

Table of Contents

Catawba General Information	Page 2
Academic Calendars	Page 3
College Administration	Page 6
Division of Academic Affairs	Page 6
Division of Student Affairs	Page 9
Student Rights and Responsibilities, Honor Code	Page 10
General Information, Policies and Procedures Advertising	Page 20
Alcohol and Drug Use	Page 20
Sexual Harassment Policy and Appeals Procedure	Page 25
Professional Boundaries	Page 29
Smoking Regulations	Page 30
Student Exchange Visitor Information System (SEVIS)	Page 31
Student Identification Cards	Page 31
Visitors	Page 32
Weapons on Campus or other Educational Property	Page 32
Online WebPages	Page 32
Other Violations	Page 32
Notification Policy	Page 32
Campus Ministry and Religious Life	Page 33
Center for Career Services and Academic Support	Page 33
Counseling and Disability Services	Page 34
Campus Activities and Programs	Page 34
Clubs and Organizations	Page 35
Intramural and Recreational Sports	Page 42
Student Services and Resources Bookstore	Page 42
Computer Services	Page 42
Financial Issues	Page 49
Mail Services	Page 49
Proctor Student Health Center	Page 49
Public Safety	Page 50
Parking and Vehicle Registration	Page 51
Registrar's Office	Page 53
Dining Services	Page 55
DineOnCampus.com	Page 57
The Corriher-Linn-Black Library	Page 58
Housing and Residential Life	Page 59
Fire Safety	Page 63
General Housing and Residential Life Policies	Page 66
School of Evening and Graduate Studies (SEGS)	Page SEGS 72
Non-Discrimination Policy	Addendum

A Brief History of Catawba College

Catawba College, a private/coeducational liberal arts institution, was established in 1851 in Newton by the Reformed Church, whose members were predominantly German settlers in the area. The school served as an Academy during the Civil War and after. In 1885, the institution resumed operations under its original charter as Catawba College. Catawba became coeducational in 1890, graduating its first woman in 1893. The campus in Newton was closed in 1923 when the college accepted an offer of land and facilities to move to Salisbury. Catawba College re-opened in Salisbury in 1925. In 1957, the Evangelical and Reformed Church, Catawba's original parent body, merged with the Congregational Christian denomination to form the United Church of Christ, with which the college maintains an affiliation. The college, however, has no sectarian restriction, and serves students of all faiths and religions. Since Catawba College opened its doors in the Salisbury community, the institution has established a tradition of successful graduates who honor the college by their achievements and who enable it through their support to strengthen that tradition with each entering class. The college serves a diverse body of students through the services of a well-qualified faculty made up of a distinguished group of teaching scholars who are genuinely committed to accomplishing the mission of the college. Catawba College also serves the Salisbury-Rowan County community through special programs and services. The School of Evening and Graduate Studies represents a special effort to reach out to the adult learner.

Catawba College Mission Statement

Catawba College is committed to providing students an education rich in personal attention that blends the knowledge and competencies of liberal studies with career preparation. Catawba College draws strength from Judeo-Christian values, sustains a dynamic community of learners and seeks to unite a diverse population of students, faculty and staff as active co-participants in scholarship and service. Catawba College prepares students to reach their highest potential while becoming responsible citizens with a zeal to enrich human life.

Bookstore (CSC).....	637 - 4470
Corriher Career Services & Academic Support (CSC)	637 - 4384
Computer Services	637 - 4666
Counseling and Disability Services.....	637 - 4307
Dean of Students, Office of the (CSC).....	637 - 4410
Dean of Evening and Graduate Studies (KH)	637 - 4772
Dining Hall (CSC).....	637 - 4400
Financial Assistance (HAB)	637 - 4416
Business Office (HAB)	637 - 4388
Intercollegiate Athletics (APEC).....	637 - 4474
Intramural and Recreational Sports (CSC)	645 - 4577
Library	637 - 4448
Mail Services (CSC).....	637 - 4107
President, Office of the (HAB).....	637 - 4414
Proctor Student Health Center (CSC).....	637 - 4404
Provost (HAB).....	637 - 4466
Public Safety, Office of (Jann House).....	637 - 4000
Registrar (HAB).....	637 - 4411
Student Affairs (CSC)	637 - 4410
Vice President for Finance (HAB)	645 - 4550
Associate Provost (HAB)	637 - 4353
Sr. Vice President for Development and Athletics (HAB)	637 - 4394
Sr. Vice President and Chaplain (ODC).....	637 - 4446
Title IX Coordinator.....	637 - 4468

Building Key:

HAB: Hedrick Administration Building

ODC: Omwake-Dearborn Chapel

SEMESTER (FALL 2011)

CSC: Cannon Student Center

APEC: Abernethy Physical Education Complex

Day Program - FIRST SEMESTER (FALL 2011)

AUGUST

8-12 Monday-Friday	Pre-term Meetings
13 Saturday	NEW Students Arrive/Residence Halls Open
13-16 Saturday-Tuesday	<u>Orientation</u> for NEW Students
15 Monday	Transfer <u>Registration</u>
16 Tuesday	Upper-class Students Arrive / FIRST-YEAR Students <u>Register</u> / Advising for Returning Students
17 Wednesday	<u>Registration</u> for RETURNING Students / Classes Begin
24 Wednesday	Last Day to Add a Course / Last Day to File for December <u>Graduation</u>
25 Thursday	Opening Convocation

SEPTEMBER

5 Monday	Labor Day Holiday / No Classes
26 Monday	Last Day to Remove "I" Grades Outstanding from Spring or Summer

OCTOBER

6 Thursday	Progress Reports Due
10-14 Monday-Friday	Writing Competency Exams
15-18 Saturday-Tuesday	Fall Break
19 Wednesday	Last Day to Drop a Class / Credit by Exam for Fall 2011 Must Be On File in Registrar's Office
21-23 Friday-Sunday	<u>Homecoming Weekend</u> / <u>Family Weekend</u>
24-Nov 2 Monday-Wednesday	Registration for Spring Semester
28 Friday	Last Day for Voluntary Withdrawal

NOVEMBER

23-27 Wednesday-Sunday	Thanksgiving Break
28 Monday	Classes Resume

DECEMBER

2 Friday	Last Day of Classes
3 Saturday	Study Day
5-9 Monday-Friday	<u>Final Examinations</u>
9 Friday	Residence Halls Close for Christmas Break
12 Monday	All Grades Due at 7:00am / Winter Term Classes Begin
13 Tuesday	Last Day to Add Winter Term Classes
17-Jan 1 Saturday-Sunday	College Closed

26 Monday	Last Day to Drop a Winter Term Class
Day program - SECOND SEMESTER (SPRING 2012)	
JANUARY	
4 Wednesday	Last Day of Winter Term Classes / Winter Term Grades are Due by 4:00pm
8 Sunday	Residence Halls Open
9 Monday	<u>Registration</u> for NEW Students / Advising for Returning Students
10 Tuesday	<u>Registration</u> for RETURNING Students / Classes Begin
16 Monday	Martin Luther King, Jr. Holiday / College Closed
18 Wednesday	Last Day to Add a Course / Last Day to File for May Graduation
FEBRUARY	
20 Monday	Last Day to Remove "I" Grades Outstanding from First Semester
20-24 Monday-Friday	Writing Competency Exams
27 Monday	Progress Reports Due
MARCH	
3-11 Saturday-Sunday	Spring Break
12 Monday	Classes Resume
13 Tuesday	Last Day to Drop a Class / Credit by Exam Must Be on File in Registrar's Office
23 Friday	Last Day for Voluntary Withdrawal
26-Apr 4 Monday-Wednesday	Registration for Fall Semester 2012
APRIL	
6-9 Friday-Monday	Easter Break / College Closed
19 Thursday	Awards Convocation
30 Monday	Last Day of Classes
MAY	
1 Tuesday	Study Day
2-8 Wednesday-Tuesday	<u>Final Examinations</u> (No Saturday Examinations)
9 Wednesday	Senior Grades Due at Noon
10 Thursday	All Grades Due at 4:00pm / <u>Senior Investiture Day</u>
11 Friday	<u>Baccalaureate</u>
12 Saturday	<u>Commencement</u>

EVENING AND GRADUATE STUDIES CALENDAR (2011-2012)

FIRST SEMESTER (Fall 2011)

Block 1 Wednesday, August 3 - Registration
Thursday, August 4 - First Class Meeting
Monday, August 29 - Last Class Meeting/Final Exam

Block 2 Thursday, September 1 - Registration/First Class Meeting
Thursday, September 29 - Last Class Meeting/Final Exam

Block 3 Monday, October 3 - Registration/First Class Meeting
Monday, October 31 - Last Class Meeting/Final Exam

Block 4 Thursday, November 3 - Registration/First Class Meeting
Monday, December 5 - Last Class Meeting/Final Exam

Block 5 (Classes Meet Every Other Tuesday)
Tuesday, August 9 - Registration/First Class Meeting
Tuesday, November 29 - Last Class Meeting/Final Exam

Block 6
(ONLINE) Thursday, August 4 - Classes Begin
Monday, December 5 - Final Exam

SECOND SEMESTER (Spring 2012)

Block 1 Wednesday, January 4 - Registration
Thursday, January 5 - First Class Meeting
Thursday, February 2 - Last Class Meeting/Final Exam

Block 2 Monday, February 6 - Registration/First Class Meeting
Thursday, March 1 - Last Class Meeting/Final Exam

Block 3 Thursday, March 8 - Registration/First Class Meeting
Monday, April 2 - Last Class Meeting/Final Exam

Block 4 Thursday, April 5 - Registration/First Class Meeting
Thursday, May 3 - Last Class Meeting/Final Exam

Block 5 (Classes Meet Every Other Tuesday)
Tuesday, January 10 - Registration/First Class Meeting
Tuesday, May 1 - Last Class Meeting/Final Exam

Block 6
(ONLINE) Thursday, January 5 - Classes Begin
Thursday, May 3 - Final Exam

SUMMER SESSION 2012

Block 1 Monday, May 21 - Registration/First Class Meeting
Monday, June 18 - Last Class Meeting/Final Exam

Block 2 Thursday, June 21 - Registration/First Class Meeting
Thursday, July 19 - Last Class Meeting/Final Exam

Block 3
(ONLINE) Monday, May 21 - Classes Begin
Thursday, July 19 - Final Exam

College Administration

Dr. Joseph B. Oxendine is the Interim President of the College and is responsible for the administration of the College.

The President's Council includes the following administrative officers of the College:
Mr. Tom Childress, Senior Vice President is responsible for development operations and intercollegiate athletics.

Dr. Rick Stephens, Provost of the College is the chief academic officer and is responsible for academic programs and the faculty who deliver those programs as well as academic support services.

Mr. Charles Williams, Vice President of Finance is responsible for the College's financial offices and operations, including the Office of Finance and the college bookstore. Mr. Williams also oversees campus facilities, grounds, construction and renovation projects, physical plant housekeeping.

Mrs. Lois Williams, Vice President for Enrollment Management is responsible for Admissions and Financial Aid.

Division of Academic Affairs

www.catawba.edu/academic/provost/

Office of the Provost

Dr. Rick Stephens, Provost 704-637-4466

Dr. Carl Girelli, Associate Provost 704-637-4353

Mrs. Joanna Jasper, Associate Provost & Chief Information Officer 704-637-4764

Provost Administrative Leadership Group

Dr. Edith Bolick, Dean of Evening and Graduate Studies

Dr. Carla Eastis, Director of Institutional Research

Ms. Carol Gamble, Registrar

Dr. Carl Girelli, Associate Provost

Mrs. Joanna Jasper, Associate Provost and Chief Information Officer

Dr. Steve McKinzie, Professor and Director of Library Services

Mr. G. Ben Smith, Dean of Students

Academic Deans

Your primary contact for all academic issues should be your academic advisor. Questions regarding your schedule, course selection, declaring or changing major, adding or dropping classes, or your academic standing should all be directed to your advisor. This person is experienced in guiding students through academic journeys at Catawba and maintains a comprehensive file of your academic activities on campus.

Dr. Edith Bolick, Dean of Evening and Graduate Studies is responsible for programs offered to non-traditional students in the evening.

Dr. Steven J. Coggin, Dean of the Hurlley School of Arts and Sciences, which includes: English, History/Political Science, Mathematics, Modern Foreign Language, Psychology, Religion/Philosophy and Sociology.

Dean of the Shuford School of Performing Arts, which includes Music and Theatre Arts.

Dr. James W. Slate, Dean of the Ketner School of Business.

Dr. James K. Stringfield, Dean of the Goodman School of Education, which includes Education and Physical Education.

Academic Advisors

Your primary contact for all academic issues should be your academic advisor. Questions regarding your schedule, course selection, declaring or changing major, adding or dropping classes, or your academic standing should all be directed to your advisor. This person is experienced in guiding students through academic journeys at Catawba and maintains a comprehensive file of your academic activities on campus.

Class Attendance

The purpose of classroom attendance is the interaction of the student with the professor, of the student with other students, and the communication of material. Therefore, every student has an obligation not only to himself/herself, but also to the professor and to other students to attend class regularly. The following specific responsibilities and conditions should be noted:

1. The attendance regulations at Catawba specifically place the responsibility for regular and punctual class attendance upon the individual student.
2. Each faculty member shall set an attendance policy for each course, and provide this policy to students in writing at the beginning of the course.
3. Whenever possible, students should make arrangements concerning absences ahead of time. Faculties are under no obligation to allow or facilitate make-up work for any absences. Students bear the full responsibility for making up missed work, material covered in classes missed, and learning of subsequent assignments.
4. Students should remain in class for at least ten minutes after the class is scheduled to begin, after which, if the professor has not arrived or has not given word that he or she will be late in arriving, the students may leave.
5. Students must register for their courses promptly at the time set for this purpose and should make certain that they are formally enrolled during the first days of classes.

Course Load

If you wish to drop below 12 credit hours and remain in campus housing, you will need permission of the Dean of Students.

Transcripts

You may obtain copies of your official academic transcript from the Registrar's office in the Hedrick Administration building. Each official transcript costs \$5.00; unofficial transcripts are free.

Academic Grievances

The following procedures should be followed to resolve an academic grievance (excluding charges of Academic Dishonesty):

1. The student should try to resolve the grievance with the faculty member, staff member or student in question.
2. If no resolution is achieved, the student may appeal his or her complaint to the chair or head of the department in whose department the complaint originated.
3. If the grievance remains unresolved, the student may appeal his or her complaint to the Dean of the school in which the complaint originated.
4. If the grievance is still unresolved, the Deans Council may consider the grievance. The student does not have the privilege of self-referral to a panel or of any other administrative recourse.

Withdrawal and Suspension

Withdrawal from College can occur on a voluntary or involuntary basis.

Withdrawal/Voluntary includes:

Withdrawal from the College: A student who wishes to withdraw completely from the College after the last day to add a class must complete the withdrawal process before the end of the tenth week of the semester. (See the "Academic Calendar" for the precise date each term.)

A student must initiate the process by requesting a withdrawal form from the office of the Dean of Students and completing the process with the Office of the Registrar by the deadline. Students who comply with the deadline will receive transcripts showing "W" grades for all courses. Failure to with-

draw officially will result in receipt of the letter grades earned in each course.

A student who has withdrawn from the College under this provision more than once will not be re-admitted. The Academic Policies and Standards Committee must approve any exceptions to this policy.

Voluntary Medical Withdrawal: Upon presentation of documentation deemed adequate and compelling by the Dean of Students or his or her designee(s), a student may be permitted to withdraw from the College during the semester and receive the grade of “W” for coursework being attempted at the time of withdrawal. Students seeking Voluntary Medical Withdrawal after the last day for voluntary withdrawal from the College will be subject to particular scrutiny as such withdrawals entail relief from the academic consequences of late withdrawal. Students should submit documentation no less than two weeks prior to the last day of class.

Appeals Process: Students wishing to appeal the initial decision must submit a letter of appeal with all supporting documentation to the Dean of Students within 48 hours. The Dean of Students will convene faculty and/or staff members to review the appeal within seven business days.

Withdrawal/Involuntary includes:

Administrative Withdrawal from the College

Administrative Withdrawal: This type of academic intervention is imposed in response to poor performance within a semester by the student; specifically, the student has not withdrawn from the College but is making no appreciable attempt to attend and pass classes. Students who fail to meet these basic academic standards or policies in a given semester will be withdrawn by the Provost or his or her designee(s) and a letter put in their file indicating the academic issues that necessitated the withdrawal.

Any Administrative Withdrawal that is carried out on or before the last day to voluntarily withdraw from classes will result in grades of “W”. After the last day to voluntarily withdraw, Administrative Withdrawal will result in grades of “F”.

Administrative Withdrawal from a class: This type of academic intervention is imposed in response to poor performance, disruptive or other inappropriate behaviors that hinder the normal conduct of the class. Upon referral from a faculty member, the Dean of Students will work in concert with the Offices of the Provost and Registrar to assess the documented facts and determine an appropriate intervention.

Medical Withdrawal: The College, upon advice from its professional staff, may require a student to withdraw for medical or psychological reasons. In these cases, the student will be encouraged to seek professional care. Such action is not taken for punitive reason, but because the welfare of the individual and the community mandates the procedure.

A Medical Withdrawal will result in grades of “W” regardless of when the withdrawal occurs.

Suspension from the College of either type is by definition involuntary

Social Suspension: A student suspended under the provisions of this category has committed transgressions of the Student Code of Conduct or the Honor Code serious enough to make the student “ineligible to continue enrollment and/or to re-enroll at the College for a specific period of time”. The Dean of Students or his/her designee(s) is responsible for activating this process at any time during the semester.

A Social Suspension that is carried out on or before the last day to voluntarily withdraw from classes will result in grades of “W”. After the last day to voluntarily withdraw, Social Suspension will result in grades of “W” or “F” at the discretion of the Dean of Students.

Academic Suspension: This type of academic sanction is imposed in response to a prolonged period (typically at least two complete semesters) of poor academic performance by the student. A student in this category has failed to meet minimum GPA standards after more than 19 hours of study. See the Catawba College Catalog for a list of semester hour and GPA thresholds. The Prov-

ost or his or her designee(s) is responsible for activating this process at the end of the fall and spring semesters upon recommendation from the Academic Policies and Standards Committee.

Interim Suspension: In certain circumstances, the Dean of Students, or a designee, may impose a College or residence hall suspension prior to the Student Conduct Board hearing.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students or the Student Conduct Administrator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board hearing, if required.

Short-term Leave of Absence

The Provost may, at his or her discretion and upon the advice of College health care providers and Student Affairs staff, authorize the absence of a student from the College for up to two weeks in order for the student to receive treatment for a medical condition or respond to a crisis that necessitates absence. There must be reason to believe the circumstances can be resolved in the short-term, and this provision is limited by the faculty's ability to make accommodations, which may vary considerably. The Provost will verify the student's circumstances to faculty and request consideration for accommodations. The student will be responsible for managing specific plans for make-up work during the absence and/or upon return.

Division of Student Affairs

www.catawba.edu/studentaffairs

Office of the Dean of Students

G. Ben Smith, M.Ed., Dean of Students 704-637-4410

The Office of the Student Affairs

Mr. G. Ben Smith is the Dean of Students.

Mrs. Sarah Rossini is the Assistant Dean of Students and Director of Housing and Residence Life. She is responsible for Housing and Residence Life, Student Conduct, Lerner Wellness Center, and Intramural Sports.

Ms. Emily Schneider is the Area Coordinator for Housing, Intramural Sports, and Wellness.

Mr. Kyle Patterson is the Area Coordinator for Housing and Programs.

Mr. Shane Flowe is the Director of Public Safety. The Office of Public Safety exists to help ensure a safe environment for all members of the Catawba community with the full cooperation of the Salisbury Police Department.

Ms. Jan Gillean is Assistant Dean for Campus Activities and Programs. Dean Gillean is the Director of the Cannon Student Center, serves as the advisor to Wigwam Productions, and the Inter-Club Council. She can provide you with information about existing organizations, help you to get a new organization started, and would love to get your input on campus entertainment.

Mrs. Lori Sipes is the Director of Mail Services.

Mrs. Robin Perry is the Director of Career Services and Academic Support.

Mrs. Sharon Newsome is the Administrative Assistant for the Dean of Students.

Mrs. Dee Woodie is the Administrative Assistant in the Office of Student Affairs.

Proctor Student Health Center

Ms. Kathi Welborn is the Director of the College's Proctor Student Health Center and a Registered Nurse.

Ms. Candy Fesperman is a Registered Nurse.

Physician Services are contracted through Salisbury Pediatric Associates in Salisbury.

Chartwell's Dining Service

Mr. Corey Fischer is Director of Dining Services for Chartwell's, Catawba's food service provider. Mr. Fischer welcomes your suggestions and feedback regarding campus dining, and would be happy to work with you regarding any special dietary needs you may have.

Counseling and Disability Services

Dr. Nan Zimmerman is the Director of the Counseling and Disability Services and coordinates all programs within the center.

Mr. Avery Barber is a College Counselor and provides varied counseling services for students.

Student Rights and Responsibilities, Honor Code and Student Conduct Code

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well being of society. As a college of liberal arts committed to Judeo-Christian values, Catawba College seeks to liberate men and women of humane instincts, and of disciplined and creative minds for lives of leadership, service and self-fulfillment. Recognizing that the educational process encompasses more than academic activities, Catawba College believes that its purpose is promoted or hindered by the quality of the total life of a college community. The Code of Student Rights and Responsibilities is based upon the belief that Catawba's educational purpose can best be advanced in a context that emphasizes the responsible use of freedom. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

The core values of the College include faith, integrity, respect, excellence, scholarship, responsibility, freedom, confidence, service and community building. Catawba students are expected to be diligent and sincere in the pursuit of education, open to learning and change, and striving to achieve academic excellence. Students shall be honest and have integrity in all that they do, especially in personal relationships and academic performance. Catawba students should have respect for their own bodies, minds and spirits, avoiding behaviors and substances that could have a negative effect on their personal well-being. Students shall exercise their freedom with responsibility in keeping with the general principles of decency and good taste and in conformity with guidelines as determined by the Board of Trustees, interpreted by the Administration, and published in the Catawba College Catalog, Student Handbook and on line. By adherence to this Code and in recognition of the core values, it is hoped that all students will develop an appreciation for college traditions and enjoy the experiences and privileges that help them to learn, live and grow by preparing for life after they depart Catawba.

Student Rights and Responsibilities

All students of Catawba College enjoy the same basic rights and are bound by the same standards of conduct.

Student Rights in the College Community

1. To establish a representative student government.
2. To establish qualifications for officers of student government.
3. To establish impeachment procedures for officers of student government.
4. To recommend to the Administration and Board of Trustees, through appropriate processes, rules that regulate, control, and dictate student conduct on campus and student organizations.
5. To recommend to the Administration and Board of Trustees, through appropriate processes, changes in overall Catawba College policy and regulations.
6. To advise in the selection of a Student Conduct Board, through an elected representative on SGA executive board, to hear matters not retained by the Student Conduct Administrator of al-

leged violations of the Student Code and other College rules and regulations.

7. To recommend to the President of the College (or his designated representative) appropriate actions for those students who violate the Student Conduct Code and/or other College rules and regulations when such actions might be warranted.
8. To be treated as a respected member of the college community, with freedom from discrimination based on race, color, religion, gender, sexual orientation, national origin, age, disability or military service.
9. To strict regulation regarding the access to student education records.
10. To learn through freedom of inquiry and expression of views in a reasonable and civil manner.

Accommodation Policy for Students with Disabilities

Catawba College is committed to offering equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended 2008 (ADA), the College does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in College programs and activities, nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.

It is the responsibility of students who wish to request services and/or accommodations to inform the College of the disability and provide appropriate documentation of the disability to the Counseling and Disability Services. The accommodation process is outlined in greater detail on the Counseling and Disability Services webpage at the Catawba College website. The Disabilities Handbook for students may be found on the website with any pertinent forms. This webpage also explains the appeal procedure for grievance resolution for student accommodations due to disability.

The Honor Code

(Adopted November 11, 1993)

In order to educate individuals to live responsibly in community and to create an environment that encourages respectful expression of values, without censorship, the Catawba community has developed and endorsed *The Catawba College Honor Code*. It is intended that the Honor Code will promote a climate of trust, concern and respect conducive to learning and personal growth in community.

Everyone who is a member of the Catawba community has responsibilities to respect others, to communicate honestly, to seek excellence and to participate in creating a fair and compassionate atmosphere on campus. Faculty, administrators and staff have responsibilities to endeavor to enhance the personal and intellectual development of other persons; to be compassionate, thorough and fair in evaluating the performance of students and professional associates; to use the authority of their office in ways that respect persons and avoid the abuse of power; and to conduct their professional activities in ways that uphold the ideals of virtue and excellence.

Therefore, Catawba College students, faculty, staff and administrators are committed to the Catawba College Honor Code which is set forth as follows:

As a member of the Catawba College community, I will practice academic honesty, communicate truthfully, and show respect for the rights and property of others. I will also encourage others in the community to behave honorably.

The Honor Code does not condone dishonorable actions within any sector of Catawba College. Such actions include academic dishonesty as well as social disrespect and any action harmful to the Catawba College community and its members. Violations of the law are also violations of the Honor Code. The Honor Code applies to students, faculty, administrators and staff members. The responsibilities are stated in Reynolds and Smith, "Academic Principles of Responsibility" in William W. May, *Ethics and Higher Education* (Macmillan, 1990) pp. 37-38.

Student Conduct Code

ARTICLE I: DEFINITIONS

1. The term College means Catawba College.

2. The term "student" includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students" as are persons who are living in College residence halls, although not enrolled in this institution.
3. The term "faculty member" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "member of the College community" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Dean of Students. The term "College premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the College (including adjacent streets and sidewalks).
6. The term "organization" means any number of persons who have complied with the formal requirements for College recognition as an organization.
7. The "Student Conduct Board" is one student conduct hearing resource. This group consists of 5 students and 3 faculty and/or staff members.
8. The term "Student Conduct Administrator" means a College official authorized on a case-by-case basis by the Dean of Students to hold an administrative hearing and impose sanctions upon any student(s) found to have violated the Student Code.
9. The "Appellate Board" is a committee of 2 faculty, 2 staff, and 2 students that serve as a hearing resource for the student conduct process.
10. The appeals review process is a person or persons authorized by the Dean of Students to consider an appeal from a Student Conduct Hearing determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Board.
11. The term "shall" is used in the imperative sense.
12. The term "may" is used in the permissive sense.
13. The Dean of Students is that person designated by the College President to be responsible for the administration of the Student Code.
14. The term "policy" means the written regulations of the College as found in, but not limited to, the Student Code, Student Handbook, the College web page and computer use policy, and Graduate/Undergraduate Catalogs.
15. The term "cheating" is a form of academic dishonesty which includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) the acquisition, without permission of tests or other academic material belonging to a member of the College faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
16. The term "plagiarism" is a form of academic dishonesty that includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
17. "Lying about academic work" is also a form of academic dishonesty, which involves providing dishonest information about class attendance, written work or other matters pertinent to the student-instructor relationship. Examples include, but are not limited to, claiming to have submitted an assignment when the student has not submitted the assignment; responding dishonestly to an instructor's inquiries into potential honor code violations; falsely implicating another student in an honor code violation, or lying to protect another student; and submitting the same paper to more than one instructor for credit without the permission of each instructor.
18. The term "Complainant" means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College

community submitted the charge itself. The Student Conduct Administrator or student conduct board may serve as the complainant for any case.

19. The term "Accused Student" means any student accused of violating this Student Code.
20. Breaking a vertical plane of a window, balcony, breezeway or similar structure is not permitted. Unauthorized access to rooftops would be classified as an endangerment on one's self and so would be a violation.

ARTICLE II: STUDENT CODE AUTHORITY

1. The Student Conduct Administrator shall advise and assist in determining the composition of the Student Conduct Board and Appellate Board and assist in the determination of which Student Conduct Hearing, Student Conduct Administrator and Appellate process shall be used to hear each matter.
2. The Dean of Students shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the College Student Code

The College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities and to off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives. 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 (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

In matters involving academic dishonesty, if a student contests a charge by a faculty member involving such matters, or in the discretion of the faculty member involved, such matters will be referred to the Student Conduct Administrator for possible consideration by the Student Conduct Board, which may hear the matter and determine the outcome. If the student is found responsible for a violation involving academic dishonesty, the Student Conduct Board has access to the full range of sanctions, including recommendation for suspension or expulsion. The faculty member may choose to determine the disposition of conduct involving academic dishonesty privately if the student accepts responsibility. The outcome in such circumstances must be reported to the Provost and Student Conduct Administrator, either of which can pursue further sanctions on behalf of the community.

In matters involving sexual harassment, if a student feels that he or she has been sexually harassed, the student should refer to the College Sexual Harassment Policy and Appeals Procedures, which shall govern such matters.

B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, lying about academic work or other forms of academic dishonesty.
 - b. Furnishing false information to any College official, faculty member or office.
 - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus or of other authorized non-College activities when the conduct occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.

4. Sexual assault, including but not limited to threats of, or deliberate physical contact of a sexual nature that is against another person's will or without consent.
NOTE: *Use of alcohol and/or drugs by a Complainant is not an excuse for violation of the sexual assault conduct standard. An intoxicated person cannot provide informed consent to sexual activity if their judgment is impaired. Nor can a perpetrator who is intoxicated or under the influence of drugs be capable of confirming consent to the sexual activity. Thus, if your partner has been drinking or taking drugs, getting a "yes" may not be sufficient. Finally, silence, previous sexual relationships or current relationship between the parties may not be taken as an indication of consent.*
5. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus. Possession of stolen property.
6. Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in, a group or organization. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. Any individual or group found responsible for hazing will be subject to sanctions outlined in the Student Conduct Code, including but not limited to probation, social suspension, suspension/revocation of charter, restricts on member recruitment and/or group activity, removal of the individual from the group, loss of housing privileges or expulsion. Hazing is also a misdemeanor under North Carolina law.
7. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
9. Violation of any College policy, rule or regulation published in hard copy or available electronically on the College website to include Housing and Residential Life Policies and Procedures and the College Alcohol Policy and Regulations.
10. Violation of any federal, state or local law.
11. Use, possession, manufacturing or distribution of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by law.
12. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations) or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
13. Violation of College policy against the possession of weapons on campus, including but not limited to firearms, explosives, other weapons or dangerous chemicals, when not used solely for instructional or College-sanctioned ceremonial purposes.
14. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
15. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
16. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room or restroom.
17. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents or for any other pur-

- pose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
 - e. Use of computing facilities and resources to send obscene or abusive messages.
 - f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the College Computer Use Policy.
18. Abuse of the Student Conduct System, including but not limited to:
- a. Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - d. Institution of a student conduct code proceeding in bad faith.
 - e. Attempting to discourage an individual's participation in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
19. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.
- C. Violation of Law and College Discipline
- 1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus at the discretion of the Dean of Students. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.
 - 2. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES

- A. Charges and Student Conduct Board Hearings
 - 1. Any member of the College community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event

takes place, preferably within one week.

2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Hearing, not less than three calendar days after the student has been notified.
4. All notification of student conduct hearings will be issued through campus post office boxes and/or email at least two weekdays prior to any proceedings. All students are responsible for checking campus post office boxes and email regularly.
5. Student Conduct Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV(A)(7) below:
 - a. Student Conduct Hearings normally shall be conducted in private.
 - b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Hearing shall be at the discretion of the Student Conduct Board and/or the Student Conduct Administrator.
 - c. In Student Conduct Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Hearings concerning each student to be conducted either separately or jointly.
 - d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Hearing before a Student Conduct Board or Conduct Administrator. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
 - e. The Complainant, the Accused Student and the Conduct Hearing Officer may arrange for witnesses to present pertinent information to the Student Conduct Hearing. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Hearing. Witnesses will provide information to and answer questions from the hearing administrator(s). Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Hearing Officer with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the Student Conduct Administrator or chairperson of the Student Conduct Board.
 - f. Pertinent records, exhibits and any written statements may be accepted as information for consideration at a Student Conduct Hearing at the discretion of the administrator or board chairperson.
 - g. Only information presented during a Student Conduct hearing may be considered in determining student responsibility and/or violations.
 - h. All procedural questions are subject to the final decision of the Student Conduct Administrator.
 - i. After the portion of the Student Conduct Hearing concludes in which all pertinent information has been received, the Conduct Administrator or Student Conduct Board shall

- determine (by majority vote if heard by the Student Conduct Board) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
- j. The determination of responsibility shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
 - k. Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
6. There shall be a single record, such as a tape recording, notes or completed forms, of all Student Conduct Board Hearings. Deliberations shall not be recorded. The record shall be the property of the College.
 7. If an Accused Student, with notice, does not appear for a Student Conduct Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
 8. The Student Conduct Administrator and/or Student Conduct Board may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the Complainant, Accused Student and/or other witness during the hearing by providing separate facilities, by using a visual screen and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.
- B. The Student Conduct Board
- a. The Student Conduct Board is comprised of five (5) students and four (4) faculty and/or staff members.
 - b. A Student Conduct Board hearing shall consist of at least three (3) student and two (2) faculty and/or staff members for no less than five (5) members to maintain a hearing quorum.
 - c. Any student is eligible to apply or be nominated for a Student Conduct Board position upon notification of a board vacancy.
 - d. To be eligible to serve on the Student Conduct Board students must maintain at least a 2.2 cumulative GPA, be enrolled as full time day student (12 hours), have no major conduct or academic dishonesty violations. In addition, members of the Student Government Association and Resident Assistant staff are not eligible to serve on the Student Conduct Board.
 - e. All students applying for a Student Conduct Board vacancy will complete an application form and give the Student Conduct Advisory Board permission to review their academic and social files.
 - f. The Student Conduct Board will be selected by the Advisory Board consisting of the Student Conduct Administrator, a Student Government Executive Officer, a faculty member, and the Dean of Students for four (4) board members.
 - g. Student Conduct Board members will be selected to serve for the duration of the current academic year.
 - h. Student Conduct Board members will be prohibited from serving on a student conduct hearing if the Student Conduct Administrator or board chairperson determines that a conflict of interest may exist.
 - i. Student Conduct Board members may be removed at any time by the advisory board for violation of the academic or conduct policy, violation of confidentiality, failure to attend scheduled conduct board training or meetings, failure to maintain a 2.2 cumulative GPA, and other reasons as determined by the advisory board.
 - j. The Dean of Students will coordinate, train, manage, and advise the Student Conduct Board.
 - k. The findings and sanctions from a Student Conduct Board Hearing are a recommendation and the Dean of Students will still have Executive Authority to make the final decision.
- C. Sanctions
1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.

- b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges—Denial of specified privileges for a designated period of time.
 - d. Fines—Previously established and published fines may be imposed.
 - e. Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions—Work assignments, essays, service to the College or other related discretionary assignments.
 - g. Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - h. Residence Hall Expulsion—Permanent separation of the student from the residence halls.
 - i. Social Suspension—Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - j. College Expulsion—Permanent separation of the student from the College.
 - k. Revocation of Admission and/or Degree—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree or for other serious violations committed by a student prior to graduation.
 - l. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. (a) Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than College suspension, College expulsion or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record five (5) years after graduation or withdrawal from the College.
(b) In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
 4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in article IV(C)(1)(a)–(e).
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.
 5. In each case in which a Student Conduct hearing determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the hearing administrator(s). In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

D. Interim Suspension

In certain circumstances, the Dean of Students, or a designee, may impose a College or residence hall suspension prior to the Student Conduct hearing.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.
2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students or the Student Conduct Administrator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board hearing, if required.

E. Appeals

1. A decision reached in the Student Conduct hearing may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Hearing within two (2) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his/her designee.
 2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Conduct Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct hearing.
 3. When a request for appeal is submitted, an appeals hearing will first determine whether or not the appeal meets the guidelines listed above and if an appeal hearing will be granted. The appeal may be denied and proceed with a review if it does not meet one of the four guidelines listed above. When an appeal is denied, the hearing will not consider further information or review the process or findings from the original student conduct hearing and will be considered final.
 4. When a request for appeal is granted, an Appeal hearing will review all Student Conduct hearing findings and will have the authority to reverse a decision or revise the sanctions issued. Upon the decision of the Appeals hearing, the matter shall be considered final and binding upon all involved.
5. Appellate Board
- a. The appellate board is a resource for hearing a student conduct appeal.
 - b. The appellate board shall consist of two (2) faculty, two (2) staff and two (2) student members. These members may not serve concurrently on the Student Conduct Board.
 - c. The faculty and staff members will be selected by the Student Conduct Administrator in consultation with the Dean of Students.
 - d. The student members will be selected by the Student Conduct Advisory Board and under the same guidelines as specified above in IV(B).

e. An Appellate Board hearing shall consist of at least three (3) members; one (1) student, one (1) faculty and one (1) staff member for no less than three (3) members to maintain a hearing quorum.

ARTICLE V: INTERPRETATION AND REVISION

Any question of interpretation or application of the Student Code shall be referred to the Dean of Students or his or her designee for final determination.

The Student Code shall be reviewed every three (3) years under the direction of the Student Conduct Administrator.

Executive Authority

To maintain discipline and promote safety in the College community, the Dean of Students may exercise his/her authority to take action against an individual student or organization as an alternative or in addition to the procedures outlined in the Student Conduct Code when he/she believes such action is warranted.

General Information, Policies and Procedures Advertising

Solicitation: Business enterprises or agencies or student/s acting as their representative/s may not advertise, solicit or sell merchandise on campus without written permission of the Dean of Students. Permission to advertise and/or sell any product will be allowed only to promotions that are in the best interest of Catawba students.

Posting of Advertisements, Signs and other Materials: Bulletin boards are an important means of communication among the members of the Catawba College community. Students are encouraged to use bulletin boards in a responsible manner. All posted materials shall be of good quality, clean and may not in any way discriminate, harass or infringe on anyone's rights in accordance with College policies. Any legal liability or damage resulting from the posting will be the sole responsibility of the person, organization or group sponsoring the posted material.

All posters and announcements must be placed only on bulletin boards. Posters, signs, etc. may not be posted on doors of College buildings, walls, etc. All advertising to be posted in the residence halls must be approved by the Director of Housing and Residential Life. All posters must be removed the day following the date of the advertised event. All advertising and publicity for both on and off-campus events must conform to state and local laws and the policies of the College, and include the name of the sponsoring organization. Publicity is not permitted for off-campus events that do not conform to College policy or that promote the consumption of alcohol.

Alcohol and Drug Use

Catawba College Provisions Regarding the Use of Alcohol

Information on North Carolina Laws Regarding Alcohol

The purchase or possession of beer, wine, liquor or mixed beverages by a person less than 21 years old is illegal in the State of North Carolina. It is also illegal to sell beer, wine, liquor or mixed beverages to those less than 21 years old or to aid and abet a person less than 21 years old in obtaining alcoholic beverages. It is illegal to use a fraudulent ID or to permit the use of one's ID by a person less than 21 years old to purchase alcoholic beverages. It is illegal to give alcoholic beverages to an intoxicated person.

Driving with any amount of alcohol in the body is illegal for anyone under 21; driving with a blood alcohol concentration of .08%, "Driving While Impaired," carries a range of sentences and fines and may result in a suspended license. A person can be charged with "Driving While Impaired" with blood alcohol concentrations under .08% if police observe erratic driving. And, if you become disruptive in public (violent, insulting, using profanity, urinating, etc.) as a result of being drunk, you can be fined and spend time in jail.

Penalties for alcohol offenses range in seriousness from a significant fine to imprisonment or both. Penalties vary depending on the age of the offender and the nature of the offense. A criminal record (misdemeanor or felony) may preclude admission to graduate or professional schools, professional licensure and certification or security clearance of certain professions and positions.

College Alcohol Policy and Regulations

The following regulations are based on the Alcohol Beverage Control laws of North Carolina and on the College's intent to encourage moderation if alcohol is consumed.

1. Students under the age of 21 may not purchase, possess or consume any alcoholic beverage.
2. Students over the age of 21 may consume legal alcoholic beverages only in the privacy of residence hall rooms where at least one resident is 21. Residence hall areas such as entrances, lobbies and hallways are considered to be public areas and, therefore, alcoholic beverages may not be consumed and/or displayed in these areas.
3. Alcohol containers, whether empty or full, may not be displayed in public areas, to include windowsills and other areas in private residence rooms that may be observed from outside. Public areas include residence hall entrances, lobbies, and hallways, as well as non-residence buildings on campus and the campus grounds. Possession of alcohol containers, even though they are empty, may not be in rooms where the occupants are under the age of twenty-one (21). In addition, students residing in a room where both residents are under the age of twenty-one may not host an of age student possessing or consuming an alcoholic beverage.
4. Alcohol may not be dispensed or consumed during any student social function.*
 - a. College funds may not, under any circumstances, be used for the purchase of alcoholic beverages to be dispensed or consumed at any student social function on or off the campus.
 - b. Kegs or any other common source containers of alcohol are strictly prohibited on campus for student consumption.
 - c. The consumption or display of alcoholic beverages is prohibited in all areas except those specifically approved by the Office of the Deans of Students.
 - d. Student organizations may not sponsor or co-sponsor a function cooperatively with any alcoholic beverage distributor or brewing company, nor lend its name to any such activity at which an alcoholic beverage is to be dispensed as a promotion for a brewing company or alcohol distributor.

Alcohol Policy Relating to Student Organizations

Distribution, possession or consumption of alcohol beverages, including public drunkenness, at student organization events are in violation of the College's alcohol policy. In addition to individual students being charged with a violation of the College alcohol policy, student organizations and groups are also responsible for and subject to meeting all regulations governing their charter or sponsorship. This includes all student organizations, clubs, athletic teams, etc.

Alcohol and Drug Policy Relating to Student Athletes

In addition to the policies listed here, student athletes are also accountable for the policies as listed in the Student Athlete Alcohol and Drug policy distributed by the Athletic Department. Athletes will receive a copy of the Student Athlete Alcohol and Drug policy from the Athletic Department. Student athletes are encouraged to speak with their coaches or the Athletic Director for more information about this policy. This policy is meant to supplement the Code of Student Conduct and offer additional educational opportunities on an individual basis.

Guidelines for Alcohol Policy Violation Sanctions

Violations of the College Alcohol Policy are sanctioned on two levels.

Level 1

General violations of the College Alcohol Policy, including but not limited to the following:

- a. Underage consumption or possession of alcohol;
- b. Consumption or possession of alcohol in a substance free residence hall;
- c. Consumption of alcohol in a public area;*

- d. Intoxication or public drunkenness;
- e. Presence of alcohol containers in an under-aged student's room;

Level 2

Violations of the College Alcohol Policy related to more serious or harmful behavior, including but not limited to the following:

- a. Causing harm to oneself, others or damage to College property;
- b. Engaging in physical violence or vandalism;
- c. Participation in drinking games/possession or use of drinking devices;
- d. Showing disrespect to a College employee;
- e. Possession of a common source container;
- f. Providing or distributing alcohol to an underage person;
- g. Illegally operating a vehicle after having consumed alcohol.
- h. Use of false identification to purchase or gain access to an establishment at which alcohol is served.

Level 2 violations are of a more serious nature and a violation will therefore carry a two-offense penalty. Students who are issued a Level 2 alcohol violation will be responsible for the next two offenses as listed in the sanctioning schedule. The violation will count as two offenses in determining the student's scheduled sanction.

The College reserves the right to issue an alcohol violation based on information received from outside agencies such as law enforcement officers or other colleges.

The Student Affairs Office is charged with the enforcement of all College policies. The following sanctions will be assessed when students accept responsibility or are found responsible for a violation of the College alcohol policy. Any sanction may be accompanied by a required educational component.

*See football tailgating policy for exceptions at www.gocatawbaindians.com .

Alcohol Sanctioning Schedule:

First Offense: Written Warning, Parental Notification & Education Component at student's expense.

Second Offense: \$50 Fine, Parental Notification, 10 Hours Community Service and completion of an ACE on-campus alcohol educational class.

Third Offense: \$100 Fine, Parental Notification, 20 Hours Community Service & Substance Abuse Assessment with Counseling Services staff (\$50.00 fee).

Fourth Offense: Suspension

The Education Component will be added to all new sanctions for students who are issued an alcohol violation and have not completed the Education Component.

Clemency Clause

Students who are sanctioned beyond a First Offense alcohol violation will have one violation removed from their record upon accumulating one calendar year free of further alcohol or substance abuse violations from the date the sanction was assigned. Students will be eligible for one reduction during their college tenure.

All fines received for alcohol violation will be used for Alcohol Educational Programming.

Amnesty Clause

Catawba College never wants to be witness to a tragedy that could have been prevented simply because a person feared coming forward to seek help. Therefore, when a student dials 911, contacts an RA or Public Safety to seek medical help for a friend who is intoxicated, that friend will not be subject to judicial record. Although students will have to complete an educational component, they will not receive a violation. The incident will go into their file and only be activated if a second incident occurs, or if the educational sanctions are not completed.

Notification Policy

The administration of Catawba College believes that the greatest opportunity for social and academic success exists when all members of the College community work together as a team to meet student needs. To this end, College administrators reserve the right to notify and inform such other College personnel who may have a significant relationship to a student of matters arising under the Student Conduct Code. Other personnel who may be notified include student advisors, professors, athletic director, coaches and/or other College administrators. The College further reserves the right to notify parents of students found to be in violation of the College policies regarding the possession or use of alcohol and other drugs. If a member of a College athletic team is issued a violation of the Alcohol or Drug Policy, the athletic director and/or coaches will also be notified.

Catawba College Provisions Regarding the Use of Drugs

Illegal Drug Use

Catawba College is an academic community that believes that the life of the mind is intrinsically alluring and worthy of pursuit. The abuse of drugs seriously runs counter to that deeply held value and is clearly detrimental to the individual's welfare. Thus, consistent with the beliefs and purposes of this institution, the use of any drugs in the College community must be within the limits of federal and state laws.

The College reminds students of their responsibility to be aware of and to obey those federal and state statutes that prohibit the use of various drugs. While the College is not specifically responsible for the enforcement of federal and state drug laws, those agencies charged with this legal responsibility have the authority to carry out their duties on the campus. The College cannot, nor does it wish to, provide a haven for illegal drug activity. Thus, individuals who illegally possess, use, or supply prohibited drugs within the academic community risk action by the appropriate civil authorities and consequent penalty.

In addition, there is considerable evidence that prolonged use of such drugs can be harmful to the individual's psychological or physical health. Students whose use of drugs results in academic difficulties or psychological/physical health problems will be advised to seek professional assistance and may be required to withdraw from the College.

Students who actively promote, supply or sell illegal drugs thereby engage in behavior that may infringe on the rights of others, endanger the well-being or safety of others, or result in psychological or physical injury to others. They will, therefore, be subject to the full range of College disciplinary action as defined in this Handbook, including permanent expulsion. The local police may be summoned by a member of the College staff who encounters the possession, use, distribution or sale of a drug by a student on the campus.

Standards of Conduct Related To Drugs and Alcohol

The College has long had a personal conduct regulation that addresses improper behavior with respect to alcoholic beverages. Members of the College community are reminded that the following will subject an individual to College disciplinary review and action: distribution, possession, or consumption of alcoholic beverages in violation of stated College policy and/or local ordinances and state law.

In accordance and compliance with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), effective October 1, 1990, the following behavior is prohibited: the unlawful possession, use or distribution of drugs by students and employees on College property or as part of any College activity.

Performance-Enhancing Drugs

The use of performance-enhancing drugs (e.g. anabolic steroids, amphetamines, etc.) by athletes in an attempt to gain a possible athletic advantage is a threat to their health and undermines the spirit of sportsmanship. Such drug use also threatens the health of others because of the pressure it may put on them to experiment with dangerous substances.

The Catawba Department of Athletics states emphatically that the use of such drugs will not be tolerated, and that anyone using them will not be permitted to represent the College in intercollegiate

athletic competition. When an athlete is found to be using such drugs, that individual may be referred to the Office of the Dean of Students.

Controlled Substances

The unlawful distribution, possession or use of controlled substances on property owned or controlled by the College, or as part of any College activity, or off campus when the interests of the College are involved, is strictly prohibited. Controlled substances include, but are not limited to, substances that are prescribed by a physician that are being distributed to others even though the distributor may have a prescription from a physician for that particular controlled substance. Health services must be notified of any medications taken on a daily basis. Students are required to complete this information on the health history form and to notify health services of any additions or changes that may occur.

The Abuse of Prescription and Over-the-Counter Drugs

Individuals should follow the instructions of the prescribing physician in using prescription and/or over-the-counter drugs. Abuse of such drugs can result in serious physical and mental disability.

College Drug Regulations

The use, possession, distribution or sale of any illegal drug or controlled substance for which the student does not possess a prescription from a physician is strictly forbidden on the Catawba College campus. The distribution of a controlled substance for which a student has a prescription from a physician is also a violation of this policy. The use or possession of any drug paraphernalia is prohibited.

Guidelines for College Drug Violation Sanctions

Students found responsible for the use or possession of any illegal drug or drug paraphernalia will be subject to fines, community restitution, probation, suspension or expulsion.

Students found responsible for the distribution or sale of illegal drugs or controlled substances or the possession with intent to distribute or sell will be subject to the immediate suspension or expulsion from the College.

Alcohol and Drug Policy Definitions

Alcohol: any spirituous malt, fermented, brewed or other liquors or any other mixture that contains alcohol and is used as a beverage.

Common Area: any campus area outside of a student's residence hall room.

Common Source Container: any keg, mixed punch or other communal dispensers from which a quantity of beverage is distributed to more than one person.

Container: any cup, can, bottle or other device that may be used to hold (whether opened or unopened) an alcoholic beverage.

Controlled Substances: include, but are not limited to, substances that are prescribed by a physician that are being distributed to others even though the distributor may have a prescription from a physician for that particular controlled substance.

Distribution/The Sale of/Intent to Sell: any amount of illegal drugs, narcotics or controlled substances with the intention to supply another person either through financial, trade or other means.

Drinking Games/Drinking Devices: any possession or participation in gaming or challenge activities used to promote the consumption of alcohol. Drinking devices include but are not limited to funnels, beer pong tables, etc.

False Identification: any document with information that contradicts the legal name, birth date or other personal information.

Illegal Drugs: any non-prescribed narcotic, mind-altering, hallucinogenic or illicit illegal drug as defined by state and federal laws.

Paraphernalia: includes equipment, products and materials of any kind that are used to facilitate violations of the Controlled Substance Act, including planting, growing, harvesting, producing, preparing, testing, analyzing, packaging, repackaging, storing, containing and concealing controlled substances and injecting, ingesting, inhaling or otherwise introducing controlled substances into the human body.

Possession: is defined to include the transportation, carrying on person, within immediate proximity or storage of alcohol, drugs or other paraphernalia.

Substance Free Residence Halls: a residence hall that has been designated free from the consumption, possession or use of alcohol.

Sexual Harassment Policy and Appeals Procedures

The Catawba College community values a positive community environment of tolerance, civility and mutual respect. The College is committed to providing and promoting an atmosphere in which faculty and staff can realize their maximum potential in the workplace and students can engage fully in the learning process. Sexual harassment creates an environment incompatible with its values, is a form of discrimination, and is illegal. Sexual harassment is unacceptable conduct and will not be condoned in any form at the College.

WHAT IS SEXUAL HARASSMENT?

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature, when:

1. submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in an educational course, program or activity;
2. submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; or
3. such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

By way of example, sexual harassment can include sexual innuendoes, off-color jokes, sexually-suggestive comments, offensive remarks about another person's clothing, or body, or sexual characteristics, suggestive or insulting sounds, implied or overt sexual propositions or pressure for sex, leering or ogling, obscene gestures, inappropriate touching, fondling or kissing and coerced sexual contact, physical intimidation, e.g., blocking, cornering, leaning too close; and placing sexually-suggestive objects, pictures or cartoons in the work or study area. Sexual harassment can be perpetrated upon members of the opposite gender or one's own gender. Occasional compliments of a socially acceptable nature do not normally constitute sexual harassment. Similarly, depending upon the circumstances (including the nature or the context of an action), not all verbal or physical conduct will be considered sexual in nature.

The academic setting is distinct in the workplace and the College will maintain and encourage academic freedom. Academic setting will be considered in regard to complaints in the teaching context and to be sexual harassment such behavior must be persistent, pervasive and not germane to the subject matter.

Incidents of actual or attempted sexual assault or rape may be considered sexual harassment but are typically of a much more serious nature and so should warrant more appropriate action (e.g., bringing criminal charges, reporting to the Office of Public Safety) than this policy provides for and other policies (e.g., Sexual Assault Student Policy) may be applicable.

HARASSMENT COMPLAINTS

Catawba College encourages any person who feels he or she has been sexually harassed to take informal or formal steps to deal with sexual harassment. Complaints may be resolved through an informal or formal process as described below. Informal means are encouraged as the beginning point, but the choice of where to begin rests with the complainant. Among the informal steps that may be taken to deal with sexual harassment are:

1. Clearly say “NO” to the person whose behavior is unwelcome.
2. Communicate either orally or in writing with the person whose behavior is unwelcome. The most useful communication will have three parts:
 - a. A factual description of the incident(s) including date, time, place and specific action.
 - b. A description of the writer's feelings, including any consequences of the incident.

- c. A request that the conduct cease. Frequently such a communication will cause the unwelcome behavior to stop.
3. Speak with the supervisor – department chair, dean or director – who may speak to the person whose behavior was unwelcome. The name of the complainant need not be disclosed. The purpose for such conversation is cessation of the unwelcome behavior.
4. Contact the appropriate College official listed below to facilitate a meeting with the alleged harasser.

If the informal process does not resolve the complaint to the complainant's satisfaction, or if the complainant prefers, the complainant may begin the formal process. The first step in the formal process to deal with a sexual harassment complaint is for the complainant to file a verbal report of the incident to the appropriate College official. Any student, faculty member or staff employee who knows of, receives information about, or receives a complaint of sexual harassment should report the information or complaint to the Human Resources Officer in a timely manner. The College also reserves the right to act as "complainant" and institute formal proceedings.

If the alleged harasser is:	Report harassment to:
Student	Dean of Students or Human Resource Officer
Staff	Human Resource Officer or Vice President for Finance
Faculty Member	Provost or Human Resources Officer
Human Resources Officer	Vice President for Finance or President of the College
Other (vendor, guests)	Human Resource Officer or Vice President for Finance
Vice President	Human Resource Officer or President of the College
President	Human Resource Officer or Chair of Board of Trustees

The College's Human Resources Officer is responsible for the coordinating the College's efforts to comply with and carry out its responsibilities with respect to sexual harassment complaints. If an employee or student has any questions about how to file a sexual harassment complaint, he/she should contact the Human Resources Officer or the appropriate official listed above.

INVESTIGATION AND RESOLUTION

The appropriate College official contacted or his/her designee(s) will conduct the investigation with the Office of Human Resources. The investigation will include interviews of the complainant, the alleged harasser and other persons believed to have knowledge of the allegations as well as a review of any other information pertinent to the allegations.

The alleged harasser will be afforded an opportunity to respond to the allegations. Investigations of formal complaints should be concluded within twenty (20) calendar days after they are made. When it is not reasonably possible to conclude the investigation within that amount of time, the Office of Human Resources will notify the complainant and the alleged harasser in writing of the delay and the reasons for the delay. Additionally, a complainant may elect to withdraw a complaint at any time. However, the College reserves the right to complete the investigation of all complaints where it deems necessary to protect the interests of the College and the community. The Human Resource Officer will maintain a record of the final disposition of all formal complaints, even when such investigations result in a finding of no harassment or insufficient information to find a violation of this policy.

NO RETALIATION

It is a violation of this policy to retaliate against a person for complaining of alleged harassment, or for assisting, participating or cooperating in an investigation of sexual harassment. When a member of the College community believes retaliation has occurred, the complainant may bring a complaint under this policy. The College also has the right to make such a determination on its own. Retaliation is a basis for corrective or disciplinary action.

CONFIDENTIALITY

The College will make reasonable efforts to keep all information relating to sexual harassment allegations and investigations confidential on a "need-to-know" basis, to the extent consistent with the College's legal obligations, the need to investigate allegations of sexual harassment, and the need

to take corrective and/or disciplinary action. Any person who violates provisions of this policy including confidentiality provisions will be subject to disciplinary and/or corrective action.

CORRECTIVE AND/OR DISCIPLINARY ACTION

Following the College's investigation of any alleged sexual harassment, the College will determine the appropriate corrective or disciplinary action.

This may result in immediate sanctions, up to and including termination of employment for employees and immediate dismissal from the College for students if they are determined to have engaged in sexual harassment. Conduct approaching sexual harassment may also result in corrective and/or disciplinary action. For faculty members with continuous tenure, any decision to terminate shall then follow procedures for termination with adequate cause. The President of the College, or his/her designee, may impose a summary suspension prior to the resolution of the informal or the formal proceedings. A summary suspension may be imposed when, in the judgment of the President, the accused individual's presence on campus would constitute a threat to the safety and well-being of the members of the College community. During the summary suspension, the accused individual will not be permitted on College property without the approval of the President of the College.

IMPROPER COMPLAINTS

This policy shall not be used to bring frivolous or malicious complaints against anyone. Making a knowingly false complaint subjects the complainant to disciplinary or corrective action. However, failure to prove a claim of sexual harassment does not constitute proof of a false and/or malicious accusation.

THE APPEAL PROCESS (SEXUAL HARASSMENT GRIEVANCE COMMITTEE)

In the event a person is found in violation of this policy, he or she may appeal the decision and/or the sanction. Such appeal must be made within ten (10) days of notice of that decision and/or sanction. Such appeal must be made in writing and submitted to the Chair of the Sexual Harassment Grievance Committee. The Sexual Harassment Grievance Committee will be comprised of:

- Two students appointed by the President of the Student Government Association, or the Dean of Students.** **The student representatives will serve on the Committee only when a student is involved in the sexually harassment appeal being heard.
- Two representatives of the College staff appointed by the President of the College.
- Two representatives of the College faculty appointed by the Provost.
- The H.R. Officer shall serve in an ex officio (non-voting) capacity.
- The Provost and the Dean of Students or their designees.
- The Secretary of the Sexual Harassment Grievance Committee shall be the Administrative Assistant assigned to the Provost's Office. The Chair of the Committee shall be approved by majority vote by the committee members.

SEXUAL HARASSMENT GRIEVANCE COMMITTEE PROCEDURES:

- a. Confidential notice in the form of the written appeal will be provided to the Committee and the alleged harasser and complainant. The date and time of the hearing will be provided to all persons involved (alleged harasser, complainant, committee members, and any witnesses such as the investigators of the formal complaint).
- b. A verbatim record of the hearing including documentary or other evidence, but not the deliberation, will be made and kept secure and confidential as College property in the Human Resources Office for a period of no less than three years.
- c. All parties will be afforded an opportunity to obtain and present necessary witnesses and documentary or other evidence. Neither the alleged harasser nor the complainant may be represented by legal counsel at the hearing. A member of the College community (any non-lawyer faculty, staff or student being otherwise uninvolved in the matter) may attend at the request of a party but may not speak or participate directly in the appeal. If a committee member investigated the complaint being appealed, or otherwise was involved in the matter in a manner that makes it difficult to be impartial, he or she will not participate in Committee deliberations or vote but shall be available to testify.

- d. All parties will have the right to raise questions to the Committee to be asked of witnesses including other parties. The Committee will not be bound by strict rules of legal evidence and may hear any evidence that it deems of probative value in determining the issues involved. Decisions about procedural questions are subject to final decision by majority of the Committee. Every effort will be made to keep said evidence confidential within the proceedings. Committee decisions are determined by consensus when possible; otherwise, a simple majority rules.
- e. The Sexual Harassment Grievance Committee will make findings about the appropriateness of the decision and/or sanctions and, if it determines sanctions should be different, it will provide a clear and specific list of charges and recommended sanctions in a report to the President of the College. This will stand as the College's final decision unless timely appeal is made per the procedures below.

All steps of inquiries into complaints by the Sexual Harassment Grievance Committee will be closed and will be confidential. All members of the committee, the complainant, the alleged harasser, and all other parties involved in the hearing will be reminded of their obligation to maintain confidentiality of the complaint and evidence presented at the hearing. The Committee may affirm the prior decision and/or sanctions, remand the matter for further investigation as to specific matters or reverse the prior decision.

RIGHT TO APPEAL

The complainant and the harasser shall have the right to appeal the decision of the Sexual Harassment Grievance Committee to the President of the College if either party feels the actual process identified in this document has been violated or disagrees with the sanctions. In exercising the right of appeal to the President of the College, a written appeal must be made within ten (10) days after written notification of the decision being appealed. The President of the College may receive additional information if he/she believes the information will aid in the decision. A decision will be made within ten (10) days. The complainant and the harasser will be notified of the decision. The decision of the President of the College will be final. During the time of appeal and review by the President of the College, disciplinary action recommended as a result of the original complaint will not be implemented and/or enforced.

MORE INFORMATION

Please refer to the full College Sexual Harassment Policy including the appeals process which is available on the College intranet site or, contact the Office of Human Resources or Student Affairs.

IF YOU HAVE BEEN SEXUALLY ASSAULTED

Sexual assault is an act of violence. Students who are victims of an assault may be in a state of shock and disbelief and may be feeling a variety of emotions such as fear, anger and helplessness as well as shame and guilt. A victimized student may not know who to trust or turn to for help. This guide is designed to give students resources to help in recovery as well as to reduce the risk of an assault from happening again. Students are encouraged to seek help from the resource people in this guide. There are trained professionals available at Catawba College who can provide information and support. Students are encouraged to use these resources. The College will respect the wishes of the student and will not force them toward any action.

If a student is sexually assaulted, she or he is encouraged to:

- 1) Get to a safe place as soon as possible.
- 2) Understand that the assault was not your fault, nor did you do anything to cause it or deserve it. 100% of the responsibility lies with the person who assaulted you.
- 3) Try to preserve all physical evidence. Do not wash, douche, use the toilet or change clothing if it can be avoided. If changing clothes is a must, put all clothing worn at the time of the attack in a paper bag, not plastic (this is important for evidence collection).
- 4) Contact any one of the following Catawba College offices to report the crime and receive assistance: Public Safety at 704-637-4000, College Chaplain at 704-637-4446 or 704-231-3128, Student Affairs at 704-637-4410, Health Services at 704-637-4404, Counseling Services at 704-637-4307, or a Residence Life staff member. A call to one of these offices does not mean that one has chosen to bring criminal charges. These officials are trained to assist in securing medi-

cal attention and professional counseling while assuring that evidence of the incident is collected and preserved in the event of a later decision to prosecute.

- 5) Report the crime to the Salisbury Police Department at 911 (non-emergency calls 704-638-5333). This is a personal decision that only the student who has been assaulted can make. Understand that making a report does not require the victim to press charges. Consider that the perpetrator may have had previous victims, and if attention is not brought on their behavior, it is possible that there will be more victims in the future.
- 6) Get medical attention as soon as possible to address physical health needs and to collect important evidence in the event of a later decision to take legal action. For the purpose of effective evidence collection, physical examination at a local emergency room must take place as soon as possible and no later than seventy-two (72) hours after the assault. For on campus services, call Health Services at 704-637-4404. For off-campus services, call the Rowan Regional Medical Center Emergency Department at 704-210-5035
- 7) Talk with a counselor who can provide emotional support and give information about resources while clarifying confidentiality. For on-campus services, call Counseling Services at 704-637-4307. For off-campus counseling and support services, call the Child and Family Abuse Crisis Council at 704-636-4718 or the Rape/Sexual Assault Hotline at 800-656-4673.
- 8) Confide in someone who can be trusted, a close friend or resident assistant, to turn to for support through recovery. If preferred, a member of the College staff who is knowledgeable about recovery resources can be chosen as a support person. To receive information on the Catawba College Student Conduct Code and procedures, please contact the Dean of Students or the Student Conduct Administrator at 704-637-4410.

Professional Boundaries

One of Catawba College's objectives is to help students achieve personal goals through an education rich in personal attention. To achieve that objective, Catawba College maintains a low student-faculty ratio which provides faculty with opportunities to counsel students and offer support. Flexible office hours, one-on-one guidance and genuine concern for students are hallmarks of Catawba College's faculty and staff.

While faculty and staff are encouraged to foster wholesome and appropriate relationships with students, amorous relationships between faculty or staff members and students, even of a consensual nature, are inherently problematic due to the unequal status of faculty or staff, and students. Such relationships have the potential to threaten the trust and respect that are necessary for wholesome and appropriate faculty/staff-student relationships by creating:

Perceived and actual undue favoritism that benefits students in consensual relationships with faculty or staff members;

A hostile and unacceptable environment for other students, faculty and staff, in which obtaining benefits appears contingent on amorous or sexual favors; and

Relationships that are less consensual than the faculty or staff member believes because of the complex and subtle effects of the power differential between faculty/staff members and students.

By jeopardizing the quality of faculty/staff-student interaction, these problems interfere with the mission of Catawba College.

For these reasons, faculty and staff shall not engage in consensual amorous relationships with students, even if the faculty or staff member has no immediate position of authority with respect to the student. A "consensual amorous relationship" is any romantic or physically intimate relationship. An "amorous consensual relationship" is any romantic or physically intimate relationship.

PROCEDURES

Implementation

It is essential that faculty and staff members of the College be aware of their responsibilities under this policy. Central to the implementation of this College policy is avoidance of situations that may result in developing such consensual amorous relationship or even the appearance of such a relationship. Professional activities with students are of course fitting and proper; personal or private

activities with students should be approached with great caution.

Informal Resolution Attempts will be made to resolve the situation through informal and mutually satisfactory means. If the situation can be resolved, and professional and a consensual amorous relationships properly separated, and if there is no reason to believe that further problems exist, the matter will be ended.

Formal Complaint Procedures

Any member of the College community who believes that this faculty-staff-student policy is being violated may lodge a formal complaint to this effect with the appropriate College official(s) (i.e., students report a complaint to the Dean of Students, faculty to the Provost, staff to the Human Resources Officer unless one of these persons is involved in such instance the report can go to any of the other reporting avenues). All complaints must be in writing and will be held in the strictest confidence. Disclosure concerning the existence, source, or substance of a complaint will be solely at the discretion of the College official(s) investigating the complaint and will be limited to those who have an immediate need to know. The Dean of Students, Provost, and the Human Resources Officer will follow a process like that in the Catawba College Sexual Harassment Policy for the investigation and initial resolution of the complaint to resolve the problem as expeditiously and confidentially as possible. This is a serious issue and has strong ramifications for both the students and the faculty/staff members involved. Students or employees will not be penalized or discriminated against in any way for reporting incidents, but knowingly filing a false or malicious complaint will be considered a violation of the Honor Code or College policy. Violation of this policy may result in sanctions up to and including termination of employment for employees. For faculty members with continuous tenure, any decision to terminate employment will follow procedures for termination with adequate cause.

AMOROUS CONSENSUAL RELATIONSHIPS BETWEEN FACULTY AND STAFF

To preserve the integrity, respect, and professionalism among faculty and staff at Catawba College, both the fact and semblance of any exploitation must be avoided. The relative difference in power—actual or perceived—in working relationships must be recognized by the faculty and staff and must not be employed to anyone's advantage or disadvantage. Therefore, a faculty or staff member shall not exercise direct supervisory, evaluative, instructional, and/or advisory responsibilities, or participate in hiring, retention, promotion, or award decisions, for someone with whom there exists or has existed a consensual amorous relationship within the previous three years. Faculty or staff who believe that this policy has been violated should report the incident to the appropriate College official(s) (i.e., Dean of Students, Provost, Human Resources Officer), who will follow the Catawba College Sexual Harassment Policy for the investigation and initial resolution of the complaint to conduct an investigation and resolve the problem as expeditiously and confidentially as possible. Employees will not be retaliated against for good faith reporting of violations of the policy or for providing information truthfully in connection with an investigation. Disciplinary actions under the appropriate policies concerning personal misconduct will be taken against any person bringing a malicious or frivolous complaint in bad faith.

Smoking Regulations

Due to the acknowledged hazards arising from exposure to tobacco smoke, it is the policy of Catawba College to provide a smoke-free environment in all common areas of the campus. This policy covers the smoking of any tobacco product and the use of smokeless tobacco and applies to students, employees and visitors of the College. Smoking is prohibited in all campus buildings. **View a map of designated smoking areas at: www.catawba.edu/smokingareas**

To limit the difficulties associated with second-hand smoke, a number of outdoor smoking areas have been established on the campus. Smoking is only permitted inside the designated area and not in transit to or from it. Those areas are:

1. The area on the sidewalk between Lerner Wellness Center (in the Cannon Student Center and Ketner Hall).

2. Hoke Hall: The covered patio on the interior campus side of the building closest to Ketter Hall (not the parking-lot side of Hoke).
3. Hedrick Administration: The area behind the building, facing the interior/Student Center side of campus, near the back door of the President's Office.
4. Abernethy Physical Education Center: The patio at the entrance to the Kirkland lobby, located on the interior side of campus (Ruth Richards House/Abernethy Village side).
5. Robertson College Community Center in the areas specified below:
 - On the patio located between Peeler Crystal Lounge and Hedrick Little Theatre.
 - To the left of the entrance area to the main doors to Keppel lobby, under the tall covered walkway area (portico).
 - Outside the Keppel Lobby doors which lead out to the parking lot behind the RCCC (at the far opposite end of the lobby from Crystal Lounge).
 - To the left of the the stage door entrance of the theatre, located on the right side of the building as you face the front of the building from the street.
6. Catawba College Theatre Annex: To the left of the front entrance.
7. Florence Busby Corriher Theatre: At front corner outside of the lobby entrance.
8. Shuford Science Building: Outside on the concrete sidewalk from the greenhouse to the side of the Shuford Science Building.
9. Immediately outside main entrance to Newman Park Baseball Stadium.
10. Small concrete planter at Lilly Center Coffeehouse on Summitt Avenue – at corner down the steps from screened porch.
11. On the Dearborn Patio between Shuford Stadium and the Baseball Clubhouse.
12. On the loading dock outside of the Maintenance Facility.
13. On the loading dock outside the Chartwells area (left end of freezer) of the Cannon Student Center.

All individuals found in violation of smoking outside of a designated area will be fined \$50.00.

Policy Update

Catawba College strongly encourages all members of the community to utilize resources to assist in the cessation of tobacco related products. If you need additional information or resources related to tobacco cessation programs, please visit the Proctor Student Health Center.

Student Exchange Visitor Information System (SEVIS)

SEVIS is an on-line tracking system for International Students in F-1, J-1 and M-1 (and their dependents) Visa status. Through SEVIS, colleges enter and update various data regarding the International Students who have been issued Form I-20 by their institution. Federal law requires that Catawba regularly update vital information about the statuses of our international students. This information includes, but is not limited to: change of address, change of name, change of major, dropping below full-time enrollment, practical training, illegal employment and non-enrollment. These and other occurrences are considered reportable events and Catawba College is mandated to report these events.

Student Identification Cards

You are required to have a valid Catawba College student identification card during your time of enrollment. Cards are provided during registration through the Office of the Deans of Students. When asked by any authorized College official (including faculty), you are required to present student ID card. Failure to do so will jeopardize your privilege of remaining on campus since we must have a method of determining our students from non-students. Students who fail to properly identify themselves upon request by a College official will be subject to referral to the Student Conduct Administrator. Student ID cards are necessary for admission to the dining hall, athletic events, gym facilities and for borrowing library materials. Cards are not transferable to other persons, and it a violation of College policy to be in possession of another student's ID card for

any reason, at any time, under any circumstance, except for the purpose of obtaining a "sick tray" from the dining hall on behalf of a student who is ill. A \$20 charge for a replacement card will be charged for all lost, stolen or damaged cards.

Visitors

Off-campus persons who visit resident students are expected to remain in the company of the person/s being visited. Students will be held responsible for the behavior of their guests as if that behavior were their own. For security reasons, the College does not permit the presence of visitors who have no stated reason for being on campus. The College reserves the right to have these persons escorted from campus.

Weapons On Campus Or Other Educational Property

It is against North Carolina law and College policy to possess weapons on College property. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. No student shall possess, or carry, whether openly or concealed, any gun, rifle, dynamite cartridge, bomb, grenade, mine, explosive, bowie knife, dirk, dagger, sling-shot, leaded cane, switchblade knife, blackjack, metal knuckles or any other weapon of like kind, not used solely for instructional or College-sanctioned ceremonial purposes, in any public or private College building or vehicle. Possession of any type of firearm, explosive (including any type of fireworks), or any other weapon is not allowed on campus. All BB, pellet, or air rifles are considered firearms and are not permitted on campus. Persons violating the provisions of this section may also violate state and/or federal law and be subject to fines and penalties. Catawba College will implement strict consequences for students who violate these provisions, and violators are subject to suspension and/or expulsion from the College.

Online WebPages

Students are reminded that online webpages, such as Facebook.com and MySpace.com, are unregulated areas available to any online user. We encourage students to take special precautions to limit online personal information, as this type of content is available to the general public including other students, College Officials and future employers.

Other Violations

Students may be subject to disciplinary action for violating any other published or posted college regulation not specifically mentioned in this section, including the [Housing Contract or other residence guides, student activities regulations, any other campus guidelines]. Students may be subject to disciplinary action for acting as an accomplice through any act or negligence to the commission of any prohibited act, or by attempting or intending to commit any violation of the Student Conduct Code and other college policies.

Notification Policy

The administration of Catawba College believes that the greatest opportunity for social and academic success exists when all members of the College community work together as a team to meet student needs. To this end, College administrators reserve the right to notify and inform such other College personnel who may have a significant relationship to a student of matters arising under the Student Conduct Code. Other personnel who may be notified include student advisors, professors, athletic director, coaches and/or other College administrators. The College further reserves the right to notify parents of students found to be in violation of the College policies regarding the possession or use of alcohol and other drugs. If a member of a College athletic team is issued a violation of the

Campus Ministry and Religious Life

www.catawba.edu/ministry

The Rev. Dr. Kenneth Clapp, Sr. Vice President and Chaplain
704-637-4446

As a church-related institution, Catawba takes seriously its commitment to the spiritual growth of each individual at the same time that the college recognizes the varied expressions of religious belief that are present in a college community. Students are encouraged to maintain a relationship with a local congregation of the denomination with which they are affiliated. Weekly worship is held in the Chapel and is open to all students regardless of denominational background. Seasonal celebrations are held also for the entire Catawba community. Campus ministry at Catawba is a ministry of caring through which students are enabled and encouraged in their spiritual growth journeys. The Campus Minister serves as spiritual leader, counselor and representative of the church on campus as well as coordinator of the religious life of the campus. He works closely with the students' spiritual needs and responding to those needs with meaningful programs and activities that will facilitate the students' growth in their relationship with God and with one another. Among the primary functions of the Campus Minister is to provide counseling for students regarding personal and spiritual concerns. Two major offerings of the College that are closely aligned with the Campus Ministry are Volunteer Catawba and the Lilly Center for Vocation and Values. Volunteer Catawba assists students in identifying opportunities to serve persons in the community and beyond in meaningful ways. Both domestic and international mission trips are facilitated by Volunteer Catawba.

The Lilly Center for Vocation and Values provides numerous opportunities for students to explore what they will do with their lives following graduation from Catawba. This guidance and exploration begins on the Freshman retreats which take place in the summer for students entering in the fall and continues with vocation and values dinners and mini-retreats throughout the year which provide forums for students and faculty members to think together about how they can use the gifts God has given them in work that will be meaningful and be a source of joy and fulfillment.

Center for Career Services and Academic Support

www.catawba.edu/careers

Robin Perry, Director 704-637-4384

Career Services offers an opportunity for Catawba College students to develop a personalized career strategy—one that satisfies their unique individual career needs. The Center helps first-year students begin the career exploration process. This includes learning about the different majors the college offers, identifying occupations of interest and meeting with the career counselor to help identify areas of interest, skills and values. We want students to start building their resumes early in their college career, not waiting until they reach their senior year. Once decisions have been made, it is important for students to learn how their academic experience can be enhanced through experiential learning opportunities such as internships, and/or community service. Career Services can also help students identify alumni working in their field of interest who will provide valuable insight into the day-to-day specifics of their career. We also pride ourselves on the individualized assistance offered to students of all majors in identifying new and existing internship opportunities. Of course, no career center would be complete without specialized services for the graduating senior. These services include job search workshops, resume and cover letter assistance, job fairs, career programming, and interview coaching. We want them to be ready for the real world, knowing how to write a resume and cover letter, how to interview, how to dress, proper business etiquette and networking. We are here for the student to help achieve their best using the knowledge and skills acquired here at Catawba College.

Academic Support services include an extensive peer-tutoring program as well as note-taking and testing accommodations for qualified students. In addition to our on-site services, we also offer an

Counseling and Disability Services

www.catawba.edu/counseling

Dr. Nan Zimmerman, Director – 704-637-4307

The Counseling and Disability Services provides services to students in the areas of mental health and disability assistance. These services include: personal counseling, psychological testing, disabilities services, educational programming and a self-help library. The office is located in the Cannon Student Center, in the Student Affairs suite.

Personal Counseling services are available for day students, free of charge. Students often seek out counseling for help with family conflict, feeling lonely, substance abuse, relationship issues, anxiety and stress, sexual assault, financial worries, depression, grief and many other concerns. Appointments are necessary and may be made by calling 704-637-4307 or by stopping by the office. Counseling is confidential and operates under the ethical standards of the American Counseling Association. Long-term therapy needs may be referred to off-campus mental health resources; any costs will be the responsibility of the student and/or the family.

Psychological Testing is available at no charge or at a nominal charge for day students. Such testing covers the areas of psychological disorders, career interests, attention-deficit/hyperactivity disorder and personality testing.

Disabilities Services are provided for those students with physical, psychological or learning disabilities. It is the responsibility of students who wish to request accommodations to provide appropriate documentation of the disability to the disability coordinator and to complete the accommodations process as outlined in greater detail on our webpage on the Catawba College website. This webpage also outlines the appeal procedure for grievance resolution for student accommodations due to disability. Catawba College is committed to offering equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and as amended 2008 (ADA), the College does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in College programs and activities; nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.

A Self-Help Library of materials for use by students is available on counseling topics such as depression, eating disorders, grief and anxiety. There are also many self-help materials for students on improving study skills and being a successful student. These materials are all available in the CASC. Books are available on a lending library basis, and many handouts and brochures are free for students to take with them.

Contact Information

Dr. Nan Zimmerman, Director

704-637-4307, nzimmer@catawba.edu

Mr. Avery L. Barber, College Counselor

704-637-4259, albarber@catawba.edu

Find the webpage for The Counseling and Disability Services on the College website at www.catawba.edu.

Campus Activities and Programs

www.catawba.edu/wigwam

Jan Gillean, Assistant Dean for Campus Activities and Programming

704-637-4410

Policies for Campus Social Functions and Fund Raisers

Organizations – Any social function, fundraiser or program to be held on campus by a College sponsored organization must be approved by the organization's advisor and the Assistant Dean for Campus Activities and Programs prior to any advertising or other preparation of the event. In order to gain approval the organization must be registered with the Assistant Dean for Campus Activities and Programs and provide information regarding the nature of the proposed function, cost and use of any revenue generated

by the function.

Alcohol – College policy prohibits the distribution or consumption of alcohol at any function sponsored by a student organization. This policy applies to functions on and off campus. No student organization funds may be used for the purchase of alcoholic beverages. No student organization may co-sponsor a function cooperatively with any alcoholic beverage distributor, brewing company, or bar, nor lend its name to any such activity at which an alcoholic beverage is to be dispensed as a promotion for a bar, brewing company, or its distributor.

Raffles – College policy prohibits raffles (games of chance) as a means of generating revenue for a student organization.

Co-Sponsorship of functions – An organization outside of Catawba College may use College facilities free of charge if the following criteria are met: the event is co-sponsored by a registered student organization; the idea for the event originates with the student organization; contact with the outside organization is initiated by the student organization; the primary audience for the event is Catawba College students, faculty and staff; and the event is approved by the Assistant Dean for Campus Activities and Programs before contact with the outside organization is established. Student groups will not be permitted to enter into partnerships with credit card solicitors.

Clubs and Organizations

Catawba College offers a wide range of clubs and organizations for you, and we are always open to organizing a new group in response to student interest. Brief descriptions of many campus organizations are listed below. For additional information on any of these groups, or to talk with someone about getting a new organization started, contact the Office of Campus Activities and Programs at 704-637-4410 or jjilllean@catawba.edu.

Eligibility To Hold Office

While the importance of participation in campus leadership roles cannot be overstated, participation in extracurricular activities must not hinder a student's academic progress. A student must hold a minimum cumulative grade point average of 2.0 in order to hold an office in any student organization. Student Government officers must maintain a minimum of 2.2 grade point average at the time of the election and during the term of office.

Alpha Program

Upper-class students known as Alphas work with faculty advisors during Orientation to assist new students in adjusting to the academic, co-curricular, and social environment of Catawba. These Alphas provide peer assistance with academic and personal needs, help with questions, listen to concerns and serve to welcome new students into the Catawba community. Selection is conducted through an application and interview process in the spring semester. A 2.5 GPA is required for participation.

Alpha Chi

A national honorary society, Alpha Chi seeks to recognize junior and senior students who have demonstrated outstanding scholarship and character in pursuit of a liberal arts education. Membership is limited on the basis of academic standing (3.7 grade point average as a junior, 3.5 as a senior and rank in the top 10 percent of the class), and all members must be elected by the faculty. Alpha Chi is the highest recognition of academic excellence on the Catawba campus for students in the B.A., B.F.A. and B.S. degree programs.

Alpha Psi Omega

Alpha Psi Omega is the national honor society for theatre students. Election to membership is based on character, leadership, exceptional performance of production responsibilities and scholarship. The purpose of Alpha Psi Omega is to provide an honor society for those doing a high standard of work in dramatics; and, through the expansion of Alpha Psi Omega among the colleges and universities, provide a wider fellowship for those interested in theatre.

Alpha Sigma Lambda

Alpha Sigma Lambda is the national honor society promoting academic excellence in non-traditional programs and recognizing the academic accomplishments of outstanding students in the Evening and Graduate Studies at Catawba College. Student membership is limited to the top 10 percent of Evening and Graduate Studies students who have earned at least 24 semester hours at Catawba College (and a minimum of 12 semester hours in liberal arts subjects here or at other institutions) and who have attained a minimum GPA of 3.5. Induction into Alpha Sigma Lambda is the highest recognition of academic excellence at Catawba College for students in the B.B.A. degree program.

American Chemical Society – Student Affiliates

The American Society – Student Affiliates (SAACS) program supports undergraduate students and faculty in promoting professional development, mentoring and peer-support mechanisms. SAACS gives students interested in the chemical sciences the professional edge by allowing them to network with top professionals, attend scientific meetings and directly access research.

Arrowhead

The Arrowhead is the literary magazine published by Catawba students. Students, faculty and staff may submit poetry, prose, art or photography for publication. Anyone interested is eligible for membership on the staff. The publication consists of two issues yearly, one each semester. Other activities include an annual poetry and prose reading and an awards reception.

Athletic Training Club

The Athletic Training Club is open to all Athletic training majors and students who are interested in promoting health and wellness. Members perform community Service projects, plan social events to educate the public on health issues and promote careers in allied health.

Beta Beta Beta

Beta Beta Beta is a national honor and professional society for biology students, and is dedicated to improving the appreciation of biological study and undergraduate research. The Tau Eta Chapter meets monthly and programs include research reports by faculty and students, field trips, maintenance of collections, community service and social gatherings. Induction proceedings take place in March, and members attend the annual regional meeting in April. Regular membership is for those students who show great interest in biology and demonstrate superior academic achievement. Associate membership is open to all students with an interest in the biological sciences.

Blue Masque

The Blue Masque is open to all students of Catawba College who are interested in any phase of theatre production. Experience is not necessary. The purpose of the club is to gather those students who have a common interest in theatre, unify their efforts and thereby promote theatrical interests in the community. The club provides a varied program of activities throughout the year, including at least four major productions, student directed experimental productions and various one-act plays. Annual awards are presented at the Blue Masque Awards Banquet. Regular meetings are held.

Campus Crusade for Christ

Campus Crusade for Christ exists to provide regular opportunities to study and discuss the Bible, worship and pray, all in a group setting, which also provides opportunities for fellowship, encouragement and spiritual development among members. Campus Crusade for Christ has an open-door policy, and all members of the campus community are welcome to attend Bible studies and meetings.

Catawba Ambassadors

Catawba Ambassadors is the student volunteer outreach organization for the Office of Admissions. Responsibilities include leading campus tours for parents, students, guidance counselors and alumnae. Other opportunities include visiting hometown high schools, attending receptions and taking

prospective students to class, lunch or housing overnight. Membership is limited to approximately 40 students. The application and interview process takes place in January, and is open to all freshman, sophomores and juniors with a GPA of at least 2.25.

Catawba Crazies

Catawba Crazies is a student service organization designed to promote athletics and school spirit at Catawba College.

Catawba Music Educators in North Carolina (CMENC)

CMENC promotes college student involvement in the performance and teaching of music in local schools. The Catawba Chapter is very active in serving many facets of music performance and education, both on and off campus. Meetings and service projects are usually combined with a social activity. Membership requirements include: an interest in promoting music and education in the schools; participation in one or more of the Catawba music ensembles; and payment of an annual membership fee.

Catawba Model United Nations (CMUN)

CMUN provides a learning experience that teaches participants professional people skills, confidence to speak publicly, and the art of compromise. Members will be exposed to new ideas and global issues that are pertinent in our modern world.

Catawba Outdoor Adventures (COA)

Catawba Outdoor Adventures provides opportunities for the college community to participate in outdoor pursuits. COA also emphasizes the importance of protecting the natural environment and seeks to instill appreciation and respect for the outdoors. Activities sponsored by the group include: whitewater river trips, day hikes, backpacking trips, film festivals and community service. Membership is open to anyone in the Catawba College community.

Catawba Political Science Association (CPSA)

CPSA serves as an academic and professional focal point for students majoring, minoring and/or interested in Political Science as a discipline and related careers. Members meet regularly for scholastic and social activities. Delegations regularly attend professional meetings and conferences.

Cheerleaders

The cheerleading squads serve to promote spirit and generate support for Catawba's athletic teams. Football and basketball cheering squads are chosen in the spring of each academic year through a series of tryouts before a panel of judges.

Choral and Instrumental Music Ensembles

Three choral and two instrumental musical ensemble groups participate in various College and community programs. The choral groups include the Catawba Singers, Madrigal Singers and Chapel Choir. The instrumental groups include the Jazz Band and Community Band, both of which have members from the Salisbury-Rowan community as well as students. Membership is by audition, with non-music majors strongly encouraged to participate.

College Republicans

The club's mission is to make known and promote the principles and values of the Republican Party and the conservative movement, among the student body. To officially be a member of the club, the student must be a registered Republican or Independent. All students are welcome to attend meetings or events held by the club.

Dance Ensemble

Auditions for Dance Ensemble are open to any Catawba student regardless of major. Dance Ensemble is a dance company that performs a mixed repertoire and tours local schools, organizations and arts events.

Dance Team

Students interested in dance have an opportunity to perform at athletic events and the annual Danceworks presentation. Auditions are held each year for membership in the group.

Dead Athenian Society (D.A.S.)

The Dead Athenian Society is a society of male students providing opportunities for fellowship, service, as well as social and spiritual growth. These goals are accomplished through enrichment sessions, social activities, overnight retreats and participation in service projects such as working at the local homeless shelter or ushering for special events. Membership is by invitation.

Delphinian Society

The Delphinian Society intends to enrich the lives of the women at Catawba College through creating friendships and fellowships, serving the college community and extending aid to fellow students. The society intends to provide opportunities for Catawba women to enhance their academic social skills throughout exposure to essential characteristics, which will enable them to grow and lead a meaningful and beneficial life. Membership is by invitation.

Diversity Club

The club's goal is to make the Catawba community aware of diversity by encouraging all races, creeds, and religions to be involved together as a unified campus. Membership is open to the entire campus community. The club hosts activities during Black History Month and throughout the year.

Environment.Catawba.Outreach. (ECO)

ECO is the campus environment club. ECO strives to educate and encourage the Catawba community and the local region to be good stewards of our planet by promoting environmentally sound habits and techniques. ECO works closely with the Center for the Environment and other clubs on campus to raise environmental awareness and plan events and community service opportunities. Membership is open to all students.

Fellowship of Christian Athletes

Catawba has an active, student-centered chapter of Fellowship of Christian Athletes. All students are invited as members. Involvement in the athletic program is not necessary for participation. Meetings include speakers, fellowship, activities, planning for statewide involvement with other FCA groups and a spiritual emphasis.

Gamma Sigma Epsilon

Gamma Sigma Epsilon is a national honor society in chemistry. Membership is open to chemistry majors and minors who have successfully completed two years of chemistry courses and labs. The purpose of Gamma Sigma Epsilon is to unite those men and women with a high scholastic grade in Chemistry, in Class A colleges, in order to foster a more comprehensive and cooperative study of that great branch of Science and its immediately allied studies.

The Gay-Straight Alliance (GSA)

GSA is a student-initiated and student-run club at Catawba College. The goal of GSA is to provide a safe, supportive environment for lesbian, gay, bisexual, transgender, questioning (LGBTQ) and straight ally youth to meet and discuss sexual orientation and gender issues and to work to create a school environment free of discrimination, harassment and intolerance of all kinds of people. The group meets on a monthly or bi-monthly basis and schedules events throughout the school year. The club is open to everyone.

Helen Foil Beard Society

The Helen Foil Beard Society, named for the first woman to graduate from Catawba College in 1893, is a women's organization for students, faculty and staff that encourages its members to explore and celebrate the accomplishments of women. The organization promotes scholarship, char-

acter, culture and service, hosting forums and presentations on women's issues and encouraging service projects that benefit women.

Kappa Delta Pi

Kappa Delta Pi is a national honor society in teacher education. Membership is composed of students, faculty and educators from the community. The purpose of the organization is to further the cause of good teacher education. Juniors and seniors majoring or minoring in Teacher Education with a 3.2 GPA and are recommended by the Department of Teacher Education faculty are eligible for membership.

Lambda Pi Eta

Lambda Pi Eta (LPH) is the official communication studies honor society of the National Communication Association (NCA). To be eligible for membership, students must have completed 60 semester hours in undergraduate credit courses; have a cumulative grade point average of at least 3.0; have completed the equivalent of 12 semester hours in courses in communication and have a grade point average of at least 3.25 in these courses; be in the upper 35% of their graduating class; and be currently enrolled as a fulltime student in good standing at Catawba.

Majors Club

The Physical Education Majors Club is an organization for majors in Physical Education, Recreation, Sports Management, Therapeutic Recreation, Athletic Training and other students who are interested in the area of Physical Education. Members of the organization will be involved in campus and community wide service projects and attend professional conferences. Members will meet regularly to discuss issues related to the profession and to socialize in an informal setting.

Math Club

The Math Club exists to support interaction between students and faculty outside the classroom. The club encourages fellowship among students with common interests, and provides information on graduate schools and employment opportunities for mathematics majors.

The Order of The Blue and The White

The Order exists to recognize young men who have manifested scholarship, character, culture and service in their lives. No more than fifteen rising, juniors are initiated each spring. Membership is by invitation only.

Phi Beta Lambda (PBL)

PBL gives members the opportunity to learn, travel and grow as business professionals. PBL gives members the change to gain cutting-edge skills and prepares them for the "real world" after college. By taking advantage of the many programs that PBL offers, students acquire the leadership skills, business savvy and technical knowledge that will set them apart from the average graduate.

Phi Epsilon

Phi Epsilon is an honor society with a membership of 30 Junior and Senior students. Election to membership is based upon the character, leadership and service of those students eligible by virtue of their scholarship record. The purpose of the organization is to unite the outstanding members of the student body as members of a single group in order to promote scholarly and cultural activities for the members themselves and for other students of the college community.

Phi Sigma Iota

A national honorary society, Phi Sigma Iota recognizes outstanding achievement in the study of foreign languages. Members are selected from among advanced foreign language students who have maintained an overall average of at least B and an average of B or better in foreign languages.

Philomathean Society

A society of male students providing opportunities for fellowship, service and social and spiritual growth. These goals are accomplished through enrichment sessions, social activities, overnight retreats and participation in service projects. Membership is by invitation.

Pi Gamma Mu

Pi Gamma Mu is the international social science honorary society. The purpose of Pi Gamma Mu is to improve scholarship in the social sciences and to achieve synthesis therein; to honor outstanding students majoring in Economics, History, Political Science, Psychology and Sociology, and to supplement and support these majors.

The Pioneer

The Pioneer is the college newspaper published bi-weekly by journalism and other students. The policy of the paper is to report campus news and activities as well as to provide a means by which members of the campus community may share ideas and opinions that are based on solid and verifiable information. *The Pioneer* office is located on the second floor of Hoke Hall, and any student with journalistic ability and interest is eligible for staff membership.

Pre- Health Organization

The Pre-Health Organization assists students who are pursuing a career in the health-care industry. The organization assists students in choosing courses that will benefit them for specialty schools and emphasizes the importance of preparing for graduate admissions exams (i.e., PCAT, MCAT, DCAT, and GRE). Students are informed about the range of health career options in the process.

Psi Chi

Psi Chi is an honor association for those students who show exceptional progress and ability in the study of Psychology.

Psychology Club

The Psychology Club is composed of psychology majors and other underclassmen that may be interested in majoring in this field. Career people in psychology and related fields are invited to participate in the meetings thus widening the interest in vocational opportunities in this field.

Residence Hall Association

RHA is a group committed to the concept of building community through campus-wide activities and programs. The group includes the Resident Assistants, but is open to students who enjoy programming for the residential and college community. This group sponsors campus wide activities, fund-raising for community service and late night intramural activities.

Salisbury Symphony Orchestra

The Orchestra is a community organization composed of professional musicians, teachers, students and members of the community having the ability to perform in a symphony. Membership is by audition only. The symphony presents a series of three symphonic concerts during the season.

Sayakini

The Sayakini is the College yearbook. Published annually by students, this volume provides a photographic record of an academic year. Membership is open to all students. Registration for COM 2500 Sayakini is encouraged, but not mandatory for yearbook staff. The Sayakini office is located on the first floor of Hedrick Administration Building.

Society of Lifelong Learners (S.O.L.L.)

Catawba's adult education program organized the group to support and promote networking opportunities for its members. Students in the Evening and Graduate Studies program who have 18 credit hours at Catawba are eligible for membership. Graduates of the program will have permanent membership in the society.

Student-Athlete Advisory Club

The Student-Athlete Advisory Committee (SAAC) is a group composed of representatives from each of the varsity sports and athletic trainers as nominated by their coaches. This group allows the student-athletes to have a voice on NCAA legislation and athletic department policy. They are also a service group promoting school and community spirit. The SAAC helps to build the relationships between athletes, faculty, staff, administration and community. Meetings are conducted monthly with representatives and the club officers.

Student North Carolina Association of Educators (SNCAE)

Catawba's prospective teachers club, the SNCAE is open to all students who are interested in the teaching profession. The regular monthly meetings are devoted to the professional and social enrichment of the members and to the advancement and refinement of the profession.

Student Government Association (SGA)

The Student Government Association seeks to represent a variety of student needs and interests and promotes self-government and participation through many types of structures. The SGA Cabinet and its various committees provide the focal point for the legislative functions of the SGA. Executive functions are carried out by the Executive Council, which can recommend legislation to the Cabinet. The Student Conduct Board serves as the "judicial" branch of the student government association. A full text of the SGA Constitution is available at the Catawba College website.

2011-11 Student Government Cabinet Officers

President:	Yakir Malul
Vice-President:	Sarah Moore
Secretary:	Jana Burkhardt
Treasurer:	Gail Murray

Student Honors Advisory Council

An organization for Business majors, SHAC is an honors group which promotes the activities and programs of the Ralph W. Ketner School of Business. The group's objectives are to create a climate which promotes a sense of belonging, a feeling of ownership, a sense of pride, excellence, a tradition of success, desire for service, commitment to leadership and open communication between students and faculty.

Volunteer Catawba

Volunteer Catawba is a program designed to offer community service opportunities to Catawba students. There are many situations available in the local community to suit your schedule, including programs that work with schools, social agencies and the elderly. All students are encouraged to participate in this worthwhile effort. Please contact Volunteer Catawba if you are interested in volunteering!

Wigwam Productions

Wigwam Productions is the student-run organization that provides students the opportunity to select, plan, promote and produce campus entertainment and special events for the campus community. Members of Wigwam have the opportunity to experience the many aspects of college programming from working with agents and artists to learning the nuts and bolts of sound, lights and contract negotiation. Wigwam Productions provides many social, cultural and educational activities on campus including movies, comedians, musicians and other artists. The goal of these programs is to enhance student involvement as well as to develop leadership skills. Getting involved with Wigwam

Productions could be one of the most rewarding experiences you have while at Catawba. Students interested in participating in Wigwam Productions should contact the Office of Campus Activities and Programs.

Intramural and Recreational Sports

www.catawba.edu/intramurals

Emily Schneider, B.S., Area Coordinator for Housing, Intramural Sports and Wellness – 704-645-4577

The College's intramural and recreational sports program attempts to offer something for everyone on the campus. The program is designed to provide opportunities for the students, faculty and staff to participate in recreational activities in a competitive atmosphere. All students are encouraged to explore intercollegiate athletic participation. Team selection is based upon skill levels. Some of the goals of the program include:

- To provide enjoyable recreational experiences for the College community.
- To develop habits of participation that will carry over into everyday life.
- To promote wholesome social relationships and sportsmanship through group and individual activities.
- To provide an opportunity for the development of a healthy body along with an alert mind.
- To promote Catawba College through organized recreational activities.

You can find more detailed information on the intramural and recreational sports program at the website from the Catawba College homepage.

Student Services and Resources

Bookstore

<http://www.catawba.edu/bookstore>

Stephanie Taylor, Manager – 704-637-4470

The Catawba College Bookstore is located in the Cannon Student Center. The store is open prior to all home football games and occasional Saturdays during the school year. A variety of spirit items and apparel are available for purchase at the Shuford Stadium during home football games. The college bookstore is open throughout the summer. Along with textbooks and supplies essential to your classroom success, the store offers a wide range of apparel, food, drink, health and beauty products, computer software, gifts, greeting cards and novelties. Acceptable forms of payment are cash, checks, MasterCard, Visa, Discover, American Express, debit cards and Catawba ONE card. Access to the bookstore web site is found at www.catawba.edu/bookstore.

Computer Services

www.catawba.edu/computerservices

Joanna Jasper, Chief Information Officer - 704-637-4666

HOURS AND LOCATION

Computer Services is located in the basement of Hoke Hall. The public entrance is on the North Park Drive side of the building. The office is open Monday through Friday, 7:45-5, and until 6:30 p.m. on Mondays and Thursdays when the School of Evening and Graduate Studies is in session.

HELP

To report a computer, telephone, or cable TV problem, submit an online help request at <https://helpdesk.catawba.edu>. If you are a first-time user of this online system, click on the appropriate link to register your username and password. Use this system to check on the status of your information technology service requests. If you cannot submit a request online, call 704-637-4666. To report a campus-wide interruption of a mission-critical service that occurs outside normal busi-

ness hours, contact the Public Safety office at 704-637-4000. This office will page on-call Computer Services personnel.

TECHNOLOGY INFORMATION AND TUTORIALS

We are in the process of transitioning all technology information and tutorials to the Technology tab of the CatLink web portal. Until that transition is complete, you may also find technology information in Blackboard's *Catawba Technology Information* course and at the Computer Services website at www.catawba.edu/computerservices.

COMPUTER ACCOUNT SETUP

Accounts are automatically created for students. Supervisors must request accounts for employees. If your last name is seven characters or more, then your username is your first initial and the first seven letters of your last name (e.g. Joe Bob Somebody = jsomebod). If your last name is six characters or less, then your username is your first initial, middle initial, and up to six letters of your last name (e.g. Joe Bob Some = jbsome). Your initial password is your social security number with dashes. This will be the same for the network, email, Blackboard and CatLink. Refer to the next section to reset your password to something more secure. *You must change your initial password within 30 days of account creation, or your account will be flagged as inactive and not work until you contact Computer Services.*

CHANGING PASSWORDS

1. Log in to CatLink (see directions below). Click the My Account tab. In the Change Password channel, enter your new password and then confirm your password. Your password will update within 15 minutes of clicking the "Submit" button.
2. If you are a student with a Windows personal computer that has been through the CatNet Connect process or an employee with a College laptop, your Windows password must be changed to match your new Catawba network password. To do this, click the "Start" button on your computer. Select "Control Panel", then "User Accounts", then "Change an account", then the account whose name matches your Catawba network username. Select "Change my password" and follow the prompts to change your Windows password. Now restart your computer. Once 15 minutes have elapsed from the time you changed your password in CatLink, you should be able to successfully login to your computer using your Catawba username and your new password.

CATLINK

CatLink is a web-based software package (aka web portal) that allows students to register for classes online as well as view their personal information, class schedules, grades, housing information, degree audits, and more. Faculty and staff can advise students, see class rosters, see student schedules, and more. Online grading for faculty and online course evaluations for students and instructors are offered through CatLink. To access CatLink, open a browser and type catlink.catawba.edu as the address. Alternatively, log in to CatLink from the Catawba homepage (www.catawba.edu) Cat-U tab.

EMAIL

Your email address is username@catawba.edu. Faculty, staff, and students can check their Catawba email anywhere there is internet access by logging in to CatLink and then clicking the "Webmail" icon in the upper right-hand corner. Maximum email storage space for faculty and staff is 300 MB; for students, 100 MB. Maximum email message size is 10 MB. Check out the WebMail help system for more information on how to use WebMail. You can elect to temporarily or permanently forward your @catawba.edu email to another email address. To do this, log in to CatLink. Click on the My Account tab. In the Change Forward channel, click the "Change" button. Enter the new email address to forward your Catawba email to and press the "Submit" button.

OUTLOOK AND/OR SMARTPHONE EMAIL ACCESS

Students who own Microsoft Outlook (or any other email client that supports secure IMAP or POP, including smartphone email clients) may elect to use it to read their Catawba email. Tutorials/information on how to do this setup are available.

BLACKBOARD

Blackboard is a web-based software package that allows faculty members to post assignments and class information for students, and create an online learning environment that augments the classroom learning experience. All faculty, staff, and students have a Blackboard account. Your username and password are the same as your network account. To access Blackboard, login to CatLink. Under the "Quick Links" channel, click the "Blackboard" link.

COMPUTER LABS

- Two labs are available in Ralph W. Ketner Hall. Ketner 322 is open 24 hours, with 17 computers. Ketner 340 is available daily until 11 p.m., except during scheduled class times, with 25 computers. Ketner 340 includes a color laser printer. Ketner 322 includes a scanner.
- The newly renovated Library has 24 desktop computers on the main floor available for campus and community use, as well as several wireless laptops available for checkout. An additional 32 desktop computers are located in a computer lab on the main floor, and are available for campus use when the lab is not being used for training. The hours for these facilities are the same as the library hours.
- The Hedrick Administration building houses one lab in room 228. There are 25 stations available from 8 a.m. – 5 p.m., Monday – Friday, except during scheduled class times.
- Each lab is equipped with a laser printer and a full suite of software, including Microsoft Office 2007 (Word, Excel, PowerPoint, Access), Project, Visio, Visual Studio.NET, and Adobe Creative Suite 5 Design Premium (Acrobat, Photoshop, Illustrator, and more).
- Many departments have labs with discipline-specific hardware and software, such as Biology, Chemistry, Environmental Science, Music, Teacher Education, and Theatre Arts.

COMPUTER DRIVES WHEN LOGGED IN TO A CATAWBA COLLEGE COMPUTER

- Most campus computers have at least 2 USB ports on the front to facilitate the use of USB thumb drives and other USB peripherals.
- C:\ Hard Drive locally installed within the computer
- D:\ DVD player/burner with CD player/burner or DVD player with CD player/burner, depending on computer model
- H:\ Personal Network Drive Space; Faculty/staff have 250MB of space. Students have 100MB of space.
- I:\ Departmental Network Drive Space; 50MB per employee
- T:\ Public Network Drive Space; Files can be read by all Catawba faculty, staff, and students. Only faculty and staff can write to this drive, up to 50MB per person.

The Windows *My Documents* link points to the H: drive (rather than the C: drive) by default on Catawba-owned computers. *It is recommended that files be saved to the H: drive because:*

1. They get backed up by a regularly scheduled network process.
2. Files saved to the H: drive can be accessed from any computer on campus (and from off-campus using FTP).
3. On lab computers, there is software in place that restores the local hard drive (C:) to its original state upon reboot, deleting any files you may have saved there prior to reboot.

BACKUPS

Scheduled backups on all network drives are performed Monday-Wednesday-Friday for faculty and staff and on Tuesday-Thursday-Saturday for students. Contact Computer Services for file recovery services. Please provide filename and date file last existed on the network.

PAPER QUOTAS

There are no limits on faculty/staff printing. Students are given 450 free pages for printing every semester. Check your quota in CatLink (My Account tab, Quotas channel). Note that for all print requests sent to a color printer or copier, each page counts as two. Students running low on pages may click the Add link next to their CatLink print quota information to buy additional pages

online. Each additional page costs \$0.10. The charge is automatically posted to the student's Business Office account. Students using their personal print quota while employed by Catawba College or for Catawba-sponsored club activities should ask their department or club supervisor to contact Computer Services to discuss having pages added to their quota for these printing purposes.

NETWORK ACCESS FOR PERSONAL COMPUTERS

Wired and wireless network access is available in almost all campus buildings. To connect to the secure wired or wireless network in the residence halls, student personal computers running Windows (XP, Vista, or 7) must be certified as a trusted system through the one-time-per-computer CatNet Connect procedure. Commuting students and employees with personal laptops running Windows (XP, Vista, or 7) may connect to the secure wireless network by installing Catawba's 802.1x authentication software. Procedures are also available to allow Apple Mac computers to connect to the secure wired and wireless network. A less secure guest wireless network is also available that can be accessed with just a Catawba username and password. Refer to this webpage www.catawba.edu/administrative/computerservices/techinfo_stu.asp to learn more about Catawba network access, the CatNet Connect process for Windows computers, and Catawba's PC requirements and recommendations.

POLICIES & PROCEDURES

Members of the College community are expected to abide by the College's information technology policies at all times. These policies can be found in the IT Policies channel of the CatLink Technology tab. The complete *Acceptable Usage Policy* can also be found on the Computer Services webpage at www.catawba.edu/administrative/computerservices/policy.asp.

ACCEPTABLE USAGE POLICY

General

1. Catawba College, within the scope of its operations, provides computer resources to authorized users only.
2. Any person using Catawba College computing or network resources must abide by this *Acceptable Usage Policy*.

Authorized Users

1. Faculty, staff, trustees, and enrolled students may be authorized to utilize College computer resources. Under special circumstances, members of the general public may be so authorized with the prior consent of the Chief Information Officer.
2. Each authorized user of the system will be provided a distinct username and password. The default password assigned at account creation must be changed within 30 days.
3. Users are required to change their system password every 120 days.
4. Users are expected to memorize their passwords (highly recommended) or to store written password clues in a highly secure location. Users are expected to change their password immediately if they have any reason to suspect that the integrity of their password has been compromised.
5. If you are unable to reset your password online, you may be required to come by Computer Services during business hours and present a picture id to have it reset.
6. Users may not attempt to gain access to another user's account or files, and may not erase or modify any application, configuration, or data file not specifically belonging to the user.
7. If your username does not access any system resource in 60 days (network, email, Blackboard, CatLink), you will be emailed a warning. If another 60 days go by with no system access, your username will be flagged as inactive and will not work until you contact Computer Services. If another 60 days go by and you have not contacted Computer Services to reactivate your account, your username will be deleted.
8. Computer accounts and their associated information are deleted 45 days after students withdraw or graduate. For employees, accounts are deleted on the effective date of the resignation or termination, unless alternate arrangements are made with Computer

Services. Employee email, H: drive, and C: drive information are archived and made available to the employee's immediate supervisor.

9. The username assignment algorithm used to create new system accounts is based on the user's legal name at the time of account creation. After initial creation, usernames will *not* be changed to match legal name changes, because of the time-consuming and error-prone nature of moving files, email, and permissions from one username to another. Upon request, Computer Services will set up an email alias that is based on the new legal name. The new legal name associated with the existing username will appear in system address books and directories.

Copyrighted Digital Content

1. Each user acknowledges that the College licenses the use of proprietary software from a variety of companies. Unless specifically authorized by the owner of the software through the licensing agreement, software and/or documentation relating to the use of the software, may not be duplicated.
2. No software may be loaded onto any Catawba College computer without clear licensing authorization. In the event an employee purchases proprietary software for employee's office/classroom, a copy of the license agreement or other written documentation must be forwarded to the Computer Services Department prior to the installation of the software on the computer system. Computer Services will transmit a confirming statement acknowledging receipt of the license to the initiating department or employee. At that time, Computer Services will load the software onto the College system or grant permission to do so. Computer Services will maintain the license as a part of its master license library. The software becomes the property of Catawba College.
3. Each authorized user agrees that he or she is transferring all licensing rights associated with any personal software loaded onto a Catawba College system to Catawba College. The user is agreeing that any duplicate installation of the software onto another system may be a violation of the licensing agreement and that the employee will be liable for any costs associated with the unauthorized installation.
4. No copyrighted content (music files, movies, etc.) should be illegally downloaded or shared using the Catawba College computer network.

Electronic Mail

1. Using electronic mail to send fraudulent, harassing, obscene, indecent, profane, intimidating, or unlawful messages is prohibited.
2. Transmitting chain letters or commercial solicitations via email is prohibited.
3. An approved list of campus community members has access to send email to large internal distribution lists, such as allcatawba. Email transmissions to these large distribution lists are reserved for communications related to official College business and campus-wide official College events. Email about charitable, social, or political causes or events can also be sent directly to these lists provided the cause or event is sponsored by a group or department officially associated with Catawba College. Anyone emailing the large internal distribution lists inappropriately is subject to having their access to these distribution lists revoked.
4. Catawba's email system should not be used to send email to large groups of people (100 or more) outside of the Catawba College community. Such activity may be in violation of anti-spam laws and may result in the @catawba.edu domain being blacklisted as a spam site by external email systems. Admissions and the Development office have systems in place to send email to large numbers of prospective students and alumni and friends of the College without violating anti-spam laws. All bulk email communications should be coordinated through one of these offices.
5. Because of the volume of email that may result, users should use good judgment when joining email lists, and remember to remove themselves from email lists that they are no longer actively monitoring.
6. Because mailboxes have limited storage capacity, and because exceeding that capacity causes subsequent incoming email to be lost, users agree to read and delete their mail

on a regular and timely basis. The system will automatically delete any unread mail sitting in the Inbox folder for 90 days or more. Items in the Deleted Items folder are automatically purged after 30 days.

7. If email directed to your catawba.edu email address is being permanently forwarded to another email address, the forwarded email must be deleted from the Catawba email server and will not be accessible from the Catawba email account.

Internet/Network Use

1. College technology resources are reserved first and foremost for teaching and learning and other official College business. Personal use of these resources is allowed to resident students and employees to the extent that such use does not interfere with the primary mission of the College. These resources may not be used in support of any outside business venture, profit or non-profit.
2. The receipt or transmission of materials on the Internet in violation of any U.S. law, law of the state of North Carolina, or policy of Catawba College is strictly prohibited.
3. Internet resources may not be used to transmit or to receive any materials that may be judged objectionable based upon generally applied standards set by the College. Specifically prohibited is the receipt or transmission of materials whose subject matter is excessively violent, contains explicit sexual content and/or obscene language.
4. College resources may not be used to attempt to gain access to any computer system, on or off-campus, to which the user does not have proper authorization.
5. The use of port scanners and other computer hacking tools is specifically prohibited.
6. Wireless access points and/or devices that enable your computer to function as a wireless access point may not be connected to the Catawba network by anyone outside of Computer Services.
7. Computer Services reserves the right to block access to internet sites and/or software applications that are classified as significant information security threats by the SANS institute.
8. For security reasons, employees must use Catawba's Barricuda Instant Messaging (IM) software, which is capable of communicating with all major IM software, such as AIM. No IM software other than Barricuda IM is allowed on the employee segment of the network.
9. For security reasons, employees and resident students are required to use the secure wireless network (CatUSkyNet2). The guest wireless network (CatUSkyNet-Portal) should only be utilized by very occasional users of campus wireless.

Laboratory Regulations and Care of Facilities

1. Smoking or bringing food or drinks into the computing laboratories is prohibited unless otherwise noted.
2. Loading programs on the local hard drive of any College computer is prohibited without prior authorization from Computer Services.
3. Users may not move or in any way tamper with computer laboratory equipment without prior authorization from Computer Services.
4. Users agree to help maintain a reasonable state of cleanliness and order in all Catawba College computing facilities.
5. Course homework and other academic work has priority over other computer uses such as game-playing, chat rooms, and non-course-related emailing or web browsing. Users agree to relinquish lab stations, when needed, to those pursuing higher priority activities.
6. Loud music, loud games, talking, or any other activities that disturb other users are prohibited.
7. Users agree to comply with all reasonable requests from College personnel, including requests to relinquish equipment for a higher priority activity, to cease disruptive activity, or to leave the computing laboratory.
8. Users agree to report any equipment problems by submitting a request via CatLink – Technology tab – CS Quick Links channel - "Contact the IT Help Desk", or by calling the help desk at 704-637-4666.

Monitoring

1. Each individual user must recognize and acknowledge that the Computer Services Department may observe, log, monitor and track all use of computer resources in order to assure that the computer resources are only being used by authorized users for authorized purposes.
2. The College reserves the right to determine, through monitoring, whether any user is utilizing the system for a possible improper activity. In the event that a possible improper activity is discovered, Computer Services personnel may provide evidence obtained by monitoring to the College and/or law enforcement personnel. If the activity disclosed is criminal, the College may request that prosecution be undertaken by the appropriate authorities. In any event, the individual's right to utilize the system may be suspended until a determination has been made as to whether or not the use was improper. If improper use occurred, the individual may be notified that his/her right to access has been terminated.
3. Monitoring may further be utilized to assure that users are not sharing system logins. Every user assumes full responsibility for use of his/her system login, whether authorized or not, and recognizes that his/her system access may be suspended or terminated for improper use, regardless of who actually perpetrated the improper use.
4. Each authorized user acknowledges that his/her authority to utilize computer resources is limited. If, during the monitoring process, it is determined that an individual may have exceeded his/her authority, the individual will be subject to further monitoring and recording, and Computer Services personnel will have the right to terminate the use of the computer system by that individual.
5. Computer Services may gain access to user accounts, home directories, and email directories if needed to correct account problems or potential problems such as quota violations or virus-infected files. Computer Services may check any component of the College computing system at any time for virus-infected files or illegally installed software.

Printing

1. Students are allotted 450 pages per semester. Additional pages can be purchased online via CatLink – My Account tab - Quotas channel for .10 per page.
2. It is recommended that products approved by the manufacturer or Computer Services be used when changing toner cartridges or inkjet cartridges in printing devices. Low-cost products sometimes equal low-quality products that can cause damage that will not be covered by printer warranty or maintenance contracts.
3. It is recommended that approved brand-name labels be used.
4. It is recommended that 20lb bond paper be used for laser printing. Paper with high rag content can cause damage that will not be covered by printer warranty or maintenance contracts.

Virus Protection

1. Users agree to virus-scan any media used on any College computer before it is accessed for any other purpose. Users also agree to virus-scan any files downloaded from the Internet.
2. Any computer attached to the Catawba College computer network must have a current version of virus-protection software installed and be current with Microsoft Critical Security patches.

Violation of the Agreement

1. Members of faculty, staff or enrolled students who violate this policy may be subject to having privileges suspended or terminated. The Chief Information Officer may also refer the faculty member, staff member, or student whose conduct violates this policy to another appropriate individual or college body for discipline in accordance with the Faculty, Staff, or Student Handbook.

-
2. In the event that this procedure is violated by a member of the general public, the Chief Information Officer may suspend or terminate computing privileges. Additionally, if the action of the individual violating the policy places the College at risk of financial liability, the member of the general public may be subject to a civil action to recover those financial losses.

Financial Issues

www.catawba.edu/finaid

Melanie McCulloh, Director – 704-637-4416

Office of Financial Aid

Questions regarding financial aid, work-study opportunities and scholarships should be directed to the Financial Aid Office in Hedrick Administration Building. Additional information can be found in the Catawba College Catalog.

The Business Office, in the Hedrick Administration Building, can cash a personal check for you for up to \$50.00 daily, deposit and transfer funds to your Catawba ONE card, give you information about your student account and can accept tuition payments, payments for parking tickets and other charges. Work-study checks are available for pick-up in the Business Office on the 15th of each month, or the preceding Friday when the 15th falls on a weekend, and prior to semester breaks and holidays that fall before the 15th. The Business Office processes documentation and acquires student signatures on Catawba Loans and Federal Perkins Loans, and can accept repayments for these two loans. For other rules and regulations, please see the College Catalog.

Mail Services

www.catawba.edu/administrative/postoffice

Lori Sipes, Director - 704-637-4107

All registered full-time Catawba College day students are assigned a numbered post office box. Once assigned, the student will keep the same box for their entire stay at Catawba. Commuting students who are full-time also have a campus mailbox – and should check their mailbox periodically. Mail is distributed Monday-Friday in student boxes by 3:00 pm. Students who have received packages that are too large to fit in a box or require a signature receive a package slip in their mailbox. Packages may be picked up at the Post Office window Monday-Friday from 9:00 am to 4:00 pm.

Proctor Student Health Center

www.catawba.edu/health

Kathryn Welborn, R.N., Director – 704-637-4404

The Proctor Student Health Center is located in the Cannon Student Center. The Health Center is staffed by two Registered Nurses throughout the week from 8:00 AM- 4:30 PM Monday through Friday. All full time students in the day program may receive assistance in the Health Center by virtue of the regular student fees paid each semester. A full time student is defined as any student who is taking 12 or more credit hours per semester. This fee does not cover the services of off-campus physicians, lab tests or prescriptions. If a student needs the services of a physician, the student will be referred off-campus by the nurses.

Thirty (30) days prior to registration at Catawba College all students are required to file a completed Health History and Physical Examination form with the Health Center. All candidates for intercollegiate teams are required to have an annual physical examination within three months prior to their arrival on campus. Failure to comply may affect the student's registration for classes.

Physician Services

Salisbury Pediatric Associates will provide the clinic physicians to full time day students through the age of 25. Health services will work with those students above the age of 25 to provide first aid response and referrals to obtain medical care with alternative local physicians.

Physician Hours: Monday 11:00 AM – 12:00 Noon
*Wednesday 11:00 AM – 12:00 Noon
Friday 11:00 AM – 12:00 Noon
After hours clinics for Salisbury Pediatrics is posted on the Health Center door.

*Allergy injections and other required physician supervised services on campus will be administered on Wednesday clinic hours only.

In addition to the on-campus physician hours, Salisbury Pediatric Associates will be available during Health Center hours, 8:00 AM – 4:30 PM for telephone consultation. Students are also eligible for referral and other physician services in their offices located at 129 Woodson Street in Salisbury. Students should contact Health Services to schedule an in office visit with the physicians.

Health Insurance

Catawba recognizes the importance of good health and its potential impact on your success in school. The College recognizes the ultimate risk you face with inadequate or the absence of insurance. In order to minimize this risk, the College offers to the students an accident and health insurance policy. This can be purchased through the College. It is mandatory all full time undergraduate students be covered by personal or school insurance. If a student cannot provide proof of coverage to Health Services the student will be charged for school insurance. The charge for school insurance will be placed on all students' accounts at the start of the semester. Students must submit proof of insurance to Health Services at the start of the semester for the charge to be removed. Students must notify Health Services of any changes in health coverage.

All international students are required to purchase school insurance. An international student is defined as any student whose citizenship is outside the United States.

Student's personal insurance will be billed by Salisbury Pediatric Associates for all on-campus visits during physician hours on Monday, Wednesday, and Friday. The co-pay for these on-campus visits will be waived.

If a student's coverage is an out of state HMO, parents are strongly advised to inquire about "guesting privileges" from their private insurance company. It is encouraged that a student with an HMO ask their insurance carrier to use Salisbury Pediatric Associates as their primary physician while at Catawba.

If you have any questions regarding this insurance, you may access more detailed information on the College website or through the Proctor Student Health Center.

Non – Emergency Medical Transportation

Catawba College is committed to the total health and safety of our students. If a student is not able to provide or obtain transportation for a doctor's appointment, the College can provide transportation for a nominal fee. Students must report to Health Services twenty (20) minutes prior to scheduled appointment time.

Public Safety

www.catawba.edu/publicsafety

Shane Flowe, Director of Public Safety- 704-637-4000

The Office of Public Safety exists to help ensure a safe environment for all members of the Catawba

community. Officers are specifically responsible for patrolling the campus; securing buildings and property; enforcing campus motor vehicle operations and parking regulations; enforcing federal, state and local laws as well as College regulations, assisting with traffic and crowd control at campus-sponsored events; responding to calls for assistance; and providing campus-wide crime prevention education. Ensuring a safe environment is also the responsibility of students and all members of the Catawba community. Students are, therefore, asked to be certain that their own rooms and belongings are not made accessible to unauthorized persons. The majority of campus theft recorded in the past few years could have been prevented if the victims had locked their room door. Although the campus is routinely patrolled, students are asked to assist officers and to protect themselves and the community by reporting suspicious behavior to the Office of Public Safety or the Office of the Deans of Students. The Office of Public Safety is located in the Jann House and can be reached at 704.637.4000, or by dialing x4000 from any campus phone, twenty-four (24) hours a day, seven days a week. Should any member of the College community desire a Public Safety escort while on the campus grounds, please do not hesitate to call the 4000 line to make such a request. This safety escort service is free of charge.

The Jeanne Cleary Act

Catawba College is pleased to comply with The Jeanne Cleary Act, which mandates that colleges and universities publish statistics for certain categories of substantiated crimes, to help ensure that students, faculty and staff at those institutions are aware of the facts about crime and safety on their campuses. While colleges in general are relatively safe places, national patterns clearly show that there is a need for vigilance by all campus members against crime on campus.

The Office of Public Safety maintains crime statistics in accordance with The Jeanne Cleary Act and the FBI's Uniform Crimes Report definitions and publishes them annually in coordination with the Salisbury Police Department.

Copies of the current Catawba College crime statistics may be obtained from the Office of Public Safety or you can view the statistics on the Catawba College web page under Public Safety.

Missing Student Policy

Investigations

The Office of Public Safety will assign an officer to follow up on all reported incidents. This includes confidential (where the reporting parties' names are known but not released) and anonymous (where the reporting parties' names are not known) reports. If necessary the officer will coordinate or provide assistance with local law enforcement. When the officer closes a case, the information will be turned over to the Office of Student Affairs for review.

Reporting a Missing Student and Contact Procedures

The Higher Education Act of 2008 requires institutions that provide on-campus student housing to establish a missing student notification policy and procedures. Catawba College takes student safety very seriously. The following policy and procedures have been developed in order to assist in locating Catawba students living in college-owned, on-campus housing, who have been determined to be missing, based on the reports and circumstances known to the College at the time the report is made.

Missing person reports are usually the result of a parent, concerned family member or friend not being able to reach a student. This is often due to a student changing his or her routine or behavior without informing friends, family members, or roommates of the change. Anyone who believes a student to be missing for 24 hours should contact the Office of Public Safety, Residence Life, or a Resident Assistant. Every report made to the College will be followed up with an immediate investigation to determine whether the student is missing. Students are under no obligation to notify the College of plans to spend time away from their residences.

At the beginning of each academic year, each student living in an on-campus student housing facility has the option to register through the Office of Student Affairs a confidential contact person to be notified in the case that a student is determined to be missing. The information that is obtained will only be provided to authorized campus officials and law enforcement officers in furtherance of a missing person investigation. This emergency information will be kept on file in the Office of Student Affairs. The contact information will be updated each academic year. The student is responsible for ensuring that the contact information is up to date and accurate. Catawba College will notify local law enforcement for all students, even if they have not registered a contact person, if a student has been determined as missing.

If a student is determined to be missing and has designated a contact person, the contact person will be notified no later than 24 hours after the determination. If a missing student is under the age of 18, and not an emancipated individual, the College is required to notify the parent or guardian of the missing student no later than 24 hours after the determination is made that the student is missing. Public Safety will notify the appropriate local law enforcement agency when the student is determined to be missing.

The Dean of Students or his/her designee will notify the appropriate emergency contact person listed for a missing student.

Procedures Catawba College will follow when a student who resides in an on-campus student housing facility is determined to be missing for 24 hours.

- The college official who receives a report that a student is missing, or has reason to believe that a student is missing, will report the information, or evidence immediately to the Office of Public Safety. The Office of Public Safety will then notify the Dean of Students.
- Upon notification that a student may be missing, Catawba College may use any or all of the following resources to assist in locating the student:
 - Contact the missing student via his or her cell phone, email, and any other social media, which may be used as a medium for communication (e.g. Facebook, Myspace, Twitter, etc.)
 - Go to the room of the missing student to verify his or her whereabouts and/or wellness, and, in some cases, deliver a message to contact a parent or family member who is searching for them.
 - Key into the room to perform a health and safety check. While in the room the staff members will look for visible items (e.g. wallet, keys, phone, etc.) that may provide clues to the missing student's whereabouts.
 - Talk to the student's Resident Advisor, roommate(s), and floor mates to see if they can confirm the missing student's whereabouts and/or confirm the date, time and location the student was last seen.

- Check all possible locations mentioned by friends such as the library, residence hall lounges, other friends' rooms, etc.
 - Check all college parking lots in an attempt to locate the student's vehicle, if applicable.
- If no information is gained by visiting the missing student's room, and speaking with the other occupants of the house, the Office of Student Affairs and/or Dining Services will be contacted to determine the last time the student used his/her Student ID card to access the cafeteria or fitness center.
- Information Technology Services may be contacted to ascertain the last log in or access of the PC network.
- If there is sufficient evidence to suggest that the student may be in danger or if foul play is suspected at anytime during this process, the Office of Public Safety will immediately contact the appropriate local law enforcement agencies. If it is necessary to contact local or state authorities, police procedure and protocol will be followed by the College.

All students are permitted the privilege of maintaining a car on campus and adjacent areas as long as they observe campus traffic and parking regulations and applicable city and state laws. The privilege of maintaining a vehicle on campus may be rescinded when a student fails to observe the regulations outlined below.

Definitions

Resident Students: students who live in one of the College's residential facilities.

Commuter Students: full and part-time day students who live off-campus or Evening and Graduate Studies students.

Faculty and Staff: individuals who are full or part-time employees of the College.

Visitors: individuals who are visiting the College and who have no formal affiliation with the College.

Daily: Monday through Friday

Weekend: Friday at 4 pm through Monday at 7 am

Classes Are In Session: The fall semester and spring semester during the published dates for the first day of class and the final day of exams or commencement. This does not include the period between fall and spring semesters or spring break.

Summer: The time period between commencement at the end of the spring semester and the first day of class of the fall semester.

Policy Enforcement

All parking regulations will be enforced by the Office of Public Safety and will continue to be enforced throughout the calendar year.

General Parking Regulations

- 1) **DISPLAY OF PARKING REGISTRATION DECALS:** All vehicles operated on campus, including vehicles operated temporarily, must be registered with the College and have a current decal. The decal should be attached inside to the lower right-hand corner (passenger's side) of the vehicle's front windshield. The cost of each registered vehicle for the 2011-2012 academic year is fifty dollars (\$50.00) per semester.
- 2) **PARKING SPACES:** Vehicles must be parked in a designated marked space (valid white lines on both sides of the vehicle). There are no guaranteed spaces within a designated parking area.
- 3) **FIRE LANES, GRASS, WALKWAYS, UNMARKED PAVEMENT:** Parking is not permitted in fire lanes, on the grass or walkways or on unmarked pavement.
- 4) **RESIDENT STUDENT PARKING:** Resident students may park only in lots designated on the Parking Map as "Resident Student Parking" between the hours of 7 a.m. and 4 p.m. daily both when classes are in session and summer. Resident students may also park in areas that are designated as "General Parking" 24 hours a day, seven days a week with the exception of the Faculty/Staff Circle and Ketner Faculty/Staff lot which are designated as faculty-staff lots Monday-Friday 7 a.m. -4 p.m. Resident students may park in Faculty/Staff Circle and Ketner Faculty/Staff lot from 4 p.m. through 7 a.m. Monday-Friday and 4 p.m. Friday until 7a.m. Monday.
- 5) **COMMUTER STUDENT PARKING:** Commuter students may park in areas that are designated as "Commuter Parking Lot" or "General Parking" 24 hours a day, seven days a week with the exception of the Faculty/Staff Circle and Ketner Faculty/Staff lot which are designated as Faculty/Staff lots Monday – Friday from 7 a.m. to 4 p.m. Commuter students may park in Faculty/Staff Circle and Ketner Faculty/Staff lot from 4 p.m. to 7 a.m. Monday-Friday and 4 p.m. Friday until 7 a.m. Monday.
- 6) **FACULTY AND STAFF:** Faculty and staff may park only in marked spaces designated on the Parking Map as "Faculty/Staff Parking" or "General Parking" between the hours of 7 am and 4 pm daily both when classes are in session and during the summer. Employees should not park in areas designated for students between 7 am and 4 pm daily. Between 4 pm and 7 am, faculty and staff may park in any lot on campus.
- 7) **VISITORS:** The semi-circle in front of the Hedrick Administration Building is designated for visitors to the College 24 hours a day, 7 days a week. Visitors to the College may park in the circle in front of the Hedrick Administration Building. All visitors, including guests of students (friends, relatives, etc.), should obtain a Visitor's Parking Pass for their vehicle. If possible, student hosts should obtain a Visitor's pass for their guest prior to the guest's arrival. Visitor's Parking Passes may be obtained from the Offices of Public Safety located in Jann House.
- 8) **HANDICAPPED PARKING:** Individuals who park in designated handicapped spaces must have a valid State handicapped parking hangtag, decal, license plate or College-issued handicapped hang tag indicating that the driver of the vehicle requires this type of parking space. Individuals holding the proper designation may park in any handicapped parking space available on the campus at any time.
- 9) **TEMPORARY HANDICAPPED OR SPECIAL NEEDS PARKING:** Temporary handicapped or special needs parking hangtags are available for those students, faculty or staff who may experience a physical condition that would require temporary handicapped or special needs parking. Temporary handicapped or special needs parking hangtags are available through the Office of Public Safety.

Parking Ticket Enforcement

Student vehicles will be ticketed and towed for each parking violation after the seventh ticket received on campus. For violating this policy the student will also lose the privileges of maintaining a vehicle on campus. The seven-ticket policy will be set on a semester basis and will start back at zero at the beginning of each semester. For the purpose of this policy, a semester will be considered as follows:

Fall: August 1 – December 31

Spring: January 1 – May 31

Summer: June 1 – July 31

Parking Ticket Appeals

The parking appeal process is designed to assist individuals who have been ticketed in error. All appeals of tickets issued for violation of the College's Parking policies and procedures must be submitted *on-line*. The Parking Appeal Form can be found on the Public Safety section of the Catawba College website www.catawba.edu/publicsafety. Telephone appeals cannot be accepted. Appeals must be submitted by the individual registering the vehicle. All appeals must be submitted within seven (7) calendar days of the date the ticket was issued.

Skateboards, Rollerblades, Scooters and Bicycles Policy

Catawba College permits students, faculty and staff to use skateboards, rollerblades, scooters, bicycles and the other such devices for transportation outdoors throughout the campus. Due to the dangers involved in such activities, such modes of transportation are used at the person's own risk. Using these devices for purposes other than transportation (i.e. tricks, jumps, rail slides, grinds) is prohibited on the Catawba College campus. Further, individuals are entrusted to use common sense and respect in their use of skateboards, rollerblades, scooters, bicycles and the like. This policy is based on good faith and maturity, and individuals are asked to exercise care and courtesy as they pass pedestrians on campus (especially from behind). Public Safety officers (or other designated College officials) may make the determination if someone is riding dangerously or without consideration of others. Individuals not directly affiliated with Catawba College are prohibited from skateboarding and rollerblading on campus.

Registrar's Office

www.catawba.edu/registrar

Carol Gamble, Registrar – 704-637-4411

The Office of the Registrar maintains all official academic records for each Catawba student. All courses taken and grades are kept up-to-date on each student's transcript. Requests for transcripts, either for personal use or for graduate school, transfer or employment purposes, are processed in this office. The office also coordinates the procedures for registration for each regular semester and the summer sessions. The College will make midterm and final grades available only via CATLink. Grades are posted immediately as grades are entered by the Office of the Registrar.

Student Educational Records: Rights to Access and Release

The Congress of the United States, on August 21, 1974, enacted into law the Family Educational Rights and Privacy Act (FERPA). This act sets out requirements of educational institutions designed to protect the privacy of students and their records. Specifically, the act governs access to education records maintained by educational institutions and the release of information contained in such records. Copies of the law as recorded in the Federal Register may be reviewed in the Registrar's Office. The following statements and policies govern the College's compliance with the provisions of the act.

The term "education records" means those records, files, documents and other materials which contain information relating directly to a student and are maintained by the College or a person acting for the College. The term "education records" does not include:

- Records of instruction, supervisory or administrative personnel and educational personnel ancillary thereto which are in the sole possession of and maker thereof and which are not accessible or revealed to any other person except as a substitute;
- Records and documents of the University's Security Department which are kept apart and are maintained solely for law enforcement purposes and are not made available to persons other than law enforcement officials of the same jurisdiction;
- Records on a student which are made or maintained by a physician, psychologist, psychiatrist or other registered professional or paraprofessional acting in their professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

A student's rights with respect to their educational records are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. In the event the requested record includes information on more than one student, each student shall be entitled to review or be informed only of that part which pertains to them.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students requesting the College to amend a record that they believe is inaccurate or misleading must do so in writing to the College official responsible for maintaining the record. The written request should clearly identify the part of the record in question and specify why it is believed to be inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the College in an administrative; supervisory; academic or research; or support staff position (including law enforcement unit personnel and health staff; a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee; or assisting another school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Catawba College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FERPA does allow Catawba College to disclose educational records to parents of dependent students just as they would to the student. Dependent means a dependent pursuant to the definition under the IRS Code. Therefore, proof that a parent is including a student as a dependent under the federal tax laws will be required to disclose (without the student's permission) information to the parents of a student 18 years of age or older.

Catawba College hereby designates the following student information as public or "Directory Information". Such information may be disclosed by the institution for any purpose, at its discretion. However, generally this information is only shared with College officials on a need-to-know basis as defined in the Catawba College FERPA Policy Statement located in the Registrar's Office: Name, Local and Permanent Address, Local and Permanent Telephone

Number, Cell Phone Number, Date and Place of Birth, Dates of Attendance, Major and Minor Fields of Study, Degree and Date Awarded, Academic Honors, Classification, e-mail address, photographs, parents' names, student schedule and student load. Athletic information about student participation in sports and data such as height and weight will be released to the media and published by appropriate College publications.

The College will not disclose information about students, other than "directory information" to people outside the College without the student's written consent, unless the disclosure is compelled by law, a court of law, an emergency, or some other extraordinary circumstance; is in conjunction with organized educational research; or is required by an accrediting agency. Exceptions to this policy may be made in individual cases with the permission of the Provost, provided that the exceptions are consistent with applicable law and are judged to be in the interest of the student's educational progress.

Currently enrolled students may direct the College to withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Registrar's Office at Catawba College on or before the last day to add a class each semester. Catawba College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" EACH SEMESTER he or she is enrolled indicates individual approval for disclosure.

Dining Services

<http://www.dineoncampus.com/catawba/>

Corey Fischer, Director – 704-637-4400

Catawba College Cafeteria

All-you-care-to-eat restaurant dining. A great place to take a break and get away from it all with a friend. Specializing in comfort foods like mom used to make, ethnic cuisines, hot pizza and more.

Hours of Operation:

Breakfast:

7:30 am – 10:00 am Hot Breakfast M-F

8:00 am – 10:00 am Continental Breakfast Sat.

Lunch:

11:00 am – 1:30 pm M-F

Dinner:

5:00 pm – 7:30 pm M-Th

5:00 p.m. – 7:00 p.m. Fri, Sat, Sun

Brunch:

11:00 am – 1:30 pm Sat, Sun

Smoke Stack Grill & Snack Bar- *upstairs in the Cannon Student Center*

Hours of Operation:

Monday-Thursday

10:30 a.m. – 10:00 p.m.

Friday

10:30 a.m. – 2:00 p.m.

Saturday

Closed

Sunday:

5:00 p.m. – 10:00 p.m.

Our goal is for your dining experiences to be enjoyable. To help accomplish this, we need your cooperation with the following policies and procedures for the dining hall:

- You must present your valid meal card to the person at the dining hall entrance, and your card must "pass" through the card reader in order for you to be admitted to the dining hall. "Sign-ins" or manual ID entries may not be accepted. This policy applies to computer-related failures and any other reason your card does not "pass" by valid card only.

- Shirts and shoes must be worn at all times while in the dining hall.
- Arrangements for a “sick tray” can be made. These arrangements need to be made in advance by asking a person at the Campus Health Center to contact the Dining Services Office. The person who picks up the “sick tray” will need to present the ID card of the person who is sick.
- Please do not waste food and beverages. Enjoy all you want, but be responsible and take only what you will actually eat and drink. Wasted food drives up the cost of everyone’s meal plan.
- When you are through with your meal be considerate of the people who will dine after you – return all trays, glasses, plates, silver and soiled napkins to the dish return area. Leave your table in a neat, orderly condition.

Meal Plan Options

19 Meals Per Week: This plan enables you to access the dining hall one time for each of the 19 meals/week. Missed meals and unspent credits are forfeited.

14 Meals Per Week: Provides access to 14 meal service periods per week. You will also receive \$75.00 in credit per semester to be used as cash at any campus dining service facility. Missed meals and unspent credits are forfeited.

10 Meals Per Week: This plan enables you to access the dining hall one time for any 10 of the 20 meals per week. Additionally, you will receive \$125.00 credit on your meal card to be spent at Smoke Stack or in the dining hall during the semester. Missed meals and unspent credits are forfeited.

7 Meals Per Week: Provides access to 7 meal service periods per week. You will also receive \$150.00 in credit per semester to be used as cash at any campus dining service facility. Missed meals and unspent credits are forfeited.

In addition to each of these plans, students can add \$100 to the declining balance by paying \$100 to the business office using their student account.

Standing Reservations – Meals in a Standing Reservation are to be used at the Cannon Dining Hall and are provided in an all-you-care-to-eat format. Standing Reservations are sold in blocks of meals and do not expire. Meals roll over from semester to semester and year to year until you use all of your meals or you are no longer a student at Catawba College. Standing Reservations are sold to you at a discount instead of paying the door price each time you enter the Cannon Dining Hall. As an incentive to purchase a plan, we will add extra bonus meal(s) to your plan. For example, if you purchase 60 meals at \$300, we’ll add 65 meals to your card. This is the best value in town and can’t be beat!

Standing Reservation Options:

20 Meals + 1 Bonus Meal = \$100

40 Meals + 3 Bonus Meal = \$200

60 Meals + 5 Bonus Meal = \$300

Declining Balance

Declining Balance is an optional account that can be added to your card. Declining Balance rolls over from semester to semester and year to year. We have two Declining Balance packages available that provide extra Bonus Dollars for signing up. You can add other amounts to your card, but these are the only plans that provide Bonus Dollars.

\$150 Declining Balance + \$10 Bonus Dollars

\$250 Declining Balance + \$15 Bonus Dollars

You can purchase one of these packages on line and receive the Bonus Dollars at

www.dineoncampus.com/catawba.

Other Increments can be deposited to your account:

For information on the Catawba ONE Card: www.catawba.edu/cashcard

Website to deposit money on Catawba One Card as a guest:

<http://bbcs.catawba.edu>

Chartwells Suggestion: For those students who enjoy 3 meals a day and then some, Chartwells Dining suggests that you get the 19 meals per week plan and add declining balance points to your meal card. This allows you to treat a friend or treat yourself to a snack at one of the dining facilities without the hassle of cash.

Lost/Misplaced Meal Card/ID

A lost or misplaced card can be replaced in the Office of the Deans of Students for a fee of \$20.00. Temporary meal cards can be obtained in the cafeteria or at Smoke Stack snack bar. The office is located in the lower level of the Cannon Student Center. Temporary meal cards will be issued a maximum of 3 times per semester as a courtesy. After this courtesy has been used, you will need to get your card replaced or you will have to pay cash for your meals. If you cannot get a temporary ID during regular hours, you must fill out a form at the checker station and you must present some type of identification at that time. Should you find your card, please remember to have it reactivated in the Dining Services office, located in the lower level of the Cannon Student Center.

Carry-Out Trays

See information on “sick trays” above. Also, when participation in athletics forces you to miss a meal you normally would eat, your coach will make arrangements in advance for your meal/s. If you miss meals due to class or other academically related conflicts, see the Office of the Deans of Students in advance. The student affairs staff will work with the Director of Dining Services, to make arrangements to assist you.

DineOnCampus.com

This interactive health and wellness resource was awarded a Nation's Restaurant News Technology Innovator Award for its innovative approach to integrating technology with campus dining

At www.DineOnCampus.com/catawba, your campus' own dining and wellness website, students can quickly look at the daily menu, find our operating hours or locations, submit their favorite recipes, or even manage their dining service account. There is an online comment card to capture and route any feedback, and most importantly, students can find a wealth of nutrition and wellness resources.

Nutrition Charts

Chartwells has the entire USDA Nutritional Database available for customers to view. Simply type in what you are looking for and a nutrition facts label will appear on the screen.

Nutrition Journal

Interested in tracking what you have eaten over a period of time? Simply click the add button next to the items you have eaten in the nutrition charts and it will be added to your personal password protected journal. Your journal will create a cumulative nutrition facts label based on a day, week or month.

Nutrition Tools

Calculate your body mass index to determine if you are under or over weight. Interested in learning how many calories you burn through an activity? Try our Calorie Calculator.

Manage Meal Plan

Purchase meal plans and fund declining balance accounts through an online, secure transaction.

Health and Wellness Links

Over 30 links to various health and wellness sites such as ADA, The New Food Pyramid, eFitness, Eating Disorder Resources, WebMD, Zagat, Vegetarian Resources Group and much more. Links are frequently updated.

Myth vs. Reality

Ever wonder what's really true about food and dieting? Use our Myth vs. Reality section find out what you really need to know.

Nutrition Questions

This section hosts commonly asked nutrition questions and encourages students to submit their own.

Recipes

Many times we hear from students about a delicious dish they just had in a restaurant, or how they miss their mother's lasagna. This page lets you submit recipes for our Executive Chef to review and, if possible, incorporate into the menu.

The Corriher-Linn-Black Library

<http://libweb.catawba.edu/>

Mr. Steve McKinzie, Director – 704-637-4448

Additional information about library policies and services, electronic databases available and virtual reference service can be found at the library homepage at <http://libweb.catawba.edu>

BORROWING POLICIES

The Library has established the following loan policies applicable to students:

1. A book can be borrowed for a 30-day period and may be renewed unless another person reserves it for use. Students are permitted one renewal. Books can be renewed by clicking on the 'My Library Account' link on the library home page.
2. Reference books, periodicals, documents, microform, CD-ROMs, and books from the SPECIAL COLLECTION and the CATAWBA COLLECTION generally do not circulate, but may be used in the library. Compact Discs, Videos, DVDs and Phonodisks (recordings) circulate for 7 days.
3. If a borrower has had a book for the normal checkout period, a student may ask circulation staff to place a "hold" on the book. This reserves the book for your use and prevents it from being renewed by the person who borrowed the item originally.
4. Materials placed on RESERVE by faculty for courses can be requested at the Circulation Desk. The basic loan periods consist of the following: 2-hour in library use, overnight use or 24-hour use. The Library reserves the right to recall at any time materials that are checked out if these materials are needed for Reserve use.
5. Your current student I.D. card is required for all loan transactions. You are responsible for all materials checked out in your name. You should not use your student I.D. card to borrow materials for other persons. As a security measure, your I.D. card may be held at the desk while Reserve material is checked out.

BOOK DROP

All materials (except Reserve items) borrowed for use inside or outside of the library are to be returned to the book return slot at the Circulation Desk. Reserve items should be returned to staff at the circulation desk. When the Library is closed, materials can be returned to the Book Drop located on the wall near the entrance to the library.

RESHELVING

Books and periodicals from the general stacks that have been used in the library and have not been checked out should not be reshelved, but placed on designated "reshelf" tables for reshelving by the library staff. Periodical issues from current display shelves and individual volumes of encyclopedias, however, should be reshelved immediately after use.

INDEPENDENT STUDIES (Extended Loans), HONORS THESES AND INTERLIBRARY LOANS

Special extended loan arrangements are available for students pursuing independent studies and writing honors theses. Information and the Independent Study Project Forms can be secured from the Circulation Desk supervisor. Interlibrary Loan service is available for materials that are not in the library's collection. Interlibrary Loan request forms can be accessed by clicking the SERVICE link on the library home page. Forms are also available at the Circulation Desk.

FINES AND FEES

The library has established the following policies regarding overdue, lost, or defaced materials and borrowing privileges for students:

1. Fines on overdue materials are assessed to encourage their return for others to use. Fines are as follows:
 - 30-day loans: 10 cents per day, up to a maximum of \$10 per item (Reminder: Fines continue to accrue during Breaks and Holidays)

- Reserve loans: 50 cents per hour, or fraction thereof, up to a maximum of \$10
 - Video/DVD loans: \$1.00 per day, up to a maximum of \$10 per item
2. Borrowers are encouraged to pay fines promptly. You are automatically blocked from borrowing further materials if fines are in excess of \$1.00.
 3. Materials are due the date/time indicated on the date due slip. Overdue notices are sent as a courtesy. Failure to receive such a notice is not grounds for nonpayment of a fine. Except for extreme verifiable cases, illness is not grounds for nonpayment of a fine.
 4. Fees for replacement of lost or defaced materials include:
 - The cost of the item (\$25 minimum, some items cost considerably more)
 - \$25.00 processing fee
 - Any accrued fine at the time the item was reported lost.
 Students should report a loss immediately to avoid the accrual of overdue charges. If the item is found and returned to the circulation desk supervisor within six months, the replacement cost, minus overdue fines and the processing fee, is returned.
 5. The Library may restrict borrowing privileges for students who have outstanding fines and/or fees or who otherwise fail to comply with borrowing policies. This includes borrowing for students via Interlibrary Loan. At the end of each semester, the Library sends the college business office the names of students with outstanding charges.
 6. All books checked out by students are due by the fourth day of final exams each semester. Students who need to clear incomplete grades should check with the circulation desk supervisor to arrange for an extended loan. Students who want to borrow between terms must be enrolled for the next semester and must have returned all books and paid fines/fees.

LAPTOPS

The Library has laptops that may be checked out for use in the library and on the library patio. There is a link to laptop checkout policies on the library home page.

PUBLIC COMPUTERS

Public workstations are located on the main floor of the library. Printouts from the public workstations go to libup_ laser. Color printouts can be made on libpub_ copier. The printer and the copier are adjacent to the Atlas stand, which is located to the left of the reference desk. The copies are automatically charged to your school computer printing allowance.

Library policies and regulations are subject to change by the Library as the need arises. Information on all borrowing transactions and on library services and resources in general can be secured at the circulation desk, the information desk and online at <http://libweb.catawba.edu>

Housing and Residence Life

www.catawba.edu/residencelife

Mrs. Sarah Rossini, M.A., Assistant Dean of Students and Director of Housing and Residential Life - 704-637-4114

Ms. Emily Schneider, B.S., Area Coordinator for Housing, Intramural Sports, and Wellness

Mr. Kyle Patterson, B.A., Area Coordinator for Housing and Programming

The Office of Housing and Residential Life is a department of the Division of Student Affairs responsible for providing an environment that supports and enhances academic performance, social development, and a sense of community for Catawba College students. The Residence Life Staff includes the Assistant Dean (AD), 2 Area Coordinators (AC), and 25 student Resident Assistants (RA). Resident Assistants provide support, social and educational programming, advice, guidance, and act as a resource for every aspect of the college experience. These students are trained to be knowledgeable in campus resources, crisis intervention, counseling referral, leadership development, and communication, and are the first recourse in the case of conflict resolution and an emergency on the hall.

Housing and Residence Life Policies and Procedures

Housing and Residence Life Professional Staff

Mrs. Sarah Rossini, M.A., Assistant Dean of Students and Director of Housing and Residence Life

Ms. Emily Schneider, B.S., Area Coordinator for Housing, Intramural, and Wellness

Mr. Kyle Patterson, B.A., Area Coordinator for Housing and Programming

Residence Life Staff includes the Assistant Dean(AD), 2 Area Coordinators (AC), and 25 student Resident Assistants (RA)

Assistant Dean and Director of Residence Life (AD) – The AD supervises the Area Coordinators and Head Resident Assistants and is responsible for overseeing the department.

Area Coordinators (AC) – The College employs professional staff members to live in and supervise the buildings and RA staff. The ACs are also responsible for programming within the residence halls through the Office of Student Affairs. The AC's report to the Assistant Dean.

Resident Assistants (RAs) – The Residence Life Office hires upper-class students referred to as Resident Assistants to live in each hall. RAs serve as a resource for residents to advise, assist, enforce policies, report maintenance concerns, and respond to emergency situations. RAs work closely with the Residence Life Office and residents to create a healthy and safe community in the buildings.

Housing Policy

The Residency Requirement Policy

Catawba College requires all full-time students (enrolled for 12 or more semester hours) to live in one of the College's residential facilities. Exceptions to this policy include the following:

- Students who are 21 years of age or whose 21st birthday occurs during the semester in which the student wishes to live off campus. The student's 21st birthday must occur prior to the last day of final exams during the fall semester, and prior to the date of commencement during the spring semester.
- Students who have completed at least 90 hours.
- Students who live at home with their parents or legal guardians.
- Students who are married or have a child.
- Students enrolled in fewer than 12 semester hours may request on-campus housing through the Office of Housing and Residential Life.

Students transferring into Catawba College

Catawba College requires all full-time students (enrolled for 12 or more semester hours) to live in one of the College's residential facilities. Exceptions to this policy include the following:

- Students who are 21 years of age or whose 21st birthday occurs during the semester in which the student wishes to live off campus. The student's 21st birthday must occur prior to the last day of final exams during the fall semester, and prior to the date of commencement during the spring semester.
- Students who have completed a 60 hour degree (such as the Associate of Arts or Associate of Science degrees) prior to attending Catawba College.
- Students who have completed at least 90 hours.
- Students who live at home with their parents or legal guardians.
- Students who are married or have a child.
- Students enrolled in fewer than 12 semester hours may request on-campus housing through the Office of Housing and Residential Life.

Deadlines

Returning students must notify the Office of Housing and Residential life, in writing, by May 1 for fall semester and November 1 for spring semester of such intent prior to the beginning of the appropriate semester. Failure to obtain approval to reside off campus in accordance with this policy may

subject a student to full payment of housing fees.

Residence Hall and Room Assignments

The Office of Housing and Residential Life is responsible for making all room and residence hall assignments. Students may not change their room or residence hall assignment without securing permission from the Director for Housing and Residence Life. The Residence Life Office reserves the right to make administrative room changes.

Changing Rooms

The Office of Housing and Residence Life is responsible for keeping accurate housing records and rosters for all housing assignments. Professional staff and Resident Assistants will routinely check rosters to verify their accuracy. Room or roommate changes may only be made with the prior approval of the Area Coordinator. Students making changes without the approval of a designated official will be fined \$50 and moved back to their original housing assignment. Students that have been given permission for a change in their housing assignment must complete the move within 48 hours.

Single Rooms

There is an additional cost for a single room. The single room rate is \$1,600 per semester. If you receive a single room within four weeks of the first day of classes, a full charge for a private room will be assessed. If a single room is requested in the second four weeks, the charge will be 75% of the semester single room rate. If the room is requested in the weeks after the first eight, then the charge will be 50% of the semester single room charge. Single room charges will not be prorated for withdrawals, dismissals, suspensions, expulsions, or change of status after the private room has been secured. Single rooms are optional and priority is given to upper-class students.

Residence Hall Check-In and Check-Out

You should follow check-in and check-out procedures at the beginning and end of each academic school year or upon leaving Catawba College at any point during the year. The same procedures also will apply if you wish to change rooms or roommates at any time during the semester. You should check in and out through the Resident Assistants in your hall.

You will be expected to observe published dates for residence hall openings and closings. You should not plan to arrive on campus prior to the published date. If there is a compelling reason for you to arrive prior to the published opening date, you must obtain prior permission from the Director for Housing and Residential Life. The early arrival room charge is \$25 per night payable by cash or check.

Room Check-In

You should meet with your Resident Assistant upon your arrival to campus to complete a Room Condition Report (RCR). The RCR inventories the furniture provided by the College and records the existing condition/damage to your room and all its furnishings. In order to avoid charges for damages to the room or missing items, you should carefully inspect the room and make any notations on the RCR. The Office of Housing and Residence Life maintains this form on file to be used again during checkout. It is your responsibility to report any discrepancies in the Room Condition Report. You are responsible for the condition and furnishings in your room. You will be charged for any discrepancies after check-out. If you move from the assigned room, it is your responsibility to check out with a Residence Life Staff member.

Room Check-Out

In order to check-out of your residence hall room at the end of the year or when making a room change, you must schedule a "check-out time" with your Resident Assistant. After removing all personal items from your room, cleaning the room, and returning all contents to their original position, you are ready for checkout. Failure to clean and/or restore the room to its original arrangement will result in a charge. If you fail to schedule a check-out time or leave without signing the RCR, you will be charged \$50.00 for improper checkout. Also, failure to return the same key issued at the beginning of the year will also result in a fine of \$50.00.

The Room Condition Report

The Room Condition Report is very important. The Director for Housing and Residential Life or Area Coordinator will validate any discrepancy between your comments and those of your Resident Assistant. Any attempt to falsify the information submitted on this form will result in its invalidation, and you will be charged as if the form were never submitted. You should not forget to sign the RCR. If you fail to sign the RCR, you will forfeit your right to contest any room damage charges. If this form is not returned by the date indicated by the Office of Housing and Residence Life at the beginning of the year, you will be held responsible for any problems found by your Resident Assistant.

Tips For Conducting Your Own Room Inspection

When you inspect your room, you should note the following:

- the location of any damages to doors (both sides) and door frames.
- any scratches or dents, nail or dart holes, tape residue.
- malfunctioning or missing hardware.
- cleanliness of and damage to any walls, including holes, tape, and plastered areas.
- size and location of any stains, holes, or tape in ceilings or ceiling tiles and stains.
- tears or burns in the tile flooring.
- the condition of windows, window screens, blinds, shades (cracks, tears, holes, stains) and check to see that they operate properly.
- light fixtures – do they work, and do they all have shades or covers? Are switch plates, outlet covers, and phone/data outlets intact and functional?
- quantity and condition (e.g., chips, scratches, stains, burns, loose handles) of furniture.
- any screws, tacks, nails, tape, decals, or stickers, or any item attached by these means to doors, walls, ceilings, furniture or windows. Remember that your housing contract prohibits the use of nails, screws, decals, tacks, or adhesives on walls, furniture, fixtures, or windows. You will be charged for the labor and materials required to remove and repair the surfaces on which they were used.

The Director for Housing and Residence Life or Area Coordinator will appoint an inspection team to review the rooms for damages, missing furnishings, trash, and cleaning needs after check out. Anything reported by the team not indicated on the Room Condition Report will be billed to the student as damage. The Area Coordinators and Resident Assistants are not in a position to determine whether a damage charge will be assessed to you during check-out. The Director of Housing and Residence Life will make all final room assessments after check-out is complete. You should expect that it will take a few weeks to assess and determine room damages at the end of the academic year. Unless we have a signed letter or other documentation from an occupant accepting full responsibility for a problem, all charges will be split equally among roommates.

Room Personalization Guidelines

Please be aware with the following guidelines when personalizing your room:

- Contact paper to shelving units and inside dresser drawers is acceptable but must be removed when checking out. Test a small area to make sure that the Contact Paper does not remove the paint. If it does then do not apply.
- We recommend adhesive/tape/hooks: 3M Command Adhesive (found at most retail stores). Any adhesive you use that leaves a residue when removed will result in a damage charge.
- Lofts must be self supporting (not attached to the walls, ceiling, floor, or stacked on any piece of College furniture), have a rail and ladder.
- Area rugs or wall to wall carpeting are acceptable.
- Curtains can be affixed around the window fixture using existing holes or by tension rods. Do not create new holes.
- In Hurley Hall, nothing can be affixed to the walls. All pictures, posters, etc., must be hung from the picture mold.
- Nothing may be attached to the ceiling such as sheets, tapestries, Christmas lighting, posters, etc.

The following will result in substantial damage charges

- The removal of shelves, fixed furniture, doors, the attempt to rewire any outlets or lighting, sawing doors to accommodate carpeting, etc.
- Fixing lofts or other personal furnishings/belongings to current walls, ceiling, floor, or other furniture for support by nails, screws, adhesive.
- Painting of walls, doors, woodwork, or furniture.
- The use of yellow and blue putty, two-sided tape (foam tape), duct tape, electrical tape and other adhesives to hang posters, bulletin boards, dry erase boards, cable wire, etc.
- Use of foam hooks
- Use of glow-in the dark stickers that cannot be removed without damage to the wall or ceiling
- Alteration of College assigned furniture, includes but not limited to the use of nails, screws, adhesive, drilling holes, sawing, marking in any way, etc.

Room Decoration/Public Display

The Residence Life Office reserves the right to restrict any belonging, picture, sign, decoration or other item regarded as potentially destructive, harmful, or offensive to the College community. Students are expected to use areas in public view carefully and remember that other members of the community share the space. Students are not permitted to hang or display items in the residence hall windows.

Keys

If a student loses their keys or they are stolen, a lock change is necessary and required to maintain the safety and security of persons and belongings. A student must report missing or stolen keys immediately to the Student Affairs Office to ensure proper measures are taken to notify roommates and/or suitemates. Students (except those living in Abernathy Village) will be charged a \$35 fee for all lost keys. In Abernathy Village, because two sets of locks will need to be changed, the fee will be \$50.

Lock Out Policy

When students are locked out of their residence hall room, there are two options available. The first option is to come to the Student Affairs Office and check out an extra key to their room; this option is only available during office hours. Students have 24 hours to return the key to the office, each day after the 24 hour period will result in a \$5/day fee being assessed to the student.

The other option available to students is to contact a RA in the building they live in or Public Safety; this option should be utilized at night and on the weekends. The RA Staff and Public Safety Officers will keep a record of lock-outs requested by each student. Every student will receive 3 free lock-outs per semester, with each lock-out after that resulting in a \$5 fee being assessed to the student.

Fire Safety

Fire Fighting Equipment/Systems

Fire Alarm systems, fire extinguishers, and other fire fighting equipment are placed in each building for the protection of occupants. Such systems and devices are required by applicable law and must be in operating condition at all times.

The unlawful use, tampering, destruction or theft of fire alarm and fire fighting equipment is a serious offense. The College will charge violators with a policy violation and take disciplinary action that may include suspension or expulsion from the College. Any person(s) who intentionally compromises these systems in any way, will be held accountable, sanctioned and/or arrested and fined. Fire equipment includes, but is not limited to, room and hallway smoke detectors, exit signs, fire alarms, breaker panels, fire extinguishers, etc.

Fire Safety- North Carolina Statute

Tampering with fire equipment, or giving a false alarm is a serious offense and may result in sus-

pension from the College. North Carolina General Statute 14-286 reads as follows: *Giving false fire alarms; molesting fire-alarm, fire-detection or fire-extinguishing system. It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving, a false alarm or fire, or to break the glass key protector, or to pull the slide, arm, or lever of any pull station or signal box of any fire-alarm system, except in case of fire, or willfully misuse or damage a portable fire extinguisher, or in any way to willfully interfere with, damage, deface, molest, or injure and part or portion of any fire-alarm, fire-detection, smoke-detection or fire-extinguishing system. Any person violating any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00), imprisonment for not more than six months, or both.*

Fire Alarms

Each residence hall is equipped with a fire alarm system that is monitored by the Catawba College Public Safety and the Salisbury Fire Department (SFD.) The SFD responds to each alarm on campus. The fire alarm system is maintained to monitor all areas of the residence hall including rooms. Because it's impossible to immediately determine the difference between an actual emergency and a false alarm, students are required to evacuate the building for every alarm and assemble in the designated area outside of the building. Each semester the college will stage fire drills to test the response and evacuation time of students and to ensure all fire alarm equipment is operational. Any student found not evacuating the building immediately will be fined \$50 and is subject to additional disciplinary action.

The Student Conduct Administrator will use the resources and information provided by the Residence Life Staff, Public Safety Officers, other College officials and local fire and law enforcement officers to determine the circumstances involved in the activation of an alarm. The activation of a fire alarm will be investigated and subject to immediate conduct proceedings. The Student Conduct Administrator will make a determination of an (intentional) or (unintentional) fire alarm and proceed accordingly within the guidelines of the student conduct process. An unintentional fire alarm is defined as an event where the student could not have reasonably anticipated that the action or behavior would activate a fire alarm during normal daily activities within a college environment. Intentional fire alarm activation is defined as an event where the action, behavior or result of the behavior exceeds the expected, normal, daily activities within a college environment. The determination of unintentional and intentional fire alarms will be made in the context of a residential college environment that must consider the safety of all members of the community.

The following categories provide a few examples of what may constitute a fire alarm. The list is not exhaustive and the Student Conduct Administrator will evaluate student behavior on a case by case basis to make a determination of the appropriate category.

Unintentional Alarm: Overcooking food in a microwave, excessive steam from a shower, accumulation of dust on a fire alarm head, etc.

Intentional Alarm: Any form or source of an open flame, tampering with fire equipment, discharge of a fire extinguisher, pulling an alarm, arson, etc.

Emergency Activation Alarm: The use of fire safety equipment in response to an emergency situation.

Open Flames

Students are strictly prohibited from using any object with the capacity to create an open flame in the residence halls. This includes items intended to use a flame for normal operation (lighters, candles, incense, oil burners, etc.) and also improvised devices that can be modified to create a flame (aerosol spray, combustible items, etc.).

Candles and Incense

In conjunction with the open flames fire safety policy, all candles, incense, oil burners, etc., are strictly prohibited in the residence halls. ALL candles are prohibited even if the candle's wick has been cut off, it is still in its original wrapper, or intended for decorative purposes only. First violations of this policy will result in fine of \$50.00 and immediate confiscation of banned items. Repeat offenses will be subject to additional disciplinary action.

Fireworks

The College strictly forbids the use or possession of fireworks, firecrackers, or any other type of explosive. Anyone discovered using these will be fined \$50 for the first violation, along with immediate confiscation of banned items. Repeat offenses will be subject to additional disciplinary action.

Decorations

The College strictly prohibits LIVE Christmas trees. Also, holiday and decorative lighting is prohibited as decoration in the room as this does not comply with fire safety regulations. First violation will result in a fine of \$50 per violation and immediate confiscation of banned items. Repeat offenses will be subject to additional disciplinary action.

Electrical Equipment

In the event that students need additional electrical outlets or plugs, surge protectors with an automatic circuit breaker are an accepted electrical device for use. All other plug extenders or multipliers are prohibited. Extension cords may not contain multiple plug ends, be connected to other extension cords, or create a walking hazard. First violation will result in a fine of \$25 per violation and immediate confiscation of banned items. Repeat offenses will be subject to additional disciplinary action.

Fire Safety Terms

Fire equipment: includes, but is not limited to, room and hallway smoke detectors, exit signs, fire alarms, breaker panels, fire extinguishers, etc.

Fire Alarm: any action that causes the alarm system to be activated.

Flame: Any form or source of a flame.

Confiscation: The College will immediately remove all sources of hazardous materials or other items determined to be in violation of the fire safety policy. These items will not be returned to students.

Unintentional Fire Alarm: is defined as an event where the student could not have reasonably anticipated that the action or behavior would activate a fire alarm during normal daily activities within a college environment.

Intentional Fire Alarm: is defined as an event where the action, behavior or result of the behavior exceeds the expected, normal, daily activities within a college environment.

Emergency Activation Fire Alarm: The use of fire safety equipment in response to an emergency situation.

Appliances and Cooking

The College has approved only a limited number of appliances that may be used in the residence halls. The following appliances are strictly prohibited: Open coil burners (hot plates), griddles or grills, regular toasters, electric hamburger or hotdog cookers (including George Foreman grills), indoor/outdoor grills or hibachis, and any high heat appliance capable of heating cooking oil to the boiling point. Violation of this policy will result in a fine of \$50 per violation and immediate confiscation of banned items.

Because residents of Abernethy Village and Hurley Hall will have access to kitchen facilities within their building, small plug in appliances (such as George Foreman grills, toasters, coffee makers, etc.) will be permitted in these areas. Appliances must use wall electrical outlets and special care should be taken to ensure that proper operating procedures are strictly followed. Items such as oil fryers and coil burners (hot plates) will not be permitted. Should you have questions about what appliances are appropriate, please contact a member of the Residence Life Office before purchasing the item.

General Housing and Residential Life Policies

Room Responsibility

When a Catawba student accepts a room key and moves into a room, the student agrees to abide by all policies, regulations and rules of the College with regard to student housing. A student is responsible for any activity or any violation that occurs in their room regardless of whether or not he or she is present.

Residence Hall Access

Access to the residence halls is controlled by a card key system maintained by the Office of Public Safety. Every student is issued an identification card that controls access to areas the student has been granted permission to enter. Students will only be given card access to the hall they are assigned to. Students are required to carry their cards with them at all times. Because identification cards control entrance to the residence halls, they are for personal use only and may not be shared with other residents or visitors.

Residence Hall Security

Catawba College takes seriously its obligation to protect students. You, therefore, must be proactive in assuming responsibility for the safety and security of yourself and others. The following guidelines are recommended:

- Do not lend your keys to anyone.
- Report lost, stolen or misplaced keys immediately.
- Always lock your door, even if you are only going down the hall briefly.
- Use emergency exits only in true emergencies.
- Do not prop open exit doors.
- Report all incidents of vandalism, damage, or theft to your RA and Public Safety.
- Do not store any flammable materials in your room.

Visitation

Guests

A guest is defined as any individual who is not a resident of the room, suite or apartment that they are visiting while on campus. This includes other students, residential and commuter, non-students, and family members. All guests are required to respect and follow the rules and regulations of Catawba College and the Office of Housing and Residence Life. Residents are responsible for their guest's conduct in the residence halls, including any financial charges resulting from damages or clean-up caused by their guests.

Visitation by Children

Catawba College works hard to provide residence halls that meet the needs of college aged students and that provide a healthy living and learning community. The residence halls are designed for use by adult college age students. All overnight guests must be at least 16 years of age. Children under the age of 16 may visit between the hours of 10:00 AM and 5:00 PM. Children should never be left unattended and are the responsibility of the resident at all times. Residence hall rooms may not be used to baby-sit children especially infants and toddlers.

Visitation

The administration may suspend or revoke residence hall visitation privileges individually, by room, suite, floor, or building in response to violations of the policy or to protect the residence hall community. If you are found to be in violation of the visitation policy, you will be subject to referral to the college conduct administrator. Sanctions can include fines, college service, loss of visitation privileges and suspension/expulsion from the College. In addition, residents will be held responsible for their guest's violation of college policy as well as state and federal laws.

Significant penalties will be assessed for violations of the residence hall visitation policy, including, but not limited to, the following:

- 1st Offense: Written Warning
- 2nd Offense: \$50 fine and 10 hours of College Service
- 3rd Offense: \$100 fine, 20 hours of College Service, and loss of visitation rights

The right of privacy must be maintained and visitation will not be permitted without the consent of all assigned students within a common living area of the residence hall. No resident shall be obligated to give up access/use of their room or bed in order to acquiesce to the visitation desires of their roommate(s)/suite(s). A student's right to study, sleep, and maintain control over their personal belongings takes precedence over the privilege of others to host guests. If complaints arise from roommates or others in the community, the resident(s) hosting the guest is expected to cooperate and make compromises to resolve the situation.

Freshman Building Policy

Students residing in freshman buildings are permitted to host visitors in the residence hall during predetermined hours. Visitors in residence halls with community bathrooms should never enter the restroom if they are of a different gender than the residents of the building/hallway. No opposite gender guests are permitted on a floor or in a building during non-visitation hours. Because the freshmen residence halls are primarily designed as double occupancy rooms without private sleeping areas, students may not host guests (boyfriend, girlfriend, or other casual intimate relations) during non-visitation hours or overnight.

Visitation Hours:

Sunday – Thursday: 9:00 am – 1:00 am

Friday – Saturday: 9:00 am – 4:00 am

Upper Class Building Policy

Students residing in upper class buildings are permitted to have guests in their rooms 24 hours a day. Residents who entertain visitors are expected to maintain standards of appropriate group living behavior. The right to privacy will take priority over the privilege to entertain a guest. Each roommate/suite/apartment group should discuss and agree upon appropriate visitation hours for their living space. If at any point any member of that living space wishes to reevaluate and/or make changes to the agreed upon policy, the other member(s) of that living space are expected to cooperate and amend the policy.

Overnight Guests

An overnight guest is defined as any guest who will be present in a resident's room between 2:00am and 8:00am. Accommodations for friends and family members of the same sex can be provided for a limited number of nights. Overnight guests are limited to 2 consecutive nights, preferably on a weekend, and no more than 10 nights per semester. If you invite an overnight guest, you must first make sure that your roommate/suite(s) agree. All overnight guests must be at least 16 years of age. Students residing in freshman residence halls should refer to the policy Freshman Building Policy listed above for additional restrictions.

Please note that cohabitation is not permitted in the residence halls. Cohabitation is defined as visitors residing with a resident for more than 7 nights in a calendar month. Guests may not give the impression of living in a space by having food, drawer space, closet/wardrobe space, belongings in the bathroom, or possess a room key. Any resident found having an individual (other than a roommate/suite(s) assigned by the Office of Housing and Residence Life) living with them is subject to disciplinary action.

Acceptable Guest Behavior

Hosting guests on campus is considered a privilege and may be suspended or revoked at any time. Residents are expected to accompany their visitors at all times in common areas of the residence halls and other campus facilities. Students should only host visitors that can respect college policies,

maintain a respectful presence on campus, and should not have any outstanding social or legal issues. Non-student guests are not provided any measure of protection or rights while on campus and all disputes, issues or incidents may be referred to the appropriate local authorities for resolution through the legal processes. Students will be held responsible for their guest's behavior on campus.

Responsibility for Damaged, Missing, Lost, Or Stolen Property

The College will not be responsible for personal property that is damaged, missing, lost or stolen. The College will not replace, refund, or reimburse students under any circumstances regardless of past experiences or precedent. The College's only responsibilities will be to facilitate a report between the student and local law enforcement authorities and to repair any damages to facilities as a result of this event. Students are encouraged to purchase personal property insurance or verify they are covered under a current homeowner's policy, as this is the only means of seeking restitution for the costs associated with damaged, missing, lost or stolen property. The College will not be responsible for any damaged, missing, lost or stolen property associated with keys. It is your responsibility to secure your keys and ID card at all times. All missing, lost or stolen keys and/or ID card should be IMMEDIATELY reported to the Office of Student Affairs or the Public Safety Office. The College relinquishes all liability associated with damaged, missing, lost or stolen property and as a condition of living on campus, students burden sole responsibility for these occurrences.

Tips to keep your property safe:

1. Record all serial numbers and identifying characteristics (which may include taking photographs) of property and keep it in a secure location;
2. Register your property with the Office of Public Safety and utilize their theft prevention/deterrent resources;
3. Keep your door locked at all times (even when you are in the room) and LOCK the door whenever you leave;
4. Be aware of and monitor all guests you allow into your room;
5. Take valuable and irreplaceable property with you when leaving campus for an extended period of time;
6. Don't keep cash or large amounts of jewelry or other valuables in your residence hall room, other common areas, or your vehicle;
7. Purchase or verify insurance, the College will not file an insurance claim on your behalf.

Room-to-Room Solicitations

The College does not permit room-to-room solicitation in the residence halls. If you encounter someone selling any product, conducting polls, or advertising, please alert a Resident Assistant. This is often an attempt to enter the residence halls to find unlocked rooms, valuable property, or persons. The Director of Residence Life must approve solicitors of any kind and will notify RAs and ACs of those individuals who have been approved to be in the halls and the date and time of their presence.

Room Inspection/Entry Policy

Authorized personnel of Catawba College have the right to enter student rooms at any time for purposes of maintenance and repair, inspection of health and safety conditions, investigation of a possible violation of College regulations, when pursuing criminal suspects, and in cases where it is believed there is a medical emergency. If you fail to open your door when requested by a College official (Resident Assistant, Director of Residence Life, Public Safety officer, or other College official), the College has the right to open the door using a master key. When a College official enters a room pursuant to their duties, and if the official observes any code violation in plain sight, the official may charge the student with a code violation.

Search Policy

The College will respect your privacy. However, when there is reasonable suspicion that College regulations or State/Federal laws are being violated, the College may search your room and/or other personal items. Determinations of what constitutes "reasonable suspicion" may be made by the "Dean on

Call" or the Dean of Students. Vehicles you have registered with the College and that are parked on Catawba's private property are also in the realm of this policy. Any items found on Catawba College property that violate policy will be confiscated and may be withheld or returned to the owner at the College's discretion.

Inspection of Personal Items

The College reserves the right to inspect the contents of book bags, shopping bags or other items that may be used to transport or conceal items potentially in violation of College policy.

Damage and Vandalism Charges

Living on campus is a great experience and you will be expected to treat the residence halls and furnishings provided in both the rooms and the common areas with care. Normal wear and tear will be expected, however, when excessive damage occurs due to vandalism or as the result of inappropriate behavior, you will be charged for the repair or replacement of items damaged and/or cleaning needed.

When excessive damage is discovered in common areas and the person(s) responsible for the damage cannot be identified, the cost of the repair will be charged to all residents of that hall or building. All students will be billed, regardless of whether they were present on the date(s) of the incident. Students can be exempted if the remaining residents in the hallway or building agree that they do not share in the responsibility. However the total amount will be recalculated, and the remaining residents will absorb the cost. The Residence Life Staff will make every effort to determine who is responsible. The College bases this policy on two understandings:

- Residents of a floor or residence hall make up a community and have certain responsibilities to look out for one another and work to keep the community clean, comfortable and safe.
- The possibility of incurring a common damage charge encourages residents to hold one another responsible for behavior. You should feel comfortable about confronting others who do not respect College property.

Furnishings and Furniture Removal

The College provides each resident student a room, key, bed, dresser, lighting, closet or wardrobe, desk, desk chair, phone jack, and cable television outlet. We would prefer that you keep all College furniture assigned to a room in the room; if you choose to remove college issued furniture you're your space, it must be returned in its original condition to your assigned space when you move out. Failure to replace your furniture in it's original condition will result in being billed for the full cost of replacement. In addition, the Office of Housing and Residential Life reserves the right to restrict any furnishings that it regards as potentially destructive or dangerous to person or property or obstructive to the academic mission of the College (e.g., waterbeds, bars, fountains, etc). You may not leave any personal furniture in the room during the summer break nor can this furniture be stored by the College. Any and all personal furnishings found in rooms upon checkout will be considered abandoned. You will be charged for removal of any such items, and they will be discarded. Students may not use common area or lounge furniture in their rooms.

Personal Items in Public Areas

Dishes, cooking supplies, athletic equipment, room furniture and other personal belongings are not permitted to be left in public areas. Public areas include shared kitchens, hallways, bathrooms, lobbies, lounges, stairwells, etc. Items left in public areas are a safety, community health, and cleaning issue. If any personal belongings are found in a public area the Residence Life staff will dispose of these items immediately. Warnings will not be issued if you leave your personal property in the public areas of the residence halls.

Abandoned Personal Belongings and Summer Storage

The College does not assume any responsibility for any personal property left in the residence halls after the close of the buildings. To ensure against loss of property, be sure to pack all of your belongings before closing time and dates. This includes sofas, chairs, tables, clothes, etc. You will be charged substantially for the removal of any items remaining in your room at the end of the term.

Storage facilities are not available on campus during the summer months.

Maintenance

Residents should report all request for services and repairs directly to the maintenance department using the Catlink system. Students need to log onto their Catlink account and then click on the work order tab. Students should then fill out the work order form completely and correctly to ensure fast and accurate service to the reported issue. In the case of an emergency, work orders can be called in the maintenance department at extension 4505 during office hours. During non-office hours, all emergencies should be reported to Public Safety at extension 4000.

Laundry Services

Each residence hall is equipped with washers and dryers available to you 24 hours a day. Washers and dryers are available on a first-come, first-served basis. Report any laundry machine problems to the maintenance department immediately by using the described process for maintenance issued.

Micro Fridge Program

Residence Halls are not furnished with Microfridge units. Each residence hall room is limited to one microwave 1.1 cubic feet or smaller and a refrigerator no larger than 2.0 cubic feet. Students found in violation of this policy will face disciplinary sanctions through the student conduct system that may include fines and confiscation of microwaves and refrigerators that do not comply with this policy.

Substance Free Housing

All residence halls are designated as smoke free facilities. Salisbury-Rowan, Heath Hill, Hollifield, and Woodson Hall are designated as substance free residence halls. The use or possession of alcohol in these buildings is forbidden, regardless of age. Students found in violation will be charged with an alcohol policy violation and may be reassigned to another room.

Smoking

Smoking in or around the perimeter of residence halls is strictly forbidden. If you are a smoker, you should not smoke in your room or residence hall at any time or under any circumstance. In addition, the entrances to the residence halls are not designated smoking areas; therefore, smoking is strictly prohibited in these areas. Violation of this policy will result in a fine of \$50 per violation.

Pest Control

In order to help curb the number of unwanted insects in the buildings, you should make sure to seal and secure all food in plastic or metal containers in the residence halls. Dirty laundry, clothes left on the floor, filthy sinks, unwashed dishes, and food left out will generally attract ants and other insects. The exterminator comes to campus each month to spray in the common areas and individual rooms of scheduled residence halls.

Pets

The only pets that are allowed in the residence halls are common aquarium fish. All other pets or animals are prohibited for health and humane purposes. "Visiting" pets are not permitted. Students found in violation will be fined \$75 and are subject to additional disciplinary action. Students will be given 24 hours to remove the animal from campus.

Hall Sports

The playing of sports, e.g. baseball, basketball, hockey, football, soccer, frisbee, the riding of a skateboard, bicycle, roller skates, roller blades, etc. and the throwing of water in the living area is prohibited. Storage of sporting equipment and accessories is not permitted in public areas (i.e. lounges, hallways, stairwells, bathrooms, etc.). Sports items or equipment may be confiscated until further notice. Hall sports are a major source of hall damage and student injury.

Bicycles

Fire codes make hallways, lounges, stairwells, and other common areas unacceptable places for

storing bicycles. The Residence Life staff will make every effort to notify the owner to remove the item by a specified date (usually within 24-48 hrs.). If the items are not removed by the specific date, students will be fined \$50 and the bicycle will be confiscated and become property of the College. If there is a storage issue, contact the Office of Housing and Residence Life to inquire about what possibilities are available.

Telephone Service

Catawba College provides intra-campus and local telephone service to each residence hall room. You will be expected to provide a touch-tone telephone and answering machine of your choice.

Consideration and Quiet Hours

All residents are expected to observe "Consideration Hours" 24 hours a day, 7 days a week. This means that your music, television and voices should be kept at an acceptable level that does not disturb other residents at all times. You and the residents on your hall should be able to sleep AND study in your residence hall at any time throughout the day and evening. Quiet hours are: Sunday-Thursday: midnight-9am; Friday and Saturday: 2am-9am. During exams, "Quiet Hours" will be enforced 24 hours a day, seven days a week. During quiet hours residents must keep all noise to a minimum and nothing should be heard outside of the student's room. Violators may be asked to leave the residence hall during this time.

Mandatory Departure Dates/Times

If you have completed your course work and exams at the end of the fall semester and you are not returning the following semester, you must check-out of your residence hall within 24 hours after your last exam. If you withdraw from the College at any time during the semester, you must check-out of your residence hall within 24 hours of your withdrawal notice. At the end of the spring semester, you must checkout of your room within 24 hours after your last exam. If you are a graduating senior, you will have until 6:00 pm the day of commencement to check out of your residence hall.

Important Dates

Friday, December 9, 2011 @ 5:00 p.m. - Residence Halls close for Christmas Break
Sunday, January 8, 2012 @ 12:00 p.m. - Residence Halls open for Spring semester
Tuesday, May 8, 2012 @ 5:00 p.m. - Residence Halls close for non-graduating students
Saturday, May 12, 2012 @ 6:00 p.m. - Residence Halls close for all students
Please plan for travel accordingly as extensions will not be granted for travel reasons.

SCHOOL OF EVENING AND GRADUATE STUDIES (SEGS)

ADMINISTRATION

Edith Bolick, Ph.D., *Dean of the School of Evening and Graduate Studies*
Ann Dunn, M.S., *Coordinator of Program Operations*
Karen Setliff, M.S., *Coordinator of Recruitment and Advising*

INTRODUCTION

Catawba College's School of Evening and Graduate Studies undergraduate program serves adults who want to earn a bachelor's degree in the evening or who want to take courses for professional or personal development. The Evening Undergraduate Program (formerly the Lifelong Learning Program), established in 1995, was designed especially to address the needs of working adults who want to further their educations as degree-seeking or non-degree-seeking students. Our unique format allows students to enroll as full-time students while maintaining full-time employment. The program is flexible and convenient. Courses are accelerated and concentrated, normally being offered in four-week blocks. Working adults who are busy with families, careers, and other responsibilities can focus on just one subject at a time but still take a full load (4 courses = 12 hours) during each regular semester.

This handbook contains general information about the Evening Undergraduate Program and specific information about relevant policies and procedures. The Catawba College Catalog contains the official policies and procedures for the entire college. When no policy regarding a specific matter can be found in this handbook, then the Catawba College Catalog will govern the issue.

BLOCK FORMAT OF THE PROGRAM AND FULL-TIME STATUS

Each regular semester, Fall and Spring, consists of four regular blocks. The summer term consists of two regular blocks. Each block is four weeks long. A schedule of numerous accelerated courses is offered during each block, which includes eight classes held on Monday and Thursday evenings (6:00 - 9:45 p.m.) and one class held on Saturday morning (8:00 - 11:45 a.m.). Normally, students take one course per block, but online courses and Tuesday courses will span the entire regular or summer term.

In order to achieve full-time status, students normally must take one course during each of the four blocks of a regular semester, though online courses permit some flexibility. Taking a total of 12 credit hours is necessary to achieve full-time status. (Most types of financial aid, including the North Carolina Legislative Tuition Grant, require full-time status in order to qualify.)

FINANCIAL AID INFORMATION

1. Student financial assistance packages are awarded in accordance with federal, state, and institutional policies, procedures, and regulations. Loans and grants often require that students enroll in a minimum number of hours during the semester in order to be eligible. For example, in addition to meeting the residency requirements for the NCLTG, a student must register for and complete 12 hours. The staff in the Financial Aid Office will be happy to explain eligibility requirements and application procedures pertaining to all financial assistance grants or loans.
2. Financial assistance normally will not be credited to the student's account until the end of each semester when it is certain that eligibility requirements have been met. Failure to meet eligibility requirements will result in the loss of financial assistance. Students are responsible for all tuition costs if they fail to maintain eligibility for financial aid.
3. When students cease attending courses during a semester but do not officially withdraw, they remain indebted to the institution for the courses for which they have registered. Students who decide not to return to classes should officially withdraw in the Registrar's Office (to remove financial

responsibility for courses for which they have registered and, also, to avoid receiving failing grades in all remaining classes) and report to the Financial Aid Office to make proper adjustments in their assistance package.

4. A student with the following credit hours attempted must meet the standard G.P.A. indicated to receive Title IV (federal) and/or institutional assistance.

<i>Hours Attempted</i>	<i>Required Cumulative G.P.A.</i>
Less than 24	1.0
25 to 47	1.5
48 to 63	1.75
64 or more	2.0

For students who have attempted fewer than 64 credit hours, grades will be reviewed annually in May to determine eligibility for further assistance.

For students who have attempted more than 64 credit hours, grades will be reviewed at the end of each academic term.

For further information about financial assistance, consult the Catawba College Catalog. For help with your financial assistance application, call the Financial Aid Office: at 1.800.CATAWBA or 704.637.4416.

REFUND POLICIES AND PROCEDURES

Each student is expected to pay for all classes for the entire semester at the time of registration unless: (1) prior arrangements have been made for a loan or other financial assistance; or (2) special arrangements have been made for implementation of a written agreement from the student's employer stating that his or her company will assume responsibility for payment. Each student is ultimately responsible for the cost of all classes for which he or she registers.

The employer who has agreed to pay an employee's tuition for the semester is subject to the same payment/refund policies as the student. However, students receiving federal and state assistance will be subject to federal and state refund policies as specified in the Catawba College Catalog.

Because financial aid disbursements cannot be posted until after the final drop date for the fourth block, refunds cannot be processed until that time has come. If a student fails to maintain full-time status and, therefore, becomes ineligible for financial aid, he or she is responsible for payment of the total tuition charges, and is required to pay such charges within 30 days of the most recent course. If a student stops attending classes but fails to withdraw officially from any remaining courses, he or she is responsible for the tuition charges for all courses for which he or she has registered during the semester.

A student who receives financial aid of any kind must comply completely with the stipulations specified by the aid agreement. Failure to comply may cause the student not only to forfeit financial aid, but also to be subject to payment of the total tuition charges for all courses.

COURSE WITHDRAWALS AND REFUNDS

1) Academic Withdrawal

Students who wish to withdraw from a course with no academic penalty (i.e., without receiving a failing grade) must do so by 6:00 p.m. on the day of the 7th class meeting. Withdrawal dates for online courses are listed on the Evening Undergraduate Program schedule by blocks. After that time, Evening Undergraduate Program students who stop attending a course will receive a grade of "F" for the course. Refer to the Evening Undergraduate Program academic calendar for more specific information concerning drop dates. NOTE: Any student who has a pending charge of academic dishonesty may not drop the course in which the academic dishonesty is alleged to have occurred.

2) Refund Policy

Students who withdraw from a block before the first class meets are eligible for a full refund. A 75% refund will be given if a student withdraws before the second class of the block. No refund will be given after the second class meeting. Online Class withdrawals are not eligible for a full refund.

60% tuition refund is calculated during the first seven (7) calendar days of the semester; 35% during the second seven (7) calendar days; 25% during the third seven (7) calendar days. No refund is issued after the twenty-first (21) calendar day for Online Class withdrawals. Please note that policies governing financial aid may need to be considered in addition to the refund policies just stated. Students contemplating withdrawal from a class should contact the Financial Aid Office to determine what effect, if any, withdrawing will produce. Most types of financial aid, including North Carolina Legislative Tuition Grant, require full-time status in order to qualify. Withdrawals must be completed before 5:00 p.m. when the Business, Registrar's, and Financial Aid Offices close. Evening Undergraduate Program students should always discuss proposed withdrawals with their advisor.

3) The responsibility for complying with withdrawal and refund policies lies with the individual student.

DROPPING AND ADDING COURSES

Due to the accelerated format of most Evening Undergraduate Program courses, the drop/add period normally occurs between the first and second classes. This means that students must add a course before the second class meets. Further, students must drop a class before the first class meeting in order to receive a full refund for the course. (See Refund Policy for more information concerning refunds.) Students must drop a course by 6:00 p.m. on the day of the 7th class meeting in order to avoid receiving an "F" in a class. (Refer to the Academic Calendar for the last day to drop a class without academic penalty.) The student is responsible for making changes (drop/add) in his/her schedule through Catlink.

ACADEMIC POLICIES

All students in the Evening Undergraduate Program are subject to the same academic rules and regulations as students in the day program unless otherwise specified in this handbook.

STUDENT RESPONSIBILITIES

Each student is expected to know the College's policies, procedures, and terminology as outlined in the Catalog as well as the graduation requirements both in general education and in the student's chosen major. In order to assist the student in following these policies and meeting these requirements, the College assigns students an academic advisor. The advisor is obligated to give the best professional advice possible based on his or her information about the student and knowledge of the College's policies, but the student must assume full personal responsibility for adhering to these policies and procedures, including meeting all graduation requirements according to his or her own time-frame.

Special note: A student's general education distribution requirements will be determined by the catalog current at the time of that student's initial enrollment at Catawba College. A student's major requirements will be determined by the catalog current at the time of that student's declaration of a major. A student who is readmitted to Catawba after an absence of one year or more must follow the catalog current at the time of the student's readmission for both general education distribution requirements and major requirements.

CLASS ATTENDANCE

Effective learning is facilitated by interaction between the professor and students regarding course material. The classroom is normally the principal arena for such interaction. Thus students have an obligation to themselves, to fellow students, and to the faculty member to attend and participate actively in classroom sessions and related activities.

The class attendance policy followed by Catawba College assigns to each faculty member the responsibility for establishing and communicating to students specific attendance requirements consistent with the objectives of the course. Thus specific attendance policies will vary from course to course. The attendance policy for each course will be presented to the student in written form, usually as part of the course syllabus, at the beginning of the course and before the end of the

drop/add period. Online courses will establish relevant guidelines for student participation, including specific attendance requirements.

Course attendance policies and practices will adhere to the following general guidelines:

1. Each student is personally responsible for regular and punctual class attendance or participation.
2. A student who misses a class bears personal responsibility for completing any assignment presented during that class to the extent permitted by the nature of the assignment and/or the course syllabus.
3. The faculty member has the option of assigning a failing grade to any student who misses more than one quarter of the class meetings, but this option must be stated in the course syllabus.
4. Whenever possible, the student should inform the faculty member about an absence and make arrangements concerning missed assignments due to that absence.
5. The student is responsible for initiating discussions with the faculty member about a make-up opportunity for missed assignments or examinations.
6. The faculty member has no obligation to allow or facilitate make-up work except for absences due to "extenuating circumstances."
7. If an extenuating circumstance is the cause of a student's missing a class period (or an examination), the student should not view the absence as an exception to the course attendance requirements, as outlined in the course syllabus, but as a "just cause" for arranging a make-up opportunity. The faculty member, however, will determine the means of compensating for the missed course work or examination.
8. Students should remain in a class for at least ten minutes after the class was scheduled to begin; if by then the faculty member has not arrived or given word about arriving late, the students may leave without penalty.

INCLEMENT WEATHER POLICY

1. In the event of severe inclement weather, the President will determine if classes will be cancelled. Members of the campus community will be notified through CatawbAlerts of a delay or cancellation. These CatawbAlert messages will be replicated on the front of the college website and the Chief Communications Officer will, as a secondary measure, notify local radio and television stations of the college's status due to weather.
2. Commuting students should exercise caution and common sense in determining whether to travel to the college to attend classes. If you are not able to travel to the campus due to hazardous conditions, call the School of Evening and Graduate Studies and a message will be left in your instructor's mailbox.
3. If day classes for Catawba College are cancelled, evening classes will also be cancelled.
4. If weather becomes severely inclement during class, the instructor may dismiss class at his or her discretion.
5. Class time lost due to inclement weather ordinarily will be made up on the last Saturday before the block ends unless other arrangements can be made with unanimous approval of the class.
6. If the last class of the block is cancelled, class will be held on the following Saturday.

CONCURRENT ENROLLMENT

Students enrolled in the Evening Undergraduate Program or the Day Program may enroll in courses of the other program only with the permission of the Dean of the School of Evening and Graduate Studies, the Provost, and the faculty committee on Academic Policies and Standards. In such instances, Evening Undergraduate Program students will pay tuition at the Evening Undergraduate Program rates.

CREDIT FOR MILITARY EXPERIENCE

Catawba College awards credit for coursework offered by the military or for military experience in accordance with the recommendations in the Guide to the Evaluation of Educational Experiences in the Armed Services published by the American Council on Education provided:

- 1) that Catawba College offers a course comparable to that recommended by the Guide, and

2) that the student requesting credit produces proper documentation from the Department of Defense showing that he or she successfully completed the military course/experience. Students enrolled at Catawba College who wish to participate in military courses for transfer credit should secure permission from the Registrar prior to participation in the military work. The Registrar will determine whether academic credit will be granted.

CREDIT BY EXAMINATION

Credit for courses taught at Catawba College may be awarded by examination. No more than four semester hours per major and no more than 12 semester hours total will be allowed for credit by examination. Credit by examination policy guidelines and exam petition forms are available in the Registrar's Office and the School of Evening and Graduate Studies. All credit-by-exam paper work for the semester in which the student intends to take the exam must be on file in the Registrar's Office no later than the published date on the college's academic calendar.

LIMITS OF CREDIT

Any student who is enrolled at Catawba College as a degree-seeking student and who has not attended college for a period of five years or more, will have his/her transcript evaluated to determine the relevancy of the previous course work toward the degree. The Registrar, in conjunction with the appropriate departments, will evaluate the student's previous academic record and may accept or deny the previous course work based upon the evaluation. Generally, credits are allowed only for courses which are equivalent to those currently available at Catawba College and which are not being presented toward a degree at any other institution.

REPEATING COURSES

Students may repeat courses, and, in such instances, the highest grade achieved for a repeated course will be the only grade used to calculate the Grade Point Average (GPA). However, all courses attempted and grades earned (including transfer credits) will appear on each student's permanent record. Courses with a "D" or "F" grade earned at Catawba College cannot be repeated elsewhere for credit to be transferred to Catawba College. Students must identify repeat courses at the time of registration; failure to do so may cause delay in meeting graduation requirements. This requirement is the responsibility of the student. Evening Undergraduate Program students should notify their advisor if they plan to repeat a course.

TRANSFER OF CREDIT / "LETTER OF GOOD STANDING"

Transfer credit is granted only for courses from accredited institutions in which grades of "C-" or better were earned and which the Catawba College Registrar has determined are acceptable for transfer credit, except where credit is automatically given for approved transfer programs from two-year colleges. Students can transfer a maximum of 60 semester hours from two-year institutions (64 under the conditions of the North Carolina Articulation Agreement), and a maximum of 90 semester hours from all institutions.

Students in the Evening Undergraduate Program must seek approval to transfer credits for other courses taken elsewhere while enrolled at Catawba College. Such approval must be granted through a "Letter of Good Standing" authorized by the Registrar before the student begins the course. However, all students must earn the final 30 semester hours toward their degrees from Catawba College.

WITHDRAWAL AND SUSPENSION

A student who wishes to withdraw completely from the College must initiate the process by requesting a withdrawal form from the School of Evening and Graduate Studies office and completing the process with the Office of the Registrar. Students who comply with the deadlines in the academic calendar will receive a grade of "W." Failure to withdraw officially will result in the receipt of the letter grade earned in each course. A student who has withdrawn from the College more than once will be readmitted only with the approval of the Academic Policies and Standards Committee.

Voluntary Medical Withdrawal:

Upon presentation of documentation deemed adequate and compelling by the Dean of Students or his or her designee(s), a student may be permitted to withdraw from the College at any time during the semester and receive the grade of "W" for coursework being attempted at the time of withdrawal. Students seeking Voluntary Medical Withdrawal after the last day for voluntary withdrawal from the College will be subject to particular scrutiny as such withdrawals entail relief from the academic consequences of late withdrawal.

Withdrawal/Involuntary includes:

Administrative Withdrawal:

This type of academic intervention is imposed in response to poor performance within a semester by the student; specifically, the student has not withdrawn from the College but is making no appreciable attempt to attend and pass classes. Students who fail to meet these basic academic standards or policies in a given semester will be withdrawn by the Provost or his or her designee(s) and a letter put in their file indicating the academic issues that necessitated the withdrawal.

An Administrative Withdrawal that is carried out on or before the last day to voluntarily withdraw from classes will result in grades of "W." After the last day to voluntarily withdraw, Administrative Withdrawal will result in grades of "F."

Medical Withdrawal:

The College, upon advice from its professional staff, may require a student to withdraw for medical or psychological reasons. In these cases, the student will be encouraged to seek professional care. Such action is not taken for punitive reason, but because the welfare of the individual and the community mandates the procedure. A Medical Withdrawal will result in grades of "W" regardless of when the withdrawal occurs.

Short-term Leave of Absence Policy:

The Provost may, at his or her discretion and upon the advice of College health care providers and Student Affairs staff, authorize the absence of a student from the College for up to two weeks in order for the student to receive treatment for a medical condition or respond to a crisis that necessitates absence. There must be reason to believe the circumstances can be resolved in the short-term, and this provision is limited by the faculty's ability to make accommodations, which may vary considerably. The Provost will verify the student's circumstances to faculty and request consideration for accommodations. The student will be responsible for managing specific plans for make-up work during the absence and/or upon return.

Suspension from the College

Social Suspension:

A student suspended in this category has committed transgressions of the Student Code of Conduct or the Honor Code serious enough to make the student "ineligible to continue enrollment and/or to re-enroll at the College for a specific period of time." The Dean of Students or his/her designee(s) is responsible for activating this process at any time during the semester.

A Social Suspension that is carried out on or before the last day to voluntarily withdraw from classes will result in grades of "W." After the last day to voluntarily withdraw, Social Suspension will result in grades of "W" or "F" at the discretion of the Dean of Students.

Academic Suspension:

This type of academic sanction is imposed in response to a prolonged period (typically at least two complete semesters) of poor academic performance by the student. A student in this category has failed to meet minimum GPA standards after more than 19 hours of study. See The Catawba College Catalog for a list of semester hour and GPA thresholds. The Provost or his or her designee(s) is responsible for activating this process at the end of the fall and spring semesters upon recommendation from the Academic Policies and Standards Committee.

GRADING POLICY

Reports of progress are kept by the College on all students. Catawba College makes final grades available only via CatLink. Grades will not be released to other parties without the written permission of the individual student.

Course work is evaluated according to the following standards

Grade		Grade Points per Semester Hour
A	Superior mastery	4.0
A-		3.7
B+		3.3
B	Good mastery	3.0
B-		2.7
C+		2.3
C	Satisfactory achievement	2.0
C-		1.7
D+		1.3
D	Less than satisfactory achievement	1.0
D-		0.7
F	Unsatisfactory achievement; No credit given	0.0
*I	Incomplete	
*W	Withdrawn	
<i>Not used in computation of GPA</i>		

Finding Personal Information on CatLink

Enter your user name and password, which should be your first initial, middle initial, and up to six letters of your last name. (Ex. Joe William Somebody = jwsomebo). Your initial password will be your social number WITH dashes.

NOTE: Microsoft Internet Explorer is the ONLY web browser * that can be used to log onto CatLink, nothing else will work.

AOL does NOT work with CatLink!

In this system, each semester hour passed has a grade point value equated to the letter grade. Thus a student who earns an "A" in a three semester hour course earns 12 grade points for that course whereas he or she would earn 11.1 grade points (3 semester hours x 3.7 grade points) for an "A-" in a three semester hour course.

The cumulative grade point average (GPA) is obtained by dividing the total semester hours attempted into the total grade points earned. The grades of "I" and "W" are not used in this calculation. Semester and cumulative grade point averages are computed on the grade report at the end of each semester.

When serious illness or other unforeseeable circumstances prevent a student from completing the work for a course, an instructor may allow additional time to finish assignments by awarding an "I" (Incomplete). An "I" is not to be awarded as a remedy for failure to attend classes or to complete assigned work on time. Under no circumstances will students receiving an "I" have the opportunity to complete work not assigned to the entire class. An "I" indicates that a small portion of assigned work is unavoidably unfinished at the end of the term. A faculty member intending to award an "I" must fill out and submit to the Registrar a form explaining the reasons for the grade. This form must be submitted no later than the time when the grades for the class in which the "I" is given are turned in to the Registrar. The form will also indicate whether the student's progress in the course is satisfactory (a "C" or better) at the time the "I" is awarded and must indicate that the student has substantially completed the course work at the time the application is filed. If the student fails to complete the course work by the date set by the published Catawba College Academic Calendar for the

removal of "I" grades, the "I" becomes an "F" and may be changed only by action of the Academic Policies and Standards Committee.

All student petitions for a change of grade must be presented to an individual faculty member no later than thirty calendar days after the beginning of the semester, excluding summer sessions, following the semester in which the grade was awarded. Academic records may be withheld for failure to satisfy financial or other responsibilities on campus.

Catawba College will calculate grade point averages for graduation, honors, junior marshals, etc. on Catawba work only.

DEAN'S LIST & PRESIDENTIAL HONOR ROLL

To be placed on the Dean's List, Evening Undergraduate Program students must achieve at least a 3.50 grade point average for a minimum of 12 semester hours completed during a regular semester with no outstanding "I" grades. The Dean's List is published at the end of each semester. Evening Undergraduate Program students who achieve at least a 3.70 grade point average for a minimum of 24 semester hours, completed during both regular semesters of an academic year, will be placed on the Presidential Honor Roll, which is published in May.

ALPHA SIGMA LAMBA

Catawba College's School of Evening and Graduate Studies sponsors the Beta Sigma Chi Chapter of Alpha Sigma Lambda, the National Academic Honor Society for non-traditional students. Induction in Alpha Sigma Lambda is the highest recognition of academic excellence awarded to B.B.A. and B.A.E. candidates. Membership is limited on the basis of academic standing to the highest ten percent of those students (currently enrolled) who have earned at least 24 graded semester hours at Catawba College and at least 12 semester hours (including transfer credits) in liberal arts/science courses with a minimum GPA of 3.5.

SUSPENSION

Students must maintain a minimum cumulative grade point average in order to be eligible to continue at Catawba College. Students who fall below the following standards are suspended:

Semester Hours Attempted	GPA Standard
19-23	less than 0.70
24-47	less than 1.00
48-63	less than 1.25
64 or more	less than 1.50

Suspensions are for one full semester of the academic year. Students who have been suspended may not attend summer sessions, and work taken elsewhere during a period of ineligibility cannot be accepted for transfer to Catawba College. Following one semester of suspension, students may apply for readmission. A written letter of petition to the Academic Policies and Standards Committee must accompany the application. Only two readmissions may be granted. Readmitted students are automatically placed on academic probation, and additional conditions for continued study may be imposed by the Committee.

ACADEMIC PROBATION

Students who meet the minimum standard for continued study but fall below a higher standard necessary to maintain good standing are placed on academic probation. The following criteria are applied by the Academic Policies and Standards Committee when placing students on probation:

Semester Hours Attempted	GPA Standard
1-23	less than 1.25
24-47	less than 1.50
48-63	less than 1.75
64 or more	10 grade points below 2.00

Probation is intended to enhance the student's chances for academic success and therefore carries with it the following restrictions:

1. Class loads are limited to 15 semester hours, including transient work.
2. Enrollment in 4000 level courses is not permitted.
3. Special tutoring may be stipulated.
4. Participation in student activities may be restricted.

Probationary status is indicated on the student's transcript. Exemptions to any of the restrictions may be granted only by the Academic Policies and Standards Committee or its representatives.

THE HONOR CODE *(Adopted November 11, 1993)*

In order to educate individuals to live responsibly in the community and to create an environment that encourages respectful expression of values, without censorship, the Catawba community has developed and endorsed The Catawba College Honor Code. It is intended that the Honor Code will promote a climate of trust, concern, and respect conducive to learning and personal growth in the community.

Everyone who is a member of the Catawba community has responsibilities to respect others, to communicate honestly, to seek excellence, and to participate in creating a fair and compassionate atmosphere on campus.

Faculty, administrators, and staff have responsibilities to endeavor to enhance the personal and intellectual development of other persons; to be compassionate, thorough, and fair in evaluating the performance of students and professional associates; to use the authority of their offices in ways that respect persons and avoid the abuse of power; and to conduct their professional activities in ways that uphold the ideals of virtue and excellence.*

Therefore, Catawba College students, faculty, staff, and administrators are committed to the Catawba College Honor Code which is set forth as follows:

As a member of the Catawba College community, I will practice academic honesty, communicate truthfully, and show respect for the rights and property of others. I will also encourage others in the community to behave honorably.

The Honor Code does not condone dishonorable actions within any sector of Catawba College. Such actions include academic dishonesty as well as social disrespect and any action harmful to the Catawba College community and its members. Violations of the law are also violations of the Honor Code. The Honor Code applies to students, faculty, administrators, and staff members.

*The responsibilities are stated in Reynolds and Smith, "Academic Principles of Responsibility" in William W. May, *Ethics and Higher Education* (Macmillan, 1990) pp. 37-38.

Student Conduct

The College reserves the right to suspend, expel, or enforce the withdrawal of any student whose academic standing is unsatisfactory, who violates the Honor Code, who persistently egregiously violates College regulations, or whose influence, by word or deed, is determined to be injurious to the best interest of the student body or the institution.

The College, upon the advice of its professional staff, may require a student to withdraw temporarily from the college for medical or psychological reasons. In these cases, the student will be encouraged to seek professional care. Such action is not taken for punitive reasons but because the welfare of the individual and the community mandates this procedure.

The College cannot be viewed or used as an instrument of political, social, or military policy, but will continue to be an institution of intellectual freedom for all in the search for the truth and its dissemination. Any person, or group, which interferes with or disrupts any college function, activity or operation, occupies or damages any facility or property of the College, or infringes upon the rights of

others, will be dealt with fairly and promptly and will be subject to serious penalty, to include civil action and dismissal. Students do have the right and responsibility to dissent, discuss, and engage in peaceful rallies and demonstrations when not participating in regular classroom activity.

Students are referred to the Catawba student handbook for a delineation of College regulations in the various areas of campus life.

OTHER POLICIES

Other academic policies may apply to numerous other specific circumstances (e.g., Incompletes or Changes of Grade). Students should refer to the Catawba College catalog or consult with one of the Evening Undergraduate Program advisors (Dr. Edith Bolick, Ms. Ann Dunn, and Ms. Karen Setliff).

GRADUATION REQUIREMENTS

Earning the Bachelor of Business Administration degree from Catawba College is contingent upon completing the following requirements:

- 1) satisfying the General Education requirements;
- 2) completing the required major courses with an average of at least 2.00 and with no more than four semester hours of "D" received in those major courses (at least 50% of the required major courses must be completed at Catawba College);
- 3) earning a minimum of 120 semester hours of credit (through course work or approved "credit by exam" procedures) with a cumulative average of not less than 2.00 on all courses attempted and applied toward graduation requirements, including applicable transfer courses (for transfer students, a minimum 2.00 GPA must also be achieved for all courses taken at Catawba College);
- 4) earning the final 30 semester hours in courses offered by Catawba College; and
- 5) completing the competency requirements in writing by passing the Writing Proficiency Exam or the corresponding non-credit skill development course, English 0103E.

Earning the Bachelor of Arts in Education degree from Catawba College is contingent upon completing the following requirements:

- 1) satisfying the General Education requirements;
- 2) completing the required major courses with an average of at least 2.00 and with no more than four semester hours of "D" received in those major courses (28 hours of required major courses must be completed at Catawba College);
- 3) earning a minimum of 120 semester hours of credit (through course work or approved "credit by exam" procedures) with a cumulative average of not less than 2.00 on all courses attempted and applied toward graduation, including applicable transfer courses (for transfer students, a cumulative GPA of 2.5 or higher at the time the A.A.S. degree was earned);
- 4) earning the final 56 semester hours in courses offered by Catawba College; and
- 5) completing the competency requirements in writing by passing the Writing Proficiency Exam or the corresponding non-credit skill development course, English 0103E.

A declaration of intent to graduate must be filed in the Registrar's Office by the announced filing deadline. Students should contact the Registrar's Office about filing for graduation at the beginning of their senior year and certainly prior to their final semester. The Registrar certifies the completion of all graduation requirements.

A senior student anticipating graduation at the end of a particular semester who does not complete all work by the time senior grades are due must reapply for graduation at a later date and assume the financial responsibility involved therein.

No student is allowed to participate in Commencement who has not completed all requirements prior to the Commencement exercise. Catawba College holds graduation ceremonies once a year in May. Students who do not satisfy all requirements prior to Commencement may participate in the next Commencement exercise the following May. Each student's permanent record (transcript) will

note the date of completion of all requirements (e.g., May, August, or December) but diplomas will be dated in May of the year after which the student actually completed all degree requirements.

WRITING COMPETENCY REQUIREMENTS

The student must pass the Writing Proficiency Exam or the corresponding non-credit skill development course, English 0103. The Writing Proficiency Exam is offered every semester. Students should take the Writing Proficiency Exam in the first or second semester of their sophomore year. Students who fail the Writing Proficiency Exam should enroll in English 0103 the next semester or as soon thereafter as possible. Any last-semester senior who has not passed the Writing Proficiency Exam is required to enroll in English 0103 in their final semester and must pass the course to satisfy graduation requirements. Exceptions to these policies can be granted only by the Academic Policies and Standards Committee.

STUDENT SERVICES

ACADEMIC ADVISING

The Dean of the School of Evening and Graduate Studies is the academic advisor of record for students in the evening program. However, official academic advising is provided by four Academic Advisors: Dr. Edith Bolick, Ms. Ann Dunn, and Ms. Karen Setliff. Academic advising is available on an "as needed" basis, especially for entering students. Academic advising is especially important before registration to ensure that degree-seeking students take appropriate classes needed for timely completion of the program.

BOOKSTORE / REFUNDS FOR BOOKS

The bookstore is generally open until all students have been served on the first class night of each block. Otherwise, the bookstore closes at 6:00 p.m. on Monday and Thursday nights, 5:00 p.m. on Tuesday and Wednesday, and 4:00 p.m. on Friday. Summer bookstore hours may vary considerably. The bookstore does not grant refunds after the last day to add the class for which books were purchased, except for drops/adds. Receipts are required for a refund. "Buy-back" for books occurs at the end of the semester.

The bookstore permits online textbook reservations via the bookstore web link; books can be ordered and picked up at your convenience or shipped to your home or office. Go to www.catawba.edu/bookstore.

CORRIHER CAREER DEVELOPMENT CENTER

Students in the Evening Undergraduate Program enjoy the same benefits from the Career Development Center as do traditional students at Catawba College. This service includes access to employment information, assistance with resumes and job search strategies, opportunities to attend job fairs, and graduate school information.

THE SCHOOL OF EVENING AND GRADUATE STUDIES

The School of Evening and Graduate Studies is located in Ketter Hall. Students can contact the office for academic advising and other assistance as needed. Office hours are:

Monday and Thursday	8:30 a.m. - 8:30 p.m.
Tuesday and Wednesday	8:30 a.m. - 5:30 p.m.
Friday	8:30 a.m. - 5:00 p.m.

Call 704.637.4772 or 1.800.CATAWBA.

COMPUTER LABS / STUDENT NETWORK ACCOUNTS

Computer labs are available for student use in Ketter Hall (Room 322 and 340). Students will be notified of their log-in IDs and passwords.

STUDENT IDENTIFICATION CARDS

You are required to have a valid Catawba College student identification card during your time of enrollment. Cards are provided during registration through the Office of the Dean of Students.

When asked by any authorized college personnel (including faculty), you are required to present your student ID card. Failure to do so will jeopardize your status and may result in your being barred from campus since we must have a method of determining our students from non-students. Students who fail to properly identify themselves upon request by a College official will be subject to referral to the College Conduct Administrator. Student ID cards are necessary for admission to the dining hall, athletic events, gym facilities, and for borrowing library materials. Cards are not transferable to other persons, and it is a violation of College policy to be in possession of another student's ID card for any reason, at any time, under any circumstance.

Smoking Regulations

Due to the acknowledged hazards arising from exposure to tobacco smoke, it is the policy of Catawba College to provide a smoke-free environment in all common areas of the campus. This policy covers the smoking of any tobacco product and the use of smokeless tobacco and applies to students, employees and visitors of the College. Smoking is prohibited in all campus buildings.

To limit the difficulties associated with second-hand smoke, a number of outdoor smoking areas have been established on the campus. Smoking is only permitted inside the designated area and not in transit to or from it. Those areas are:

1. The area on the sidewalk between Lerner Wellness Center (in the Cannon Student Center and Ketner Hall).
2. Hoke Hall: The covered patio on the interior campus side of the building closest to Ketner Hall (not the parking-lot side of Hoke).
3. Hedrick Administration: The area behind the building, facing the interior/Student Center side of campus, near the back door of the President's Office.
4. Abernethy Physical Education Center: The patio at the entrance to the Kirkland lobby, located on the interior side of campus (Ruth Richards House/Abernethy Village side).
5. Robertson College Community Center in the areas specified below:
 - On the patio located between Peeler Crystal Lounge and Hedrick Little Theatre.
 - To the left of the entrance area to the main doors to Keppel lobby, under the tall covered walkway area (portico).
 - Outside the Keppel Lobby doors which lead out to the parking lot behind the RCCC (at the far opposite end of the lobby from Crystal Lounge).
 - At the stage door entrance of the theatre, located on the right side of the building as you face the front of the building from the street.
6. Catawba College Theatre Annex: Immediately outside of the front entrance.
7. Florence Busby Corriher Theatre: Immediately outside of the lobby entrance.
8. Shuford Science Building: Outside on the concrete sidewalk from the greenhouse to the side entrance of the Shuford Science Building.
9. Immediately outside main entrance to Newman Park Baseball Stadium.
10. Small concrete planter at Lilly Center Coffeehouse on Summitt Avenue –beside the steps leading off of screened porch.
11. On the Deaborn Patio between Shuford Stadium and the Baseball Clubhouse.
12. On the loading dock outside of the Maintenance Facility.
13. On the loading dock outside the Chartwell's kitchen area of the Cannon Student Center.

All individuals found in violation of smoking outside of a designated area will be fined \$50.00.

Policy Update

Catawba College strongly encourages all members of the community to utilize resources to assist in the cessation of tobacco related products. If you need additional information or resources related to

Parking and Vehicle Registration

All students are permitted the privilege of maintaining a car on campus and adjacent areas as long as they observe campus traffic and parking regulations and applicable city and state laws. The privilege of maintaining a vehicle on campus may be rescinded when a student fails to observe the regulations outlined below.

Definitions

Resident Students: students who live in one of the College's residential facilities.

Commuter Students: full and part-time day students who live off-campus or Evening and Graduate Studies students.

Faculty and Staff: individuals who are full or part-time employees of the College.

Visitors: individuals who are visiting the College and who have no formal affiliation with the College.

Daily: Monday through Friday

Weekend: Friday at 4 pm through Monday at 7 am

Classes Are In Session: The fall semester and spring semester during the published dates for the first day of class and the final day of exams or commencement. This does not include the period between fall and spring semesters or spring break.

Summer: The time period between commencement at the end of the spring semester and the first day of class of the fall semester.

Policy Enforcement

All parking regulations will be enforced by the Office of Public Safety and will continue to be enforced throughout the calendar year.

General Parking Regulations

- 1) **DISPLAY OF PARKING REGISTRATION DECALS:** All vehicles operated on campus, including vehicles being operated temporarily, must be registered with the College and have a current decal. The decal should be attached inside to the lower right-hand corner (passenger's side) of the vehicle's front windshield. The cost of each registered vehicle for the 2011-2012 academic year is twenty-five dollars(\$25.00) per semester for Evening and Graduate Studies students.
- 2) **PARKING SPACES:** Vehicles must be parked in a designated marked space (valid white lines on both sides of the vehicle). There are no guaranteed spaces within a designated parking area.
- 3) **FIRE LANES, GRASS, WALKWAYS, UNMARKED PAVEMENT:** Parking is not permitted in fire lanes, on the grass or walkways or on unmarked pavement.
- 4) **RESIDENT STUDENT PARKING:** Resident students may park only in lots designated on the Parking Map as "Resident Student Parking" between the hours of 7 a.m. and 4 p.m. daily both when classes are in session and summer. Resident students may also park in areas that are designated as "General Parking" 24 hours a day, seven days a week with the exception of the Faculty/Staff Circle and Ketner Faculty/Staff lot which are designated as faculty-staff lots Monday-Friday 7 a.m. -4 p.m. Resident students may park in Faculty/Staff Circle and Ketner Faculty/Staff lot from 4 p.m. and 7 a.m. Monday-Friday and 4 p.m. Friday until 7a.m. Monday.
- 5) **COMMUTER STUDENT PARKING:** Commuter students may park in areas that are designated as "Commuter Parking Lot" or "General Parking" 24 hours a day, seven days a week with the exception of the Faculty/Staff Circle and Ketner Faculty/Staff lot which are designated as Faculty/Staff lots Monday – Friday from 7 a.m. to 4 p.m. Commuter students may park in Faculty/Staff Circle and Ketner Faculty/Staff lot from 4 p.m. to 7 a.m. Monday-Friday and 4 p.m. Friday until 7 a.m. Monday.
- 6) **FACULTY AND STAFF:** Faculty and staff may park only in marked spaces designated on the Parking Map as "Faculty/Staff Parking" or "General Parking" between the hours of 7 am and 4 pm daily both when classes are in session and during the summer. Employees should not park in areas designated for students between 7 am and 4 pm daily. Between 4 pm and 7 am, faculty and staff may park in any lot on campus.

- 7) VISITORS: The semi-circle in front of the Hedrick Administration Building is designated for visitors to the College 24 hours a day, 7 days a week. Visitors to the College may park in the circle in front of the Hedrick Administration Building. All visitors, including guests of students (friends, relatives, etc.), should obtain a Visitor's Parking Pass for their vehicle. If possible, student hosts should obtain a Visitor's pass for their guest prior to the guest's arrival. Visitor's Parking Passes may be obtained from the Offices of Public Safety located in Jann House.
- 8) HANDICAPPED PARKING: Individuals who park in designated handicapped spaces must have a valid State handicapped parking hangtag, decal, license plate or College-issued handicapped hang tag indicating that the driver of the vehicle requires this type of parking space. Individuals holding the proper designation may park in any handicapped parking space available on the campus at any time.
- 9) TEMPORARY HANDICAPPED OR SPECIAL NEEDS PARKING: Temporary handicapped or special needs parking hangtags are available for those students, faculty or staff who may experience a physical condition that would require temporary handicapped or special needs parking. Temporary handicapped or special needs parking hangtags are available through the Office of Public Safety.

Parking Ticket Enforcement

Student vehicles will be ticketed and towed for each parking violation after the seventh ticket received on campus. The seven-ticket policy will be set on a semester basis and will start back at zero at the beginning of each semester. For the purpose of this policy, a semester will be considered as follows:

Fall: August 1 – December 31

Spring: January 1 – May 31

Summer: June 1 – July 31

Parking Ticket Appeals

The parking appeal process is designed to assist individuals who have been ticketed in error. All appeals of tickets issued for violation of the College's Parking policies and procedures must be submitted *on-line*. The Parking Appeal Form can be found on the Public Safety section of the Catawba College website www.catawba.edu/publicsafety. Telephone appeals cannot be accepted. Appeals must be submitted by the individual registering the vehicle. All appeals must be submitted within seven (7) calendar days of the date the ticket was issued.

Student Educational Records: Rights to Access and Release

The Congress of the United States, on August 21, 1974, enacted into law the Family Educational Rights and Privacy Act (FERPA). This act sets out requirements of educational institutions designed to protect the privacy of students and their records. Specifically, the act governs access to education records maintained by educational institutions and the release of information contained in such records. Copies of the law as recorded in the Federal Register may be reviewed in the Registrar's Office. The following statements and policies govern the College's compliance with the provisions of the act.

The term "education records" means those records, files, documents and other materials which contain information relating directly to a student and are maintained by the College or a person acting for the College. The term "education records" does not include:

- Records of instruction, supervisory or administrative personnel and educational personnel ancillary thereto which are in the sole possession of and maker thereof and which are not accessible or revealed to any other person except as a substitute;
- Records and documents of the University's Security Department which are kept apart and are maintained solely for law enforcement purposes and are not made available to persons other than law enforcement officials of the same jurisdiction;
- Records on a student which are made or maintained by a physician, psychologist, psychiatrist or other registered professional or paraprofessional acting in their professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a

physician or other appropriate professional of the student's choice.

A student's rights with respect to their educational records are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. In the event the requested record includes information on more than one student, each student shall be entitled to review or be informed only of that part which pertains to them.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students requesting the College to amend a record that they believe is inaccurate or misleading must do so in writing to the College official responsible for maintaining the record. The written request should clearly identify the part of the record in question and specify why it is believed to be inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the College in an administrative; supervisory; academic or research; or support staff position (including law enforcement unit personnel and health staff; a person serving on the Board of Trustees; or a student serving on an official committee such as a disciplinary or grievance committee; or assisting another school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Catawba College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FERPA does allow Catawba College to disclose educational records to parents of dependent students just as they would to the student. Dependent means a dependent pursuant to the definition under the IRS Code. Therefore, proof that a parent is including a student as a dependent under the federal tax laws will be required to disclose (without the student's permission) information to the parents of a student 18 years of age or older.

Catawba College hereby designates the following student information as public or "Directory Information". Such information may be disclosed by the institution for any purpose, at its discretion. However, generally this information is only shared with College officials on a need-to-know basis as defined in the Catawba College FERPA Policy Statement located in the Registrar's Office: Name, Local and Permanent Address, Local and Permanent Telephone Number, Cell Phone Number, Date and Place of Birth, Dates of Attendance, Major and Minor Fields of Study, Degree and Date Awarded, Academic Honors, Classification, e-mail address, photographs, parents' names, student schedule and student load. Athletic information about student participation in sports and data such as height and weight will be released to the media and published by appropriate College publications.

The College will not disclose information about students, other than "directory information" to people outside the College without the student's written consent, unless the disclosure is compelled by law, a court of law, an emergency, or some other extraordinary circumstance; is in conjunction with organized educational research; or is required by an accrediting agency. Exceptions to this policy may be made in individual cases with the permission of the Provost, provided that the exceptions are consistent with applicable law and are judged to be in the interest of the student's educational pro-

gress.

Currently enrolled students may direct the College to withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Registrar's Office at Catawba College on or before the last day to add a class each semester. Catawba College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" EACH SEMESTER he or she is enrolled indicates individual approval for disclosure.

ACCOMMODATIONS FOR DISABILITIES

Disabilities Services are provided for those students with physical, psychological or learning disabilities. It is the responsibility of students who wish to request accommodations to provide appropriate documentation of the disability to the disability coordinator and to complete the accommodations process as outlined in greater detail on our webpage on the Catawba College website. This webpage also outlines the appeal procedure for grievance resolution for student accommodations due to disability. Catawba College is committed to offering equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and as amended 2008 (ADA), the College does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in College programs and activities; nor are persons with disabilities denied the benefits of these programs or subjected to discrimination. www.catawba.edu/counseling

Sexual Harassment Policy and Appeals Procedures

The Catawba College community values a positive community environment of tolerance, civility and mutual respect. The College is committed to providing and promoting an atmosphere in which faculty and staff can realize their maximum potential in the workplace and students can engage fully in the learning process. Sexual harassment creates an environment incompatible with its values, is a form of discrimination, and is illegal. Sexual harassment is unacceptable conduct and will not be condoned in any form at the College.

WHAT IS SEXUAL HARASSMENT?

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature, when:

1. submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in an educational course, program or activity;
2. submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; or
3. such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

By way of example, sexual harassment can include sexual innuendoes, off-color jokes, sexually-suggestive comments, offensive remarks about another person's clothing, or body, or sexual characteristics, suggestive or insulting sounds, implied or overt sexual propositions or pressure for sex, leering or ogling, obscene gestures, inappropriate touching, fondling or kissing and coerced sexual contact, physical intimidation, e.g., blocking, cornering, leaning too close; and placing sexually-suggestive objects, pictures or cartoons in the work or study area. Sexual harassment can be perpetrated upon members of the opposite gender or one's own gender. Occasional compliments of a socially acceptable nature do not normally constitute sexual harassment. Similarly, depending upon the circumstances (including the nature or the context of an action), not all verbal or physical conduct will be considered sexual in nature.

The academic setting is distinct in the workplace and the College will maintain and encourage academic freedom. Academic setting will be considered in regard to complaints in the teaching context and to be sexual harassment such behavior must be persistent, pervasive and not germane to the subject matter.

Incidents of actual or attempted sexual assault or rape may be considered sexual harassment but are typically of a much more serious nature and so should warrant more appropriate action (e.g., bringing criminal charges, reporting to the Office of Public Safety) than this policy provides for and other policies (e.g., Sexual Assault Student Policy) may be applicable.

HARASSMENT COMPLAINTS

Catawba College encourages any person who feels he or she has been sexually harassed to take informal or formal steps to deal with sexual harassment. Complaints may be resolved through an informal or formal process as described below. Informal means are encouraged as the beginning point, but the choice of where to begin rests with the complainant. Among the informal steps that may be taken to deal with sexual harassment are:

1. Clearly say "NO" to the person whose behavior is unwelcome.
2. Communicate either orally or in writing with the person whose behavior is unwelcome. The most useful communication will have three parts:
 - a. A factual description of the incident(s) including date, time, place and specific action.
 - b. A description of the writer's feelings, including any consequences of the incident.
 - c. A request that the conduct cease. Frequently such a communication will cause the unwelcome behavior to stop.
3. Speak with the supervisor – department chair, dean or director – who may speak to the person whose behavior was unwelcome. The name of the complainant need not be disclosed. The purpose for such conversation is cessation of the unwelcome behavior.
4. Contact the appropriate College official listed below to facilitate a meeting with the alleged harasser.

If the informal process does not resolve the complaint to the complainant's satisfaction, or if the complainant prefers, the complainant may begin the formal process. The first step in the formal process to deal with a sexual harassment complaint is for the complainant to file a verbal report of the incident to the appropriate College official. Any student, faculty member or staff employee who knows of, receives information about, or receives a complaint of sexual harassment should report the information or complaint to the Human Resources Officer in a timely manner. The College also reserves the right to act as "complainant" and institute formal proceedings.

If the alleged harasser is:	Report harassment to:
Student	Dean of Students or Human Resource Officer
Staff	Human Resource Officer or Vice President for Finance
Faculty Member	Provost or Human Resources Officer
Human Resources Officer	Vice President for Finance or President of the College
Other (vendor, guests)	Human Resource Officer or Vice President for Finance
Vice President	Human Resource Officer or President of the College
President	Human Resource Officer or Chair of Board of Trustees

The College's Human Resources Officer is responsible for coordinating the College's efforts to comply with and carry out its responsibilities with respect to sexual harassment complaints. If an employee or student has any questions about how to file a sexual harassment complaint, he/she should contact the Human Resources Officer or the appropriate official listed above.

INVESTIGATION AND RESOLUTION

The appropriate College official contacted or his/her designee(s) will conduct the investigation with the Office of Human Resources. The investigation will include interviews of the complainant, the alleged harasser and other persons believed to have knowledge of the allegations as well as a review of any other information pertinent to the allegations.

The alleged harasser will be afforded an opportunity to respond to the allegations. Investigations of formal complaints should be concluded within twenty (20) calendar days after they are made. When it is not reasonably possible to conclude the investigation within that amount of time, the Office of Human Resources will notify the complainant and the alleged harasser in writing of the delay and the reasons for the delay. Additionally, a complainant may elect to withdraw a complaint at any time. However, the College reserves the right to complete the investigation of all complaints where it deems necessary to protect the interests of

the College and the community. The Human Resource Officer will maintain a record of the final disposition of all formal complaints, even when such investigations result in a finding of no harassment or insufficient information to find a violation of this policy.

NO RETALIATION

It is a violation of this policy to retaliate against a person for complaining of alleged harassment, or for assisting, participating or cooperating in an investigation of sexual harassment. When a member of the College community believes retaliation has occurred, the complainant may bring a complaint under this policy. The College also has the right to make such a determination on its own. Retaliation is a basis for corrective or disciplinary action.

CONFIDENTIALITY

The College will make reasonable efforts to keep all information relating to sexual harassment allegations and investigations confidential on a "need-to-know" basis, to the extent consistent with the College's legal obligations, the need to investigate allegations of sexual harassment, and the need to take corrective and/or disciplinary action. Any person who violates provisions of this policy including confidentiality provisions will be subject to disciplinary and/or corrective action.

CORRECTIVE AND/OR DISCIPLINARY ACTION

Following the College's investigation of any alleged sexual harassment, the College will determine the appropriate corrective or disciplinary action.

This may result in immediate sanctions, up to and including termination of employment for employees and immediate dismissal from the College for students if they are determined to have engaged in sexual harassment. Conduct approaching sexual harassment may also result in corrective and/or disciplinary action. For faculty members with continuous tenure, any decision to terminate shall then follow procedures for termination with adequate cause. The President of the College, or his/her designee, may impose a summary suspension prior to the resolution of the informal or the formal proceedings. A summary suspension may be imposed when, in the judgment of the President, the accused individual's presence on campus would constitute a threat to the safety and well-being of the members of the College community. During the summary suspension, the accused individual will not be permitted on College property without the approval of the President of the College.

IMPROPER COMPLAINTS

This policy shall not be used to bring frivolous or malicious complaints against anyone. Making a knowingly false complaint subjects the complainant to disciplinary or corrective action. However, failure to prove a claim of sexual harassment does not constitute proof of a false and/or malicious accusation.

THE APPEAL PROCESS (SEXUAL HARASSMENT GRIEVANCE COMMITTEE)

In the event a person is found in violation of this policy, he or she may appeal the decision and/or the sanction. Such appeal must be made within ten (10) days of notice of that decision and/or sanction. Such appeal must be made in writing and submitted to the Chair of the Sexual Harassment Grievance Committee. The Sexual Harassment Grievance Committee will be comprised of:

- Two students appointed by the President of the Student Government Association, or the Dean of Students.** **The student representatives will serve on the Committee only when a student is involved in the sexually harassment appeal being heard.
- Two representatives of the College staff appointed by the President of the College.
- Two representatives of the College faculty appointed by the Provost.
- The H.R. Officer shall serve in an ex officio (non-voting) capacity.
- The Provost and the Dean of Students or their designees.
- The Secretary of the Sexual Harassment Grievance Committee shall be the Administrative Assistant assigned to the Provost's Office. The Chair of the Committee shall be approved by majority vote by the committee members.

SEXUAL HARASSMENT GRIEVANCE COMMITTEE PROCEDURES:

- a. Confidential notice in the form of the written appeal will be provided to the Committee and the alleged harasser and complainant. The date and time of the hearing will be provided to all persons involved (alleged harasser, complainant, committee members, and any witnesses such as the investigators of the formal complaint).
- b. A verbatim record of the hearing including documentary or other evidence, but not the deliberation, will be made and kept secure and confidential as College property in the Human Resources Office for a period of no less than three years.
- c. All parties will be afforded an opportunity to obtain and present necessary witnesses and documentary or other evidence. Neither the alleged harasser nor the complainant may be represented by legal counsel at the hearing. A member of the College community (any non-lawyer faculty, staff or student being otherwise uninvolved in the matter) may attend at the request of a party but may not speak or participate directly in the appeal. If a committee member investigated the complaint being appealed, or otherwise was involved in the matter in a manner that makes it difficult to be impartial, he or she will not participate in Committee deliberations or vote but shall be available to testify.
- d. All parties will have the right to raise questions to the Committee to be asked of witnesses including other parties. The Committee will not be bound by strict rules of legal evidence and may hear any evidence that it deems of probative value in determining the issues involved. Decisions about procedural questions are subject to final decision by majority of the Committee. Every effort will be made to keep said evidence confidential within the proceedings. Committee decisions are determined by consensus when possible; otherwise, a simple majority rules.
- e. The Sexual Harassment Grievance Committee will make findings about the appropriateness of the decision and/or sanctions and, if it determines sanctions should be different, it will provide a clear and specific list of charges and recommended sanctions in a report to the President of the College. This will stand as the College's final decision unless timely appeal is made per the procedures below.

All steps of inquiries into complaints by the Sexual Harassment Grievance Committee will be closed and will be confidential. All members of the committee, the complainant, the alleged harasser, and all other parties involved in the hearing will be reminded of their obligation to maintain confidentiality of the complaint and evidence presented at the hearing. The Committee may affirm the prior decision and/or sanctions, remand the matter for further investigation as to specific matters or reverse the prior decision.

RIGHT TO APPEAL

The complainant and the harasser shall have the right to appeal the decision of the Sexual Harassment Grievance Committee to the President of the College if either party feels the actual process identified in this document has been violated or disagrees with the sanctions. In exercising the right of appeal to the President of the College, a written appeal must be made within ten (10) days after written notification of the decision being appealed. The President of the College may receive additional information if he/she believes the information will aid in the decision. A decision will be made within ten (10) days. The complainant and the harasser will be notified of the decision. The decision of the President of the College will be final. During the time of appeal and review by the President of the College, disciplinary action recommended as a result of the original complaint will not be implemented and/or enforced.

MORE INFORMATION

Please refer to the full College Sexual Harassment Policy including the appeals process which is available on the College intranet site or, contact the Office of Human Resources or Student Affairs.

IF YOU HAVE BEEN SEXUALLY ASSAULTED

Sexual assault is an act of violence. Students who are victims of an assault may be in a state of shock and disbelief and may be feeling a variety of emotions such as fear, anger and helplessness as well as shame and guilt. A victimized student may not know who to trust or turn to for help. This guide is designed to give students resources to help in recovery as well as to reduce the risk of an assault from happening again. Students are encouraged to seek help from the resource people in

this guide. There are trained professionals available at Catawba College who can provide information and support. Students are encouraged to use these resources. The College will respect the wishes of the student and will not force them toward any action.

If a student is sexually assaulted, she or he is encouraged to:

- 1) Get to a safe place as soon as possible.
- 2) Understand that the assault was not your fault, nor did you do anything to cause it or deserve it. 100% of the responsibility lies with the person who assaulted you.
- 3) Try to preserve all physical evidence. Do not wash, douche, use the toilet or change clothing if it can be avoided. If changing clothes is a must, put all clothing worn at the time of the attack in a paper bag, not plastic (this is important for evidence collection).
- 4) Contact any one of the following Catawba College offices to report the crime and receive assistance: Public Safety at 704-637-4000, College Chaplain at 704-637-4446 or 704-231-3128, Student Affairs at 704-637-4410, Health Services at 704-637-4404, Counseling Services at 704-637-4307, or a Residence Life staff member. A call to one of these offices does not mean that one has chosen to bring criminal charges. These officials are trained to assist in securing medical attention and professional counseling while assuring that evidence of the incident is collected and preserved in the event of a later decision to prosecute.
- 5) Report the crime to the Salisbury Police Department at 911 (non-emergency calls 704-638-5333). This is a personal decision that only the student who has been assaulted can make. Understand that making a report does not require the victim to press charges. Consider that the perpetrator may have had previous victims, and if attention is not brought on their behavior, it is possible that there will be more victims in the future.
- 6) Get medical attention as soon as possible to address physical health needs and to collect important evidence in the event of a later decision to take legal action. For the purpose of effective evidence collection, physical examination at a local emergency room must take place as soon as possible and no later than seventy-two (72) hours after the assault. For on campus services, call Health Services at 704-637-4404. For off-campus services, call the Rowan Regional Medical Center Emergency Department at 704-210-5035
- 7) Talk with a counselor who can provide emotional support and give information about resources while clarifying confidentiality. For on-campus services, call Counseling Services at 704-637-4307. For off-campus counseling and support services, call the Child and Family Abuse Crisis Council at 704-636-4718 or the Rape/Sexual Assault Hotline at 800-656-4673.
- 8) Confide in someone who can be trusted, a close friend or resident assistant, to turn to for support through recovery. If preferred, a member of the College staff who is knowledgeable about recovery resources can be chosen as a support person. To receive information on the Catawba College Student Conduct Code and procedures, please contact the Dean of Students or the Student Conduct Administrator at 704-637-4410.

Professional Boundaries

One of Catawba College's objectives is to help students achieve personal goals through an education rich in personal attention. To achieve that objective, Catawba College maintains a low student-faculty ratio which provides faculty with opportunities to counsel students and offer support. Flexible office hours, one-on-one guidance and genuine concern for students are hallmarks of Catawba College's faculty and staff.

While faculty and staff are encouraged to foster wholesome and appropriate relationships with students, amorous relationships between faculty or staff members and students, even of a consensual nature, are inherently problematic due to the unequal status of faculty or staff, and students. Such relationships have the potential to threaten the trust and respect that are necessary for wholesome and appropriate faculty/staff-student relationships by creating:

Perceived and actual undue favoritism that benefits students in consensual relationships with faculty or staff members;

A hostile and unacceptable environment for other students, faculty and staff, in which obtaining benefits appears contingent on amorous or sexual favors; and

Relationships that are less consensual than the faculty or staff member believes because of the

complex and subtle effects of the power differential between faculty/staff members and students. By jeopardizing the quality of faculty/staff-student interaction, these problems interfere with the mission of Catawba College.

For these reasons, faculty and staff shall not engage in consensual amorous relationships with students, even if the faculty or staff member has no immediate position of authority with respect to the student. A "consensual amorous relationship" is any romantic or physically intimate relationship. An "amorous consensual relationship" is any romantic or physically intimate relationship.

PROCEDURES

Implementation

It is essential that faculty and staff members of the College be aware of their responsibilities under this policy. Central to the implementation of this College policy is avoidance of situations that may result in developing such consensual amorous relationship or even the appearance of such a relationship. Professional activities with students are of course fitting and proper; personal or private activities with students should be approached with great caution.

Informal Resolution Attempts will be made to resolve the situation through informal and mutually satisfactory means. If the situation can be resolved, and professional and a consensual amorous relationships properly separated, and if there is no reason to believe that further problems exist, the matter will be ended.

Formal Complaint Procedures

Any member of the College community who believes that this faculty-staff-student policy is being violated may lodge a formal complaint to this effect with the appropriate College official(s) (i.e., students report a complaint to the Dean of Students, faculty to the Provost, staff to the Human Resources Officer unless one of these persons is involved in such instance the report can go to any of the other reporting avenues). All complaints must be in writing and will be held in the strictest confidence. Disclosure concerning the existence, source, or substance of a complaint will be solely at the discretion of the College official(s) investigating the complaint and will be limited to those who have an immediate need to know. The Dean of Students, Provost, and the Human Resources Officer will follow a process like that in the Catawba College Sexual Harassment Policy for the investigation and initial resolution of the complaint to resolve the problem as expeditiously and confidentially as possible. This is a serious issue and has strong ramifications for both the students and the faculty/staff members involved. Students or employees will not be penalized or discriminated against in any way for reporting incidents, but knowingly filing a false or malicious complaint will be considered a violation of the Honor Code or College policy. Violation of this policy may result in sanctions up to and including termination of employment for employees. For faculty members with continuous tenure, any decision to terminate employment will follow procedures for termination with adequate cause.

AMOROUS CONSENSUAL RELATIONSHIPS BETWEEN FACULTY AND STAFF

To preserve the integrity, respect, and professionalism among faculty and staff at Catawba College, both the fact and semblance of any exploitation must be avoided. The relative difference in power—actual or perceived—in working relationships must be recognized by the faculty and staff and must not be employed to anyone's advantage or disadvantage. Therefore, a faculty or staff member shall not exercise direct supervisory, evaluative, instructional, and/or advisory responsibilities, or participate in hiring, retention, promotion, or award decisions, for someone with whom there exists or has existed a consensual amorous relationship within the previous three years. Faculty or staff who believe that this policy has been violated should report the incident to the appropriate College official(s) (i.e., Dean of Students, Provost, Human Resources Officer), who will follow the Catawba College Sexual Harassment Policy for the investigation and initial resolution of the complaint to conduct an investigation and resolve the problem as expeditiously and confidentially as possible. Employees will not be retaliated against for good faith reporting of violations of the policy or for providing information truthfully in connection with an investigation. Disciplinary actions under the appropriate policies concerning personal misconduct will be taken against any person bringing a malicious or frivolous complaint in bad faith.

Arr. Jeremy Kider '95; transcribed for brass quintet by J.G. Poolos
(Dr. Alvin R. Keppel was president of Catawba College 1942-63)

Down in the verdant Southland,
High on the Piedmont plains,
There's a tower that is piercing the heavens,
And a campus of fond mem'ry lanes.
Higher than the walls of man's making
Are the thoughts of my sojourn there.
Brighter than the sun upon waking
Are the friendships time cannot outwear

Fair Catawba, my Catawba
Symbol of life and right!
We thy sons and daughters Hail thee, Queen of light!
Rich and glorious be thy future,
World of influence wide.
And with us, who bear thy culture,
May thy precepts and spirit abide.

This Student Handbook is an official publication of the Division of Student Affairs. Nothing in this Handbook may be considered as setting forth the terms of a contract between a student or prospective student and Catawba College. The College reserves the right to modify the requirements for admission and graduation; to amend any regulation affecting the student body; and to dismiss from the College any student if it is deemed by the College to be in its best interest or in the best interest of the student to do so.

Catawba College admits students without regard to race, national or ethnic origin, sexual orientation, religion, disability, or gender to all the rights, privileges, programs, and activities generally accorded or made available to students at Catawba, and does not discriminate on the basis of race, color, gender, sexual orientation, age, religion, national or ethnic origin, marital status, veteran status, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs. It complies fully with the prohibitions against discrimination on the basis of sex contained in Title IX of the Educational Amendments of 1972. The Catawba College Title IX Policy can be viewed at the end of this document or online at www.catawba.edu/titleix.

In employment of both students and staff, Catawba is an Affirmative Action and Equal Opportunity Employer.

RALEIGH 504440v3
RALEIGH 504440v5

ADDENDUM:

Catawba College Non-Discrimination Policy

CATAWBA COLLEGE POLICY FOR NON-DISCRIMINATION AGAINST INDIVIDUALS ON THE BASIS OF SEX

Catawba College is committed to providing equal opportunities for all students, employees, applicants for student admission and applicants for employment regardless of sex or sexual orientation unless allowed by law and deemed necessary to the operation of the College. The College complies with all applicable federal, state and local laws governing non-discrimination.

Catawba College will comply with Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.* (Title IX). **Title IX prohibits discrimination on the basis of sex in any education program or activity operated by a recipient of Federal financial assistance.** Catawba College receives financial assistance from the U.S. Department of Education, thus the College is subject to Title IX and its implementing regulations.

CATAWBA COLLEGE TITLE IX POLICY

- (1) Ensure that individuals are treated in a non-discriminatory manner in all educational and recreational programs or opportunities, including but not limited to intercollegiate and intramural athletics.
- (2) Ensure that individuals are treated in a non-discriminatory manner in any proposed educational and recreational programs or opportunities, including but not limited to intercollegiate and intramural athletics.
- (3) Inform the college's population that any individual who believes he or she has been discriminated against on the basis of sex, should file a grievance with the Title IX Coordinator.

TITLE IX GRIEVANCE PROCEDURES

To provide for the prompt and equitable resolution of complaints alleging action prohibited by Title IX.

- (1) Grievance is brought to Title IX Coordinator by the complainant or the complainant's colleague (friend, faculty member, staff member, etc.).
- (2) Complainant is interviewed by the Title IX Coordinator. If a grievance is filed, all parties should be notified immediately.
- (3) Complaint is heard by Title IX Committee, which is chaired by the Title IX Coordinator, within 10 days of the date that the grievance was filed.

(4) Any witnesses for the grievant and the recipient of the complaint are interviewed by the Title IX Committee.

(5) A decision is rendered by the Title IX Committee and the findings are forwarded to the College's Office of the President. The entire grievance process should not take more than 30 days.

Title IX Committee Selection

The Title IX Coordinator, with the President's approval, will select three individuals to serve on the Title IX Committee. The appointment will be for two fiscal years.

Testimony and Investigation

The Title IX Committee interviews the grievant, the recipient of the grievance and any witnesses with relevant information about the case. Only one witness is present before the committee at any given time. Any information can be submitted in written or oral presentations.

Deliberation

After all evidence has been reviewed, the committee votes by secret ballot to agree or disagree that the grievance is in violation of Title IX. The Title IX Coordinator counts the votes until a majority of like votes are found. Each committee member agrees to support the final decision, regardless of his or her personal decision about the case. Committee members are also reminded of their confidentiality commitment regarding all information about the case. The Title IX Coordinator sends the committee's decision to the President of the College as a recommendation as to whether an individual has been discriminated against or not.

Notification

Both parties involved in the grievance will be notified of the committee's decision in writing within five days of the conclusion of the case.

Accountability

All matters associated with the Title IX Committee process and hearings are confidential. The College will treat any violation of confidentiality as a serious offense and will maintain zero tolerance for such violations. All persons participating must maintain confidentiality and the complainant, witnesses and committee members are afforded complete privacy. All records and proceedings are considered confidential and will be maintained separate from personnel and student files, available only on a "need to know" basis and will be stored in the President's Office.

All attempts to influence witnesses or committee members and any harassment of any of the parties involved in the case will not be tolerated.

Any violation of the accountabilities referenced above will result in disciplinary

action up to and including termination of employment in the case of a faculty or staff member, or in the case of a student, expulsion from the college.