
8. New Business

- 9. Announcements
- 10. Adjournment

ARTICLE VI: EXECUTIVE BOARD

- Section A:** Responsibility – Management of this organization shall be vested in an Executive Board responsible to the entire membership to uphold these bylaws.
- Section B:** Membership – This board shall consist of the officers as listed in Article III and the staff advisor.
- Section C:** Meetings – This Board shall meet at least once between body meetings of the organization to organize and plan future activities.

ARTICLE VII: ADVISOR

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

ARTICLE VIII: COMMITTEES

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

ARTICLE IX: AMENDMENTS

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

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

Section 2: Impeachment

Clause 1: Definition

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

Clause 2: Procedure

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

HOUSING & RESIDENCE LIFE

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

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

HOUSING & RESIDENCE LIFE STAFF

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

Associate Dean of Students/Director of Residence Life and Student Engagement:

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

Community Hall Directors (CHDs):

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

Assistant Community Hall Directors (ACHD's):

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

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

RESIDENCE LIFE POLICIES

Breaks and Closings

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

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

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

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

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

Limited housing may be available for international students and others with special approved circumstances, but this limited housing **is not guaranteed**. Students who seek approval for limited break housing should submit a request **in writing** to the Associate Dean of Students no later than three weeks prior to the break. Requests received after this time may not be considered.

During the times that the residence halls are closed for breaks, unauthorized entry by residents is not permitted.

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

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

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

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

Check-in and Check-out Procedures

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

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

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

- ✓ Attend mandatory floor meeting for more information on closing
- ✓ Thoroughly clean room, furniture (inside and out) as well as sweep/vacuum all floors
- ✓ Thoroughly clean bathroom, wipe down countertops, mirrors, clean shower and toilet
- ✓ Remove all trash and personal belongings (failure to remove belongings will result in an "item removal" fee and/or "excessive cleaning" fee).
- ✓ Pack all personal belongings (check every drawer, wardrobe, closet, shelf etc.) and move all belongings a corner of the room.

Final Inspection & Walkthrough: After students have completed the closing checklist, they are required to complete a final walkthrough with residence life staff member to complete a final room inspection and walkthrough.

- a) Students must schedule their final inspection appointment no later than 24-hours after their last final exam or before the posted closing time.
- b) Staff will not complete a walkthrough unless the student has completed the closing checklist.
- c) Staff will note any damages to College property, as well as any missing College property on the check-out portion of the Room Condition Report (RCR).
- d) Staff will collect any hard-keys that were issued to a student. The student must sign and date

key envelope signifying the key was returned.

- e) Both the student and staff will review the RCR and both will sign the RCR.
- f) RCRs are reviewed by the Office of Residence Life & Housing and Offices of Facilities and Housekeeping to assess any damages to or missing College property.
- g) If a student is responsible for damages to or missing College property, the student's account will be billed based on damage assessment fees from Facilities and Housekeeping.
- h) Failure to complete the Room Condition Report (RCRs) will result in the student waiving his/her right to dispute checkout condition and any resulting charges.
- i) Any dispute of charges or fines must be made in writing at the time of check-out. Any charge or fine disputed after the student has left campus will not be considered.

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

Cleaning of Rooms and Bathrooms

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

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

Common Area Standards

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

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

Damages

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

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

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

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

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

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

Electrical Appliances

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

For safety/community living purposes, prohibited items include but are not limited to: Hover

boards, air conditioners, air fryers, automatic drip coffee makers, candles/incense, ceiling fans, cinder blocks, crock pots, charcoal grills, drum sets, electric blankets, electric or kerosene heaters, electric woks/frying pans, George Foreman grills, halogen lamps and cooking devices with exposed heating surfaces (i.e. hotplates), multi-plug outlets (unless w/ surge protector), sandwich makers, subwoofers/amplifiers, and toaster/toaster ovens.

Permitted items include but are not limited to:

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

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

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

Residential Student Hosts

For the safety of both visitors and residents of a given residence hall, all guests regardless of sex/gender are required to be escorted into and out of the residence hall by their host. Guests who are Louisburg College residential students or commuters who do not live in the residence hall of the individual they are visiting must also be accompanied by their host at all times. Visitors without hosts will be asked to leave and may be trespassed depending on the circumstances.

Fire Safety

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

- a. Nothing may be hung from or attached to ceilings or other horizontal surfaces above the head, ***including sprinkler heads.***
- b. Personal items with an exposed heating element is prohibited.
- c. Air condition/heating units must be kept clear; do NOT put anything on, against, or in the vents of these units. This includes laundry, books, paper, air-fresheners, dryer sheets etc.
- d. Nothing may be hung on or draped over electrical outlets, lamps, or other items with the potential to ignite the item through excessive heat exposure.
- e. **Smoke detectors cannot be tampered with, covered, or removed.**
- f. Electrical outlets and extension cords may not be over-loaded.
- g. All extension cords must be **UL certified** and should not run across open areas of the floor. Extension cords used for refrigerators must be of the heavy-duty type and with surge protection.
- h. The possession and/or burning of candles or incense is prohibited in or around residence halls, including all common areas, bedrooms, bathrooms and exterior porches.

- i. The use of halogen lamps is prohibited in the residence halls.
- j. Live Christmas trees are not allowed in the residence halls.
- k. Outdoor Grilling:
 - Must use grills (no open flame)
 - May only be used on the quad between Hillman-Morris and Kenan Halls and be a minimum of 100 feet from any building
 - Must be constantly monitored
 - Must ensure embers are properly disposed of and are completely cool before doing so.

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

(See Appendix A for evacuation procedures)

Furniture

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

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

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

Guests (NOTE: Students should refer to the Colleges COVID Policy for additional guidance)

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

Please remember the following:

- a) A guest is defined as any individual who visits a residence hall room or lounge at the invitation of one of the assigned room residents.
- b) Overnight guests must be at least 18 years old and of the same sex as the host student.
An overnight guest's stay is limited to no more than two consecutive nights on Friday or Saturday nights only.
- c) To ensure the College knows the occupancy of each hall in the event of an emergency, the host student must register all overnight guests with the Community Hall Director.

- d) Temporary guest parking permits may be obtained from the Campus Safety Office. Both the student and guest with proper ID must be present to receive a temporary parking permit. An excessive or frequent pattern of visits on the part of a guest that, in the judgment of Residence Life & Housing staff indicates unauthorized residence in a building may result in Student Conduct Process action against the host student, including the loss of guest privileges and guest being trespassed depending on the circumstances.
- e) Due to the nature of College housing, guests under the age of 18 are not permitted to stay overnight in the residence hall and must be accompanied by a parent/legal guardian at all times when on campus.
- f) Students are fully responsible for the behavior and conduct of their guests at all times, including observation of all College policies. The host student must accompany guests at all times while on campus.
- g) The occupants of each residence hall room are responsible for all activities taking place in their room, whether they are present or not. They are also responsible for any items found in the room, whether they are present or not. Also, a student who is a guest in another room is responsible for the items present and activities that occur in the room where they are present. (Ex. – A female guest in another female student’s room is in violation of the visitation policy if a male guest is present after visitation hours have ended.)
- h) Residents and/or guests of the opposite sex are not permitted to use restrooms in community style residence halls (Franklin, Joyner, and Wright).

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

Identification Card (Hurricane Card)

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

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

Internet

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

Keys/Access Cards

Upon checking into the residence halls, students will acknowledge receipt of an access card on their Room Inventory Form. Access Cards are the property of Louisburg College and may not be

duplicated or loaned to others. For security reasons, all lost access cards must be reported immediately to the Office of Residence Life & Housing. A student who loses a hard key must pay a \$150.00 fee to have the lock to his/her room changed; lost access cards are replaced for \$35.

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

Laundry/Vending

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

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

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

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

Lofts

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

Community Meetings

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

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

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

Off-Campus Living Requirements

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

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

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

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

Pets

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

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

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

Posters/Displays/Decorations

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

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

Private Rooms

The Office of Student Life does not guarantee that private rooms will be available. Private rooms may be offered for each term, depending upon space and availability. If private rooms become available, the Office of Student Life will advertise the rooms on a first-come, first-served basis, and the private room fee of \$750 per semester will be added to the students account.

Quiet Hours

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

Quiet Hours:

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

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

Room Changes

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

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

Students wishing to change rooms must contact their Community Hall Director to discuss the

reason for a move:

a) Convenience Moves:

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

b) Roommate Conflict:

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

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

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

Room Consolidation

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

Room Entry

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

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

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

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

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

Room Occupancy

Housing contract terms and conditions extend for all academic terms for which the student is a resident at Louisburg College and are subject to review if individual behavior warrants such action. The contract expires within 24 hours of the student's withdrawal from Louisburg College, and the room must be vacated at that time. The contract for students who are suspended or expelled for conduct reasons is terminated immediately.

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

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

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

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

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

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

Safety - Personal Belongings and Liability

Louisburg College cannot be responsible for the loss, theft, or damage to a student's personal belongings. Therefore, students are encouraged to be sure that a homeowner's or renter's insurance policy is adequate to cover such items or purchase a policy for this purpose. The Student Life office can provide information on available policies.

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

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

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

(See Appendix A for additional information.)

Security

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

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

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

[\(See Appendix A for additional Security information\)](#)

Smoking

(See Tobacco Use Policy)

Storage

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

Telephones

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

Trash

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

Visitation

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

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

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

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

The occupants of each residence hall room are responsible for all activities taking place in their room, whether they are present or not. They are also responsible for any items found in the room, whether they are present or not. Also, a student who is a guest in another room is responsible for

the items present and activities that occur in the room where they are present. (Ex. – A female guest in another female student’s room **is in violation** of the visitation policy if a male guest is present after visitation hours have ended.)

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

STUDENT CODE OF CONDUCT

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

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

The statements set forth in the Student Code of Conduct are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. Although every effort has been made to ensure accuracy of the material stated herein, Louisburg College reserves the right to change, without actual notice to individual students, any provision listed in the Student Code of Conduct including but not limited to academic requirements for graduation related to student conduct. Every effort will be made to keep students advised of such changes. Ultimately, the responsibility for knowing the information presented in the Student Code of Conduct rests with the student.

Louisburg College Conduct Code

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

From this, all students are expected to:

- Act with integrity and honor

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

Definitions

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

1. **Appellate Board** - any person or persons authorized to consider an appeal
2. **Accused Student** – a Student that has allegedly violated the Student Code of Conduct. Also referred to as the “Respondent.”
3. **Advisor** – Any person chosen by a Respondent or Complainant to assist them throughout the Student Conduct Process. The Advisor may be present to advise the Respondent or the Complainant but cannot speak for the Student, present the Student’s case, serve as a Witness, or otherwise participate directly in any meeting or Hearing. One exception includes a Title IX Case where advisors can speak on behalf of the Student.
4. **Business Days** – Any weekday Monday through Friday during which Louisburg College is in operation. Business Days do not include College holidays and closures.
5. **College** – Louisburg College
6. **College Official/Employee** – all persons employed by the College or employed by an authorized College vendor (i.e. Foodservice staff).
7. **College Community** – all persons (Faculty, Staff, Students, Administrators) and the surrounding town and residents.
8. **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.
9. **Complainant** – an individual who has experienced an alleged violation of the Student Code of Conduct. The Complainant is the person who files a report or on whose behalf a report is filed.
10. **Conduct Body** – any person(s) authorized by this document or the Dean of Students to determine whether a student has violated the Student Code of Conduct and to recommend or assign sanctions. (i.e. trained administrators, College Conduct Board).
11. **Conduct Officer** – A person trained in the Conduct Process whose duties include the administration of Informational Meetings. Conduct Officers include the Dean of Students and other College Officials designated and approved by the Dean of Students (e.g., Community Hall Directors, Director of Student Engagement, etc.). Conduct Officers do not conduct formal hearings unless they have been approved by the Dean of Students.
12. **Conduct Process** – The means outlined in the Student Code of Conduct to resolve alleged violations.
13. **Conduct Status** – a status assigned to a student found responsible for violating a policy.
14. **Consent** – words or actions that show an active knowing and voluntary agreement to

engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by ignoring or acting without regard to the objectives of another, or by taking advantage of the incapacitation of another, where the student knows or reasonably should have known of such incapacity. Use of alcohol or drugs may impair an individual's capacity to freely consent and may render an individual incapable of giving consent. Consent may not be implied by silence or any other absence of active resistance. Prior consent does not imply consent to future sexual acts, nor does consent to one type of sexual act imply consent to another type of sexual act.

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

Consent may not be given by the following persons:

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

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

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

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

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

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

15. **Assistant or Community Hall Director** - full-time, live-in professional staff member responsible for assisting residential students in achieving success in all aspects of campus life and is responsible for the overall operation of the residence halls. The CHD has the initial responsibility for the maintenance of a respectful and safe learning community within the Residence Halls and across the campus.
16. **Educational Sanction** – a required action issued as a result of being found responsible for violating a policy.
17. **Fact-Finding** – The gathering of information related to a reported incident or complaint. Fact-Finding may be conducted by the Dean of Students or Designee(s), or by another on-campus fact-finding unit. Relevant information gathered during fact-finding is added to the case information.
18. **Faculty Member** - any person employed by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
19. **FERPA** – Per the Family Educational Rights and Privacy Act (FERPA), 20 USC § 1232g, students have the right to privacy of their educational records. These records include but are not limited to, records maintained by the Office of Student Life. Only with a properly signed release are these records available to those other than the student, or as allowed by amendments to FERPA.
20. **Harassment** – Behavior that is severe, pervasive, or persistent to a degree that a reasonable person similarly situated would be prevented from accessing an educational opportunity or benefit. This behavior includes but is not limited to, verbal abuse, threats, intimidation, and coercion. In addition, harassment may be conducted by a variety of mediums, including but not limited to, physical, verbal, graphic, written, or electronic.
21. **Hearing** – A proceeding through which a Hearing Body determines whether a Student is responsible or not responsible for allegations of misconduct and imposes Sanctions when appropriate. A Hearing is conducted by a Hearing Officer or a Hearing Panel.
22. **Hearing Body** – A Hearing Officer or Hearing Panel authorized by the Dean of Students to hear student conduct cases, decide if a violation of the Student Code of Conduct occurred, and impose sanctions as appropriate.
23. **Hearing Officer** – Hearing Officers can play one of two roles in the hearing of a case:
 - The Dean of Student or a Designee may serve as a Hearing Officer and can hear a case, determine responsibility, and impose Sanctions, if appropriate.
 - With the Dean of Students' permission, a Hearing Officer can convene a Hearing Panel and advise them throughout the Conduct Process on procedures, questioning, relevant information, policy, and regulations. The Hearing Officer reviews all information, Witnesses, and questions to advise the Hearing Panel on relevancy determinations. The Hearing

Officer makes relevancy determinations, prior to the Hearing, on documents, exhibits, and allowable Witnesses. The Hearing Officer is present during Hearing Panel deliberations but does not render a decision on the case (Title IX cases are handled differently).

24. **Hearing Panel** – Refers to a body of Students and/or University Officials trained to preside over Hearings conducted as part of the Conduct Process. A Hearing Panel may make relevancy determinations during Hearings, determines outcomes after Hearings about whether a Student has violated the Student Code of Conduct, and recommends or issues Sanctions if appropriate. Hearing Panels normally have 3 members.
25. **Informational Meeting** – All Respondents (and Complainants when appropriate) are afforded the opportunity to attend a scheduled Informational Meeting with a Conduct Officer responsible for determining how a case will be resolved. An Informational Meeting is an opportunity to meet with a Conduct Officer who will explain the Respondent's and Complainant's rights, the alleged violation(s), discuss resolution options (informal or formal), review the Respondent's responsibilities, and provide an opportunity to review, after any required redaction, the information that was provided as the basis for the alleged policy violation(s). The Conduct Officer will also answer questions about the process and available options. The Informational Meeting provides an opportunity for the Respondent and Complainant to become more informed about the Conduct Process. The Conduct Officer will provide a range of possible outcomes for the alleged violation, but that individual cannot ensure that a specific outcome will occur beyond Standard Sanctions, which are set by the Dean of Students.
26. **Level (1, 2, 3, or 4)** – used as indicators on each Student Code of Conduct Policy to give a general idea of the severity associated with violating that policy and are used as a guidance tool in the student conduct process. Conduct Statuses and Educational Sanctions (see *Determining Sanctions*) each have a corresponding level. The conduct body may consider at what level they believe a violation occurred to help determine the appropriate conference outcomes.
27. **Notice of Alleged Violation (NAV)** - Upon initiation of a Conduct Process, the Respondent(s) will receive a NAV letter with a set date and time for an Informational Meeting with a Conduct Officer. The Notice of Alleged Violations outlines the rules that the Student is alleged to have violated, provides a summary of the facts of the case, makes the Student aware of their Student Rights, and allows for the selection of case resolution type.
28. **Notice of Fact-Finding (NFF)** - Prior to hearing a case, Respondent(s), Complainant(s), and other involved parties may receive an NFF letter concerning a complaint or report and indicates a Conduct Officer is requesting a meeting to gather and/or clarify information about the complaint or report.
29. **Notice of Hearing (NOH)** - Contains information regarding the Hearing date, time, and location, the alleged violations of the Student Code of Conduct, the basis of the alleged misconduct, a proposed range of sanctions, a notice that a more severe sanction could be set, and a notice to waive the Hearing and enter an Informal - Standard Resolution Process.

30. **Notice of Outcome (NOO)** - The Conduct Officer will communicate the Hearing Body's decision to the Respondent and the Complainant (if appropriate). The Notice of Outcome will be in writing and will include notification of appeal options if Sanctions were applied. The Respondent will be informed of any Sanctions, the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the requirements.
31. **Preponderance of Evidence** - The College's burden of proof for any disciplinary proceeding is the preponderance of evidence, "Preponderance of Evidence" means that the information presented to the College, as a whole, supports the finding that it is more likely than not that the alleged violation occurred or did not occur. This standard shall be used in resolving all conduct cases.
32. **Relationship Violence (interpersonal)** – Relationship Violence encompasses both dating and domestic violence.
- **Dating violence** is violence or a threat of harm between people who have or have had a relationship of a romantic or intimate nature, not living together in the same household.
 - **Domestic violence** is violence or a threat of harm between family members of individuals living in the same household.
33. **Respondent** – A Student who has been accused of an alleged violation of the Student Code of Conduct.
34. **Reporting Person** - Any person who has reported another person's alleged violation of the Student Code of Conduct. The Reporting Person is the person who files a report or on whose behalf a report is filed. The Reporting Person can also be the **Complainant** but not always.
35. **Sanction** - A mandatory requirement established by the College, given to a Student who has accepted responsibility for, or whom a Hearing Body found responsible for a violation of the Student Code of Conduct.
36. **Standard Sanctions** – A prescribed set of sanctions for common violations of the Student Code of Conduct.
37. **Student Conduct Record** - When a Student is found responsible for a violation of the Student Code of Conduct, it will be recorded. The record of these violations constitutes the Student Conduct Record.
38. **Witness** - A relevant Witness is a person with direct knowledge about or involvement in a reported incident or allegation. Relevant Witnesses may participate in person during the Conduct Process. Other Witnesses, including character Witnesses, may not participate in person during the Conduct Process but may submit statements.

College Jurisdiction

College jurisdiction and the Student Code of Conduct is limited to conduct which occurs on College premises, at College-sponsored events, or which adversely affects the College community and/or the pursuit of the College's mission. This includes violations of local, state, or federal laws which could take place off-campus but could have a negative impact on the college community. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after

classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a conduct matter is pending.

Student Rights and Privacy

- RIGHT 1. RESPONDENT RIGHTS
- RIGHT 2. COMPLAINANT RIGHTS
- RIGHT 3. ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

- 1. Respondent Rights** - Any Respondent will be afforded the following rights throughout the Student Conduct Process. Any Student may also be given the opportunity to waive specific rights, in writing, to expedite the resolution process if appropriate as determined by the Dean of Students or designee. Respondents have the right to:
 - A.** Participate individually in an Informational Meeting with a Conduct Officer to review the allegations, the Rule(s) allegedly violated, possible Sanctions, Respondent's rights, to explain the Student Conduct Process, and available forms of resolution. Reasonable efforts will be made to hold this Informational Meeting at least five (5) Business Days before any scheduled Hearing.
 - B.** An opportunity to ask a staff member(s) questions regarding the Student Conduct Process, and have those questions answered to the extent that staff is permitted and able.
 - C.** Have an Advisor present during any meeting with the Dean of Students or designee.
 - D.** A Hearing to determine the responsibility for any alleged violations of the Student Code of Conduct.
 - E.** Written notification in Correspondence of any outcomes resulting from an alleged violation of the Student Code of Conduct.
 - F.** Decline to answer any questions or provide self-incriminating information to the Hearing Body at any point during the resolution process. Respondents (Accused Students) may also elect not to participate in a Hearing with the understanding that a decision, including any appropriate Sanctions, will be made in their absence using the information available at the time of the Hearing.
 - G.** Provide and review appropriate information, including any potential Witnesses that could be used in the decision-making process, to the Dean of Students.
 - H.** All information must be provided to the Dean of Students or Designee by 5:00 p.m. at least five (5) Business Days before the scheduled Hearing. No new information, including potential Witnesses, will be accepted for consideration after this date without the express written permission of the Dean of Students or Designee.
 - I.** A Respondent and their Advisor, if any, have the right to inspect the case file at least five (5) Business Days before the scheduled Hearing.
 - J.** Have all information, including any potential Witnesses, that could be used in the decision-making process reviewed preliminarily for relevance by the Dean of Students or Designee prior to the Hearing. The determination of relevance will rest with the Dean of Students or Designee. When relevance decisions indicate a Witness is not relevant will be communicated directly with the Respondent, with rationale, in writing

prior to the Hearing. Relevancy determinations regarding information directly related to the Complainant's character or prior conduct will also be communicated directly with the Complainant in the same manner. Relevancy determinations may be reversed or modified through an appeal to the Dean of Students or Designee.

- K. Participate in a Hearing, including providing information, listening to Witnesses, and asking questions (through the Hearing Body) of Witnesses providing information during a Hearing.
- L. Have a decision made based on the Preponderance of Evidence standard.
- M. Request reasonable accommodations if disabled, and in accordance with applicable Laws. Students in need of reasonable accommodations at any point during the Student Conduct Process due to a disability should contact Accessibility Services who will advise the Dean of Students or designee.
- N. Request permission to participate via live video from another location, and/or participate in a manner that avoids direct contact with Complainant and/or Witnesses as long as such participation does not infringe on the Respondent's right to question the Complainant or Witnesses during the Hearing or infringe on the College's implementation of the Student Conduct Process (if not pre-determined).
- O. Have any College status remain unchanged pending a final outcome through the Student Conduct Process; except in cases involving a threat or serious potential threat to the health, safety, or welfare of the Louisburg College Community or College's property.
- P. To select a Hearing Body (Hearing Officer or Hearing Panel). In cases involving Sexual Misconduct violations, the Hearing Body will be a Trained Administrative Hearing Panel.
- Q. Provide a written impact statement to the Hearing Officer before the start of a Hearing to be considered if Sanctions are to be issued.
- R. Be notified of the final outcome(s) of the case.
- S. Appeal a decision of a Hearing Body, in writing and in accordance with the appeals process.
- T. Privacy of the student conduct record, except to the extent permitted or required by Law.
- U. Access and review all relevant Louisburg College policies and procedures related to the Student Code of Conduct.

2. Complainant Rights - Any Complainant will be afforded the following rights throughout the Conduct Process. Complainants have the right to:

- A. Privacy of their student education records, except to the extent permitted or required by Law.
- B. Access and review all relevant Louisburg College policies and procedures related to the Student Code of Conduct.
- C. An opportunity to ask a staff member(s) questions regarding the Student Conduct Process, and have those questions answered to the extent that staff is permitted and able.
- D. Request reasonable accommodations if disabled, and in accordance with applicable

Laws. Students in need of reasonable accommodations at any point during the Student Conduct Process due to a disability should contact Accessibility Services who will advise the Dean of Students or designee.

- E.** Participate individually in an Informational Meeting with a Conduct Officer to review the allegations, the Rule(s) allegedly violated, possible Sanctions, Respondent's rights, to explain the Student Conduct Process, and available forms of resolution. Reasonable efforts will be made to hold this Informational Meeting at least five (5) Business Days before any scheduled Hearing.
- F.** To participate in a Hearing and have an Advisor present during any Hearing or meeting. Participation may include providing information, providing Witnesses to present relevant information, and/or submitting questions to be asked of the Respondent and Witnesses, by the Hearing Body. A Student who chooses to have an Advisor present during any meeting must provide the identity of the person(s) to the Dean of Students or Designee.
- G.** Complainant and their Advisor have the right to review the Complainant's own written statement, and their own submitted information at least five (5) Business Days prior to the scheduled Hearing.
- H.** Provide appropriate information, including any potential Witnesses that could be used in the decision-making process to the Dean of Students. All information must be provided to the Dean of Students by 5:00 p.m. at least five (5) Business Days prior to the scheduled Hearing. No new information, including potential Witnesses, will be accepted for consideration after this date, absent the expressed written permission of the Dean of Students or Designee.
- I.** Have all information directly related to the Complainant's character or prior conduct, including any potential Witnesses, that could be used in the decision-making process reviewed preliminarily for relevance by the Dean of Students before the Hearing. Relevance decisions that indicate a Witness is not relevant will be communicated directly with the Complainant, with rationale, in writing prior to the Hearing. Relevancy determinations may be reversed or modified through an appeal to the Dean of Students or Designee.
- J.** To review the Hearing Body selection of the Respondent. In cases involving Sexual Misconduct violations, the Hearing Body will be a Trained Administrative Hearing Panel.
- K.** To request permission to participate via live video from another location, and/or participate in a manner that avoids direct contact with the Respondent and/or Witnesses as long as such participation does not infringe on the Respondent's right to question the Complainant or Witnesses during the Hearing or infringe on the College's implementation of the Conduct Process.
- L.** Decline to answer any questions or provide self-incriminating information to the Hearing Body at any point during the resolution process.
- M.** To provide a written impact statement to the Hearing Officer before the start of a Hearing. In the event that the Respondent accepts responsibility, or found responsible, the impact statement would then be provided to the Hearing Body to be considered in recommending or issuing Sanctions.
- N.** To be notified of any recommendations of a Hearing Body, and the final outcome of

the case.

- O. To appeal on the same grounds as the Respondent, as outlined in the appeals process.

3. Accommodations for Individuals with Disabilities - Any person with a disability who is involved in the Conduct Process has the right to:

- A. Privacy of their student education records, except to the extent permitted or required by Law.
- B. Individuals registered with Accessibility Services wishing to request reasonable accommodation(s) may request documentation from the Accessibility Services and provide it to the Conduct Officer, if needed.
- C. Individuals do not have to disclose information about the conduct matter to the Accessibility Services to request reasonable accommodation(s), except to the extent that it may assist in the determination of reasonable accommodation(s).
- D. Individuals not affiliated with the College should submit requests for reasonable accommodation(s) in writing to the Conduct Officer and may need to provide supporting documentation regarding their request.
- E. Accommodations are determined and implemented on an individual basis by the Conduct Officer.

Student Code of Conduct Policies

This section provides statements, explanations, and rules that target behaviors considered inappropriate for the Louisburg College community and in opposition to the core values set forth in the Student Code of Conduct. These expectations and rules apply to all students. The policies listed here are offered as a guideline and are not inclusive. Three reminders for students:

Multiple Violations

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

Student Responsibility

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

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

each policy; the result maybe a more severe status and sanction than would normally be imposed for a single violation.

Student Responsibility

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

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

1. Abuse – See below

1.1 Conduct Process Abuse – This includes but is not limited to: Failure to obey the summons of a Conduct body; Failure to comply with summons. Falsification or misrepresentation of information before a Conduct body; attempting to discourage an individual's proper participation in, or use of, the Conduct process; Attempting to influence the impartiality of a member of the Conduct body. (*Level 1 or Level 2*)

1.2 Physical Abuse – This includes any encounter that becomes physically abusive between two or more persons. This includes actual or attempted pushing, hitting, kicking, spitting, wrestling, or pulling hair. (*Level 2 or Level 3 or Level 4*)

1.3 Technology Abuse – This includes the misuse of college technology in violation of rules and regulations of the Louisburg College Information Technology Department. This also includes tampering, interfering, or damaging security and/or safety equipment (surveillance cameras, locks, etc.) (*Level 1 or Level 2 or Level 3*)

1.4 Verbal Abuse - This includes profanity, harassment, or any conduct that is loud, abusive, or inappropriate, and is perceived as detrimental to the health and safety of any person. This also includes the public use of profanity on College Premises (i.e. yelling profanity across the yard or from a window). (*Level 1 or Level 2*)

2. Alcoholic Beverages – See below

2.1 Possession/Use – The possession or use of alcoholic beverages is not permitted by any student at any time, regardless of age, anywhere on the College premises. This includes possession of alcoholic beverages in one's room, on one's person, in personal belongings, in one's vehicle, or being in the presence of alcoholic beverages. This also includes possession of empty alcohol containers. Since it must be assumed that the alcohol was consumed on campus, empty containers are treated the same as full containers. (*Level 1 or Level 2 or Level 3*);

- 2.2 Intoxication** – Intoxication as exhibited by behavior is prohibited. The influence of alcohol will not be considered a legitimate excuse for violation of other college policies and may result in a more severe sanction for such violation. (If any student is in medical danger because of intoxication, seek medical attention immediately. Please review the Amnesty policy.) (Level 1 or Level 2 or Level 3);
- 2.3 Presence on Campus**– Alcohol is not permitted in building common areas (lobbies, lounges, student rooms, and hallways). The transport and/or consumption of alcohol in open containers in any public area including property that is considered housing property is prohibited;
- 2.4 Paraphernalia** – For health and safety reasons, empty alcohol containers or other drinking apparatus are not permitted to be used for decorative purposes within residential facilities;
- 2.5 Drinking Games** – Any game or activity (especially those competitive in nature) contributing to overindulgence of alcohol is prohibited regardless of the age of the participants (e.g., beer pong, water pong, flip cup, etc.)
- 3. Communicating Threats** – This includes any act, verbal or non-verbal, which is threatening or intimidating, or is perceived as threatening or intimidating or is perceived as detrimental to the health and safety of any person. This does include any social media or electronic postings. (Level 1 or Level 2 or Level 3)
- 4. Controlled Substances** – See below
- 4.1 Possession/Use** – Any possession or use of controlled, prohibited, or illegal substances or use of (or intent to use) substances for purposes or in manners not as directed. This includes possession/use of controlled substances in one’s room, on one’s person, in personal belongings, in one’s vehicle, or being in the presence of controlled substances. Examples include but are not limited to: possession or use of illegal substances in any quantity, including residue and seeds; possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed (over-use, snorting prescribed medication, etc.); huffing, snorting, smoking or otherwise possessing or using legal substances not as intended. Substances such as JWH-018 (K2, “Spice”), salvia and pyrovalerone derivatives (found in substances marketed as “bath salts”) are not intended for human consumption and are prohibited for possession or use by any student. State laws regarding narcotics and controlled substances will be observed and enforced. [If any student is in medical danger because of the use of a controlled substance, seek medical attention immediately. Please review the Amnesty policy below.] (Level 1 or Level 2 or Level 3 or Level 4)
- 4.2 Paraphernalia Possession** - In accordance with state law, drug-related devices (paraphernalia) are prohibited on College premises (including possession in one’s room, on one’s person, in personal belongings, or in one’s vehicle). Paraphernalia may include, but is

not limited to, marijuana/crack pipes, bongs, homemade devices used as bongs, rolling papers, roach clips, shredded cigars (blunts), smoke masking devices, and any apparatus containing drug residue. *(Level 1 or Level 2 or Level 3)*

- 4.3 Distribution/Intent to Distribute** – any sale or distribution (including distribution without financial gain) of controlled or illegal substances or any substances prohibited by policy. This includes sharing of prescription medication. Including being in the presence of or aiding and abetting the possession, sale or use of prohibited, controlled or illegal substances. *(Level 3 or Level 4)*

(See Appendix B for drug law information.)

- 5. Dishonest Acts** –Dishonest acts refer to furnishing false information to a College Official/Employee, the alteration, forgery, or misuse of an official College document, record, or form of identification, and tampering with elections conducted by official College organizations. *(Level 1 or Level 2)*
- 6. Disorderly or Disruptive Conduct** – This includes any behavior which is disorderly, disruptive, or disturbs the peace. This includes lewd or indecent behavior; any obstruction or disruption of teaching, study, research, administration, conduct proceedings, other College activities, or other non-college activities on College premises. Including, but not limited to, excessive noise; public urination or defecation; horseplay, practical jokes, hiding from College officials, hall sports and general annoyances. *(Level 1 or Level 2 or Level 3)*
- 7. Encourage, Influence, or Support an Individual to Violate College Policy** – This includes but is not limited to any action on the part of an individual to encourage or coerce another individual to violate a college policy, to include providing support in any way for the individual who violates policy before, during, or following the violation. This may also include any individual who is aware of but takes no action to address a real or potential policy violation. Should a student become aware of a real or potential policy violation, the student shall advise the offender or potential offender that such action is a policy violation, inform a College Official about the violation, and not become a participant in the violation by remaining present when the violation is occurring. *(Level 1 or Level 2)*
- 8. Failure to Comply – See below**
- 8.1 Failure to Comply with a College Official/Employee** – This includes failure to comply with any reasonable request made by a College Official/Employee in the performance of his/her duties, and the failure to identify oneself/provide a valid college ID to a College Official/Employee when asked to do so. This also involves failing to comply with a summoning. *(Level 1 or Level 2 or Level 3)*
- 8.2 Failure to Comply with Education Sanction** – This includes failure to comply with the terms of any educational sanction imposed in accordance with the Student Code of Conduct or Title IX Policy (formal or informal resolution). Students must complete any and all sanctions assigned to them by the due date given. A student who does not complete any sanction by

the due date and to the satisfaction of the conduct body or Dean of Students will be out of compliance and held “Responsible” for violation of this policy. It is the responsibility of the student to notify the conduct body of any extenuating circumstances that would prohibit the completion of a sanction by the due date given. The Dean of Students or Designee may take administrative action to either extend the sanction deadline or to impose a new sanction or conduct status, up to and including suspension. This action and new sanction(s) and/or status would be imposed without a new conduct conference nor be subject to the regular appeals process. (Level 1 or Level 2 or Level 3)

- 9. Failure to Observe Traffic/Parking Regulations** – This includes, but is not limited to, improper parking, driving in an unsafe manner, driving at an unsafe speed, etc. Violations of traffic regulations may result in the revocation of parking privileges, subjecting the student’s vehicle to towing at the student’s expense. Traffic/Parking violations are subject to citation – repetitive violations may result in the revocation of campus parking privileges. Vehicles parked in a fire zone will be immediately towed. *(Level 1 or Level 2)*
- 10. Fire and Safety – See below**
 - 10.1 Arson** – This includes starting or attempting to start a fire anywhere on College property, preventing or attempting to prevent the reporting of a fire, or preventing or attempting to prevent the extinguishing of a fire. *(Level 4)*
 - 10.2 Creating a Safety, Health, or Fire Hazard** – This includes, but is not limited to, actions resulting from ‘pranks’, improper disposal of trash, failure to evacuate during a fire alarm (either planned drill or otherwise), etc. *(Level 1 or Level 2 or Level 3)*
 - 10.3 Abuse of Fire and Safety Equipment** – This includes the setting of false alarms, misuse of emergency exits, and tampering with fire equipment, extinguishers, and alarms. This also includes the tampering with, interference of, or damaging of security and safety equipment (cameras, locks, etc.) *(Level 1 or Level 2 or Level 3 or Level 4)*
 - 10.4 Fireworks - Possession or Use** – This includes the possession or use of any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation, including but not limited to firecrackers, bottle rockets, roman candles, M-80s, etc. *(Level 2 or Level 3)*
- 11. Gambling** – Illegal gambling or wagering is prohibited on College property or at College-sponsored functions. *(Level 2)*
- 12. Gang Activity** - This includes any activity which could lead college officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would materially interfere or substantially disrupt the college environment or activity and/or educational objectives. This may include: wearing apparel of a gang related nature (including but not limited to clothing, clothing accessories, jewelry, hair accessories, tattoos, emblems, badges, symbols, signs), presenting a physical safety hazard to self, students, staff, faculty or other persons on the college campus, communicating either verbally or non-verbally

(gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang, defacing college or personal property with gang-related graffiti, symbols, or slogans, soliciting others for gang membership. *(Level 2 or Level 3 or Level 4)*

13. **Harassment** – This includes harassing, bullying, abusing or threatening another by means other than the use or threatened use of physical force, including, but not limited to, face to face communication, phone call, text message, e-mail communication, or social media outlets (ex: Facebook, Twitter, Snapchat, Instagram, etc.) that includes one or more of the following: speech or action that in and of itself inflicts injury or tends to incite a disruption, or causes substantial disruption, or reasonably causes fear of great harm, or that interferes with the educational environment or disrupts college programs; speech or actions that interfere with ingress and/or egress on campus, speech or actions which are obscene. *(Level 2 or Level 3 or Level 4)*
14. **Hazing** – This includes any act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purposes of initiation, acceptance, admission into, affiliation with, or as a condition for the continued association in a group, organization, or team. The expressed or implied consent of the victim will not be a defense. *(Level 2 or Level 3 or Level 4)*
15. **Residence Life Policy** – Violation of any residence life policy as outlined in the Residence Life Rules section of the Student Code of Conduct including, but not limited to violation of guest policy, violation of visitation policy, possession of prohibited items, violation of noise/quiet hours policy, violation of pet policy, unauthorized room change, or use of tobacco product. These infractions are considered minor in nature, but will detract from the overall atmosphere of the community if they are repetitive. *(Level 1 or Level 2)*
16. **Retaliation** – Engaging, encouraging others, or directing others in an adverse action or threat of an adverse action against a complainant, respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of a violation of College's Student Code of Conduct, Title IX policy, or other College policy; including any individual who attempts to intervene, prevent, or report behavior prohibited by these policies. Retaliation can be committed by an individual or group of individuals, not just a complainant or respondent. Examples of retaliation include, but are not limited to, threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others. *(Level 2 or Level 3 or Level 4)*
17. **Sexual Harassment, Discrimination, and Misconduct** - *(See Title IX Policy for the Response Plan for violations of Sexual Harassment, Discrimination, and Misconduct.)*
- 17.1 **Sexual Assault** – is any sexual act directed against another person, without the consent of the person, including instances where the person is incapable of giving consent. Sexual Assault can occur between individual of the same or different sexes and/or genders. Sexual assault includes the following:
 - 17.1.1 **Rape** – The carnal knowledge of a person, without the consent of the person,

including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

17.1.2 Sodomy – Oral or anal sexual intercourse with another person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

17.1.3 Sexual Assault with an Object – To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of a person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

17.1.4 Fondling – The touching of the private body parts of a person for the purpose of sexual gratification, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

17.1.5 Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

17.1.6 Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

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

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

17.4 Sexual Harassment – means conduct on the basis of sex that satisfies one or more of the following: (1) an employee of the Louisburg College conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct (commonly referred to *quid pro quo* harassment); (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Louisburg College’ Education Program or Activity; or (3) Sexual Assault as defined in 17.1.

17.5 Sexual Coercion or Intimidation – an unusual amount of pressure or threat to engage in sexual activity. Coercion begins not when one makes a sexual advance, but when one realizes that the other person does not want to be convinced and he or she continues to push.

17.6 Intimate Partner and Relationship Violence – This violation includes actions often referred to as Domestic Violence or Dating Violence. This includes coercion, abuse, or violence between partners in a personal, intimate relationship. This behavior can be physical, sexual, economic, verbal, emotional, or psychological actions or threats of actions that influence another person. Incidents can occur between current or former romantic or intimate partners who have dated, lived together, or been married. Relationship abuse and violence can occur between persons of the same or different gender.

17.6.1 Dating Violence – Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

17.6.2 Domestic Violence – Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

17.7 Stalking – Engaging in a course of conduct directly at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress. This includes repeatedly contacting another person when the contact is unwanted. The conduct may cause the other person reasonable apprehension of imminent physical harm or substantial impairment of the other person's ability to perform the activities of daily life. Contact includes but is not limited to unwanted communication (in person, by phone, or by computer), unwelcome gifts or flowers, following a person, and watching or remaining in the physical presence of the other person.

(Violations of the Sexual Harassment, Discrimination, and Misconduct policy can be Level 1 or Level 2 or Level 3 or Level 4)

18. Theft – See below.

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

the cafeteria). *(Level 2 or Level 3 or Level 4)*

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

19. Unauthorized Entry – See below.

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

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

20. Unauthorized Possession, Duplication, or Use of College Keys or Student ID – This includes the possession of unauthorized keys (including possession of room keys/cards not issued to holder). Students are reminded that keys/ID cards are not to be given to anyone else for any reason. *(Level 1 or Level 2 or Level 3 or Level 4)*

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

22. Violation of any Federal, State, or Local Law – This includes any Federal, State, or Local law not specifically covered in the Student Code of Conduct or College policies. For violations that involve local, state, and/or federal law, conduct decisions and sanctions issued by Louisburg College are separate and distinct from any legal action taken by the courts. As the Louisburg College Conduct system operates under the guidelines of ‘preponderance of evidence’ (see Conduct Procedure: Evidence), it is possible to be found not guilty or have the case dismissed in the courts and be found responsible in the Louisburg College Conduct system. *(Level 1 or Level 2 or Level 3 or Level 4)*

23. Weapons – See below.

23.1 Lethal Weapons Possession/Use – This includes the possession or use of weapons, including but not limited to explosives, firearms, ammunition, knives (including pocketknives of any size), brass knuckles, any implement capable of inflicting serious bodily injury, or dangerous chemicals are prohibited on the College premises, including in one’s room, on one’s person, in personal belongings, or in one’s vehicle. Federal and state laws regarding weapons and firearms will be observed and enforced. *(Level 3 or Level 4)*

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

Residence Life Rules

As a resident student at Louisburg College, you assume an obligation to conduct yourself in a manner compatible with the College's mission as an educational institution. Residence Life Rules defines the institution's expectations of all residents. Any violations of these Rules will be reported to the Office of the Dean of Students for review and/or adjudication. Jurisdiction of these violations shall be held by the Dean of Students or designated representative and handled in the manner stipulated in this document. The Residence Life Rules are a subset of the Student Code of Conduct and apply to all students as well as guests. All Louisburg College students, including those who reside in on-campus housing, shall abide by the Student Code of Conduct and the following Residence Life Rules.

ENFORCEMENT AND GRIEVANCES

Any complaints or grievances should be directed to the respective residence hall staff member. Residents have the right to report other residents of students with a violation of the Student Code of Conduct through a Housing and Residence Life staff member. If the staff member cannot rectify the situation, then the matter shall be referred through the appropriate channels, and ultimately submitted for action or consultations with the Office of the Dean of Students. The Dean of Students or designee shall handle all matters arising from the Residence Life Rules. Grievances against Housing and Residence Life staff members shall be submitted in writing to the Associate Dean of Students.

- 1. Animals/Pets** – The college does not permit students to have pets/animals in or around the residential communities. If a resident is found to have an unauthorized animal in their residence (room, apartment, hallway, common space, etc.) for any reason at any time, they may be subject to disciplinary action. This includes animals belonging to outside guests; animals may not visit at any time. The exceptions are:
 - a. Fish in a properly maintained aquarium not to exceed 5 gallons;
 - b. Students approved through Accessibility Services to have an emotional support animal and with approval from the Dean of Students or designee; and
 - c. Service animals in accordance with the Americans with Disability Act after notifying Housing and Residence Life.
- 2. Collective Liability** - Residents are responsible for the condition of their rooms and any shared spaces. While Housing and Residence Life will strive to attribute damage and vandalism charges to the individuals responsible, when it cannot do so, all members of an apartment,

floor, or building may be charged equally for any damages. Collective liability damages are defined as damages caused to lounges, study rooms, recreation rooms, hallways, stairwells, bathrooms, or any space not accepted or identified as belonging to a specific individual. Affected residents should provide information to Housing and Residence Life staff to assign these charges to the individual(s) responsible.

- 3. Cooperation and Compliance** - Residents and guests are expected to cooperate with all rational requests made by members of the community. Likewise, residents must comply with all requests of any person acting in an official capacity as a representative of the College, including, but not limited to, Residence Life staff (including Assistant Community Hall Directors), Campus Safety, and faculty/staff. Cooperation includes, but is not limited to, participating in a required meeting called by a Housing and Residence Life administrator. Cooperation also includes compliance with all rules and regulations established by Housing and Residence Life.
- 4. Damage or Misuse of College Property** – This policy addresses damages, misuse, and potential damage to Campus property.
 - a. Damage, vandalism, theft, inappropriate use of facilities, and/or use of facilities/furnishings in a manner other than that for which they were intended, are prohibited.
 - b. Use of spray paint inside of the buildings, in stairwells, hallways, or on sidewalks bordering the residence halls is prohibited.
 - c. Items that are known to create damage to College property are prohibited, such as dartboards, water beds, etc.
 - d. Screens are to remain permanently affixed to windows. Tampering with screens is not permitted.
 - e. Ledges are not to be used for storage, nor are students allowed to walk or sit upon ledges.
- 5. Fire Safety** - Tampering with, vandalizing, covering, obstructing, or misusing fire safety equipment is prohibited and constitutes reasons for eviction from a room and possible suspension or expulsion from the College. Fire safety equipment includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors, emergency buttons, and sprinklers. Nothing may be hung from sprinkler heads. North Carolina state law requires all people to evacuate during a safety drill. Failure to do so will result in disciplinary action. Flammable items may not be stored in a resident's room. This includes:
 - a. Flammable gases to encompass fuel and propane
 - b. Hot plates
 - c. Space Heaters
 - d. Appliances with open flames
 - e. Appliances with open heating coils/element
 - f. Electric Blankets

- g. Any appliance that poses an electrical overload hazard
- h. Candle warmers
- i. Air fryers
- j. Outdoor grills or charcoal/lighter fluid
- k. Candles
- l. Items that require an open flame to operate or which produce heat (i.e. Bunsen burners, lit candles, alcohol burners, grills, fireworks) are not allowed in resident's rooms.

6. General Safety and Well-Being

- a. Residents are expected to take responsibility for the overall general safety and wellbeing of themselves individually and the residential community as a collective. Engaging in any behavior that impedes the general safety and/or well-being of self and/or others is prohibited. This may include, but is not limited to, causing physical or psychological harm to oneself and/or others; failing to notify the appropriate authorities when knowledge exists of a situation that may impede individuals' general safety and/or well-being and/or the community.
- b. General safety also includes creating a safe environment by leaving doors secured, particularly common use doors; and maintaining your living environment and your own person in accordance with acceptable health, cleanliness, and safety expectations.

7. Noise - All students are expected to respect the rights of others by refraining from making excessive noise or causing other disturbances that interfere with study or sleep.

- a. All residents are expected to respect 24-hour courtesy hours. If a student makes a reasonable request of another student to be less noisy, that student should comply. No noise should be heard outside of a student room;
- b. Quiet Hours will apply to noise regulation in the public areas of the residential communities. Residence-wide quiet hours will be in effect. Quiet Hours are daily from 9 p.m. until 9 a.m. and 11:00 p.m. – 9:00 a.m. on Friday and Saturday;
- c. Playing amplified sounds or instruments is not permitted in apartments or bedrooms and is only allowed in multipurpose or community rooms. Courtesy hours always apply;
- d. If a group of people makes a disturbance (e.g., game playing, watching TV, or yelling loudly), staff may request violators who are guests to leave immediately.

8. Solicitation and Posting - For the residents' protection against fraudulent sales and annoyance, solicitation is prohibited on campus property. Residents are prohibited from engaging in business activities in the residence halls. All activities, research, and postings within the residential areas must be approved in advance by the Office of Student Life, even if the activities/postings are sponsored by recognized College departments or organizations.

9. Visitation and Guests - Residents may allow guests (those of the same or opposite sex) to visit their room/apartments with agreement from the other residents in their room/ apartment. Guests are defined as any person not assigned to live in that specific space (even if the person

is a resident of another on-campus space). To facilitate safety and privacy, the regulations below must be understood and followed:

- a. Use of the bed or bathroom of another resident without their prior consent is prohibited;
- b. Use of shared bathrooms is prohibited without the consent of all residents;
- c. Overnight guests must be at least 19 years old and of the same sex as the host student.
An overnight guest's stay is limited to no more than two consecutive nights on Friday or Saturday nights only.
- d. Overnight guests are defined as anyone who is in the room after 1 a.m.
- e. To ensure the College knows the occupancy of each hall in the event of an emergency, the host student must register all overnight guests with the Community Hall Director.
- f. Residents must escort their guests at all times within the residential community and accept responsibility for their behavior;
- g. At no time should any resident provide entrance to their room to someone who is not their guest or provide access to a guest who is unaccompanied by the resident (e.g., lending/copying a key or access card).
- h. While hosts are held responsible for the actions of their guests, legal action may also be taken against a guest for violating campus policies, including but not limited to, criminal trespass, or prosecution.
- i. Temporary guest parking permits may be obtained from the Campus Safety Office. Both the student and guest with proper ID must be present to receive a temporary parking permit.
- j. Residents are expected to comply with occupancy guidelines, per the Campus Housing Contract. Visitation privileges may be revoked for individuals or groups who violate the visitation policies.

10. Disposal of Trash - Students are to dispose of their personal trash in the manner prescribed in each hall. All trash should be bagged before disposal. Any object that cannot fit in a large trash bag must be taken to the city dump.

11. Misuse of Residential Space

- a. Items are not permitted to be posted on the exterior of the buildings, fire doors, windows, siding, stairwells, hallways, lounge areas, and any other area not permitted by Housing and Residence Life.
- b. Pictures and other materials that may be considered objectionable should not be displayed in areas that may be visible from the hallway and/or building. Alcohol beverage signs or containers are not allowed as window displays.
- c. You may not hang anything in your windows other than blinds or plain curtains.
- d. Flags, signs, pictures, and advertisements are not permitted.
- e. Writing on windows is not permitted.

ADDITIONAL POLICY CONSIDERATIONS

Residence Halls and Rooms

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

Social Media

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

Solicitation

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

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

STUDENT CONDUCT PROCESS

Purpose

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

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

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

Student Conduct Process

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

Process 1: Filing a Complaint or Report

A Conduct Officer may initiate a Conduct Process on the basis of a complaint or report received from any person or entity in the following ways:

- A. Filing a report with Campus Safety or by requesting another law enforcement agency police report be sent to Louisburg Campus Safety and forwarded to the Dean of Students.
- B. Providing a written narrative to the Office of the Dean of Students or providing a written statement through a secure Campus reporting system.

Incident Reporting Form: https://louisburg.guardianconduct.com/incident-reporting?incident_type=Student%20Conduct%20Incident

- C. Complaints to the appropriate department and/or person(s) should include as much information as possible – such as (1) the type of misconduct alleged; (2) the name and contact information of the individual(s) accused of misconduct; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.
- D. Information from complaints may be shared as necessary for fact-finding and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) shall be assessed in compliance with federal law.
- E. Where appropriate, Complainants may file a law enforcement report as well as an institutional report but are not required to file both.
- F. Confidentiality: When a Complainant or alleged victim requests that their identity be withheld or the allegation(s) not be investigated or subject to fact-finding, the institution should consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the institution and conducting an effective review of the allegations. The institution should inform the requesting party that the institution cannot guarantee confidentiality.
- G. Retaliation: Anyone who, in good faith, reports what they believe to be student misconduct participates or cooperates in, or is otherwise associated with any investigation or fact-finding, shall not be subjected to retaliation. Anyone who believes they have been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation or fact-finding should immediately contact the Dean of Students. Any person found to have engaged in retaliation in violation of the Student Code of Conduct shall be subject to disciplinary action, in accordance with the Student Code of Conduct.
- H. False Complaints/Statements: Individuals are prohibited from intentionally giving false statements to a College Official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated under the Student Code of Conduct.
- I. Amnesty: Students should be encouraged to come forward and report violations of the law and/or the Student Code of Conduct notwithstanding their own improper use of alcohol or drugs. Any student(s) who voluntarily and in good faith reports information to College faculty or staff prior to any investigation or fact-finding concerning the use of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to attend an Educational Conversation with staff members in regard to the incident and may be required to participate in an appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction. Nothing in this amnesty procedure shall prevent a College staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

- J. Sexual Misconduct: All allegations of Sexual Misconduct will be reviewed by the Title IX Coordinator to determine if the case should be adjudicated under Title IX policies. Whether the case is adjudicated under Title IX or not, the Title IX Coordinator will facilitate an investigation based on the needs of the case. Any Formal Hearing(s) will be heard and adjudicated by an Administrative Hearing Panel trained specifically to hear sexual misconduct cases. If the sexual misconduct case does not meet the criteria for a Title IX case, the Student Conduct Process will be used to review and adjudicate the case.
- K. Complaint: Any member of the college community may file a complaint against a student for violations of the Student Code of Conduct. Complaints may be verbal or in writing. A written complaint should be directed to the Office of Student Life (Davis 105) or emailed to the Dean of Students. A verbal complaint may be made to a staff member in the Office of Student Life. A report created by Student Life staff (i.e. Community Hall Directors, Assistant Community Hall Directors, and Campus Safety) is considered a complaint. Any complaint should be submitted as soon as possible after the event takes place.

Process 2: Review of a Complaint or Report

Upon receipt of a complaint or report, a Conduct Officer reviews the information to decide whether the allegations fall within the jurisdiction of the Student Code of Conduct and whether the Student Conduct Process should be pursued.

The Conduct Officer may:

- A. Send a Notice of Fact-Finding letter to the Complainant(s), Respondent(s), and other involved parties requiring a meeting to discuss the situation. Throughout any fact-finding and resolution proceedings, a party shall be provided an opportunity to respond, and shall be allowed to remain silent or otherwise not participate in or during the fact-finding and the resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in the Fact-Finding Meeting, the process may still continue, and violations of the Student Code of Conduct may result and be resolved.
- B. Initiate the Student Conduct Process by sending the Respondent a Notice of Alleged Violation letter.
- C. Determine that the facts of the complaint or report, even if true, would not constitute a violation of the Student Code of Conduct or applicable policy, and take no further disciplinary action.

Process 3: Determining violations of the Student Code of Conduct

- A. After reviewing a complaint or report, the Dean of Students or Designee will determine if sufficient information exists for a Hearing Body to determine that a violation of the Student Code of Conduct was committed by the Respondent(s). If this standard is met, then a Notice of Alleged Violation(s)

should be issued.

- B. If an allegation is not handled through other appropriate channels, is not dismissed, or is not resolved informally, the Dean of Students or Designee may issue a Notice of Alleged Violations to the Respondent(s) through Correspondence.

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Process 4: Notice of Alleged Violation and Informational Meeting

When the Conduct Officer initiates the Conduct Process, a Notice of Alleged Violation will be sent to the Respondent who is the subject of the report or complaint.

The Notice of Alleged Violation shall include:

- A. A summary of the known factual information supporting the alleged prohibited conduct, including the date and location of any incident, to the extent known and available;
- B. Student Code of Conduct provisions that are alleged to have been violated;
- C. A letter specifying a specific date, time, and location for an Informational Meeting. The Informational Meeting is a meeting between a Respondent and a Conduct Officer after receipt of a Notice of Alleged Violation. The meeting consists of:
 - 1. Reviewing a Student's Rights in the Conduct Process;
 - 2. Reviewing documentation of the alleged violations of the Student Code of Conduct, including information gathered in the Fact-Finding process (if applicable)
 - 3. Discussing potential outcomes of the case; and
 - 4. Affording the Student an opportunity to choose "Responsible" or "Not Responsible" to the alleged violations of the Student Code of Conduct, which determines the next course of action in the Conduct Process.
 - 5. If the Respondent chooses "Responsible" and accepts the Sanctions provided by the Conduct Officer or is allowed to enter the Summary Resolution Process, the case can be handled as a Summary Resolution (unless otherwise stated as not being an option); otherwise, a Formal Resolution process will be used to resolve the case.
 - 6. If the Respondent chooses "Not Responsible," OR the Respondent accepts responsibility but does not accept the Sanctions provided by the Conduct Officer, the Respondent will select between a Hearing Officer (one person) or a three-person Hearing Panel to resolve the case.
- D. If a "no contact" directive is detailed in the Notice of Alleged Violation, it is the responsibility of the Respondent not to have any contact with the individual(s) named, directly, through third parties, or

via electronic means (see Supportive Measures below).

- E. If an “exclusion” directive is detailed in the Notice of Alleged Violation, it is the responsibility of the Respondent to abide by the directives as outlined in the notice (see Supportive Measures below).
- F. At the time of the conference, if a student is not enrolled (taking classes) in the College, conferences may still be conducted and students requested to participate. This includes when a student withdraws from the college prior to the completion of the Student Conduct Process. If a conference cannot be conducted or the Dean of Students decides to defer the hearing, the respondent’s Student Conduct Record will reflect the pending conduct violation. The respondent will be required to have the case resolved through the Student Conduct Process prior to readmission to the College. Additionally, this information may be communicated to other schools the respondent is considering attending when records are requested and authorized to be released.
- G. **Expedited Conduct Process** - When the Conduct Officer determines that a prompt student conduct meeting is essential (including but not limited to new student orientation, end of the semester, the Respondent is graduating, or there is a substantial concern for the health, safety, or welfare of any person), the Conduct Officer may require that the Respondent meets with them within 24 hours. In addition, in these cases, notice may be given via email, telephone, or hand delivery.

Process 5: Supportive Measures

Supportive measures may be provided by the institution at any point during the conduct process and should be designed to protect the alleged Complainant (victim) and the community. To the extent supportive measures are imposed, they should minimize the burden on both the alleged Complainant (victim) and the Respondent, where feasible. Supportive measures may include, but are not limited to:

- A. Change of housing assignment;
- B. Issuance of a “no contact” directive;
- C. “Exclusion” directive – restricts or bars entering specific College property;
- D. Changes to academic or student employment arrangements, schedules, or supervision;
- E. Interim suspension; and
 - 1. An **interim suspension** should only occur where necessary to maintain safety and should be limited to those situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution will consider the existence of a significant risk to the health or safety of the Complainant (alleged victim) or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.
 - 2. Before an interim suspension is issued, Louisburg College will make all reasonable efforts to give the Respondent the opportunity to be heard on whether their presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension take effect immediately. Upon request, the Respondent will have an opportunity to be heard by the Dean of Students (or Designee) as appropriate, within three (3) business days in order to determine whether the interim suspension should continue.
- F. Other measures designed to promote the safety and well-being of the parties and the institution’s community.

Process 6: Notice of Hearing

- A. Following the submission of the final Fact-Finding Report, if conducted and submitted, to the applicable party(ies) as outlined above, a written Notice of Hearing shall be delivered to the Respondent and Complainant (where applicable). The notice shall include:
1. The specific conduct regulation(s) the Student has been accused of violating following the investigation;
 2. The alleged factual circumstances supporting the alleged violation(s);
 3. The date, time, and place of the hearing;
 4. A list of potential witnesses and any information that may be presented at the hearing against the Respondent or Complainant (where applicable); and
 5. Notice that the College has the right to gather and present additional evidence and witnesses for use in the formal hearing; accordingly, the College will notify the Student of such evidence and witnesses by the deadline stated in the Notice of Hearing, unless it is new information not available prior to the deadline. (This process is difference for Title IX cases)
- B. The Notice of Hearing must be received by the Student at least five (5) business days prior to the hearing date. The Student, with the consent of the Dean of Students or a Designee, may waive the minimum notice requirements as long as the waiver is in writing.
- C. The Student is deemed to have received a notice when they receive Correspondence from the College. After five (5) days, the notice shall be considered delivered.
- D. HEARING PANELS AND HEARING OFFICERS
1. A Hearing Panel refers to a body of Students and/or College Officials trained to preside over Hearings conducted as part of the Conduct Process. A Hearing Panel makes relevancy determinations during Hearings, to make findings after Hearings about whether a Student has violated the Student Code of Conduct, and to recommend or to issue Sanctions if appropriate.
 2. Any specific procedures used by Hearing Panels will comply with the requirements of the Student Code of Conduct. Hearing panelists are selected annually, and receive training from the Student Life office.
 3. The Dean of Students and Designee(s) may conduct Hearings. Conduct Officers designated by the Dean of Students may transition to a Hearing Officer only when determining sanctions in an informal resolution.
 4. The **Hearing Panel** is made up of a *mix of Students and University Officials*. Student(s) are appointed by the President of the Student Government Association, and College Officials are appointed by the Dean of Students; consists of 2-3 College Officials, 1-2 Students, and one non-voting College Official serving as the Hearing Officer. University Hearing Panels may conduct Formal Hearings.
- E. As designees of the Dean of Students, Housing and Residence Life professional staff members

may serve as members of Administrative Hearing Panels, University Hearing Panels, and as Conduct and Hearing Officers. The Associate Dean of Students will recommend Residence Life Conduct Officers. After appropriate training, the Dean of Students will authorize these Conduct Officers to hear student conduct cases under the informal resolution process, assign sanctions, and access the student conduct management system (Guardian). Additional training is required for a College Official to serve as a Hearing Officer in the formal resolution process.

F. HEARING GUIDELINES

1. All Hearings will be decided by a majority vote, using the Preponderance of Evidence Standard.
2. The College, not the Respondent, has the burden of proof in a disciplinary proceeding. The burden of proof is Preponderance of Evidence. The Hearing Body will evaluate the weight given to information and the credibility of Witnesses.
3. The formal rules of evidence governing criminal and civil court are not applied in Student Code of Conduct proceedings.
4. The facts of the case will be determined during the deliberation of the Hearing Body after the Hearing ends. The decision of responsible or not responsible for each violation will be based solely on the information presented at a Hearing.
5. Pertinent records, reports, exhibits, and/or written statements may be accepted as information for consideration in the disciplinary proceeding. Any records, reports, exhibits, and/or written statements will be reviewed for relevance by the Hearing Officer. Any of the above information that was preliminarily excluded as not relevant by the Hearing Officer may be resubmitted for consideration through an appeal. The Hearing Panel will consider all relevant information during the Hearing.
6. Hearings will be recorded. This is the only Recording allowed and is the sole property of Louisburg College. Recording failures will not require a delay or affect the validity of a Hearing.
7. Only relevant past behavior of a Student will be allowed at the Hearing.
8. In instances of alleged sexual misconduct, the past sexual histories of the Complainant and Respondent are not allowed unless deemed relevant by the Hearing Officer or through an appeal.
9. A Respondent and Complainant will have the opportunity to present relevant information.

G. HEARING PROCEEDINGS

The following is a guide to the proceedings of a Hearing. The Hearing Body may question the Complainant, Respondent, and Witnesses directly. This format may be altered at the discretion of the Hearing Body or the Hearing Officer.

1. Review Hearing procedures (recording starts)
2. Review of Alleged Violations
3. Introductory statement(s) of Respondent and Complainant as applicable
4. Presentation of information by the Complainant and questioning of the Complainant (as

applicable)

5. Presentation of information by the Respondent and questioning of the Respondent
6. Questioning of Witnesses
7. Closing Statements (recording ends following statements)
8. Deliberation (not recorded)
9. The Hearing Body may immediately share verbally with the Student(s) its recommendation or outcomes as applicable; however, the hearing Body may take up to three (3) Business Days to render final outcomes and will do so in writing.
10. In cases involving multiple Students accused, the information provided at one Hearing may be used in the related case(s), so long as all other procedural requirements contained within this Regulation are satisfied.
11. The College reserves the right to have legal counsel present during any conduct proceeding. When counsel will be present, the College will notify all parties involved in advance.

H. WITNESSES

1. In addition to Witnesses invited by the College, if any, Complainants and Respondents participating in the Hearing may arrange for Witnesses to voluntarily present relevant information during the Hearing. The Hearing Officer will facilitate the questioning of Witnesses. Witnesses at Hearings will not be sworn in. Each Witness will be told that they are required to tell the truth. A Student giving untrue testimony at a Hearing may be subject to violations as outlined in the Student Code of Conduct.
2. Questions will be reviewed and may be disallowed by the Hearing Officer preliminarily if deemed not relevant.
3. Failure of a Witness to participate in a Hearing, does not invalidate the Hearing. The inability of the Respondent or Complainant to question a Witness who has provided only a written statement is not a violation of rights under this Regulation when, during the hearing, both the Respondent and the Complainant have the opportunity to hear and respond to written statements read aloud and may offer information to rebut Witness statements and other information presented at the Hearing. During the Hearing, all Witness statements considered by the Hearing Body will be read into the record and the Complainant and Respondent will have an opportunity to respond.
4. A Student or Witness may choose not to answer any and all questions posed by a Hearing Body.
5. A Respondent or Complainant may submit a challenge to the impartiality of a Hearing Panelist, in writing with the basis of the challenge, to the Dean of Students or Designee within three (3) Business Days of notification. If a challenge is not received within the allotted three (3) Business Days, the assigned Hearing Panelist will remain as scheduled. Decisions on challenges by the Dean of Students or Designee are final and not subject to appeal.
6. All Hearings will be conducted in private. Hearing Bodies in training, or other University employees may be permitted to observe a Hearing or provide a hearing-related service (e.g., technologists, security) at the discretion of the Dean of Students or Designee.

I. HEARING DECISIONS

1. Hearing Bodies (Hearing Officer or Hearing Panel) make decisions on responsibility for each alleged violation as well as determine Sanctions as applicable. The outcome of the Hearing will be communicated in writing, through Correspondence, to the Respondent and Complainant (when appropriate) within a reasonable period of time and will include applicable appeal information.
2. Each type of Hearing Panel makes a recommendation of “responsible” or “not responsible” for each separate alleged violation and recommends Sanctions to the Dean of Students or Designee.
3. The Dean of Students or Designee will review the recommendations of the applicable Hearing Body, and will then decide as to the alleged violation(s) in question which may consist of adopting the recommendation of “responsible” or “not responsible,” remanding the matter for rehearing, or reconvening of the same Hearing Body for additional clarification.
4. The Dean of Students or Designee will review the recommended Sanctions, as applicable, and will then decide which may consist of adopting or modifying the recommended Sanctions of the Hearing Body.
5. Any differences between the recommendation arising out of the Hearing Body and the Dean of Students or Designee’s decision will be communicated in the outcome with rationale.
6. The outcome of a Hearing will be communicated in writing, through Correspondence, to the Respondent and the Complainant (if appropriate) within a reasonable period of time and will include information on the appeal process

Process 7: Resolution Options

Reported cases of alleged misconduct are resolved through either an informal or formal resolution process. Conduct Officers have authority and sole discretion to determine whether to initiate either the informal or formal resolution process.

- A. This decision whether to utilize an informal or formal resolution process is primarily based on, but not limited to, the following factors:
 1. If the Respondent admits or otherwise takes responsibility for the alleged prohibited conduct;
 2. If the Respondent agrees to pre-determined Sanctions;
 3. The Respondent’s prior conduct record;
 4. The nature and severity of the alleged prohibited conduct;
 5. The alleged impact and/or harm caused to another person or the community;
 6. Whether the alleged conduct would violate the Student Code of Conduct; and/or
 7. Any other factors that the Conduct Officer finds relevant to the specific allegations.
 8. When a student does not show for an Information Meeting, the Conduct Officer or Hearing Officer may resolve the case in the student's absence.
 9. When a student has selected a Hearing Body as their method of resolution and they do not show, the hearing will continue in their absence and the Hearing Body will render a decision and sanctions, if appropriate. Not showing for a hearing will not be considered in any decision-making processes.

Process 8: Informal – Standard Resolution Process

The **Standard Resolution Process** refers to when a Student is accused of a violation of the Student Code of Conduct and the case is resolved by the Respondent accepting responsibility for the Allegation(s) and agreeing to the Informal – Standard Resolution Process.

The following steps will be taken in the **Informal – Standard Resolution Process**:

1. The Conduct Officer reviews the complaint or incident report and works to resolve the case.
2. The Conduct Officer conducts a Fact-Finding process if appropriate.
3. The Conduct Officer determines the Allegation(s) of misconduct.
4. The Conduct Officer sends a Notice of Alleged Violation letter to the Respondent including a request for an Informational Meeting; a Notice of Alleged Violation may include Supportive Measures if deemed appropriate for the circumstances. **Note:** Some Supportive Measures have to be pre-approved through the Dean of Students.
5. During the Informational Meeting, the Conduct Officer will reiterate the Respondent's Rights, including:
 - a. Respondent's Rights in the Conduct Process
 - b. Range of Possible Sanctions
 - c. Accommodations for Individuals with Disabilities
 - d. Advisors
 - e. Recusal / Challenge for Bias
 - f. Appeal Process
6. The Respondent will have the opportunity to review all available information pertaining to the Allegation(s) during the Informational Meeting.
7. The Respondent will have an opportunity to discuss with the Conduct Officer the validity of the complaint and respond to the allegations of misconduct.
8. The Conduct Officer will adjust the alleged violation(s), if warranted, based on the aggregate information and the discussion with the Respondent. Once the Allegation(s) are determined, the Respondent will be provided with an option or multiple options to resolve the case.
9. The Respondent may be given up to three (3) options from which to choose:
 - a. Option 1: If the Respondent accepts responsibility for the Allegation(s), the Respondent may choose an Informal Resolution, if offered by the Conduct Officer;
 - b. Option 2: If the Respondent accepts responsibility for the Allegation(s) but does not agree with the Sanctions, the Respondent may choose a Formal Hearing and have the case be heard by a Hearing Body (Hearing Officer or Hearing Panel). If the Conduct Officer also serves as a Hearing Officer, the Respondent may elect to have them hear the case and determine the sanctions during or after the Informational Meeting.
 - c. Option 3: If the Respondent does not accept responsibility for the Allegation(s), the Respondent may choose a Formal Hearing and have the case be heard by a Hearing Body (Hearing Officer or Hearing Panel).
10. If Option 1 is selected, the Respondent will sign a **Case Resolution Form** indicating that they accept responsibility for the Allegation(s) and agree to the Sanctions provided. At

this point, the adjudication is complete, but the case will not be considered resolved until all Sanctions have been completed.

The Hearing Officer will communicate the decision of the Hearing Body to the Respondent and the Complainant (if applicable). A **Notice of Outcome** letter will be sent and will include notification of appeal options if allowed. The outcome of the adjudication will be final and communicated to the party(ies) within three (3) business days from the date the adjudication is concluded. The Respondent will be informed of any Sanctions, the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the requirements. The Complainant will only be informed of the sanction and any appropriate outcomes that directly relate to the Complainant (if applicable).

Process 9: Formal Resolution Process

The **Formal Resolution Process** refers to when a Student is accused of a violation of the Student Code of Conduct and the case is resolved by a Hearing Body, either a Hearing Officer or a Hearing Panel. As part of this resolution, the Student maintains a right of appeal. The Formal Resolution is an adjudication of the alleged prohibited conduct, considered an educational but disciplinary process, and may result in disciplinary sanctions and a conduct record. Formal Resolutions will be used in cases where suspension or expulsion may be considered. The following steps will be taken in the **Formal Resolution Process**:

1. The Conduct Officer reviews the complaint or incident report and works to resolve the case.
2. The Conduct Officer (or designee(s)) conducts a Fact-Finding process and produces a Fact-finding Report, which is a document indicating that alleged violations of the Student Code of Conduct may have occurred.
3. The Conduct Officer determines the Allegation(s) of misconduct based on the Fact-finding Review (if applicable).
4. The Conduct Officer sends a Notice of Alleged Violation letter to the Respondent including a request for an Informational Meeting; a Notice of Alleged Violation may include Supportive Measures if deemed appropriate for the circumstances.
5. During the Informational Meeting, the Respondent may be given up to four (4) options from which to choose:
 - a. Option 1: If the Respondent accepts responsibility for the Allegation(s), the Respondent may choose the Informal Resolution, if offered by the Conduct Officer;
 - b. Option 2: If the Respondent accepts responsibility for the Allegation(s) but does not agree with the Sanctions, the Respondent may choose a Formal Hearing and have the case be heard by a Hearing Body (Hearing Officer or Hearing Panel). If the Conduct Officer is a qualified Hearing Officer, the Respondent may elect to have them hear the case and determine the sanctions.
 - c. Option 3: If the Respondent does not accept responsibility for the Allegation(s), the Respondent may choose a Formal Hearing and have the case be heard by a Hearing Body (Hearing Officer or Hearing Panel).
6. If Option 2 or 3 is selected, the Respondent will sign a **Case Resolution Form** indicating that they do not accept responsibility for the Allegation(s) and/or do not agree to the Sanctions provided and requests a Formal Resolution.

7. A Notice of Hearing letter is sent to the party(ies) providing the hearing date, time, place, Allegations, and other relevant information.
8. The Hearing will take place as indicated in the Notice of Hearing letter. At the end of the Hearing, the Hearing Panel or Hearing Officer will deliberate and render a decision on the case.
9. By way of a Notice of Outcome letter, the Hearing Officer will communicate to the Respondent and the Complainant (if applicable) the outcome(s) of the deliberation of the Hearing Body. The Notice of Outcome letter includes an option to appeal the findings. The outcome of the adjudication will be communicated to the party(ies) within five (5) business days from the date the adjudication is concluded. The Respondent will be informed of any Sanctions, the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the requirements. The Complainant will be informed of the outcomes of the case that directly relates to the Complainant (if applicable).

At this point, the adjudication is complete, but the case will not be considered resolved until all Appeals are exhausted and/or the Sanctions have been completed, if applicable.

Process 10: Determining Sanctions

- A. In determining the severity of sanctions or corrective actions, the following should be considered: the frequency, severity, and/or nature of the offense; history of past conduct; a Respondent's willingness to accept responsibility; previous institutional response to similar conduct; strength of the evidence; and the wellbeing of the Campus community.
- B. Sanctions and restorative outcomes preserve individual and institutional integrity and, whenever possible and appropriate, help students to learn from their mistakes, repair harms, and regain their standing in the community. In determining Sanction(s), the student's present demeanor; past conduct record; the nature of the offense; the severity of any damage, disruption, injury, or harm resulting therefrom; character statement; and other factors may be considered.
- C. The Hearing Body that concluded that a policy violation occurred will determine Sanctions and issue a Notice of Outcome, as outlined above.
- D. The Level of the violation aligns with the sanctioning process.

Process 11: Conduct Status

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

- A. **Written Warning:** Written warnings are issued to warn students that further misconduct may result in more severe conduct status or higher-level educational sanctions. Since a student's conduct history is cumulative, a student who is on a Written Warning status and allegedly violates the Student Code of Conduct may have the violation handled as if it were a higher-level than listed in the Student Code of Conduct (i.e. a second Level 1 Alcoholic Beverages violation may be handled like a Level 2 case). Written Warnings are in place for an indefinite amount of

time. (*Level 1*)

- B. **Conduct Probation:** Conduct probation may be issued for any violation of college policy. Conduct probation is for a specified period of time. Any violation that occurs during this probationary period will result in a more severe sanction up to and including separation from the college. (*Level 2 or Level 3*)
- C. **Suspension:** Suspension indicates a separation of a student from the College for a specified time, after which the student may apply for readmission to the College. The effective start and end date of the suspension is determined by the conduct body. The student will be eligible to apply for readmission and be re-enrolled after the end date. Applications for readmission are not guaranteed. If a suspension is put in place immediately, the student is typically given 24 hours to remove themselves and their belongings from campus housing, unless the Dean of Students or Designee deems that the student's presence on campus during that time would be detrimental to the student or campus community. The student is expected to take care of financial and academic matters as well as personal belongings during that time. While on suspension, a student is considered *persona non grata* and may not be on Louisburg College property or attend events sponsored by the College. A student not adhering to this *persona non grata* policy will face legal implications, including arrest. The student is considered *persona non grata* until he/she re-enrolls in the College. (See the *Trespass (persona non grata)* (*Level 3*))
- D. **Deferred Suspension:** A suspension may also be *deferred* until a later date, typically the day after the last day of the current semester. The conduct body may determine that the student's conduct was severe enough to warrant a separation from the college, but there are mitigating circumstances to allow the student to continue being enrolled for the current semester. A student on *Deferred Suspension* may attend classes, activities, and events on campus (unless additional sanctions limiting participation are assigned by the conduct body). If a student is found responsible for violating College policy while on *Deferred Suspension*, he/she will be immediately suspended (or expelled, if decided by the conduct body) from the College.
- E. **Expulsion:** Expulsion is the permanent separation of the student from the College and its premises. It is the most severe status that the college imposes. An expulsion is effective immediately upon communication to the student. At the time of expulsion, the student is given up to 24 hours to remove themselves and their belongings from campus housing, as deemed appropriate by the Dean of Students or Designee. The student(s) is expected to take care of financial and academic matters as well as personal belongings during that time. An expelled student is considered *persona non grata* and no longer allowed to be on Louisburg College property or attend events sponsored by the College. A student not adhering to this *persona non grata* policy will face legal implications, including arrest. (See the *Trespass (persona non grata)* (*Level 3*))

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

- a. Being found responsible for a Level 4 violation of *any* kind;
- b. Being found responsible for multiple violations in one incident or over the course of several incidents;
- c. Being found responsible for a second controlled substances violation; and/or,
- d. Failure to comply with an educational sanction by the due date.

Process 12: Educational Sanctions

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

- A. **AOD Seminar:** This sanction may be imposed on any student in violation of or involving use or possession of a controlled substance or alcohol. This series of workshops is aimed at educating students on the effects of drugs and alcohol on the human body. (*Level 2 or Level 3*)

- B. **Counseling Referral:** A counseling assessment may be required in an effort to help the student address issues he/she may be facing. The student may utilize counseling services available at Louisburg College or, at the student's own expense, through other licensed mental health care professionals. Proper release paperwork must be signed by the student to allow the Office of Student Life to verify the assessment has taken place. The counselor may recommend further sessions with the student and it is the choice of the student whether they continue with those services. (*Level 1 or Level 2 or Level 3*)

- C. **Educational Program:** Participation or completion of a project, class, or other activity to foster student development as well as awareness or knowledge relevant to the nature of the behavior, including research papers, personal reflections, workshops, organizing events, designing community education, or preparing an action plan. The Hearing Officer may require the student to attend, present, and/or participate in a program related to the misconduct. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the misconduct. Examples of educational programs include, but are not limited to:
 - a. Attending an Alcohol Screening and Intervention;
 - b. Attending a workshop with a focus on responsible decision-making, fire safety, and/or bystander intervention, among other items;
 - c. Completing an online module or workshop;
 - d. Completing an alcohol and/or drug assessment;
 - e. Writing a research paper, reflection paper, and/or doing a presentation on the impact of their behavior and/or strategies they may adopt that support behavioral modification; and
 - f. Conducting an interview and presenting on learning that took place related to the violation committed.

- D. **Loss of Privileges:** A student may forfeit certain privileges for a specified amount of time due to a failure to properly utilize those privileges. Examples of privileges include but are not limited to: housing, visitation; parking; participating in campus activities, intramurals, athletic

events; and utilizing campus facilities. (*Level 2 or Level 3*)

- E. **Mentorship:** A Student may be required to meet with one or more members of the community for coaching, mentoring, or support for reassurance to the community that the Student is complying with sanctions and College policies.
- F. **Referrals:** Attendance at, and completion of any interventions or assessments to which a student is referred. Referrals are to offices, departments, programs, and/or agencies that are not part of the Office of the Dean of Students.
- G. **Restitution:** The student is required to make payments to the College or other persons, groups, or organizations for damages incurred as a result of an act of prohibited conduct. Any restitution assessed to student accounts must be paid in full prior to the release of grades or transcripts. Unpaid restitution is subject to collections as allowed by law. Students should note that financial aid *cannot* be used to pay restitution assessed due to a student conduct action. (*Level 1 or Level 2 or Level 3*)
- H. **Restorative Justice:** A restorative justice experience will focus on restoring to the victim what was taken and/or repairing harm imposed on a community. The victim could be an entire community or specific students, staff or faculty. Examples of restorative justice include restorative justice circle (discussion between the student and victims), community service related to nature of the incident (up to 40 hours), community commitment, presenting a program related to the nature of the incident, establishing a mentoring relationship with a faculty or staff member, or shadowing staff/faculty during specified activities. (*Level 1 or Level 2 or Level 3*)
- I. **Written Reflection:** This sanction may be imposed on a student with an expectation that the student will take time to reflect on their choices and the consequences associated with those choices through written reflection. (*Level 1 or Level 2 or Level 3*)

Process 13: Non-Status Outcomes

In conjunction with any educational or status sanction(s), a student found to have been in violation of the Student Code of Conduct may be assigned non-status sanction(s). These include, but are not limited to:

- A. **Behavioral Notice:** A written notice to inform a student the reported behavior does not align with College behavioral expectations. Any future incident(s) may result in the initiation of a conduct process.
- B. **Conduct Fee:** Each student who is found responsible for violating an alcohol and illegal substances policy will be assessed a conduct fee in the amount of \$50. It is important to understand that this fee is viewed as a part of the overall sanction and failure to pay the fee will be viewed as a Failure to Comply with Educational Sanction. This fee is to offset administrative costs associated with the student conduct process. Fees assessed to student accounts must be paid in full prior to the release of grades or transcripts. Unpaid fees are subject to collections as allowed by law. Students should note that financial aid *cannot* be used to pay fees assessed due to student conduct action. The Conduct Fee is not grounds for

appeal.

- C. **No-Contact Order:** A student is directed to not have contact with a specified person(s) or Student Group(s). This includes, but is not limited to, comments, words, or gestures in person, through postal mail, email, social networking sites, phone, or by having others (e.g. friends, acquaintances, family members) act on their behalf.
- D. **Notification:** In the event a student is found responsible for violating a policy, the following people could be notified: Parents/Guardians (dependent students only), Academic Advisor, Community Hall Director (residential students only), and other need-to-know Louisburg College faculty and staff. Notification is not considered a sanction and is not grounds for appeal as outlined in the *Student Conduct Process*.
- E. **Loss of Privilege:** A student is prohibited from accessing privileges generally afforded to Students, including but not limited to, attending or participating in University-sponsored activities/events, purchasing parking permits, accessing library resources, and/or the ability to have guests in any College housing facility.
- F. **Restriction(s):** A student may be restricted from entering one or more College buildings/facilities including, but not limited to, dining facilities and academic buildings. Other areas on campus may be restricted if deemed appropriate.

Process 14: Levels of Violations and Sanctions

The levels of violations and sanctions listed below are not designed to be all-inclusive. Conduct and Hearing Officers will use the levels of violations and sanctions as guidelines only.

A. Level 1 Violations and Sanctions

- a. Level 1 Violations are those which primarily affect an individual or, if others are involved, are unintentional and non-malicious. Such violations are most likely to be addressed in ways not formally connected with the Student Conduct process. Mediation, counseling referrals, restitution with no disciplinary action, and/or educational conversations with a Conduct Officer that do not affect a student's disciplinary status are some of the actions most likely to be employed. It is also possible that Level 1 Violations are those that would be considered relatively minor violations of the Student Code of Conduct, particularly if they are actions that have some impact on the community and the individual but have not caused serious harm or been detrimental to the community in significant ways. Under some circumstances, the more informal actions described above may be appropriate, but that decision is at the discretion of the Dean of Students. Likely sanctions are described as Level 1 Sanctions (see below). Level 1 Violations may include, but are not limited to, the following sanctions:
 - i. Unintentional false fire alarm
 - ii. Posting policy violation
 - iii. Solicitation policy violation

- iv. Quiet hours violation
- v. Damage to College property (relatively minor and unintentional)
- vi. Damage to another person's personal property (relatively minor and unintentional)
- vii. Drinking underage
- b. Level 1 Sanctions resulting from Level 1 Violations tend to be relatively minor in nature, with the primary concern being for the individual. The goals of these sanctions are mostly to educate the student regarding the inappropriateness of their behavior, resolve issues that may have resulted in problematic behavior, and restore ties to other members of the community. Generally, Level 1 sanctions include:
 - i. Letters of warning/disciplinary reprimand
 - ii. Educational sanction
 - iii. Restitution
 - iv. Fines
 - v. Letters of apology
 - vi. Mediation
 - vii. Community Service (relatively small number of hours able to be complete in a month)

B. Level 2 Violations and Sanctions

- a. Level 2 Violations include repeated or more serious instances of Level 1 Violations. In addition, these violations tend to have a greater impact on the community as well as broader implications for the individual, resulting in a more significant violation of the Student Code of Conduct. Likely sanctions are described as Level 2 Sanctions (see below). Level 2 Violations may include, but are not limited to, the following kinds of violations:
 - i. **Repeated or more serious instances of Level 1 Violations**
 - ii. Failure to comply with campus officials
 - iii. Disorderly or disruptive conduct
 - iv. Public intoxication/disruptive behavior
 - v. Theft of College property (relatively minor)
 - vi. Marijuana possession (personal use)
 - vii. Marijuana use
 - viii. Possession of drug paraphernalia
 - ix. Giving ID card to another student or to a non-student
 - x. Theft of College property or another person's property – minor
 - xi. Disrupting a class, event, or activity
 - xii. Illegal file sharing
 - xiii. Illegal entry
 - xiv. Preventing College personnel from doing their jobs
- b. Level 2 Sanctions include any of the sanctions described in Level 1 Sanctions. In addition to concerns for the student involved, these sanctions begin to weigh more heavily on the impact of the student's behavior on the Campus Community. The focus of the conduct system becomes one of concern for the continued membership of the student in the community. Sanctions imposed seek to correct the behavior and prevent further violations. While Level 1 Sanctions may be utilized at this level, additionally Level 2

Violations may include the following:

- i. **All Level 1 Sanctions may be considered**
- ii. Disciplinary probation
- iii. Educational sanctions
- iv. Community Service (a significant number of hours)
- v. Restitution
- vi. Mediation
- vii. Fines
- viii. Restrictions
- ix. Residential Relocation
- x. Counseling assessment
- xi. Letters of apology
- xii. Behavioral Agreement

C. **Level 3 Violations and Sanctions**

- a. Level 3 Violations are more serious violations of the Student Code of Conduct. They include repeated and/or more serious instances of actions described as Level 2 Violations. In addition, these violations are more intentional, malicious, and/or have a greater likelihood of causing harm. These cases will be referred to the Dean of Students or their Designee. Likely sanctions are described as Level 3 Sanctions (see below). Behavior that would be considered Level 3 Violations would include, but are not limited to:

- i. **Repeated or more serious instances of Level 1 and/or Level 2 Violations**
- ii. Fighting/Physical Abuse
- iii. Verbally abusing another person
- iv. Harassing another person (calls, emails, in-person confrontations)
- v. Lewd behavior
- vi. Tampering with fire equipment
- vii. Damage to Campus property
- viii. Damage to another person's persona property
- ix. Providing alcohol to underage students
- x. Hosting parties of any size with underage drinking
- xi. Drinking/using drugs requiring medical intervention
- xii. Possessing/displaying a weapon
- xiii. Pulling a fire alarm falsely
- xiv. Possession of narcotic/prescription drugs
- xv. Theft of Campus property – major
- xvi. Theft of another person's property – major
- xvii. Belligerent/abusive behavior
- xviii. Forging a College employee's signature
- xix. Embezzling funds

- b. Level 3 Sanctions address violations that are of an elevated concern regarding the individual and may signify behaviors considered to pose a threat to the Campus Community and/or the individual. The focus of the conduct system is to attempt to balance the education of the student with the protection of the Louisburg College Community. While many of the sanctions described in Level 2 may apply, Level 3 Sanctions may include the following:

- i. **All Level 1 and Level 2 Sanctions may be considered**
- ii. Disciplinary Probation
- iii. Residential Relocation
- iv. Educational sanctions
- v. Community service (a significant number of hours)
- vi. Restitution
- vii. Counseling referral
- viii. Restrictions (residential, visitation, buildings, individuals, etc.)
- ix. Behavioral Agreements

D. Level 4 Violations and Sanctions

- a. Level 4 Violations are actions that would be considered the most major violations of the Student Code of Conduct. These include repeated and/or more serious instances of actions described as Level 3 Violations, but also are individual actions that are particularly egregious and are of most concern for the Campus Community. Level 4 Violations will always be heard by the Dean of Students or their Designee. Likely sanctions are described as Level 4 Sanctions (see below). Behaviors that would be considered Level 4 Violations include, but are not limited to:
 - i. **Repeated or more serious instances of Level 1, Level 2, and/or Level 3 Violations**
 - ii. Sexual harassment of any kind
 - iii. Drugging another person's drink
 - iv. Hitting or causing injury to another person with no physical provocation
 - v. Hazing
 - vi. Threatening others with a weapon
 - vii. Using a weapon
 - viii. Felony level possession of drugs
 - ix. Selling marijuana/drugs
 - x. Selling of narcotic/prescription drugs
 - xi. Setting/causing fire
 - xii. Bias incident
 - xiii. Hate crime
- b. Level 4 Sanctions address violations whose primary focus becomes one of concern for the safety and quality of life of the Campus Community rather than the individual. It is likely that this means an individual is no longer able to continue as a member of the Louisburg College Community. While some sanctions described in Level 2 and Level 3 may be imposed, the following Level 4 Sanctions are likely to result:
 - i. Suspension from Louisburg College for a specified period of time with a likelihood of conditions upon return. A re-entry meeting is required
 - ii. A trespass notice from all Louisburg College property and events
 - iii. Expulsion from Louisburg College

Process 15: Standard Sanctions

Standard Sanctions are a prescribed set of sanctions for common violations of the Student Code of Conduct. A Hearing Panel or Hearing Officer can modify Standard Sanctions if appropriate for the situation. Below are current Standard Sanctions.

A. Alcohol Violations (under 21 years old)

- Level 1: Alcohol and Other Drugs Program; \$50 Conduct Fee, Notification, and Disciplinary Probation for 6 months.
- Level 2: Intensive Alcohol Education with Assistant Dean, \$100 Conduct Fee, Notification, and Disciplinary Probation for 12 months.
- Level 3 – Level 4: Suspension.

B. Controlled Substances

- Level 2: Drug Education Program, \$50 Conduct Fee, Notification, Disciplinary Probation for 12 months.
- Level 3 – Level 4: Suspension

C. Driving Under the Influence of Alcohol and/or Drugs

- Level 3: Intensive Alcohol Education with Assistant Dean, \$100 Conduct Fee, Notification, and Disciplinary Probation for 12 months.
- Level 4: Suspension

D. Distribution/Intent to Distribute

- Level 2: \$50 Conduct Fee, Disciplinary Probation for 6 months.
- Level 3: \$100 Conduct Fee, Disciplinary Probation for 12 months.
- Level 4: Suspension

Process 16: Appeal Process

Both the complainant and the respondent have the right to appeal any decision made by the conduct body. In order for an appeal to be considered, it must first meet one of the following criteria:

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

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

Appeals:

- A. Must be in writing and submitted via the respondent's campus email account to the Dean of Students.

1. Students must file the written appeal within three (3) business days from the date of the decision (i.e. the decision was delivered on Thursday, the appeal must be received no later than the following Tuesday, assuming a normal business week).
2. Appeals must state the criteria used for the basis of the appeal and provide relevant information/documentation to support the appeal.

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

3. The Dean of Students or Designee shall review the written appeal to determine if it meets one of the stated criteria for an appeal.
4. If the appeal is not based on one of the above criteria, the Dean of Students or Designee shall notify the student of such and deny the appeal.
5. If the appeal meets criteria, the Dean of Students or Designee will deliver a decision within two (2) business days in writing via email to the student.

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

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

Process 17: Holds on Student Records

Pursuant to guidelines established by the College, the Dean of Students, or a Designee, has the ability to place a hold on the record of a student. A registration hold prevents a student from registering for courses, adding/removing courses, dropping courses, and withdrawing. A document hold prevents a student from obtaining an official transcript from the College and also prohibits a student from receiving a transient letter or other letters of good standing from the College. A graduation hold prevents a student from graduating or otherwise receiving the conferral of a degree from the University.

- A. A registration hold may be placed on a student's record at any time following the initiation of the Conduct Process and for any of the following reasons:
 - a. Issuance of an interim suspension;
 - b. Failure to attend a scheduled appointment with the Dean of Students;
 - c. Failure to respond to correspondences from the Dean of Students;
 - d. Failure to complete sanctions;
 - e. A sanction of suspension is issued following the completion of the Conduct Process;
 - f. A sanction of expulsion is issued following the completion of the Conduct Process; and/or
 - g. For other reasons determined by the Dean of Student or a designee, to be in the best interests of the Louisburg College community.
- B. A document hold may be placed on a student's record at any time following the initiation of the Conduct Process when a registration hold has been placed on a student's record AND one of the following reasons exists:
 - a. Issuance of an interim suspension;
 - b. The alleged conduct violation(s) involve circumstances that call into question the veracity of a student's academic standing at the University; and/or
 - c. For other reasons determined by the Dean of Students or Designee, to be in the best interests of the Louisburg College community.
- C. A graduation hold may be placed on a student's record at any time following the initiation of the Conduct Process when a registration hold has been placed on a student's record AND one of the following reasons exists:
 - a. Issuance of an interim suspension;
 - b. A sanction of suspension is issued following the completion of the Conduct Process;
 - c. A sanction of expulsion is issued following the completion of the Conduct Process;
 - d. The alleged conduct regulation violation(s) involve circumstances that call into question the veracity of a student's academic standing at the College; and/or
 - e. The alleged conduct regulation violation(s) involve circumstances that may result in the expulsion of the student.

- D. Hold Removal: Any hold placed upon a student's record in accordance with these procedures will not be removed until the circumstances which necessitated the hold have been resolved as determined by the Dean of Students or Designee.

Process 18: Conduct Records

Student conduct records will be maintained in the Office of Dean of Students for five years after the Student graduates from the College or five years after one stops matriculating. Records must be maintained for longer periods of time or permanently if the Student was separated or blocked from enrollment, was found responsible for a significant violation of the Student Code of Conduct, has a hold, or in situations that may result in future litigation.

A. CONFIDENTIALITY

1. Student conduct records are maintained by the Office of the Dean of Students in compliance with the FERPA, Clery Act, College regulations. Student conduct records are maintained separate and apart from all other student records.
2. Except as provided in the Student Code of Conduct, the College shall not communicate a student's conduct record to any person or agency without the prior written consent of the student, except as required by law. Student conduct records may be made available to Louisburg College employees with a legitimate educational interest.
3. Upon receipt of a request for student conduct records with a signed release by the student, the Office of the Dean of Students may respond to the request and disclose a student's conduct history to professional/graduate schools, employers, or others.

Process 19: Student Notification

Each Fall Semester, all students are provided access to the Student Code of Conduct and notified of their responsibilities under the Student Code of Conduct.

STUDENT CONDUCT RECORDS

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

SEX DISCRIMINATION AND HARASSMENT POLICY AND TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURES

IMPORTANT INFORMATION FOR INDIVIDUALS WHO MAY BE VICTIMS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING:

If you or someone you know may have been a victim of the behaviors listed above or any other type of violence, you are strongly encouraged to seek immediate assistance.

ASSISTANCE CAN BE OBTAINED 24 HOURS A DAY, 7 DAYS A WEEK, FROM THE LOUISBURG COLLEGE OFFICE OF CAMPUS SAFETY (LOCATED IN DAVIS HALL AND AVAILABLE BY TELEPHONE AT 919-497-3400).

During business hours (8:30 a.m. to 5:00 p.m., Monday through Friday), you are also strongly encouraged to contact one of the following individuals:

Dr. Matt Brigner, Title IX Coordinator
919- 497-1131; mbrigner@louisburg.edu
Dr. Brigner's Office is located in Davis Hall

Dr. Nancy Dahl, Assistant Title IX Coordinator
919-497-1191; ndahl@louisburg.edu
Dr. Dahl's Office is located in Davis Hall

Dr. Chyna McQueen, Title IX Investigator
919-497-1125; cmcqueen@louisburg.edu
Dr. McQueen's Office is located in Davis Hall

For additional information about seeking medical assistance and emotional support, as well as important contact information for local law enforcement agencies, hospitals, and other resources, **see [Exhibit A](#) attached to this document.**

SECTION I. SEX DISCRIMINATION AND HARASSMENT POLICY

1.01 Notice of Nondiscrimination

Louisburg College, in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations (“Title IX”) and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Discrimination and harassment are contrary to the values and standards of the Louisburg College community; are incompatible with the safe, healthy environment that the Louisburg College community expects and deserves and will not be tolerated. Louisburg College is committed to providing programs, activities, and an education and work environment free from discrimination and harassment. Louisburg College is also committed to fostering a community that promotes prompt reporting and fair and timely resolution of those behaviors.

Inquiries concerning discrimination or harassment on the basis of sex may be referred to Louisburg College’s Title IX Coordinator, Brandon Moyer, Dean of Students. Exhibit A to this document provides Mr. Moyer’s contact information.

Inquiries concerning discrimination or harassment based on a protected characteristic or status other than sex may be referred to Brandon Moyer (for students) or Terry Wright (for employees). Exhibit A also provides their contact information.

Individuals may also make inquiries regarding discrimination or harassment to the U.S. Department of Education’s Office for Civil Rights by contacting the District of Columbia Office, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; Phone 800-421-3481; email: OCR@ed.gov.

1.02 Prohibition on Sex Discrimination and Harassment, Retaliation, and Providing False Information or Interfering with a Grievance Process

This Policy prohibits discrimination and harassment on the basis of sex. Louisburg College strongly encourages the prompt reporting of, and is committed to timely and fair resolution of, complaints of sex discrimination and harassment.

Sexual Harassment, as defined by Title IX and herein,¹ is a specific type of sex discrimination/harassment that includes Sexual Assault, Dating Violence, Domestic Violence, and Stalking and that Louisburg College addresses using its Title IX Sexual Harassment Grievance Procedures, as required by Title IX.

This Policy also prohibits Retaliation, as defined by Title IX and herein. Complaints alleging Retaliation may be filed with the Title IX Coordinator and, at the discretion of the Title IX Coordinator, may be addressed under Louisburg College’s Title IX Sexual Harassment Grievance Procedures or other grievance procedures adopted by Louisburg College.

Additionally, any individual who knowingly files a false Formal Complaint or who interferes with Louisburg College grievance process may be subject to disciplinary action. Interference with a grievance process may

¹ Capitalized terms used herein are defined in Section 1.0.

include, but is not limited to, attempting to coerce, compel, or prevent an individual from providing testimony or relevant information; removing, destroying, or altering documentation relevant to an investigation; or providing false or misleading information to Louisburg College officials who are involved in the investigation and/or resolution of a Formal Complaint, or encouraging others to do so.

1.03 Reporting and Period of Limitations

Any person (whether or not alleged to be the victim) may report sex discrimination or harassment, including Sexual Harassment, in person, by mail, by telephone, or by electronic mail, using the contact information for the Title IX Coordinator listed in Exhibit A, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

Louisburg College *requires* all employees and other members of the Louisburg College community to promptly report concerns regarding suspected or known discrimination/harassment on the basis of sex to the Title IX Coordinator.

In addition to the Title IX Coordinator, Louisburg College has designated the following employees as individuals with the authority to institute corrective measures on behalf of Louisburg College: Executive Vice President for Enrollment, Director of Human Resources, and Title IX Investigators. Accordingly, these employees are *required* to report discrimination and harassment on the basis of sex to the Title IX Coordinator.

Additionally, Louisburg College has designated the following employees as confidential resources for students:

Toni Cochis	-	tcochis@louisburg.edu	-	919-497-3420
Laura Wittman	-	lwittman@louisburg.edu	-	919-497-3231

Information about sex discrimination or harassment shared with these confidential resources typically will not be reported to other Louisburg College personnel (including the Title IX Coordinator), to the Respondent, or to others, unless the disclosing individual gives their consent to the disclosure or the law requires it (as may be the case with abuse involving a minor or under conditions involving imminent physical harm, for example). (Confidential resources may report non-identifying statistical information to the Title IX Coordinator for recordkeeping and compliance purposes.)

Louisburg College requires Confidential Employees to explain to any person who informs them of conduct that reasonably may constitute sex discrimination: (1) the employee's status as confidential, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination; (2) how to contact Louisburg College's Title IX Coordinator and how to make a Complaint of sex discrimination; and (3) that the Title IX Coordinator may be able to offer and coordinate Supportive Measures, as well as initiate an informal resolution process or an investigation under Louisburg College's Title IX grievance procedures.

Louisburg College will address allegations of sex discrimination and harassment appropriately no matter the length of time that has passed since the alleged conduct. However, Louisburg College strongly encourages prompt reporting to preserve evidence for a potential legal or disciplinary proceeding. Delay may compromise the ability to investigate, particularly if the individuals involved in the alleged conduct are no longer Louisburg College students or employees.

1.04 Applicability of Policy and Grievance Procedures

This Policy applies to any allegation of sex discrimination or harassment made by or against a student or an employee of Louisburg College or a third party, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity.

The Title IX Sexual Harassment Grievance Procedures apply only to allegations of Sexual Harassment in Louisburg College's Education Program or Activity (as defined herein).²

Louisburg College will address allegations of other types of sexual harassment (i.e., that do not meet the definition of Title IX Sexual Harassment) by: (1) using other student and employee conduct disciplinary procedures deemed appropriate by the Title IX Coordinator in consultation with other Louisburg College administrators; and/or (2) with Supportive Measures, which are defined and discussed in more detail herein.

1.05 Rights of Parents

When a student Complainant or Respondent is a minor or has a guardian appointed and their parent or guardian has the legal right to act on the student's behalf, then the parent or guardian may file a Formal Complaint on behalf of the student, although the student would be the "Complainant." In such a situation, the parent or guardian may exercise the rights granted to the student under this Policy, including requesting Supportive Measures and participating in a grievance process. Similarly, the parent or guardian may accompany the student to meetings, interviews, and hearings during a grievance process to exercise rights on behalf of the student, while the student's Advisor of choice may be a different person from the parent or guardian. Whether or not a parent or guardian has the legal right to act on behalf of an individual would be determined by state law, court orders, child custody arrangements, or other sources granting legal rights to parents or guardians.

Additionally, FERPA and its implementing regulations address the circumstances under which a parent or guardian is permitted to inspect and review a student's education records. However, in circumstances in which FERPA would not grant a party the opportunity to inspect and review evidence in connection with a grievance process, pursuant to Title IX and its implementing regulations, the student has an opportunity to do so, and a parent or guardian who has a legal right to act on behalf of the student has the same opportunity.

1.06 Definitions Applicable to Policy and Grievance Procedures

Capitalized terms used herein are defined as follows.

"Actual Knowledge" means notice of Sexual Harassment or allegations of Sexual Harassment to the Louisburg College's Title IX Coordinator, Senior Vice President for Enrollment, Director of Human Resources, or Title IX Investigators. **"Notice"** as used in this paragraph includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator.³

"Clery Act" refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. § 668.46. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

² And, at the discretion of the Title Coordinator, to related allegations of Retaliation.

³This standard is not met through imputation of knowledge based solely on vicarious liability or constructive notice. This standard also is not met when the only individual with Actual Knowledge is the Respondent. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one to whom notice of Sexual Harassment or allegations of Sexual Harassment constitutes Actual Knowledge.

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, irrespective of whether a Formal Complaint has been filed.

“Consent” is informed, freely and actively given, mutually understandable words or actions that indicate a willingness and readiness to participate in mutually agreed upon sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a clear and unambiguous agreement between them to engage in certain conduct with each other. Consent cannot be gained by ignoring or acting in spite of the objections of another.

Consent cannot be inferred from: silence, passivity, or lack of resistance alone; a current or previous dating or sexual relationship alone (or the existence of such a relationship with anyone else); attire; the buying of dinner or the spending of money on a date; or Consent previously given (i.e., Consenting to one sexual act does not imply Consent to another sexual act).

Consent is not effective if it is obtained through the use of physical force, violence, duress, deception, intimidation, coercion, or the threat, expressed or implied, of bodily injury. Whether a party used any of these means to obtain Consent will be determined by reference to the perception of a reasonable person found in the same or similar circumstances.

Consent may never be given by the following individuals: minors, even if the other participant did not know the minor’s age; mentally disabled persons, if their disability was reasonably knowable to a person who is not mentally disabled; or persons who are incapacitated. The use of alcohol or drugs does not diminish one’s responsibility to obtain Consent and does not excuse conduct that constitutes Sexual Harassment.

If at any time during a sexual act any confusion or ambiguity is or should reasonably be apparent on the issue of Consent, it is incumbent upon each individual involved in the activity to stop and clarify the other’s willingness and readiness to continue and capacity to Consent. Neither party should make assumptions about the other’s willingness and readiness to continue.

“Day” means a business day, unless otherwise specified.

“Education Program or Activity” means all of Louisburg College’s operations and includes (1) locations, events, or circumstances over which Louisburg College exercised substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurred; and (2) any building owned or controlled by a student organization that is officially recognized by Louisburg College.

“Education Record” has the meaning assigned to it under FERPA.

“FERPA” is the Family Educational Rights and Privacy Act, a federal statute codified at 20 U.S.C. § 1232g, with implementing regulations at 34 C.F.R. § 99. FERPA protects the privacy of student Education Records. FERPA grants to eligible students the right to access, inspect, and review Education Records, the right to challenge the content of Education Records, and the right to consent to the disclosure of Education Records.

“Formal Complaint” means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that Louisburg College investigate the allegation of Sexual Harassment. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in Louisburg College’s Education Program or Activity. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail by using the contact information listed for the Title IX Coordinator in Exhibit A. As used in this paragraph, the phrase “document filed by a

“Complainant” means a document or electronic submission that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint.

“Incapacitated” means lacking the physical and/or mental ability to make informed, rational judgments. A person may be incapacitated for a variety of reasons, including but not limited to being asleep or unconscious, having consumed alcohol or taken drugs, or experiencing blackouts or flashbacks.

“Respondent” means an individual who has been reported to be the perpetrator of conduct alleged to constitute Sexual Harassment.

“Retaliation” means (1) any adverse action (including direct and indirect intimidation, threats, coercion, discrimination, or harassment (including charges for conduct violations that do not involve sex discrimination or harassment or Sexual Harassment but that arise out of the same facts or circumstances as a report or complaint of sex discrimination or harassment or a report or Formal Complaint of Sexual Harassment) that is⁽²⁾ threatened or taken against a person (a) for the purpose of interfering with any right or privilege secured by Title IX; or (b) because the person has made a report or Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Title IX.⁴

“Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

(1) an employee of the Louisburg College conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct. (commonly referred to *quid pro quo* harassment);

(2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Louisburg College’s Education Program or Activity; or

(3) **“Sexual Assault,”** is any sexual act directed against another person, without the consent of the person, including instances where the person is incapable of giving consent. Sexual Assault can occur between individuals of the same or different sexes and/or genders. Sexual assault includes the following:

Rape: The carnal knowledge of a person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

Sodomy: Oral or anal sexual intercourse with another person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of a person, without the consent of the person,

⁴ Retaliation does not include (1) the exercise of rights protected under the First Amendment; (2) charging an individual with making a materially false statement in bad faith in the course of a grievance proceeding (provided, however, that a determination regarding responsibility alone is not sufficient to conclude that an individual made a materially false statement in bad faith); or (3) good faith actions lawfully pursued in response to a report of prohibited conduct.

including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

Fondling: The touching of the private body parts of a person for the purpose of sexual gratification, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

“Dating Violence,” as defined in 34 U.S.C. § 12291(a)(10): violence committed by a person—(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship;

“Domestic Violence,” as defined in 34 U.S.C. § 12291(a)(8): felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction; or

“Stalking,” as defined in 34 U.S.C. § 12291(a)(30): engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

“Supportive Measures” are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant and/or a Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Louisburg College’s Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Louisburg College’s educational environment or deter Sexual Harassment.

Supportive Measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. Louisburg College will maintain as confidential any Supportive Measures provided to a Complainant or a Respondent, to the extent that maintaining such confidentiality would not impair Louisburg College’s ability to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

SECTION II. TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURES

A. APPLICABILITY, COMPLAINT INTAKE, AND OVERARCHING PROVISIONS

2A.01 Applicability of Grievance Procedures

As noted above, these Grievance Procedures apply to allegations of Sexual Harassment in Louisburg College's Education Program or Activity (and to related Retaliation, at the discretion of the Title IX Coordinator). Louisburg College treats Complainants and Respondents equitably by providing remedies to a Complainant where Louisburg College makes a determination of responsibility for Sexual Harassment against a Respondent under these Grievance Procedures and also by following these Grievance Procedures before imposing any disciplinary sanctions against a Respondent for Sexual Harassment.

2A.02 Obligation to Respond and Initial Outreach to Complainant

When Louisburg College has Actual Knowledge of Sexual Harassment (or allegations thereof) against a person in the United States in its Education Program or Activity, Louisburg College is obligated to respond and to follow Title IX's specific requirements, which are addressed and incorporated in these Grievance Procedures.

Promptly upon receiving allegations of Sexual Harassment against a person in the United States in Louisburg College's Education Program or Activity, the Title IX Coordinator will contact the Complainant to discuss the availability of Supportive Measures with or without the filing of a Formal Complaint and to explain to the Complainant the process for filing a Formal Complaint.

2A.03 Filing of a Formal Complaint

As noted in the Definitions section above, a Formal Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that Louisburg College investigate the allegation(s) of Sexual Harassment. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in Louisburg College's Education Program or Activity. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed in Exhibit A and the Formal Complaint Form listed in Exhibit B. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission that contains the Complainant's physical or digital signature or otherwise indicates that the Complainant is the person filing the Formal Complaint.

When the Title IX Coordinator believes that, with or without the Complainant's desire to participate in a grievance process, a non-deliberately indifferent response to the allegations requires an investigation, the Title IX Coordinator has the discretion to initiate the grievance process by signing a Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party under these Grievance Procedures. Furthermore, initiation of a Formal Complaint by the Title IX Coordinator is not sufficient alone to imply bias or that the Title IX Coordinator is taking a position adverse to the Respondent.

Once a Formal Complaint is initiated, an alleged victim will be referred to as a "Complainant," and an alleged perpetrator will be referred to as a "Respondent."

2A.04 Notice of Allegations

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide the Complainant and any known Respondent written notice of these Grievance Procedures and of the allegations of conduct potentially constituting Sexual Harassment, including sufficient details known at the time and with at least five days to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known.

The written notice will include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice also will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney and that at appropriate junctures the parties and their advisors may review and inspect evidence collected during the investigation. Additionally, the written notice will inform the parties of Louisburg College's prohibition on knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, Louisburg College decides to investigate allegations of Sexual Harassment involving the Complainant or Respondent that are not included in the original written notice of allegations, Louisburg College will provide notice of the additional allegations to the parties whose identities are known.

2A.05 Dismissal

Louisburg College will investigate the allegations in a Formal Complaint; however, Louisburg College *will* dismiss a Formal Complaint or a portion of the allegations therein if (1) the conduct alleged in the Formal Complaint, even if substantiated, would not constitute Sexual Harassment; (2) at the time of filing the Formal Complaint the Complainant was not participating in or attempting to participate in Louisburg College's Education Program or Activity; (3) the conduct alleged in the Formal Complaint did not occur in Louisburg College's Education Program or Activity; or (4) the conduct alleged in the Formal Complaint did not occur against an individual in the United States. Such a dismissal may take place at the conclusion of the investigation or at any time prior to the conclusion of the investigation.

Additionally, Louisburg College *may* dismiss a Formal Complaint or a portion of the allegations therein if (1) the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; (2) the Respondent is no longer enrolled or employed at Louisburg College; or (3) despite efforts to do so, Louisburg College is unable to gather evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

In the event the Title IX Coordinator determines that dismissal of a Formal Complaint or a portion of the allegations is appropriate, the Title IX Coordinator will promptly notify the parties in writing of the dismissal and the reasons for it. Dismissal does not impair Louisburg College's ability to proceed with any appropriate investigatory or disciplinary actions under the Sex Discrimination and Harassment Policy or another Louisburg College policy or procedure and/or to provide Supportive Measures to the parties.

Either party may appeal a decision to dismiss a Formal Complaint or a portion of the allegations on the following grounds by submitting a written appeal to the Title IX Coordinator five days of the issuance of the written notice of the dismissal: (1) procedural irregularity that affected the decision to dismiss; (2) new evidence that was not reasonably available at the time of dismissal and that could affect the outcome of the matter; or (3) the Title IX Coordinator or other participant in the dismissal having a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the decision to dismiss.

The Title IX Coordinator will promptly notify the other party of the appeal, and the non-appealing party may submit a response to the appeal within three days of notification of the appeal

The Title IX Coordinator will appoint an appeal officer and will contemporaneously share the appeal officer's name and contact information with the Complainant and the Respondent.

Within two days of such appointment, the Complainant, or the Respondent may identify to the Title IX Coordinator in writing alleged conflicts of interest or bias on the part of the appeal officer. The Title IX Coordinator will consider such statements and will promptly assign a different appeal officer if the Title IX Coordinator determines that a material conflict of interest or material bias exists.

The Title IX Coordinator will forward the Formal Complaint and any documents upon which the dismissal decision was based, as well as the appeal and any response to the appeal to the appeal officer.

Within seven days of receipt of those materials, the appeal officer will determine whether any of the grounds for appeal warrant overturning or modifying the dismissal. The decision by the appeal officer is final.

2A.06 Advisors

The Complainant and the Respondent may be accompanied to any meeting or proceeding under these Grievance Procedures by the advisor of their choice, who may be, but is not required to be, an attorney. Louisburg College will not limit the choice or presence of the advisor for either the Complainant or the Respondent in any meeting or grievance proceeding. Advisors, however, are not allowed to disrupt any such meeting or proceeding or to speak on behalf of the Complainant or the Respondent, with the exception of cross-examination during any hearing conducted under these Grievance Procedures, which must be conducted by an advisor and never personally by the Complainant or the Respondent.

Parties must provide the name and contact of their advisor to the Title IX Coordinator in writing as soon as reasonably possible and must provide updated information if their advisor changes. All advisors will be required to assent to Louisburg College's Expectations for Advisors.

If a party does not have an advisor present at the hearing, Louisburg College will provide, without any charge to that party, an advisor of Louisburg College's choice who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

Absent accommodation for a disability, the Complainant and the Respondent may not be accompanied by more than one advisor or by other individuals during meetings or proceedings under these Grievance Procedures.

2A.07 Amnesty

Louisburg College considers the reporting and adjudication of Sexual Harassment to be of paramount importance. Louisburg College does not condone underage drinking or the use of illegal drugs; however, Louisburg College may extend amnesty to Complainants, Respondents, witnesses, and others involved in a grievance process from punitive sanctioning for illegal use of drugs and/or alcohol when evidence of such use is discovered or submitted in the course of a grievance process. Similarly, Louisburg College may, in its discretion, provide amnesty for other conduct code violations that are discovered in the course of a grievance process.

2A.08 Timing

Louisburg College will make every reasonable effort to ensure that the investigation and resolution of a Formal Complaint occurs in as timely and efficient a manner as possible. The timelines set forth in these Grievance Procedures are guidelines and may be altered for good cause with written notice to the Complainant and the Respondent of any delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; natural disasters, pandemic restrictions, and similar occurrences; or the need for language assistance or accommodation of disabilities.

Louisburg College will strive to complete its investigation and resolution of a Formal Complaint (not including an appeal, if applicable) within 90 days of the receipt of the Formal Complaint, absent extenuating circumstances. Hearings generally will take place within 20 days of the conclusion of the investigation. Within seven days of the conclusion of the hearing, both the Complainant and the Respondent will receive a final outcome letter.

Either party may request an extension of any deadline by providing the Title IX Coordinator with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request. The Title IX Coordinator will review the request and will make a determination with regard to the request within three days.

2A.09 Written Notice of Meetings

Louisburg College will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.

2A.10 Effect of Corollary Criminal Investigation

Louisburg College's investigation may be delayed temporarily while criminal investigators are gathering evidence. In the event of such a delay, Louisburg College will implement any appropriate Supportive Measures and will evaluate the need for other actions necessary to assist or protect the Complainant, the Respondent, and/or the Louisburg College community.

Neither the results of a criminal investigation nor the decision of law enforcement to investigate or decline to investigate a matter is determinative of whether Sexual Harassment has occurred in the eyes of Louisburg College.

2A.11 Emergency Removal and Administrative Leave

Louisburg College may remove a Respondent from Louisburg College's Education Program or Activity on an emergency basis, provided that Louisburg College first undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal, provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal, and does so in accordance with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, as applicable.

Additionally, Louisburg College may place a non-student employee Respondent on administrative leave during the pendency of Louisburg College's response to allegations of Sexual Harassment provided that it does so in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

2A.12 Effect of Respondent Withdrawal, Graduation, or Resignation During Grievance Process

At the discretion of Louisburg College, a Respondent who withdraws or resigns from Louisburg College during the pendency of a grievance process under these Grievance Procedures may be barred from Louisburg College property and Louisburg College activities and events and may be ineligible for re-enrollment or to be re-hired. If a Respondent completes all requirements to graduate during the grievance process, Louisburg College may hold the Respondent's diploma until full resolution of the Formal Complaint.

2A.13 Privacy and Disclosure

Except as may be permitted by FERPA or as required by law or to carry out any investigation or resolution of sex discrimination or harassment allegations, Louisburg College will keep private the identity of any individual who has made a report or complaint of sex discrimination or harassment (including any individual who has made a report or filed a Formal Complaint of Sexual Harassment), any Complainant, any Respondent, and any witness.

Louisburg College may report alleged Sexual Harassment to local law enforcement if warranted by the nature of the allegations at issue, and Louisburg College administrators will share information regarding alleged Sexual Harassment, as appropriate and necessary, in order to address and resolve the allegation(s) at issue, prevent the recurrence of similar Sexual Harassment, and address the effects of the Sexual Harassment. Additionally, information regarding alleged Sexual Harassment may be used as a statistical, anonymous report for data collection purposes under the Clery Act.

To comply with FERPA, Title IX, and other applicable laws and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, grievance processes carried out under these Grievance Procedures are not open to the general public. Accordingly, documents prepared in connection with such processes; documents, statements, or other information introduced in interviews, meetings, and proceedings; and the final outcome letter may not be disclosed outside of those processes except as may be required or authorized by law.

As permitted by and subject to the limitations of FERPA, Louisburg College reserves the right to notify parent(s) or guardian(s) of a student Respondent of the outcome of any investigation involving that Respondent, redacting names of any other students who do not consent to the disclosure of their information. At the written request of a party, Louisburg College may include a party's advisor on communications and share access to documents, including the investigation report. This access is subject to the advisor's acknowledgment and agreement to maintain the confidentiality of the documents. While Louisburg College strongly encourages parties to maintain privacy in connection with a grievance process, Louisburg College does not prohibit parties from discussing the allegations under investigation or in any way inhibit the parties from gathering or presenting relevant evidence. In addition, Louisburg College's policy does not prohibit disclosure of the final outcome letter by either the Complainant or the Respondent.

2A.14 Conflicts of Interest, Bias, and Training

Louisburg College will ensure that any individual designated by Louisburg College as a Title IX Coordinator, investigator, decision-maker, or informal resolution facilitator under these Grievance Procedures does not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

If any employee designated to participate in the investigation or resolution of a Formal Complaint is the Respondent or a relevant witness, then the Title IX Coordinator will appoint another employee to

perform their duties. (If the Title IX Coordinator is the Respondent, then the President will appoint another employee to perform their duties.)

Louisburg College also ensures that Title IX Coordinators, investigators, decision-makers, advisors, and informal resolution facilitators receive training, as applicable, on the definition of Sexual Harassment; the scope of Louisburg College's Education Program or Activity; how to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Louisburg College further ensures that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, and that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Additionally, Louisburg College ensures that decision-makers receive training on any technology to be used at live hearings.

Materials used to train Title IX Coordinators, investigators, decision-makers, advisors, and informal resolution facilitators will not rely on sex stereotypes and promote impartial investigations and adjudications of Formal Complaints of Sexual Harassment.

2A.15 Burden of Proof

At all times, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Louisburg College, not on either of the parties.

2A.16 Presumption of No Responsibility until Determination

Respondents are presumed to be not responsible for alleged Sexual Harassment until Louisburg College makes a determination regarding responsibility pursuant to these Grievance Procedures.

2A.17 Objective Evaluation of All Relevant Evidence; Credibility Determinations

The investigators and decision-makers under these Grievance Procedures will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and will not make any credibility determinations based on a person's status as a Complainant, Respondent, or witness.

2A.18 Academic Freedom

Louisburg College affirms its commitment to academic freedom but notes that academic freedom does not allow any form of Sexual Harassment. Louisburg College recognizes that an essential function of education is a probing of opinions and an exploration of ideas, some of which, because they are controversial, may cause students and others discomfort. This discomfort, as a product of free academic inquiry within a faculty member's area(s) of expertise, shall in no way be considered or construed to constitute Sexual Harassment. Academic inquiry may involve teaching, research and extramural speech. Furthermore, nothing in this document shall be interpreted to prohibit bona fide academic requirements for a specific Louisburg College program or activity. When investigating complaints that a party or the Title IX Coordinator believes may involve issues of academic freedom, the Title IX Coordinator will consult with the Vice President for Academic Life with respect to contemporary academic practices and standards.

2A.19 Documentation

Louisburg College will retain documentation (including but not limited to any Formal Complaint, notifications, recording or transcripts of interviews, investigative report, written findings of fact, petitions for appeal, notifications of decisions (including the final outcome letter), audio recordings of hearings, and written communication with the Complainant and Respondent), for no less than seven years.

2A.20 Consolidation of Formal Complaints

Louisburg College may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, by more than one Complainant against one or more Respondents, or by one party against the other party where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where a grievance process involves more than one Complainant or more than one Respondent, references in these Grievance Procedures to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

2A.21 Individuals with Disabilities

Louisburg College will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to participate in Louisburg College’s grievance processes. Student requests for accommodation must be made to the Office of Accessibility Services at accessibilityservices@louisburg.edu or at 919-497-3236. All employee requests for accommodation must be made to the Director of Human Resources.

B. THE INVESTIGATION

2B.01 Appointment of Investigators and Challenging of the Same

Unless a Formal Complaint is dismissed or the parties elect to participate in informal resolution, the Title IX Coordinator will promptly appoint one or more investigators. These investigators may be Louisburg College employees, non-employees, or a combination of the two. The Title IX Coordinator will contemporaneously share their names and contact information with the Complainant and Respondent and also will forward a copy of the Formal Complaint to the investigators.

Within two days of such appointment, the Complainant or the Respondent may identify to the Title IX Coordinator in writing any alleged conflicts of interest or bias on the part of the assigned investigators. The Title IX Coordinator will consider such statements and will promptly assign different investigators if the Title IX Coordinator determines that a material conflict of interest or material bias exists.

2B.02 The Investigators’ Activities

Upon receipt of the Formal Complaint, the investigators will promptly begin their investigation, taking such steps as interviewing the Complainant, the Respondent, and witnesses (including expert witnesses, where applicable); summarizing such interviews in writing; collecting and reviewing relevant documents; visiting, inspecting, and taking or reviewing photographs of relevant sites; and collecting and reviewing other relevant evidence.

2B.03 The Investigative Report and Evidence Review

The investigators will prepare a written investigative report that fairly summarizes relevant evidence and includes items such as the Formal Complaint, written statements of position, summaries or

transcripts of all interviews conducted, photographs, descriptions of relevant evidence, and summaries or copies of relevant electronic records.

Prior to the completion of the investigative report, the investigators will send to each party and the party's advisor, if any, an electronic or hard copy of any evidence obtained during the investigation that is directly related to the allegations raised in the Formal Complaint, including (1) any evidence upon which Louisburg College does not intend to rely in reaching a determination regarding responsibility; and (2) both inculpatory and exculpatory evidence.

The parties have ten days from the time that the evidence is provided to submit to the investigators a written response to the evidence. In the response, the parties may address the relevancy of any evidence that the parties believe should be included in or excluded from the investigative report and may also address any further investigation activities or questions that they believe are necessary. If a party wishes to submit additional evidence at this stage, they should explain how the evidence is relevant and why it was not previously provided.

The investigators will review and consider the parties' written submissions and may conduct additional investigative activities as appropriate prior to finalizing the investigative report. The need for additional investigative activities may result in a delay or extension to the timelines set forth in these Grievance Procedures.

At least ten days prior to the hearing, the investigators will send an electronic or hard copy of the investigative report to each party and the party's advisor, if any. Any response a party wishes to make to the investigative report may be included in that party's pre-hearing statement, which is discussed more below in Section 2C.05.

Due to the sensitive nature of the investigative report, neither the parties nor their advisors may copy, publish, photograph, print, image, record or in any other manner duplicate the report. Parties who violate these restrictions may be disciplined, and advisors who violate these restrictions may be disciplined and/or be barred from further participation in the grievance process.

Nothing in this document restricts the ability of either party to discuss the allegations under investigation or to gather, preserve, and/or present relevant evidence.

2B.04 Submission of Evidence; Expert Witnesses

Any evidence that the parties wish for the hearing officer to consider should be presented to the investigators as early as possible during the investigation process. Evidence that is not submitted in a timely manner and prior to finalization of the investigative report may be excluded from the hearing at the discretion of the hearing officer.

Similarly, all relevant witnesses should be identified to the investigators as early as possible during the investigation. The hearing officer generally will not call or consider written statements from witnesses who were not identified to investigators and interviewed during the investigation. However, in their discretion and for good cause, the hearing officer may choose to consider information from witnesses who were not interviewed during the investigation.

Any party who wishes to present testimony from an expert witness should identify that witness by providing the witness's name, contact information and a summary of (1) the witness's qualifications to offer expert testimony; and (2) any opinions the witness expects to offer related to the allegations or evidence. Any evidence upon which the witness relies must be provided to the investigators and will be made available to the other party and their advisor, as well as to any expert witness the other party has

identified. This information must be provided as early as possible in the investigation and in no event later than finalization of the investigative report. The parties must make any expert witnesses available to be interviewed by investigators and to testify at the hearing. If an expert witness is not available to provide live testimony at the hearing, the hearing officer must disregard any information submitted by that expert.

2B.05 Treatment Records

Louisburg College will not access, consider, disclose, or otherwise use in a grievance process any party's treatment records that are maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in their professional/paraprofessional capacity unless the party provides voluntary, written consent.

C. HEARING AND APPEALS

2C.01 Respondent's Acknowledgement of Responsibility

If, at any time prior to a responsibility determination by the hearing officer, a Respondent accepts responsibility for the allegations, and if the Title IX Coordinator determines that the matter is appropriate for informal resolution, the Title IX Coordinator will ask both parties if they wish to suspend the formal resolution process and engage in an informal resolution process to resolve the allegations without a hearing.

If both parties wish to engage in the informal resolution process, the Title IX Coordinator will propose sanction(s) for the Respondent. If the Complainant and the Respondent agree in writing to such proposed sanctions(s), then the Formal Complaint will be resolved without a hearing and without any further rights of appeal by any party.

If either the Complainant or the Respondent objects to such proposed sanction(s), then the hearing officer will determine sanctions, which are subject to appeal as set forth below.

2C.02 The Formal Resolution Process

Unless a Formal Complaint is dismissed or the parties elect to participate in informal resolution pursuant to section 2.D.01 below, following the investigation the appointed hearing officer will conduct a hearing in which they may question the Complainant, the Respondent, and any witnesses whose testimony the hearing officer deems relevant. During the hearing, the hearing officer and the parties may also question the investigators as necessary to clarify information provided in the investigative report.

2C.03 Appointment of the Hearing Officer and Challenging of the Same

The Title IX Coordinator will appoint a hearing officer, who will administer the hearing, serve as the decision-maker regarding responsibility, and (as applicable) recommend sanctions. The hearing officer may be a Louisburg College employee or non-employee. The Title IX Coordinator will contemporaneously share the hearing officer's name and contact information with the Complainant and the Respondent. The Title IX Coordinator will provide to the hearing officer the Formal Complaint, all evidence directly related to the allegations, the parties' written responses to the evidence, and the investigative report.

Within two days of such appointment, the Complainant or the Respondent may identify to the Title IX Coordinator in writing any alleged conflicts of interest or bias on the part of the hearing officer. The Title

IX Coordinator will carefully consider such statements and will promptly assign a different hearing officer if the Title IX Coordinator determines that a material conflict of interest or material bias exists.

2C.04 Notice of the Hearing

Promptly after the appointment of the hearing officer and no less than seven days prior to the hearing, the hearing officer will provide concurrent written notice to the Complainant and the Respondent setting forth the date, time, and location of the hearing. Any modifications to the hearing date, time, or location will be provided in writing to both parties prior to the date of the hearing.

2C.05 Pre-Hearing Submissions

Each party may submit a written statement to the hearing officer that includes any response the party wishes to make to the investigative report. Each party's pre-hearing statement must be submitted at least five days prior to the hearing. The hearing officer will share the statement with the other party, who may submit a response within two days.

2C.06 Failure to Appear

If any party, advisor, or witness fails to appear at the hearing after having been provided proper notice of the hearing as set forth above, then absent extenuating circumstances the hearing officer will proceed with the hearing and issuance of their responsibility determination and, as applicable, sanction recommendation. Louisburg College will provide an advisor to any party who attends the hearing unaccompanied.

2C.07 Evidentiary Matters

A Title IX hearing does not take place within a court of law and is not bound by formal rules of evidence.

Evidence of and questions about the Complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted at the hearing, with the following exceptions: (1) if the questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or (2) if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.

Evidence regarding the past sexual activity of the Respondent (regardless of whether the Respondent was formally investigated or found responsible for such conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged Sexual Harassment at issue before the hearing officer, provided that the Respondent has not been found "not responsible" by Louisburg College in a proceeding related to such conduct.

Louisburg College will not access, consider, disclose, or otherwise use in a grievance process any party's treatment records that are maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in their professional/paraprofessional capacity unless the party provides voluntary, written consent. Questions and/or evidence that constitute or seek disclosure of information protected under a legally recognized privilege are not permitted, unless the person holding the privilege has waived the privilege in writing.

Louisburg College will make the evidence that the investigators provided to the parties for their review and inspection prior to finalization of the investigative report available at the hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

2C.08 Conduct of the Hearing and Questioning of Witnesses and Parties

The hearing will be conducted with parties in separate rooms, using technology to ensure that each party can see and hear any party or witness answering questions. At the discretion of the hearing officer, the hearing may be conducted partially or entirely remotely, with any or all participants participating virtually.

The Complainant and the Respondent will have equal opportunity to address the hearing officer, if desired, and both the hearing officer and the parties' advisors will have the opportunity to question the other party and any witnesses, including investigators and expert witnesses. The hearing officer will first ask any questions of each party and each witness through direct examination. After the hearing officer has completed direct examination, the advisor for each party will have an opportunity to conduct a cross-examination of the other party and/or the witnesses. Any questions that a party has for a witness or the other party must be posed by the party's advisor. A party's advisor will not have the opportunity to question the party for whom they serve as advisor.

Before a party or witness answers a cross-examination question, the hearing officer will determine whether the question is relevant and allowed under these Grievance Procedures. For example, the hearing officer may exclude as not relevant duplicative questions or questions posed solely to harass a witness or the other party. The hearing officer will explain any decision to exclude a question.

If a party does not have an advisor present at the hearing, Louisburg College will provide an advisor, at no cost to the party, to conduct cross-examination on behalf of that party.

Members of the Louisburg College community are expected to provide truthful testimony, and any member of the Louisburg College community who knowingly provides false information during this process is subject to discipline.

2C.09 Unavailability or Refusal to Testify or Submit to Cross-Examination

The Respondent and/or the Complainant may choose not to testify at the hearing; however, the exercise of that option will not preclude the hearing officer from making their responsibility determination and, as applicable, sanction recommendation regarding the Formal Complaint. Also, if a party or witness does not submit to cross-examination at the hearing, the hearing officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility or, as applicable, recommendation regarding sanctions. The hearing officer will not draw an inference regarding responsibility or sanctions based solely on a party's or witness' absence from the hearing or refusal to testify or submit to cross-examination.

2C.10 Recording

Louisburg College will record the hearing. This recording will be the only recording permitted of the proceedings and will be the property of Louisburg College. The parties and the appeal officer may use the recording as part of the appeal process. Reasonable care will be taken to ensure a quality recording; however, technological problems that result in no recording or in an inaudible one will not affect the validity of the outcome of a hearing.

2C.11 The Determination of the Hearing Officer Regarding Responsibility

Following the hearing, the hearing officer will determine whether the evidence establishes that it is more likely than not⁵ that the Respondent committed Sexual Harassment. The hearing officer will

⁵ In other words, the standard of proof will be the preponderance of the evidence standard.

render a finding of “Responsible” or “Not Responsible” and will provide the rationale for the decision. If the Respondent is found “Responsible,” the hearing officer will specify the specific type(s) of Sexual Harassment for which the Respondent is found “Responsible” (for example, Sexual Assault, Stalking, etc.). When feasible, the hearing officer will orally communicate the finding of “Responsible” or “Not Responsible” to the parties on the day of or day following the hearing. Additional information regarding the decision, including the rationale and sanctions (if applicable) will be communicated in the final outcome letter (as described below).

2C.12 The Recommendation of the Hearing Officer Regarding Sanctions

If the hearing officer determines that the Respondent is “Responsible,” they will recommend appropriate sanctions to be imposed on the Respondent.

Sanctions following a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline, or both. Sanctions for employees may include, but are not limited to, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, and compensation adjustments.

Sanctions for students may include, but are not limited to, expulsion or suspension from Louisburg College, disciplinary probation, social restrictions, expulsion or suspension from campus housing, suspension or revocation of admission, suspension or revocation of degree

Other potential sanctions for Respondents may include, but are not limited to, written warning, mandated counseling, completion of an intervention program, completion of violence risk assessment, parental notification, and/or education sanctions (such as community service, reflection paper(s), and/or fines) as deemed appropriate by the hearing officer.

In recommending sanctions, the hearing officer will consider whether a sanction will bring an end to, prevent a recurrence of, and remedy the effects of the Sexual Harassment. The hearing officer also will consider the impact of separating a student from their education. The appropriate sanctions for Sexual Assault generally will include at a minimum a period of separation from Louisburg College.

2C.13 Review of Sanctions

The hearing officer will forward their sanctions recommendation to the Title IX Coordinator, who will share it with the Senior Vice President of Enrollment (in cases involving student Respondents), Director of Human Resources (in cases involving employee Respondents). These individuals will consider the recommendation in the context of the sanctioning guidelines, the Respondent’s disciplinary history, the institution’s handling of similar cases, and other relevant factors.

2C.14 Implementation of Sanctions

Sanctions generally are effective immediately upon issuance of the final outcome letter described below. However, if necessary to protect the welfare of the Complainant, Respondent, or Louisburg College Community, the hearing officer may recommend and/or the Title IX Coordinator may determine that any sanctions are effective at any time after the conclusion of the hearing and continue in effect until the issuance of the final outcome letter.

2C.15 Final Outcome Letter

Within seven days after the hearing, the hearing officer will issue a final outcome letter through the Title IX Coordinator to the Respondent and Complainant simultaneously.

The final outcome letter will (1) name the Respondent; (2) identify the allegations potentially constituting Sexual Harassment; (3) describe procedural steps taken from the filing of the Formal Complainant through the determination; (4) provide findings of fact in support of the hearing officer's determination; and (5) provide a statement of rationale for the result as to each allegation, including the responsibility determination and any sanctions.

2C.16 Appeals

The Complainant or the Respondent may appeal the decision of the hearing officer regarding responsibility and/or the sanction(s) imposed on the Respondent.

The following are the only permissible grounds for an appeal of the hearing officer's responsibility determination: (1) procedural irregularity that affected the outcome; (2) new evidence that was not reasonably available at the time of the determination and that could affect the outcome; and (3) the Title IX Coordinator, an investigator, or the hearing officer had a conflict of interest or bias that affected the outcome.

Sanctions may only be appealed on the ground that the severity is incommensurate to the gravity of the Sexual Harassment for which the Respondent was found responsible.

Appeals must be submitted in writing to the Title IX Coordinator within five days from the date of the final outcome letter. The Title IX Coordinator will promptly inform the other party of the filing of the appeal. The other party will have three days from such notification to submit a written response to the appeal.

2C.17 Appointment of the Appeal Officer and Challenging of the Same

Upon receipt of an appeal, the Title IX Coordinator, in consultation with the Senior Vice President of Enrollment (if the Formal Complaint involves students), or the Director of Human Resources (if the Formal Complaint involves employees) will appoint an appeal officer.

Within two days of such appointment, the Complainant or the Respondent may identify to the Title IX Coordinator in writing alleged conflicts of interest or bias posed by assigning that appeal officer. The Title IX Coordinator will carefully consider such statements and will promptly assign a different appeal officer if the Title IX Coordinator determines that a material conflict of interest or material bias exists.

2C.18 Appellate Review

The Title IX Coordinator will share the Formal Complaint, the investigative report, the hearing recording, all statements introduced at the hearing, any other evidence considered by the hearing officer, the hearing officer's written findings, and the written appeal submissions with the appeal officer. In addition, if an appeal raises procedural issues, the Title IX Coordinator may provide the appeal officer additional information relevant to those issues.

Within ten days of the receipt of the appeal the appeal officer will determine (a) that the decision of the hearing officer should stand; or (b) that the decision of the hearing officer should be overturned and will issue a written explanation of that result and the rationale behind it.

In the event that the appeal officer determines that the decision of the hearing officer should be overturned, the appeal officer will specify, after consultation with the Title IX Coordinator and other Louisburg College administrators as necessary, the appropriate steps to be taken to come to a final resolution of the Formal Complaint (which may include another hearing before the same hearing officer or a different one).

D. INFORMAL RESOLUTION

2D.01 Determination of Formal Versus Informal Resolution

At any time before the issuance of the hearing officer's responsibility determination, the parties may elect to resolve the Formal Complaint through the informal resolution process, provided that (1) the parties both voluntarily consent in writing to such resolution; (2) both parties are students or employees of Louisburg College; and (3) the Title IX Coordinator determines that informal resolution is an appropriate mechanism for resolving that specific Formal Complaint. Otherwise, a Formal Complaint that is not dismissed will proceed to a hearing. Informal resolution is not an appropriate mechanism for resolving a Formal Complaint by a student against an employee.

Informal resolution may not be selected for less than all of the misconduct alleged in the Formal Complaint. If the parties agree to informal resolution (and informal resolution is appropriate for all of the allegations at issue), then all of the allegations must be resolved according to the informal resolution process.

Either party has the right to terminate the informal resolution process at any time and proceed with formal resolution (i.e., a full investigation and hearing). Furthermore, the Title IX Coordinator may, where appropriate, terminate informal resolution and proceed with the formal resolution process instead.

2D.02 Notice of Allegations and Notice of Informal Resolution and Facilitator

The Title IX Coordinator will provide the parties a written notice disclosing the Formal Complaint's allegations and the requirements of the informal resolution process, including any circumstances under which Louisburg College would preclude the parties from resuming a Formal Complaint arising from the same allegations.

When the Formal Complaint is to be resolved according to the informal resolution process, the Title IX Coordinator will designate a trained individual to serve as the informal resolution facilitator. The Title IX Coordinator will contemporaneously share the name of the informal resolution facilitator with the Complainant and the Respondent.

Within two days of such notification, the Complainant or Respondent may identify to the Title IX Coordinator in writing alleged conflicts of interest or bias posed by assigning that facilitator. The Title IX Coordinator will carefully consider such statements and will promptly assign a different facilitator if the Title IX Coordinator determines that a material conflict of interest or material bias exists.

2D.03 Facilitated Resolution

The informal resolution facilitator will meet separately with each party to review the informal resolution process and the allegations in the Formal Complaint and to identify the outcome that each party seeks from the informal resolution process. If the facilitator determines that it would be productive for both parties to attend a resolution meeting, the facilitator will provide written notice to the Complainant and the Respondent setting forth the date, time, and location of that meeting. At the request of either party or at the discretion of the informal resolution facilitator, the meeting may occur with the parties in different locations or meetings with parties may take place on different dates.

Both the Complainant and the Respondent are expected to participate in the informal resolution process. If either party fails to participate, the Title IX Coordinator may direct that the Formal Complaint be resolved using a full investigation and hearing or may reschedule the meeting.

During informal resolution, the parties may: (1) engage one another in the presence of, and/or facilitated by, the informal resolution facilitator; (2) communicate their feelings and perceptions regarding the incident and the impact of the incident (either by communicating directly with one another or by communicating indirectly through the informal resolution facilitator); (3) relay their wishes and expectations regarding the future; and/or (4) come to an agreed-upon resolution of the allegations in the Formal Complaint.

Participation in the informal resolution process is completely voluntary, and either party, the informal resolution facilitator, or the Title IX Coordinator may terminate the process at any time.

2D.04 Resolution

The informal resolution facilitator will attempt to facilitate the parties' resolution of the Formal Complaint. If this process results in a resolution between the parties and the Title IX Coordinator finds the resolution to be appropriate under the circumstances (giving consideration to factors including the extent to which the resolution will protect the safety of the Complainant and the entire Louisburg College community), the resolution will be reduced to writing, which will conclude the process and close the Formal Complaint.

2D.05 Written Resolution Agreement

To be effective, any agreement reached during the informal resolution process must be memorialized in writing and signed by the parties, the informal resolution facilitator, and the Title IX Coordinator. If a Respondent completes all measures agreed to in the written resolution agreement, no further process is available with regard to the allegations in the Formal Complaint.

Measures that parties agree to in the informal resolution process may include (but are not limited to):

- 1) Alcohol education classes for the Respondent;
- 2) Completion of online sexual harassment training;
- 3) Completion of an intervention program;
- 4) Regular meetings with an appropriate individual, unit or resource;
- 5) Permanent or temporary no contact order;
- 6) Restrictions for participation in certain activities, organizations, programs or classes;
- 7) Change in residential assignment or restrictions on access to certain residence halls or apartments;
- 8) Restriction of participation in certain events;
- 9) Reflection paper or written apology;
- 10) Counseling sessions; or
- 11) The Respondent's completion of an educational or behavioral plan.

2D.06 Termination of Informal Resolution Process

At any time prior to completing a written resolution agreement, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint. If either party terminates the informal resolution process or Louisburg College determines that the informal resolution process is no longer appropriate, the formal resolution process outlined above will promptly resume.

2D.07 Confidentiality of Information Shared

Any information that the parties share during the informal resolution process may not be used in any other investigation or proceeding at Louisburg College.

2D.08 Timeframe

The informal resolution process generally will be completed within 20 days of the parties' agreement to the informal resolution process.

2D.09 Appeal

A resolution reached pursuant to the informal resolution process is final and not subject to appeal.

2D.10 Records

A resolution reached through the informal resolution process will not be included in a student Respondent's student conduct record or in an employee Respondent's personnel record, unless the inclusion of such information is agreed to as part of the informal resolution of the matter. The Title IX Coordinator will retain a record of the written resolution agreement for no less than seven years.

EXHIBIT A

Suggested Actions for People Who Have Experienced Sexual Harassment

If you have experienced Sexual Harassment, Louisburg College's first priority is to help you take steps to address your safety, medical needs and emotional well-being. You are encouraged to take the following actions, as applicable, regardless of whether you have made a decision about whether to pursue a criminal or Louisburg College complaint.

1. Ensure Your Physical Safety.

You may seek help from local law enforcement agencies or by contacting the Louisburg College Campus Safety Department. The Louisburg College Campus Safety Department can assist you with contacting local law enforcement and can help you obtain transportation to the local law enforcement office. Officers are on duty at the Louisburg College Campus Safety Department 24 hours a day, seven days a week.

2. Seek Medical Assistance and Treatment.

Local options for medical care include the Louisburg College Health Clinic, the Franklin County Health Department, Louisburg Impact Primary & Urgent Care, and Maria Parham Franklin Hospital. It is crucial that you obtain medical attention as soon as possible after a sexual assault, for example, to determine the extent of physical injury and to prevent or treat sexually transmitted diseases (such as HIV). Medical facilities can also screen for the presence of sedative drugs such as Rohypnol or GHB (date-rape drugs).

Campus Safety Officers can help you obtain transportation to a local hospital and can help you contact a support person, such as a family member, a friend, or a roommate.

If you choose to have an evidence collection kit (or "rape kit") completed, it is important to do so within 120 hours.

Even if you have not decided whether to file charges, it is advisable to have the evidence collection kit completed so that you can better preserve the options of obtaining a protective order and/or filing criminal charges at a later date. It is advisable to avoid showering, bathing, going to the bathroom, or brushing your teeth before an evidence collection kit is completed. You should also wear (or take with you in paper – not plastic – bag) to the hospital the same clothing that you were wearing during the assault. An evidence collection kit can still be completed even if you have showered or bathed.

3. Obtain Emotional Support

The Louisburg College Office of Health & Wellness can help students sort through their feelings and begin the recovery process. The professionals at the Counseling Center are trained to provide crisis intervention on short-term and emergency issues. The Counseling Center can also provide referral services for outside providers and law enforcement. Counseling is free of charge to all students. In some instances, the law may require the disclosure of information shared by students with counselors. However, absent a legal mandate to the contrary, counseling services are strictly confidential, are not part of students' records, and will not be reported to other Louisburg College personnel.

Employees may contact the Employee Assistance Program to obtain emotional support (available at: mygroup.com or by telephone at 1-800-633-3353).

4. Obtain Information/Report Misconduct

You are encouraged to report incidents of sexual assault to Louisburg College's Title IX Coordinator (even if you have filed a report directly with law enforcement). The Title IX Coordinator can help you access resources and can provide you with support and information, including information on Louisburg College's procedures for investigating and addressing instances of sexual assault.

Important Contact Information

Resources for Parties

Title IX Coordinator

Dr. Matt Brigner
mbrigner@louisburg.edu
919-497-1131

Campus Safety Department

James Marshall
jmarshall@louisburg.edu
919-497-3400

Office of Health & Wellness

Toni Cochis
tcochis@louisburg.edu
919-497-3420

Division of Student Life

Dr. Matt Brigner
mbrigner@louisburg.edu
919-497-3290

Office of Human Resources

Dr. Nancy Dahl
ndahl@louisburg.edu
919-497-1191

Community Resources

Maria Parham Franklin Hospital

919-340-8700

Louisburg Police Department

919-496-4175

Franklin County Sheriff's Department

919-496-2186

Impact Primary Urgent Care

919-496-4976

Advance Community Health

919-833-3111

EXHIBIT B

Sexual Harassment/Interpersonal violence: https://louisburg.guardianconduct.com/incident-reporting?incident_type=Sexual%20Misconduct/Title%20IX%20Incident



Louisburg College Campus Reporting Form

Magnify

The reporting form is not a 911 or Emergency Service

Do not use this site to report events, presenting an immediate threat safety or security threat. If this is an emergency, please contact Campus Safety at +1 919-497-3400 or dial 911.

Background Information

The following information should be completed by the individual(s) submitting the incident report.

Full Name*

Enter full name

Position/title*

Enter position or title

Email Address*

Enter email address

☐ Remain Anonymous

Enable additional features by [logging in](#).

Information

Report Type*

Sexual Misconduct/Title IX Incident

Location*

Choose location

Building*

Choose building

Specific location*

Choose specific location

Your full name:*

please explain

Your cell phone number:*

please explain

Your email address:*

please explain

Nature of this report*

Please Select

Please check all that apply:

- ☐ Sexual Harassment
- ☐ Sexual Harassment - Sexual Assault
- ☐ Sexual Harassment - Rape
- ☐ Sexual Harassment - Sodomy
- ☐ Sexual Harassment - Sexual Assault with an Object
- ☐ Sexual Harassment - Fondling
- ☐ Sexual Harassment - Incest
- ☐ Sexual Harassment - Statutory Rape
- ☐ Sexual Harassment - Dating Violence
- ☐ Sexual Harassment - Domestic Violence
- ☐ Sexual Harassment - Stalking

Describe each incident of harassment, discrimination, sexual misconduct, or retaliation separately. Please be as detailed as possible, giving names, dates, and places, include phone numbers and addresses if possible. Use additional pages if needed.*

Enter Details

Was this reported to police?*

Please Select

I understand my reporting options:*

Please Select

Details*

B **I** **U**    10px  Arial  

Please enter details

Please provide a detailed description using specific, concise and objective language (Who, what, when, where, and how). Each individual listed as "involved" should appear in your description.

Involved Parties

Individual or Organization

☒ Individual ☐ Organization

Name/ID

Enter Name or ID number

Role

Choose role of party

Phone Number

Enter phone number

Email Address



Enter email address

[+ Add another](#)

Supporting Documentation

Please upload any supporting documentation that may provide additional context to the report (pictures, text messages, emails, etc.). *

Click here Or drag & drop file here to upload

Supported file formats are JPG, JPEG, PNG, BMP, MP3, MP4, MOV, AVI, DOCX, XLS, PPT, PDF, HTML, EML, MSG and MBOX

APPENDIX A – NORTH CAROLINA DRUG LAW (PARTIAL)

- (A) The unlawful manufacture, distribution, disposition, possession and/or use of a controlled substance or alcohol is regulated by a number of federal, state and local laws. These laws impose sanctions in misdemeanor and felony convictions. A summary of alcohol and drug laws in the United States and in the state of North Carolina is available below. The information provided below is not comprehensive. Further overview of federal laws governing the manufacture, possession, use and distribution of alcohol and illegal drugs is available online (<https://www.dea.gov/documents/2024/2024-12/2024-12-12/drugs-abuse-2024>).
- (B) The law prohibiting unauthorized possession of any controlled substance is found in 21 USC § 844. Simple possession of any controlled substance (meaning having a small amount for personal consumption without intending to distribute or sell) is a misdemeanor under federal law carrying a fine of at least \$1,000 and no more than one year in prison (except for possession of Flunitrazepam, more commonly known as “roofies,” which is always a felony and carries a greater penalty). Repeat possession offenders may be charged with a felony, which carries a longer prison sentence and greater fine. Possession with intent to distribute carries additional penalties. In addition to prison time and fines, persons convicted of possession may also be fined for the reasonable costs of the investigation and prosecution of the offense.
- (C) The penalties for drug trafficking are found in 21 USC § 841 and are listed in the charts below. Persons who violate drug trafficking laws within 1,000 feet of a university may face more severe penalties.
- (D)

Drug/Schedule	Quantity	Penalty	Quantity	Penalty
Cocaine (Schedule II)	500-4999g mixture	First Offense: Not less than 5 years and not more than 40 years. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 years and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs mixture or more	First Offense: Not less than 10 years and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 years and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28-279g mixture		280g mixture or more	
Fentanyl (Schedule II)	40-399g mixture		400g mixture or more	
Fentanyl Analogue (Schedule I)	10-99g mixture		100g mixture or more	
Heroin (Schedule I)	100-999g mixture		1kg mixture or more	
LSD (Schedule I)	1-9g mixture		10g mixture or more	
Methamphetamine (Schedule II)	5-49g pure or 50-499g mixture		50g or more pure OR 500g or more mixture	
PCP (Schedule II)	10-99g pure or 100-999g mixture		100g or more pure OR 1kg or more mixture	

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

Louisburg College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate degrees. Questions about the accreditation of Louisburg College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

