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HOURS OF CAMPUS SERVICES

- **Bookstore**
  8:00 a.m. - 4:30 p.m., Monday-Friday

- **Business Office**
  8:15 a.m. - 5:00 p.m., Monday-Friday

- **Bully’s Campus Grill**
  As posted

- **Career Services**
  8:15 a.m. - 5:00 p.m., Monday-Friday

- **Computer Labs**
  As posted - or call 6436

- **Dining Hall**
  Monday-Thursday
  Breakfast — 7:00 a.m. - 10:00 a.m.
  Lunch — 11:30 a.m. - 2:00 p.m.
  Dinner — 4:30 p.m. - 7:00 p.m.
  Friday
  Breakfast — 7:00 a.m. - 10:00 a.m.
  Lunch — 11:30 a.m. - 2:00 p.m.
  Dinner — 4:30 p.m. - 7:00 p.m.
Saturday-Sunday
Brunch — 10:30 a.m. - 1:00 p.m.
Dinner — 4:30 p.m. - 6:30 p.m.

Bully’s Campus Grill
Monday-Thursday — 8:30 a.m. - 11:00 p.m.
Friday — 8:30 a.m. - 8:00 p.m.
Saturday — 2:00 p.m. - 8:00 p.m.
Sunday — 2:00 p.m. - 8:00 p.m.

Hines Hall Express
Monday-Friday — 7:30 a.m. - 1:00 p.m.

Hours are subject to change for holidays, breaks, inclement weather, and other reasons. Please visit www.barton.campusdish.com for updates.

• **Student Health Center**
  10:00 a.m. - 4:00 p.m., Monday - Friday
  
  *Call 6497 to make an appointment with the Physician or Family Nurse Practitioner (FNP-C)*

• **Hackney Library**
  During regular sessions:
  8:00 a.m. - 11:00 p.m., Monday-Thursday
  8:00 a.m. - 8:00 p.m., Friday
  10:00 a.m. - 7:00 p.m., Saturday
  2:00 p.m. - 11:00 p.m., Sunday
  
  Between sessions: 8:00 a.m. - 5:00 p.m.
  
  *Sunday hours may vary during College breaks.*
  
  Breaks include: Fall Break, Spring Break, and Summer Session.

• **Post Office**
  10:00 a.m. - 12:00 p.m. and 1:00 p.m. - 3:30 p.m.
  Monday-Friday

• **Office of Student Affairs**
  8:15 a.m. - 5:00 p.m., Monday - Friday
FALL SEMESTER - 2016

New Student Orientation Session ................................................................. Wednesday, August 10 through Friday, August 12
New Student Welcome Weekend ................................................................. Thursday, August 11 through Monday, August 15
Continuing Students Arrive ........................................................................ Saturday, August 13
Classes Begin – 8:00 a.m. / Last Day for 100% Refund ........................................ Monday, August 15
Last Day for Adding and Dropping Courses ................................................... Friday, August 19
Last Day to be Present in Classes to Confirm Enrollment - 10:00 p.m. ............... Tuesday, August 23
Labor Day (No classes, offices are open) ....................................................... Monday, September 5
Last Day to Drop with a W Grade (Non-Punitive) - 5:00 p.m. ......................... Tuesday, September 13
Fall Break Begins - 6:00 p.m. ..................................................................... Friday, October 7
Classes Resume – 8:00 a.m. ..................................................................... Wednesday, October 12
Advisor/Advisee Meeting – 11:00 a.m. ......................................................... Tuesday, October 18
Advanced Registration Period .................................................................... Tuesday, October 18 through Friday, October 28
Day of Service (No classes) ........................................................................ Wednesday, October 19
F.Y.S. Advisor/Advisee Meeting – 11:00 a.m. ................................................ Friday, October 21
Last Day to Withdraw from a Course - 5:00 p.m. (WP or WF) ......................... Tuesday, October 25
Last Day for Requesting Changes in Final Examination Schedule ............. Tuesday, November 15
Thanksgiving Break Begins – 6:00 p.m. ...................................................... Tuesday, November 22
Classes Resume – 8:00 a.m. ..................................................................... Monday, November 28
Classes End ............................................................................................... Wednesday, December 7
Reading Day ............................................................................................. Thursday, December 8
Examination Period .................................................................................. Friday, December 9 through Wednesday, December 14
Fall Semester Ends .................................................................................... Wednesday, December 14

SPRING SEMESTER - 2017

New Student Orientation ........................................................................... Friday, January 6
Faculty, Administration, and Staff Meeting ................................................... Friday, January 6
Classes Begin – 8:00 a.m. / Last Day for 100% Refund ............................... Monday, January 9
Last Day for Adding and Dropping Courses ............................................... Friday, January 13
Martin Luther King, Jr. Holiday (College closed) ........................................ Monday, January 16
Last Day to be Present in Class to Confirm Enrollment - 10:00 p.m. .......... Wednesday, January 18
Last Day to Drop with W Grade (Non-Punitive) - 5:00 p.m. ....................... Tuesday, February 7
Spring Break Begins – 10:00 p.m. .............................................................. Friday, March 3
Classes Resume – 8:00 a.m. .................................................................... Monday, March 13
Advisor/Advisee Meeting – 11:00 a.m. ...................................................... Tuesday, March 14
Advanced Registration Period ................................................................. Tuesday, March 14 through Thursday, March 23
Last Day to Withdraw from a Course - 5:00 p.m. (WP or WF) .................. Thursday, March 23
Day of Scholarship (No classes) .............................................................. Tuesday, April 11
Good Friday (College closed) ................................................................. Friday, April 14
Last Day for Requesting Changes in Final Examination Schedule ........... Monday, April 24
Classes End ............................................................................................. Thursday, May 4
Reading Day ........................................................................................... Friday, May 5
Examination Period ................................................................................ Monday, May 8 through Thursday, May 11
Spring Semester Ends ............................................................................. Thursday, May 11
Commencement ....................................................................................... Saturday, May 13
APP FALL SEMESTER - 2016
First Accelerated Session Classes Begin ................................................................. Monday, August 15
Last Day for Adding and Dropping Courses ......................................................... Before the First Class Meeting
Last Day to be Present in Classes to Confirm Enrollment - 10:00 p.m. ................. Sunday, August 28
Last Day to Receive a W Grade (Non-Punitive) - 5:00 p.m. ............................. Monday, September 5
Last Day to Withdraw from a Course - 5:00 p.m. (WP or WF) ......................... Monday, September 19
First Accelerated Session Ends ........................................................................... Saturday, October 8

Second Accelerated Session Classes Begin ......................................................... Wednesday, October 12
Last Day for Adding and Dropping Courses - 5:00 p.m. ... Before the First Class Meeting
Last Day to be Present in Classes to Confirm Enrollment - 10:00 p.m. ............... Sunday, October 25
Last Day to Receive a W Grade (Non-Punitive) - 5:00 p.m. ........................... Wednesday, November 2
Last Day to Withdraw from a Course - 5:00 p.m. (WP or WF) ....................... Wednesday, November 16
Thanksgiving Break Begins - 10:00 p.m. ......................................................... Tuesday, November 22
Classes Resume ........................................................................................................ Monday, November 28
Second Accelerated Session Ends ........................................................................ Saturday, December 10

APP SPRING SEMESTER - 2017
First Accelerated Session Classes Begin ................................................................. Monday, January 9
Last Day for Adding or Dropping Courses - 5:00 p.m. ... Before the First Class Meeting
Last Day to be Present in Classes to Confirm Enrollment - 10:00 p.m. ................. Sunday, January 22
Last Day to Receive a W Grade (Non-Punitive) - 5:00 p.m. ............................ Monday, January 30
Last Day to Withdraw from a Course - 5:00 p.m. (WP or WF - Punitive) .... Monday, February 13
First Accelerated Session Ends ........................................................................... Saturday, March 4

Second Accelerated Session Classes Begin ......................................................... Monday, March 13
Last Day for Adding or Dropping Courses - 5:00 p.m. ... Before the First Class Meeting
Last Day to be Present in Classes to Confirm Enrollment - 10:00 p.m. ................. Sunday, March 26
Last Day to Receive a W Grade (Non-Punitive) - 5:00 p.m. ............................ Monday, April 3
Second Accelerated Session Ends ........................................................................ Monday, April 17

SUMMER SESSION I - 2017
Summer Session I Classes Begin ................................................................. Tuesday, May 30
Last Day for Adding or Dropping Courses - 11:00 p.m. ................................. Friday, May 5
Last Day to be Present in Classes to Confirm Enrollment - 10:00 p.m. .......... Wednesday, May 3
Last Day to Receive a W Grade (Non-Punitive) - 5:00 p.m. ........................... Tuesday, May 16
Independence Day (College closed) ................................................................. Thursday, May 25
Last Day to Withdraw from a Course - 5:00 p.m. (WP or WF - Punitive) .... Tuesday, May 23
Summer Session I Ends .................................................................................. Tuesday, May 23

SUMMER SESSION II - 2017
Summer Session II Classes Begin ................................................................. Monday, June 12
Last Day for Adding or Dropping Courses - 11:00 p.m. ................................. Monday, June 19
Last Day to be Present in Classes to Confirm Enrollment - 10:00 p.m. .......... Tuesday, June 20
Independence Day (College closed) ................................................................. Tuesday, June 27
Last Day to Receive a W Grade (Non-Punitive) - 5:00 p.m. ........................... Wednesday, June 28
Last Day to Withdraw from a Course - 5:00 p.m. (WP or WF - Punitive) .... Tuesday, July 18
Summer Session II Ends .................................................................................. Friday, July 21

Sub-Term I Classes Begin ................................................................. Monday, June 12
Last Day for Adding or Dropping Courses - 11:00 p.m. ................................. Monday, June 19
Last Day to be Present in Classes to Confirm Enrollment - 10:00 p.m. .......... Thursday, June 15
Last Day to Receive a W Grade (Non-Punitive) - 5:00 p.m. ........................... Monday, June 26
Last Day to Withdraw from a Course - 5:00 p.m. (WP or WF - Punitive) .... Tuesday, June 27
Sub-Term I Ends .............................................................................................. Friday, July 7

Sub-Term II Classes Begin ................................................................. Monday, July 10
Last Day for Adding or Dropping Courses - 11:00 p.m. ................................. Tuesday, July 11
Last Day to be Present in Classes to Confirm Enrollment - 10:00 p.m. .......... Thursday, July 13
Last Day to Receive a W Grade (Non-Punitive) - 5:00 p.m. ........................... Monday, July 17
Last Day to Withdraw from a Course - 5:00 p.m. (WP or WF - Punitive) .... Tuesday, July 25
Sub-Term II Ends .............................................................................................. Friday, August 4

COMMENCEMENT ........................................................................................................ Saturday, May 13
Dear Students,

Welcome to Barton College! The beginning of an academic year affords us the opportunity to consider the possibilities ahead and commit to approaching them with intentionality, enthusiasm, and resolve. Together, we can expect remarkable experiences and outcomes in the 2016-2017 academic year.

To that end, this handbook is an essential resource. Refer to it and become familiar with campus policies, expectations, and resources that bind you to Barton. Herein are the values and standards that should guide your actions on campus and in the community.

As an integral member of this living-learning environment, you will be challenged academically and encouraged to explore curricular and co-curricular opportunities. Barton seeks to influence the intellectual, spiritual, social, and cultural development of students, and each interaction will prepare you for a lifetime of meaningful leadership and service.

A college education is an incredible opportunity, and Barton is a special place. I encourage your curiosity, tenacity, and self-awareness as you define your goals and pursue your successes here. The information in this handbook will be useful as you determine your path, and I look forward to sharing your journey.

Sincerely,

Douglas N. Searcy, Ph.D.
President
Welcome from the Student Government Association

Welcome all New and Returning Bulldogs!

Hello, my name is Rachel Krueger and I am a rising junior. My very first role as Student Government President, and probably my favorite role, is to welcome new students to the bulldog experience.

Your experience at Barton College is one that will be very different from many schools. It is one in which you have a chance to learn and grow in all things offered on campus. You will have the chance to build impactful relationships in and out of the classroom that carry you through the next four years. You will have many opportunities to try new things and discover who you are. While going through this journey you will learn that you have a support system everywhere you turn. The faculty, staff, and students at Barton College all have one goal in mind; to be a successful College. That includes helping each other when times get rough and continuously lifting each other up, even when we think we are at our highest. We hold ourselves to a high standard and that is something that will help us after these four years.

I cannot wait to meet each and every one of you. Remember that no matter how hard things may seem, you can get through it. We are Barton Bold!

Rachel Krueger
2016-2017 SGA President
STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

The Student Right to Know and Campus Security Act of 1990 makes certain information available upon request (annual security report) to all current students, employees, and to applicants for enrollment or employment. The Vice President for Student Affairs is the designated campus authority responsible for the implementation of Federal Regulation 34.688.47. This report can be obtained from the Campus Police Office and is dispersed at the beginning of each semester through various college publications and programs. Access to this report is available through the College web site link:

https://www.barton.edu/pdf/studentlife/clery-report.pdf
English Version
Barton's commitment to diversity is shaped by a broad understanding and appreciation of spirituality, scholarship, social awareness, community outreach, service learning and cultural engagement. Barton community members actively embrace an environment where diversity and inclusivity are valued, where differences are respected, and where opportunities to learn from each other and about each other are celebrated.

Spanish Version
El compromiso de Barton College con la diversidad, se fundamenta en un profundo y amplio aprecio de la importancia de la espiritualidad, la actividad académica, la conciencia social, el alcance comunitario, el aprendizaje a través del servicio y la promoción cultural. Los miembros de la comunidad de Barton College promueven activamente un ambiente en donde la diversidad y la inclusión son valoradas, las diferencias respetadas, y en el que las oportunidades para aprender del otro son siempre celebradas.
ATHLETIC PROGRAMS

Intercollegiate Athletics

Barton College is a member of Conference Carolinas and NCAA Division II. Other members of the conference are Belmont Abbey College, Converse College, Emmanuel College (Ga.), Erskine College, King University (Tenn.), Lees-McRae College, Limestone College, the University of Mount Olive, North Greenville University, Pfeiffer University, and Southern Wesleyan University. The Barton College teams are known as the Bulldogs, and the colors are royal blue and white.

Barton has 21 intercollegiate sport programs. Teams for men and women are basketball, cross-country, golf, soccer, tennis, indoor track and field, outdoor track and field, soccer, tennis, volleyball, and swimming. Teams for men in baseball and for women in fast-pitch softball and lacrosse are also fielded. The basketball and volleyball teams play their home games in Wilson Gymnasium. The soccer, softball, and baseball teams play their home games at the Barton College Athletic Complex on Kincaid Avenue. Any student interested in participating on a team, or serving in a support capacity for a team, should contact the respective head coach.

Intramural Sports

The Office of Intramural Sports provides co-ed leagues, tournaments, and events in a wide variety of team sports and individual activities. Some of the team activities offered may include: 7-on-7 flag football, 6-on-6 indoor soccer, 6-on-6 volleyball, basketball, softball, wiffle ball, or tennis. Individual events and tournaments may include: dodge ball, kickball, golf, disc golf, or a 5K race. Additional sports and activities may be offered depending on demand.
Students have the option of submitting either an entire team roster (usually eight to ten per team per sport) or may sign up as a “free agent.” Being a free agent means the Intramurals Sports Staff will place the interested student on any team to complete rosters.

If you are interested in learning how to officiate a sport, opportunities, training, and compensation are available.

For more information, contact the Office of Intramural Sports located on the ground floor of Hamlin Student Center.

CAMPUS SERVICES

• Office of Student Success

The Office of Student Success provides programs and services to encourage the academic and personal development of all Barton College students, coordinates academic advising and support services, and supports first-year students in their transition to college. Students seeking help with note-taking, test-taking, or other study skills may make an individual appointment. Staff members also advise students exploring majors or considering a change in major. The Office of Student Success houses books and computers dedicated to academic resources and practice tests for the GRE, LSAT, MCAT and Praxis I.

• Academic Resources for Student Success

All Barton students are encouraged to meet regularly with their academic advisors, utilize study time wisely, and assume responsibility for their own learning. Because Barton College is
committed to student success, support services are available to assist students in developing their academic skills. In addition, our faculty members are available to meet with students outside of class to discuss concepts, answer questions, and suggest effective study strategies.

• **Bulldogs CARE**
  The Bulldogs CARE program encourages faculty and staff to identify and connect with students to encourage student success and persistence to graduation. The program builds on existing relationships to provide support to students.

• **Writing, Reading and Tutoring**
  The Sam and Marjorie Ragan Writing Center is available for students who desire extra help with writing, reading, and research skills. The tutors in The Sam and Marjorie Ragan Writing Center can help you with planning, organizing, revising, and editing your papers or oral presentation materials.

• **Supplemental Instruction**
  Supplemental Instruction (SI) is a series of weekly review sessions for students taking historically difficult courses. SI is provided for all students who want to improve their understanding and performance in the course. It gives students a chance to get together to compare notes, discuss important concepts, develop strategies for studying, and test each other. Two study sessions per week are facilitated by SI Leaders, upper-class students who have successfully completed these courses and were recommended by the faculty for the position. SI Leaders participate in the course for a second time to develop relationships with students and refresh themselves on the material. SI offerings vary each semester. Students should check with the Office of Student Success or the professor of the course to see if SI is being offered.
• **Oral Communications Center**
  Oral Communications Center tutors provide peer-to-peer feedback, guidance, and support to help students, faculty, and staff develop oral communication confidence and competence. Drop-ins and appointments are available.

• **Peer Tutors**
  Peer Tutors are available to supplement in-class instruction for most core classes. Peer Tutors meet with students by appointment only. Tutoring appointments can be made in the Office of Student Success, located on the first-floor of Hackney Library, or online through Campus Connect or the Barton College web site. These services are free to all Barton students.

• **Transcripts**
  The first copy of a student’s transcript is issued to him/her without charge. Requests for subsequent, official transcripts should be made to the Registrar in writing and must be accompanied by a remittance of $8.00 for each copy issued, and $10.00 for each copy (unofficial) that is faxed. Allow approximately one week for transcripts to be mailed. Students are reminded that all obligations to the College must be cleared before the Registrar is permitted to send a transcript.

• **Withdrawals**
  Students who wish to officially withdraw from the College should obtain a withdrawal form through the Office of Student Success. Students must obtain a signature of clearance from each office listed on the form. ID cards must be surrendered prior to processing the form. Tuition and fees are subject to the refund schedule as outlined in the College catalog.

  Students who withdraw receive the following grades based on the specific dates published in the College calendar:

  — No grade: during Add/Drop Period
  — W Grade: Before last day to drop with a “W” (non-punitive) grade
— WP/WF Grade: Before last day to Withdraw from a course
(withdrawal pass/withdrawal fail)

— WF Grade: After last day to Withdraw from a course

The last day to begin the withdrawal process is the last day of class during the semester in which the withdrawal is to occur. Students wishing to obtain a medical withdrawal are also referred to the Office of Student Success. Appropriate documentation, as requested by the College, must be submitted within 30 days of the withdrawal date in order for a medical withdrawal to be granted. Students are expected to leave the campus within 24 hours after submitting the withdrawal form, unless given permission otherwise by the Vice President for Student Affairs or his/her designee. Failure to complete the formal withdrawal process may result in a failing grade in all courses in which the student is enrolled.

• Career Services Center

Information on career exploration and job search preparation is offered through the Office of Student Success. Professional staff is available to assist students in major and career decision-making through skill and interest assessments and exploration of major and career options. Students can receive assistance in arranging informational interviews with Barton alumni or community members and in finding experiential learning opportunities, such as job shadowing and internships. The staff also works with students in the job and internship search process by evaluating resumes and other application materials, conducting practice interviews, and exploring search strategies with the student. Students have access to employer information, job and internship listings, career planning books and materials, and graduate school application assistance. Services are offered through workshops and individual counseling sessions.
• **Accelerated Professional Programs**
  Barton’s Accelerated Professional Programs (APP) provide expanded options for our adult students. These programs are designed with the working adult in mind, who may experience additional commitments and responsibilities than our traditional students. The Accelerated Professional Programs include course options in the evenings during the week and online, as well as Saturday course offerings. These programs provide options for adults who want to complete their degrees, add an area of expertise to their resumes, prepare for a career change, or pursue personal interests in one or more areas of the liberal arts. The phone number for the Director of Accelerated Professional Programs is (252) 399-6365.

• **Academic Services for Students with Disabilities**
  Barton College complies with the requirements of the Americans with Disabilities Act. Students with disabilities who wish to receive assistance and/or accommodations should contact the Disability Services Coordinator at 252-399-6496 or at healthcenter@barton.edu to schedule an appointment or if additional information is needed. The Disability Services Office is located in the Lee Student Health Center.

  One of the roles of the Disability Services Coordinator is to serve as a liaison between the faculty and the student. Please note that it is the responsibility of the STUDENT to contact the Disability Services Office.

  *A Disability Services Handbook* that outlines more specific information can be found on the Barton College website at http://www.barton.edu/pdf/studentlife/disability-services-handbook.pdf.
• **Alumni Association**

The Barton College Alumni Association includes more than 26,000 graduates and former students. Anyone who has successfully completed two semesters at Barton College is considered an alumnus/a and is automatically a member of the association. The association is governed by the Alumni Board. The purpose of the organization is to promote fellowship among its members and continue the ties and bonds of college days. The members are encouraged to take part in activities such as organizing reunions and encouraging prospective students to consider Barton College. The association calendar is highlighted by Homecoming each year.

• **Banks**

First Citizens Bank (252-399-5000) maintains an ATM machine in Hamlin Student Center and also has several branch offices in Wilson. BB&T (252-246-2150) maintains an ATM machine in Hines Hall and has a branch office approximately four blocks from the Barton College campus on Nash Street. PNC Bank (252-206-5500), Southern Bank (252-206-5500), and Wells Fargo (252-399-6213) (800-822-7887) are also near campus.

• **Bookstore**

The College Bookstore is located directly behind Hamlin Student Center. Students may purchase books, supplemental readings, office supplies, class rings, and graduation announcements. You may also take advantage of the in-store book rental program. Other items offered in the store include collegiate wear, Barton insignia items, gifts, and note cards. Purchases may be paid for by cash, personal check, MasterCard, Visa, Discover Card, or student debit card.

**Refunds**

To receive a 100% refund on textbooks, the following policies are observed by the Bookstore: (1) the course is cancelled; (2) the course is dropped during designated Drop/Add period dates; (3) a sales receipt is presented; (4) the book is in like-new condition with no marks or names written in it; and (5) a book having a plastic covering must be returned with covering unbroken.
• **Campus Police**

Security for the Barton College campus is provided through a contractual agreement between Barton College and the City of Wilson. The Barton College District Office of the Wilson Police Department is operated under the auspices of this agreement and is staffed by sworn police officers employed by the Wilson Police Department. The Barton College District Office is located on the ground floor of Waters Hall.

Police officers who patrol the campus have the authority and responsibility to investigate and prosecute all crimes which occur on campus. The officers are available and on duty 24 hours a day, 365 days a year.

• **Parking Regulations and Permit Requirements**

All vehicles using college-owned parking facilities must be registered with the Administration Division through the Barton Police Office. Persons registering vehicles will be issued a parking permit to be affixed to the bottom left of the back window of the vehicle.

If a registered vehicle is sold, or otherwise disposed of, the parking permit should be removed and returned to the Campus Police Office. A new parking permit will be issued at no charge. The College is not responsible for lost or stolen parking permits.

Certain parking spaces on the campus are designated for handicapped, visitor, and special designation parking only. The College has open parking whereby students, faculty, and staff can park in delineated parking spaces on a first-come, first-served basis. The College does not guarantee the availability of parking spaces and encourages commuting students to arrive in plenty of time to find a parking space prior to class.

Parking tickets will be placed on all vehicles that are unregistered, and/or improperly or illegally parked. Parking ticket fines are $10.00 per violation. Parking fines will be paid at the Business Office. No refunds of parking permit fees will be made to those individuals whose privileges are revoked or suspended for cause.
Students with outstanding fines will not be permitted to pre-register or receive academic transcripts until all fines are cleared.

Students will be required to return their motor vehicles to their homes if, in the opinion of the Vice President for Student Affairs, possession of the vehicle is interfering with academic achievement or campus adjustment. Students who repeatedly violate parking regulations may be subject to disciplinary action.

Finally, the College reserves the right to search any vehicle parked on campus property, if in the opinion of the Vice President for Student Affairs, a search is justifiable. If a search is granted, a search warrant (in writing) will be provided to the owner at the time of the search. A search warrant is issued after probable cause is developed and is only obtained by law enforcement.

The College will not be responsible for any loss or damage to vehicles caused by theft, vandalism, acts of nature, or other causes beyond its control.

• **Identification Cards**

All students, including Accelerated Professional Programs’ and part-time students, faculty, and staff, must have an identification card. The card serves as an access card to buildings after hours, as a library card, as a meal ticket, and provides access to his/her class schedule. It is not permitted for a student to allow the ID card to be used by another person (whether a student or not). This card must be carried at all times and must be shown to authorized college personnel upon request.

Should you lose your card, you must notify the Campus Police Office immediately. A lost or stolen card poses a security breach. A $20.00 replacement fee is required to be paid in the Business Office. Once the payment is received, the replacement card may be picked up in the Campus Police Office.

Identification cards will be validated each semester while students are in attendance at Barton College. In order to obtain a student identification card, the student must have cleared the Business Office. To clear the Business Office, the student must pay his/her
account in full or make payment arrangements for the term. If a student withdraws during the semester, the ID card must be turned in to the Campus Police Office.

• **Dining Services**

  Our newly renovated Dining Hall is located on the second floor of Hamlin Student Center and serves breakfast, lunch, and dinner Monday through Friday, and brunch and dinner on Saturday and Sunday to the entire campus community. The Dining Hall accepts meal plans, Bully Bucks, Bulldog Bucks, and cash. Throughout the year, students will enjoy monotony breakers’ special holiday and theme dinners, and premium meals featuring upscale menu items.

  Bully’s Campus Grill is located on the ground floor of Hamlin Student Center and is a popular student hangout after classes and at night. Bully’s features burgers, fries, and specialty sandwiches, milkshakes and smoothies, bottle beverages, and convenience store items in a fun atmosphere. Meet your friends and watch your favorite shows on TV. Bully’s accepts Bully Bucks, Bulldog Bucks, Visa, MasterCard, and cash.

  Located in the lobby of Hines Hall, Hines Hall Express offers a large variety of beverages (featuring Java City brewed coffee), snacks, and grab-and-go meals. Cash, Bulldog Bucks, Bully Bucks, Visa, and MasterCard are accepted.

• **Meal Plans**

  Dining on campus is a quintessential part of the overall college experience. A meal plan allows you to enjoy food with your friends on campus near your classes and residence hall while giving you more time to focus on your studies as you adjust to college life, and you are guaranteed to receive the lowest possible price on your food purchases. All students residing in the residence halls are required to participate in the College’s meal plan.
Each resident meal plan is made up of two equal parts:

1) Weekly Meal Allowance: You’ll receive an allotment of all-you-care-to-eat meals to use each week in the Dining Hall. Each time you enter the Dining Hall, the cashier will deduct one meal from your weekly meal allowance.

2) Bully Bucks: A declining balance account that can be used in Bully’s Campus Grill and Hines Hall Express or to purchase additional meals in the Dining Hall. Additional funds may be added at any time.

All meal plan participants pay the same rate per semester. The non-refundable balance, or difference in cost between the rate and the option chosen, is placed in the Bully Bucks account.

- **19 Meals**
  - 19 all-you-care-to-eat meals/ week
  - $200 Bully Bucks per semester

- **14 Meals**
  - 14 all-you-care-to-eat meals/ week
  - $200 Bully Bucks per semester

- **10 Meals**
  - 10 all-you-care-to-eat meals/ week
  - $200 Bully Bucks per semester
  
  *East Campus Suites’ residents only

**Special Dietary Needs**

Dining Services works closely with students to help accommodate special nutrition-related requests. We strongly recommend that everyone on campus who has a food allergy, sensitivity, or intolerance contact us before or upon their arrival on campus so that we may become familiar with their particular needs and concerns. Please contact the Director of Dining Services, Tony Tilley, at 252-399-6396 or ttilley@barton.edu.
Meal plan exceptions will only be approved for bona fide medical/dietary conditions. Requests must be initiated through the Vice President for Student Affairs. Exceptions are granted for one semester at a time. Please visit www.barton.campusdish.com for specific information.

• **Employment**

The College offers various part-time jobs in the library, dining hall, departmental offices, and elsewhere on campus. Students interested in working on campus should complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

• **Financial Aid**

At Barton, we have made applying for financial aid easy. All it takes is one form – the Free Application for Federal Student Aid (FAFSA). The FAFSA allows the federal government to determine how much your family can be expected to contribute to educational expenses. When you apply for financial aid, the amount you are awarded is based on the difference between the cost of attending Barton College and this expected contribution.

1) Complete the FAFSA. You can fill out the application online at www.fafsa.gov.

2) Enter Barton’s school code (002908-00) on your FAFSA so that we receive your information as soon as it is processed.

3) Submit your FAFSA as soon as possible after October 1, but no later than April 1 each year. If you apply after April 1, you will be considered for only whatever funds are still available.

After you submit your FAFSA, you should hear from the Office of Financial Aid within two weeks.
• **International Student Services**

The Coordinator of International Study is responsible for the processing of all applications by non-residents of the United States for admission to the College. Once an international student deposits, they are advised on immigration matters, and issued the initial I-20 form and appropriate documents from the College by the ISA Coordinator. The ISA Coordinator works with the international students throughout their college career by managing their I-20 record in the Student Exchange and Visitor Information System (SEVIS).

• **Student Health and Counseling Services**

All full-time and part-time students are eligible for student health services at the Lee Student Health Center located on the corner of Atlantic Christian College Drive and Championship Drive, next to Hackney Hall. The Health Center is open for fall and spring semesters. Students can be seen by a nurse anytime the Health Center is open. The Health Center does not issue notes to excuse a student’s absence from class. The authority to excuse a student’s absence from class remains with the faculty of the College.

A Physician is available on Mondays and Thursdays to provide treatment for minor illness and injuries on a walk-in basis. A Physician’s Assistant is available on Tuesdays for the treatment of women’s health issues (by appointment only).

A women’s health physician is available to female students on Wednesdays (by appointment) for health coaching and to assist women in the development of healthy attitudes and behaviors, and to focus on optimal health and wellness.

Appointments may be made by calling ext. 6493. There is no charge to see the physicians or PA-C, but some fees may apply for prescribed medications and/or laboratory work if ordered.

The Health Center offers certain vaccinations and Tuberculin skin tests for a fee. Students are encouraged to utilize Health Center services for medical advice and care before seeking off-campus health care. There is no limit to the number of times a student can be seen in the Health Center.
--- Health Center Hours of Operation
10 a.m. - 12:30 p.m. and 1 p.m. - 4 p.m., Monday - Friday
• Emergencies: Call 911 or Campus Police (6911)
• Wilson Medical Center Emergency Room (252-399-8102)
  Open 24 hours a day.

Transportation
Student health nurses and safety officers are not allowed to leave campus to transport students to appointments. In cases of medical emergency, local EMS (9-911) will be called. In non-emergency situations, a taxi may be called at the student’s expense.

Referrals
Health services not provided at the Health Center may be obtained through local physicians. Students will be responsible for any charges incurred as a result of a physician referral.

Immunization and Medical Records
North Carolina state law, N.C.G.S.§130A-155.1, mandates students attending a college or university, whether public or private, to present a Certificate of Immunization or a record of an immunization from a high school. In general, the law requires those students who reside on campus or students residing off-campus who are taking five (5) or more traditional day credit hours on campus per semester, must meet the North Carolina State Law Immunization requirements contained in the student health form. Exceptions to this law include: students who have a bona fide documented medical or religious exemption; students who reside off-campus and are exclusively enrolled in only weekend, evening, online courses; and students enrolled in no more than four (4) traditional day hours per semester.

Immunizations for enrollment should be obtained prior to attending Barton College at a local physician's office, health department, medical office or urgent care provider. The Lee Student Health Center provides the medical form for each deposited students and any student failing to submit this form and immunization documents or who fails to meet any immunization exception will be administratively withdrawn from registered courses.
provide a completed student health form, immunization results, and health history information will result in administrative dismissal from the College. If students do not meet the immunization requirements, dismissal from Barton College is mandatory under North Carolina Law. All medical records are kept for seven (7) years after graduation or date of matriculation. All health and medical information is strictly confidential. Health records are not available to anyone outside the Health Center staff, without the written permission of the student.

Counseling Services

The Counseling Center is located in the Lee Student Health Center. Office hours are Monday - Friday, 10:00 a.m. - 12:30 p.m. and 1:00 p.m. - 4:00 p.m. Counseling services are confidential and free to all students.

Counseling services are offered by the Campus Counselor to assist students in their development and adjustment within the college community from the time of enrollment through graduation. Common issues addressed in counseling include depression, stress management, relationship issues, and grief. Students may also be referred to resources in the community. To schedule an appointment with the counselor, call (252) 399-6587 or email: healthcenter@barton.edu.

For after-hour emergencies, call the Wilson Police Department-Barton College District (6911) or the Residence Life on-call staff person (252) 289-7993.

• Library

The Willis N. Hackney Library was named in honor of a friend of the College. The library, which provides a variety of seating for 250 users, is open an average of 94 hours per week to serve both the college community, its primary clientele, and Friends of Hackney Library and residents of the Wilson community. Hackney Library’s first floor is for collaborative group study and in conjunction with the Office of Student Success, for peer tutoring, and includes group study tables, movable white boards, and a more casual setting, as well as the popular learning café with vending machines and diner-style
booths. The library’s second floor, known as the “Quiet Zone,” is reserved for quiet study and features individual study carrels and individual and group study rooms.

The library’s collection includes almost 125,000 volumes, more than 245,268 electronic books, and a substantial collection of non-print materials, including audiovisuals, streaming media, and the like. Hackney Library currently subscribes to over 75 periodicals and newspapers in print format, and it also provides full-text access to over 60,000 electronic periodical subscriptions. The Curriculum Lab, located on the second floor of Hackney Library, includes resource materials used in the North Carolina public schools from Kindergarten through twelfth grade. Hackney Library is also a depository for selected U.S. Government documents and offers internet access to a wide variety of government resources.

The K.D. Kennedy, Jr. Rare Book Room, located on the second floor of Hackney Library, contains books with a special emphasis on Scottish culture including literature, history and philosophy in keeping with the founders of Christian Church (Disciples of Christ), Alexander Campbell and Barton Stone, both of whom were of Scottish ancestry. Other interests in this collection are materials related to Celtic language cultures, books published in Great Britain before 1640 and books published in the coastal region of North Carolina, South Carolina and Virginia before 1820.

The library provides an electronic catalog displaying its holdings as well as other online resources that are accessible via the internet from the library’s home page (http://lib.barton.edu) from both on campus as well as off campus (with a Barton login). (The College abides by an Acceptable Use Policy for Online Resources that is outlined in the Judicial System and Procedures Handbook). Computers for research, a wireless computer network, three printers, and loaner wireless laptops for use in the building are available to Barton faculty, staff, and students. In addition, a library technology classroom is available for use on the first floor; it is equipped with an interactive Promethean ActivBoard with ceiling-mounted projector, an ActivS late for mobile use throughout the classroom, as well as ActivExpress clickers and a networked computer. Copying/scanning and fax facilities are also available on the first floor of Hackney Library.
Reference assistance is available 24 hours a day during the week and from 8:00 am to midnight on weekends through live reference chat. Assistance is also available via face-to-face and phone discussions with librarians when the library is open, and via reference email.

A Barton Student ID must be presented when books are borrowed. The regular loan period for most materials is four weeks. Magazines and reference books are not loaned but must be used in the library. Payment for fines and lost/damaged material must be made before the next registration or graduation.

As the library’s materials are shared resources that benefit our entire campus community, mutilation or theft of library materials is a violation of campus regulations and the Honor Code. Out of respect for the study and research needs of our patrons, students are expected to refrain from loud conversation and unnecessary noise, especially in the second floor Quiet Zone.

• **Lost and Found**

  The central place for lost and found items is the Wilson Police Department, Barton College District Office, which is located on the ground floor of Waters Hall. If a found item is not claimed within two weeks, it will be given to a non-profit organization.

• **Meeting Rooms**

  Student organizations may reserve a variety of meeting rooms on campus. Authorization forms are available from the Coordinator of Special Events, whose office is located on the lower level of Hardy Alumni Hall.

• **Post Office**

  The College operates a post office located behind Hamlin Student Center. Each resident student is assigned a mailbox for the purpose of receiving personal mail as well as official college communications. You may rent a mailbox for $3.00 at the Post Office. It is the responsibility of each student to check his or her mailbox on a regular basis. Students are urged to complete a change of address form when leaving campus housing for more than 30 days.
• **Hamlin Student Center**

Hamlin Student Center opened in January 1968, with a major renovation project in the summer of 2001. Facilities within the center include a theater used for films, performances and lectures, and furnished with a HD projector and sound. The Student Center also houses a lounge featuring a pool table; Wii, Xbox, and PlayStation 2 gaming system check-outs; and televisions. Meeting rooms for club and organization use and a computer lab are also located in Hamlin Student Center. Additionally, the offices of Student Activities, Residence Life, Greek Life, Intramural Sports, New Student Programs, Campus Activities Board, and the Student Government Association are located on the ground floor of the Student Center. Dining Services maintains Bully’s Campus Grill and a convenience store on the ground floor and the main Dining Hall on the second floor. Hamlin Student Center is open to all students, with card access, after regular business hours until 2:00 a.m.

• **Kennedy Recreation and Intramural Center**

The Kennedy Recreation and Intramural Center (KRIC) officially opened on February 7, 1997. The facility houses a complete weight/fitness training center, auxiliary gym, elevated track, and natatorium. The facility is open to Barton College students, faculty, and staff with valid IDs.

**KRIC Hours:**

**Gym and Fitness Center**

6:30 a.m. – 10:00 p.m., Monday-Thursday  
6:30 a.m. – 7:00 p.m., Friday  
11:00 a.m. – 5:00 p.m., Saturday  
1:00 p.m. – 10:00 p.m., Sunday

**Pool Hours:**

6:30 a.m. – 8 a.m., Monday-Friday  
12:00 p.m. – 1:00 p.m., Monday-Friday  
5:00 p.m. – 9:00 p.m., Monday - Thursday  
Pool closes at 1:00 p.m., on Friday  
1:00 p.m. – 3:00 p.m., Saturday-Sunday
• **Student Activities**

In conjunction with the Campus Activities Board (CAB), the Office of Student Activities plans social, cultural, and recreational programs to enhance the educational experiences of students at the College. Participation in the Association for the Promotion of Campus Activities (APCA) allows CAB and the Director of Student Activities to preview acts and read reviews to determine appropriate entertainment. The types of programs usually offered through CAB include concerts, speakers, novelty acts, dances, road trips, Coffeehouse Series, poets, comedians, and hypnotists. For more information on entertainment and major attractions, contact the Director of Student Activities in Hamlin Student Center.

**Student Shuttle Service**

The Office of Student Activities organizes a shuttle to and from the Raleigh-Durham International Airport, Amtrak Train Station, and Greyhound Bus Station, to assist residential students (on-campus) arriving at the beginning of academic terms, returning home at the end of academic terms, and during college holidays. A fee will be charged to ride the shuttle in each direction. Students must register a week prior to the shuttle date to avoid additional charges. Shuttle times are posted in the Student Activities Office and on the Barton College web site. Students are responsible for making travel plans to coincide with shuttle times. Students must pre-register for the shuttle in the Student Activities Office at least two weeks in advance.

• **Scheduling and Conducting College Events**

The Official College Calendar is maintained in the Student Affairs Office located on the lower level of Hardy Alumni Hall. Students, faculty, and staff wishing to schedule an on-campus event must complete an Official Calendar Registration Form from the Student Affairs Office in order for the event to be placed on the calendar.
The same procedures apply for College-sponsored events held off campus.

Process
1) Obtain all necessary signatures.
2) Assistance from the Physical Plant must be requested one week prior to the event.
3) Forms must be returned to the Coordinator of Special Events at least 72 hours preceding the event for functions not requiring Physical Plant support.
4) When registered on the College Calendar, the individual submitting the form will receive a completed copy of the form.
5) Audio/Visual Requests (forms for A/V equipment are available online).

Chaperons
Many registered social events require one or more chaperons depending on the type of activity and the number in attendance. Full-time faculty, administrators, sponsors of organizations, and the spouse or date of full-time faculty and administrators, when accompanying the full-time College employee, may serve as chaperons. The Vice President for Student Affairs will determine the number of chaperons, police officers, and firemen who must be present at student activities or functions.

Additional Regulations:
1) The general public may attend concerts, theatre performances, athletic events, and other special occasions, but are not permitted to attend meetings or programs intended primarily for members of the College community.
2) Social events sponsored by College organizations are closed to the general public. Board of Trustees’ action prohibits College organizations from sponsoring public dances. Positive identification of those in attendance must be required by a door committee.
3) The drinking of alcoholic beverages is not permitted at registered on-campus College events, unless specifically approved by the Board of Trustees.
• **Solicitation / Fund Raising**

There shall be no displays or solicitation on campus or in residence halls unless approved by the Vice President for Student Affairs or his/her designee. Authorized displays or solicitation will be subject to specified restrictions of time, place, and method as defined by the Vice President for Student Affairs. Authorized solicitations in the residence halls will be restricted to the lobby areas only. Printed materials may be posted on designated bulletin boards in these areas only.

Organizations must receive authorization from the Vice President for Student Affairs prior to engaging in money-raising projects on campus. Off-campus projects must be approved in advance by the Vice President for External Relations.

Authorization will be denied for items, slogans, printed matter, etc., which is determined by the Vice President for Student Affairs to be degrading to segments of the population due to profanity, racism, chauvinism, etc. Student groups are encouraged to seek prior approval of questionable designs.

• **Poster Regulations**

Except with special permission, posters and announcements may be placed only on campus bulletin boards. They are not permitted on trees and shrubbery, or on the windows, doors, or exteriors of any campus buildings, or vehicles. Persons wishing to erect banners must obtain approval from the Vice President for Student Affairs.

The following bulletin boards are available for approved announcements with the approval of the appropriate person:

**Bulletin Board**

<table>
<thead>
<tr>
<th>Location</th>
<th>Must be Approved By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms/Classroom Activity (Hines Hall)</td>
<td>Dean, School of Humanities</td>
</tr>
<tr>
<td>Gymnasium, P.E./Intramural Programs</td>
<td>Dean, School of Allied Health and Sport Studies</td>
</tr>
<tr>
<td>Hamlin Dining Hall</td>
<td>Director of Food Services</td>
</tr>
<tr>
<td>Hamlin Student Center</td>
<td>Director of Student Activities</td>
</tr>
<tr>
<td>Hines Hall General Information</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Library Announcements</td>
<td>Librarian</td>
</tr>
<tr>
<td>Music Bldg. Campus-Related Activity</td>
<td>Director of Music</td>
</tr>
<tr>
<td>Nursing Bldg. Campus-Related Activity</td>
<td>Dean, School of Nursing</td>
</tr>
<tr>
<td>Residence Halls Campus-Related Activity</td>
<td>Director of Housing and Residence Life</td>
</tr>
<tr>
<td>Science Bldg. Campus-Related Activity</td>
<td>Dean, School of the Sciences</td>
</tr>
</tbody>
</table>
No poster shall be placed on campus more than two weeks before the event which it announces. All posters must be taken down within 24 hours after the event has taken place. The person or group putting up the poster will be responsible for taking the same down.

• **Student Publication**

*The Collegiate*

*The Collegiate*, the student newspaper of the College, is published six times per semester. It is open to all students who wish to work on the newspaper staff and serves as the newspaper practicum of the school’s journalism program. The newspaper is student-run with direction from a faculty advisor. *The Collegiate* provides an important channel of information and communication for the college community. Features, news events, activities, sports, and an editorial section highlight the newspaper. *The Collegiate* is available to students at no charge and is distributed throughout the campus.

• **Student Government Association Constitution**

The Student Government Association Constitution is located on the Barton College web site at www.barton.edu. Click on Student Life then on Student Government Association. Hard copies are located in Hackney Library, the Student Activities Office Suite, and the Student Affairs Office.

• **Campus Organizations**

**Expectations for Faculty/Staff Advisors of Student Organizations**

**General**

All student clubs and organizations, except social and service fraternities and sororities, shall be chartered and re-chartered by the Student Government Association (SGA) Senate, subject to the provisions of the SGA Constitution. Organizations must have charter status to use College facilities or to register their activities on the master calendar.
Organization Advisors
Every student club or organization must have a faculty/staff advisor. Faculty/staff members may volunteer or be recommended by members of the particular organization. Student Advisors serve at the discretion of the Vice President for Student Affairs.

Organization Advisor Responsibilities
The following are minimum expectations and responsibilities of faculty/staff advisors to student clubs and organizations. These are in addition to those defined in other official publications of the College.

1) Lend support and provide guidance to the organization and its members in a manner consistent with the goals and philosophy of the College and conducive to healthful and productive personal development.

2) Personally attend or send a representative to 70% of all meetings of the club or organization.

3) Be familiar with College policies, regulations, and procedures, and advise organizations accordingly.

4) Provide guidance and assistance in budgetary matters as relevant. Advisors to budgetary organizations must approve budget requests.

5) Serve as liaison between the organization and other offices, organizations, and the community.

6) Serve as advisor during disciplinary proceedings which may arise involving the organization.

7) Serve as a chaperon for organization activities as required.

8) Sign Official College Calendar Registration forms, approving the club or organization’s request for the use of College facilities.

9) Serve as liaison between the organization’s local and national affiliations.

10) Attend yearly training session held by the Office of Student Activities.
• Clubs and Organizations

Academic
• Barton College Association of Nursing Students (BCANS)
• English Club
• Gerontology Club
• Hamlin Society - Social Work
• Pre-Law Club
• Psychology Club
• Science Club
• Students of North Carolina Association of Educators (SNCAE)

Common Interest
• Art Students League
• Barton College Sign Choir
• Deaf Club
• Full of Color
• Hispanic Student Association
• International Student Organization
• Japanese Language & Culture Club
• Minority Student Association
• Student Philanthropy Society
• Reach Out
• Verum Quaerenti
• Women and Gender Studies

Greek (Social)
• Panhellenic Conference - sororities
• Delta Zeta
• Sigma Sigma Sigma
• Interfraternity Council - fraternities
• Alpha Sigma Phi
• Pi Kappa Phi
• Sigma Phi Epsilon

Leadership
• Ambassadors (Admissions)
• Orientation Leaders
• Residence Hall Association
• Student Government Association

Religious
• Barton Catholic Campus Ministries
• Barton Christian Ministries
• Barton College Gospel Choir
• Campus Compassion
• Disciples on Campus (DOC)
• Fellowship of Christian Athletes (FCA)

Programming
• Campus Activities Board

Honor Society
*These organizations are by invitation only and depend on academic requirements.*
• Alpha Chi Honor Society - top 10% Juniors & Seniors
• Alpha Lambda Honor Society for Religion & Philosophy
• Alpha Phi Sigma Honor Society for Criminal Justice
• Gamma Sigma Alpha Greek Honor Society
• Kappa Delta Pi Honor Society for Education
• Lambda Alpha Epsilon Criminal Justice Organization
• Phi Beta Lambda Business Fraternity
• Pi Sigma Alpha Honor Society for Political Science
• Sigma Lambda Honor Society for Programming Students
• Sigma Beta Delta International Honor Society for Business Management and Administration - top 20% Juniors & Seniors
• Sigma Theta Tau International Honor Society of Nursing - top 35% Seniors
New Student Organizations

New student clubs and organizations form every year on campus. Do you have an idea for a new student group? Drop by the Student Activities Office, located in Hamlin Student Center, to pick up a “How To Kit” to learn how to get a new student group started.

• Standards for Student Clubs and Organizations (Non-Greek)

The following are minimum standards for the operations and activities of student clubs and organizations of the College. These are in addition to applicable policies and procedures contained in other official publications of the College.

1) There shall be a minimum of one faculty or staff chaperon for each fifty participants in all club and organization activities.

2) All clubs and organizations must have a faculty or staff member who will serve as advisor to the club or organization. Advisor appointments must be reported by the club or organization to the Office of Student Activities.

3) Each club or organization must maintain its membership in accordance with the requirements of the Student Government Association Constitution or the Student Life Committee of the College.

4) Social activities sponsored by the organization or club shall not be open to the general public. Guests may be allowed when accompanied by members of the club or another Barton student.

5) Guidelines and procedures concerning the use of the College facilities shall be adhered to at all times.

6) Each organization, following election of new officers, and at the beginning of each semester, will submit a list of its officers to the Director of Student Activities. Also, at the beginning of the fall semester and at the end of the spring semester, each organization must submit an updated roster of current members to the Director of Student Activities.

7) Elected offices of the club or organization may be held only by persons enrolled as students at the College.
• **Greek Social Organizations**

**Greek Council**
The purpose of the Greek Council is to provide an avenue and forum of communication for the chapter presidents and advisors, provide oversight and advice to the entire Greek system, and coordinate annual Greek Life events.

The Greek Council of Barton College is comprised of the current five social Greek-lettered organizations’ chapter presidents, IFC and national Panhellenic Conference officers, as well as the Director of New Student Programs, Student Activities, Greek Life, and Intramural Sports. The Council appoints an annual chair of council meetings.

**Interfraternity Council**
The Interfraternity Council of Barton College, an entity designed to address the needs of its member fraternities, shall operate as a model organization whose principle ideals are to self govern, educate, and promote a true sense of community, thus expanding and perpetuating fraternal activity and Greek involvement. The IFC is composed of representatives from each of the three fraternities on campus.

The IFC functions as a legislative, administrative, and judicial body. Its purpose and objectives shall be, but not limited to: provide an organization which promotes intellectual and social interactions within and among fraternities, coordinate the operations and represent the Barton College fraternity system, while regulating fraternal activity, and establish a clear channel of communication to all fraternities.

**National Panhellenic Conference**
The Panhellenic Conference, a self-regulating body composed of delegates from the two sororities on campus, affords cooperation and harmonious functioning of the groups as a unit as well as a separate organization. To acquaint interested students with Greek life, the sororities have devised a system of recruiting. This system includes an annual convocation prior to formal recruitment to explain all phases of the Greek System as it exists on the campus.
• **Barton College Standards for Greek Letter Organizations**

See *Greek Council Policies Manual*. 

• **Access to College Facilities**

Most College buildings and facilities are accessible to members of the campus community and both guests and visitors during normal hours of business, Monday through Friday, and for limited hours on Saturday and Sunday during periods of time the College is in normal operation. For information regarding access to campus facilities, contact Campus Police at (252) 399-6547.

• **Housing and Residence Life**

The Barton College residence community houses students in varied accommodations ranging from single and double dormitory-style rooms to fully furnished apartment-style suites. Services and programs intended to enhance the quality of student life and to assure the security and safety of the resident student body is a priority for the residence life administration.

All are served by live-in area directors and resident assistants. At least one professional staff member is on duty at all times, 24 hours a day, seven (7) days a week.

Security and safety policies and procedures, especially regarding locking individual rooms and building doors and related precautions, are discussed with residents in crime prevention seminars, in routine floor meetings conducted by the residence life staff, and in printed material that is posted and distributed by the staff.
Residence Life Mission
Residence Life promotes both academic and personal success through maintaining a safe, supportive, and diverse living-learning community.

Residence Life Diversity Statement
Residence Life values the diversity of students on our campus. We embrace all of the people who make up our community while providing opportunities for education and support in an increasingly global society.

Administration
The administration of the residence halls is carried out through the Residence Life student staff, support staff, and professional staff members who report to the Division of Student Affairs.

Organizational structure is as follows:
• Resident Assistants (RAs) report to the Residence Directors
• Residence Directors report to the Director of Housing and Residence Life
• Director of Housing and Residence Life reports to the Vice President for Student Affairs

The RAs are students selected and employed by the Division of Student Affairs as members of the residence hall staff. RAs are available to assist students with adjustment to campus life. In addition to providing information, the staff is responsible for monitoring student conduct, planning programs designed to meet student needs, and offering peer counseling. Any reasonable requests made by student staff members should be respected just as those of any other Barton College Official.

Application
Applications for campus housing must be submitted for each year in which housing is desired. The application process will vary according to a student’s classification as a new or continuing student. Re-admission status is considered the same as new student status.
New Student
As part of the formal Barton College admission process, new students are required to indicate their housing needs. This constitutes the housing application process for new students.

Continuing Student
Continuing students are required to complete a housing application each year. Usually, this application period will coincide with the class pre-registration period held each semester.

An application for campus housing does not necessarily ensure an assignment to housing. In order to be eligible to apply for housing, students must:

1) Meet all academic requirements for entrance to or continuation in college.

2) Be pre-registered as a full-time student for the semester in which the reservation is made. The requirement for pre-registration does not apply to new students. Part-time students are allowed to reside in the halls on a space available basis. Reservations will not be held past the first day of the start of classes on the first day of the semester.

Applications accepted during pre-registration periods will be cancelled at the end of the semester in which the reservation is made if, at the end of that semester, the student is declared academically ineligible.

Residence Hall Hours
Residence halls are locked 24 hours a day. This measure is taken for the protection of the students living in the hall. Student ID cards serve as access passes to a student’s assigned hall. Only residents of the respective hall and their authorized guest(s) may exit and enter the buildings.

Residence Hall Visitation Hours
Definitions:

Guest: A guest is a non-Barton college student or a Barton college student who is not a resident of the building in which they are visiting.
**Visitor:** A Barton College student who is a resident of the building who is visiting in the room of another resident in the same building in which they are both assigned.

**Waters, Hilley, Wenger Hall Policy**

- **Standard Guest Policy**
  Visitation hours in residence hall rooms begin at 9:00 a.m. and end at Midnight Sunday through Thursday. Visitation hours are extended until 2:00 a.m. on Friday and Saturday. Each residential student may have up to two guests or visitors of either sex during this time frame. Students are required to sign in all guests starting at 8:00 p.m.

- **Overnight Guest Policy**
  All building residents may have up to two overnight guests and/or visitors of the same sex for no more than three consecutive nights and 15 nights total per semester. All overnight guests or visitors must be checked in prior to Midnight (12:00 a.m.). All residents utilizing the Overnight Guest Policy must receive roommate consent (if applicable).

**East Campus Suites and Hackney Hall Policy**

- **Standard Guest Policy**
  East Campus Suites maintains 24-hour visitation seven days a week. Each residential student may have up to two guests during this timeframe. Students are required to sign in all guests from 8:00 p.m. until 2:00 a.m. Sunday through Thursday and from 8:00 p.m. to 4:00 a.m. Friday and Saturday.

- **Overnight Guest Policy**
  East Campus Suites may have up to two overnight guests and/or visitors for no more than three consecutive nights and 15 nights total per semester. All overnight guests or visitors must be checked in prior to Midnight (12:00 a.m.). All residents utilizing the Overnight Guest Policy must receive suitemates consent.
Residency Requirements
Barton College students are required to live in the residence halls until they have lived on campus for four (4) semesters. Students who meet criteria may apply to be released from on-campus housing by completing the Freshman/Sophomore On Campus Housing Release Form, available in the Office of Residence Life or on Barton College’s website.

Students who live within a 50-mile radius of Barton College may apply to live at home and commute from their parents’ or legal guardians’ permanent address. Students must complete a Freshman/Sophomore Off-Campus Housing Release Form, attach a map-quest or google maps document verifying the distance is 50 miles or less to the College and complete the notarized authorization form that is attached to the Freshman/Sophomore On Campus Housing Release Form.

• Residence Hall Policies and Procedures

Abandoned Property
Student personal property that is left in a vacated room will be disposed of within 24 hours. The student’s account will be billed appropriately for the labor involved as well as for improper check-out and possible key/core replacement.

Student personal property left in common areas will be disposed of within 24 hours. The occupants on the floor will be billed for labor (unless the responsible person claims the property).

Access Cards
Access to the residence halls is obtained through the student’s I.D. card. Students must carry their I.D. cards with them at all times. If a student loses or has his/her I.D. card stolen, they should immediately report this to his/her RA. The student will be required to obtain a new I.D. card from the Wilson Police Department – Barton College District Office. A student will not have access to his/her residence hall without the I.D. card.
Access to Roof
The roofs of the residence halls are not authorized for student use under any circumstance.

Barton College’s Position Statement on Alcohol and Alcohol Paraphernalia
Barton’s position on the use of alcohol is not one of prohibition but one of education and accountability. While we observe the law, our primary appeal to students who choose to drink is that they will make conscious and low-risk choices that do not diminish their success and the success of others. Barton College is first and foremost an institution of higher education with a student-centered focus with priorities to engage, educate, and encourage our students. Our priorities include both in-class and out-of-class experiences.

The Office of Residence Life believes in allowing students to choose from a variety of living environments which meet their needs and expectations. As Barton College residential students continue on their journey toward independence, we recognize and respect the growth which occurs from the freshman year of college through graduation. As such, our policies are designed to engage, educate, and encourage student growth.

Barton College recognizes students who are of legal drinking age. In order to remain consistent with North Carolina state laws, we allow alcohol for students who are of legal drinking age, in specific locations including student rooms in East Campus Suites, Hackney Hall, and all College owned off campus apartments and houses.

Barton College utilizes its alcohol policy as an opportunity to engage our students in discussions on responsible decision-making. As part of that process, students will be held accountable for misusing alcohol. The alcohol policy does not include all residential facilities. Alcohol is not permitted in Hilley, Waters, and Wenger halls. Additionally, empty alcohol cans and/or bottles, shot glasses and/or beer mugs, alcohol posters and/or signs are not permitted in Hilley Hall, Waters Hall, or Wenger Hall.
Barton College’s Alcohol Statement
Barton College supports all federal, state, and local laws with regard to alcohol use or distribution. Furthermore, Barton College firmly believes that the misuse of alcohol is detrimental to the entire college community. As a community, Barton College is not tolerant of the use of alcohol by persons younger than 21 years of age, the sale or distribution of alcohol to persons less than 21 years of age, and/or the misuse of alcohol. Students who violate the stated campus policies and state, federal, and local laws are subject to judicial action, up to and including permanent separation from the College. Barton College is committed to providing educational programs and information designed to educate the community concerning alcohol.

Barton College’s Alcohol Policy includes the following regulations:

1) Only students who are 21 or older and living in East Campus Suites or Hackney Hall are allowed to have alcohol in their specific room. A student who is 21 or older is NOT allowed to have alcohol in an underage student’s room.

2) Students who are 21 or older are not allowed to purchase or provide alcohol to a minor. If alcohol is provided to a minor, this action will result in the student’s loss of privilege, and possible relocation from East Campus Suites or Hackney Hall to another residential facility, without housing reimbursement.

3) Alcohol is only allowed in individual student rooms of East Campus Suites and where the door is closed and the student is 21 years of age or older. Alcohol is NOT allowed in East Campus Suites’ common areas including hallways (corridors), breezeways, patios, laundry facilities, study rooms, floor/hall kitchen areas, and lobbies.

4) Kegs, pony kegs, beer bongs, etc. are not allowed in the residence halls.

5) Drinking parties are not allowed in the residence halls. No more than four guests over the age of 21 can be in a room of East Campus Suites or Hackney Hall when alcohol is present. More than four guests will constitute a party.
6) Residents who are 21 and older and who are living in East Campus Suites or Hackney Hall are allowed to have:
   a. One six-pack of beer per legal-aged student, or
   b. Two four-packs of wine coolers per legal-aged student, or
   c. Two bottles of wine per legal-aged student, or
   d. One 750 ml bottle of liquor per legal-aged student.

7) Residents of East Campus Suites who are 21 or older with roommates who are under 21 may NOT have alcohol in their individual room or suite.

N.C. State Law Regarding Alcohol

*It is illegal for anyone less than 21 years of age to:*

- Possess beer or unfortified wine: Penalty - This is a class III misdemeanor punishable by a fine.

- Purchase or attempt to purchase beer or unfortified wine: Penalty – If under 21 years of age, and if the violation occurred while the person was attempting to purchase an alcoholic beverage, the offense will be a misdemeanor resulting in court costs and/or fine, and, upon conviction, the Department of Motor Vehicles (DMV) will revoke the defendant’s driver’s license for one year.

- Aid and abet in the sale, purchase and/or possession of alcohol (including giving alcohol) by anyone less than 21 years of age: Penalty – Misdemeanor punishable by a fine and/or community service.

- Use or attempt to use in order to obtain alcoholic beverages when not of lawful age, a fraudulent or altered driver’s license, or a fraudulent or altered identification document other than a driver’s license, or a driver’s license issued to another person, or an identification document other than a driver’s license issued to another person: Penalty – If convicted, this is a misdemeanor resulting in court costs and/or fine, and the DMV will revoke the defendant’s driver’s license for one year.

- Permit the use of one’s driver’s license or any other identification document of any kind by any person under 21 to purchase or attempt to purchase or possess alcohol: Penalty – If convicted,
this is a misdemeanor resulting in court costs and/or fine, and the DMV will revoke the defendant’s driver’s license for one year.

- Consume or transport open container alcoholic beverages in any public area including city streets, sidewalks, town-maintained buildings, bus or municipal parking lots, and town recreation areas: Penalty - If convicted, this is a misdemeanor and could result in a criminal record, court costs, and restitution by performing community service.

For questions regarding Barton College’s Alcohol Policy, please contact the Vice President for Student Affairs or the Director of Housing and Residence Life.

- **Appliances**

  Students are permitted to have microwaves and refrigerators in their rooms. However, the following restrictions apply:

  1) Refrigerator – Two refrigerators, which are 4.5 cubic feet or less will be permitted per room.

  2) Students must bring their own refrigerators. The College will not permit companies, organizations, or individuals to rent refrigerators to students.

  3) Microwave wattage – 1100 watts or less. Size – 1.6 cubic feet or less.

  4) If problems occur as a result of the possession of a refrigerator or microwave, a student may be asked to remove it from the residence hall.

  5) Two microwaves are allowed in each room.

  6) Only computers, alarm clocks, TVs, stereos, hair dryers, fans, razors, or lamps may be attached to an electrical outlet without permission from the Office of Residence Life. Sunlamps and cooking utensils with open coils WILL NOT be approved. The College may ask the student to remove any appliance if problems arise from its use.
7) Extension cords are not permitted as a means of providing electricity to in-room appliances. All students should use UL-listed power strips and/or stations when additional electrical outlets are required. The Wilson Fire Department recommends power strip/stations with on/off switches and surge protectors.

- **Elevators**
  Elevators are considered a privilege. In order for the elevators to work well, no more than six people should be on the elevator at any one time.

- **Failure to Comply**
  Barton College students must comply with all reasonable instructions from all Barton College officials (unless the request is illegal) including: professional and student Residence Life staff members, Wilson Police Department Officers, Student Affairs staff members, or any other Barton College faculty or staff member. Failure to comply may result in a conduct hearing.

- **Fire Drill and Evacuation Procedures**
  Regulation: 
  *The rules must be strictly observed at the sound of the alarm.*

  1) Wear coat and shoes.
  2) Turn off light(s).
  3) Lower or close windows.
  4) Leave room; close all doors.
  5) If on a floor other than your own, borrow the articles of clothing and leave the building with the group on that floor and join your own group at their appointed station.
  6) Walk quickly and quietly to your designated station. Remain silent so roll call can be done.
  7) Remain in a group until RAs give the “all clear.”
  8) Proceed quietly into the building, and return to your room.
Recommended:

*Upon check-in to the residence hall, you should:*

1) Locate the exit closest to your floor, and also find an alternate exit.
2) Keep your room key within easy access at night.
3) Read the fire evacuation route located on each floor.

**In case of fire, remember:**

1) Crawl instead of walking upright.
2) Check to see if doors are cool before opening.
3) Do not use the elevators.

**If trapped in your room:**

1) Call the Fire Department at 9-911 and let them know the location.
2) Seal off door and window cracks to keep smoke out.
3) If possible, wet walls and furnishings.
4) Tie a wet towel around your nose and mouth.

**Fire Safety Guidelines and Regulations**

**DO —**

1) All students should use UL-listed power strips and/or stations when additional electrical outlets are required. The Wilson Fire Department recommends power strip/stations with on/off switches and surge protectors.

2) Use only metal wastebaskets.

3) Keep fire doors in corridors and stairwells closed at all times.

4) Keep furniture, tapestries, or wall hangings away from doorways.

5) Keep less than 20% of the total wall area covered with combustible materials.
6) Report any safety or fire hazards to the Office of Residence Life staff immediately.
7) Keep hallways, breezeways, and walkways clear of personal items.

**DON’T –**

1) Bring gasoline or any other volatile liquids into the residence halls.
2) Overload outlets.
3) Suspend items from the ceilings or sprinkler system, or cover air/heat vents with plastic trash bags or suspend air fresheners.
4) Use extension cords.
5) Leave permitted appliances unattended while on and/or plugged in.
6) Use an open coil appliance (such as toaster, toaster oven, etc.).
7) Keep personal belongings in hallways, breezeways, and walkways.

Students found responsible for pulling fire alarms, tampering with smoke detectors, removing evacuation procedures, and misusing the fire extinguisher(s)/fire hose(s) will be held accountable through a conduct hearing, fined the appropriate fees, and may face federal charges.

• **Floor Meetings**
  
  RAs may call a floor meeting to discuss various policies and information. All residents are held accountable for the information and are, therefore, expected to be in attendance at all floor and/or hall meetings.

• **Harassment / Sexual Harassment**
  
  Harassment of any type is not tolerated in the residence halls. Physical, verbal, sexual and/or electronic harassment will be handled through a conduct hearing. Members of the Barton community who are being harassed should contact their RA to report the information.
(Reference the Barton College Title IX, Sexual Violence, Sexual Harrassment, Sexual Assault Policy.)

• **Identification**
  All students are required to have their Barton College Identification (I.D.) Card with them at all times. The I.D. should be presented when Barton College officials ask to see it. The I.D. is meant for the owner's use, and it is against college policy for a student to give his/her I.D. to anyone else in order to access the residence hall.

• **Illegal Use of Drugs and Drug Paraphernalia**
  Illegal use of drugs, illegal drugs, and drug paraphernalia are not allowed in the residence halls or on the Barton College campus. If, after a conduct hearing, a student is found responsible for the use or possession of illegal drugs, the resulting sanction will likely be the immediate suspension or dismissal from residence halls, and/or suspension or dismissal from the College.

• **Intoxicated / Incapacitated Students**
  Students who appear intoxicated through slurred speech, inability to focus, physically unbalanced, unusual behavior, and/or smell of alcohol may be confronted. If this should occur, the student should comply with Barton College officials.

  If a student is obviously intoxicated/incapacitated and is vomiting or to the point of passing out, Barton College officials will call for an ambulance, at the expense of the student, to ensure the student's safety.

• **Keys**
  Students are issued a room key at check-in. If the key is not returned or the student fails to properly check out, charges will be assessed and assigned. A lost or stolen key must be immediately reported to the RA and Professional Staff Member to ensure replacement and room security. The student is responsible for the
cost to replace the door lock core. At no time are residents permitted to duplicate keys or to transfer room keys to another individual.

Residents, if locked out of their rooms, should contact the RA for access. Students will be assessed a $5.00 lockout charge, which will be added to their student account and paid to the business office.

- **Open Flames / Burners / Halogen Lamps**
  Candles, incense, cigarettes, halogen lamps, space heaters, and any appliance with an open burner are fire hazards and are not permitted in the residence halls on the campus of Barton College. If found, the item(s) will be confiscated, and a fee will be assessed and billed to the student’s account.

- **Parent / Guardian Notifications**
  The Division of Student Affairs reserves the right to contact parents/guardians when student behavior is affecting a student’s academic success and/or safety of self and/or others.

  For first-time alcohol offenders, it is common practice to send a letter to the student’s parent/guardian.

- **Posting Signs, Posters, and Other Advertisements**
  Signs, posters, and other advertisements must have the approval of the Director of Residence Life. To have poster board sized signs posted, please leave 10 with the Office of Residence Life. To have 8x11 advertisement/signs posted, please leave 30 with the Office of Residence Life. Allow three working days from the time you’ve dropped off the signs until the time the signs are posted by Residence Life staff.

- **Severe Weather Procedures**
  In cases of severe weather, the Office of Residence Life will notify residents in person and/or through signs on the entrances of the residence halls. The information will detail the specific procedures to follow. For the safety of all residents, please follow these
procedures as stated and do so as quickly, calmly, and quietly as possible. As in a fire drill, all students in the residence halls are expected to cooperate fully.

Should Wilson encounter severe weather, such as an ice storm/snow storm, call the College Inclement Weather Information Line at 399-6868 for the latest information concerning any delay or cancellation of classes.

- **Smoking**
  Smoking is prohibited in the residence halls’ common areas and/or student rooms. Those students who smoke are required to smoke outside in the designated smoking areas.

- **Solicitation / Fundraising**
  Individuals soliciting or fundraising for business, volunteers, or religion within the residence halls are not allowed. Students should report individuals immediately to an RA, Residence Director, Director of Housing and Residence Life, or the Division of Student Affairs. Permission for soliciting/fundraising must be approved by the Vice President for Student Affairs.

- **Sports in the Hallways**
  To maintain a safe, comfortable, and quiet environment, playing sports in the hallways and lobby areas is not allowed. This includes, but is not limited to: throwing, tossing, bouncing, and kicking balls, playing tag or running in the halls, wrestling, tossing a Frisbee, roller-blading, swinging golf clubs, and/or bats, etc.

- **Storage**
  All student property must be stored in the student’s room. Barton College will not store excess personal property. Additionally, Barton College will not store students’ personal belongings over the summer break.
• **Vending Machines and Laundry Services**
  There are vending machines and washers/dryers in each residence hall. These are maintained for students’ convenience and will be removed if they are abused. Please report damaged machines to the Residence Hall Director, who will post signs and contact the appropriate official.

• **Theft**
  Students are not allowed to take/use cell phones, clothes, credit cards, or other items that belong to their roommates, suitemates, or hall mates. Individuals who do so are subject to the College Conduct Process and may be subject to face criminal prosecution.

• **Weapons**
  Weapons are not allowed in the residence halls of Barton College. Weapons include: knives, pocket-knives, guns, pellet-guns, projectile weapons, tasers, and martial arts equipment (num-chucks, Chinese stars, etc.). Additionally, common utensils must not be used as weapons.

• **Work Order Repairs and Process**
  Residents should notify the RA, Residence Hall Director, or the Office of Residence Life if problems occur and/or repairs are needed in their rooms. Notify the RA if the problem is in a common area. In case of an emergency, and the RA cannot be located, call the Office of Residence Life (ext. 6386) or Campus Police (ext. 6911). During normal work hours (8:15 a.m. - 5:00 p.m., Monday through Friday), the Office of Residence Life must approve any work order prior to being submitted to the Physical Plant. At night and on weekends, Physical Plant personnel may be contacted only through the RA on duty, the Residence Life Administrator on duty, or Campus Police. Please contact your RA on duty first to access these individuals.
• **Barton College Residence Life Housing Contract**

This Residence Life Housing Contract is binding for the entire academic year. Barton College is a residential community; therefore, freshman and sophomore students are required to live in college housing for four continuous semesters. Students participating in an academic program that requires them to be away from campus (internship, study abroad, etc.) may apply for a mid-year release. Students leaving the College at the end of the fall semester will be granted a mid-year release.

• **Room Personalization**

Residential students are encouraged to decorate their rooms to suit personal preferences. However, rooms must be left in the same condition upon leaving as they were prior to checking in. The furniture may be rearranged with safety in mind. Student beds in rooms are not to be converted into makeshift bunk nor loft beds.

The following are guidelines for student room personalization:

• Hilley Hall, Wenger Hall, and Waters Hall beds may be lofted or unlofted (bunked beds is an option). Beds will not be converted until after the first week of class and will be on a first-come, first-served basis. The first four Fridays of each semester will be designated for bunking and de-bunking beds. No beds will be converted after the first four Fridays for the remaining semester.

*Do not attempt to bunk beds on your own; only Physical Plant staff are authorized to assemble bunk beds.*

In the residence halls at Barton College, there are many different configurations by which you can set up your bed. Beds in the residence halls come standard on the ground, with no loft. As a residential student, you have the following options by which your bed may be arranged:

— On the ground - Standard placement on the floor.
— lofted - This allows the bed to be placed higher up, giving the student space under the bed to store
personal belongings. The space is also sufficient to store other standard furniture in the room under the bed.

— **Bunked** – A traditional ‘Bunk Bed’ set-up, where both beds in the room are stacked one on top of the other. This requires consent from both students in the room.

**• Additional Room Personalization**

— Nails or tacks are not allowed except on wood strips provided for that purpose.
— Electrical tape and duct tape is not allowed. Only 2-sided tape can be used in the residence hall room.
— Picture hangers, adhesive-backed towel hooks, or appliqués, stickers, and moldable putty are not allowed.
— Unauthorized paints are not allowed.
— Glow in the dark stars, moon, and planets are not allowed to hang or to be placed on the ceiling.
— A student’s room must remain clean without excessive clothing or items on the floor as to block an egress.

**POLICIES:**
**Barton College Policies On:**

**• Anti-Bullying Policy**
Under this Barton College policy, Bullying is prohibited.

**Bullying:** The term “bullying” means deliberate hurtful behavior to someone as a single incident or over a period of time. It can be either physical, verbal or indirect or a combination of any of these forms.

Often it includes one or more of the following:
— intimidation, exclusion, rumor-spreading, name-calling, anonymous messages, damage to or theft of personal property. The victim may react by becoming silent or withdrawn, feigning illness, missing lessons, not eating, or not working.
• **Cyberbullying**: The term “Cyberbullying” means, when one person uses digital technology to hurt another person.

Cyberbullying includes but is not limited to:
— Texting or emailing unpleasant, scary or rude mobile phone messages
— “Sexting”, where sexually inappropriate mobile phone pictures of a person or persons are used by another person to upset, harass or demean the person(s) in the pictures
— Posting abusive or demeaning comments on social networking sites such as Facebook and Twitter, or in chat rooms

• **Disability Bullying**: The term “Disability Bullying” means making any offensive comment or physical interference towards another person who has a mental or physical disability or a learning difficulty, whereby that disability or learning difficulty is exploited with the intent to upset, harass, humiliate or isolate that person

• **Homophobic Bullying**: The term “Homophobic Bullying” means making any offensive, derogatory or demeaning comment or innuendo to a person linked to their sexuality to upset, harass, humiliate or isolate that person

• **Racist and Religious Bullying**: The term “Racist and Religious Bullying” means making any offensive, derogatory or demeaning comment to a person linked to their race, nationality, ethnicity, religion or belief, or cultural practices

• **Sexual and Sexist Bullying**: The term “Sexual and Sexist Bullying” means making any offensive, derogatory or demeaning comment or innuendo to a person linked to their gender, sexuality or sexual activity. Displaying sexual or pornographic pictures on any electronic device with intent to insult, demean or harass another person. Any unwanted physical conduct or coercion into a sexual act.
Retaliation: The term “retaliation” means any form of recrimination or reprisal for initiating a grievance against any member of the college community; student, faculty, staff or administration. Retaliation may take the form of harassment or violence, and may include taunting and name-calling.

Retaliation against a member of the college community who make good faith reports regarding actual or potential college-related violations of law, regulation or college policies and procedures is prohibited.

Members of the college community are encouraged to report all crime and possible college-related violations of law, regulations, or college policies and procedures.

Members of the college community who believe that they have been retaliated against may submit a written or oral complaint to the Office of Human Resources (faculty, staff and administration) or to the Vice President for Student Affairs, or the Dean of Students (students).

- Drug and Alcohol Policy

Barton College complies with federal, state, and local laws including those which regulate the possession, use, and sale of alcoholic beverages and controlled substances. Barton College has adopted policies as part of the Drug-Free Schools and Communities Act Amendments of 1989, and because of the institution’s commitment to preserving the health and well being of its students and employees, and to provide a safe environment for both learning and employment. Barton College prohibits the unlawful manufacture, distribution, dispensation, presence, or use of alcohol, illegal drugs, or other controlled substance on its property or at any of its activities. The manufacture, use, possession, sale, purchase, or transfer of illegal drugs by a student or employee is prohibited.

Students and employees are expected to abide by all state and federal regulations regarding alcohol, drugs, or controlled substances.
Applicable statutes are available for review in the College Library. All employees are required to notify the College of any conviction of a criminal drug statute within five days, including driving while impaired. (DWI).

The College reserves the right, as a separate jurisdiction, to conduct judicial proceedings according to the procedures outlined in the Student Bulldog Handbook before, during, or at the completion of the extra-College criminal proceedings.

Although policy violations involving consumption of alcohol and other drugs cannot be overlooked, the College will consider the positive impact of reporting an incident related to medical emergencies or crimes when determining the appropriate response for policy violations, if applicable.

- **Drug-Free School Policy**

  Barton College has adopted this policy as part of the Drug-Free Schools and Communities Act Amendments of 1989, and because of the institution’s commitment to preserving the health and well being of its students and employees, and to providing a safe environment for both learning and employment. This policy established the College’s position on the use or abuse of alcohol, drugs, or other controlled substances by students and employees.

  **Assistance and Services**

  The College would like to assist any student or employee who has a substance abuse problem in overcoming his/her addiction. There are a variety of services available both on campus and in the community. Educational programs dealing with substance abuse issues are offered each semester for students and employees as a part of the Student Affairs programming. Educational materials about substance abuse are also available for students and employees in the Lee Student Health Center. Students and employees may contact the Director of Student Health Services or the Campus Counselor to request assistance in seeking substance abuse treatment.
Health Center staff can facilitate the referral of the student or employee to the most appropriate community resource. The individual may also identify resources by looking in the yellow pages of the local telephone directory under “Alcohol/Drug Abuse Treatment” or “Counseling.” Support groups and services providing assistance include: professionals certified as substance abuse counselors, local hospitals, and, with outpatient treatment facilities, citizens’ groups such as Alcoholics Anonymous, and clergy.

**Conduct Standards**

Illegal drugs include those controlled substances under federal or state law, which are not authorized for sale, possession, or use, and legal drugs, which are obtained or distributed illegally.

Barton College prohibits the unlawful manufacture, distribution, dispensation, presence, or use of alcohol, illegal drugs, or other controlled substances on its property or at any of its activities. The manufacture, use, possession, sale, purchase, or transfer of illegal drugs by a student or employee is prohibited.

Legal drugs include alcohol, medications prescribed by a physician, and over-the-counter medications.

Barton College prohibits the use or abuse of such drugs to the extent that physical and/or intellectual capabilities are adversely affected. Upon request, employees and students may be asked to furnish the College with a physician’s statement regarding possible/probable side effects of medication.

Students and employees are expected to abide by all state and federal regulations regarding alcohol, drugs, or controlled substances. Applicable statutes are available for review in the College Library. All employees are required to notify the College of any conviction of a criminal drug statute within five days, including driving while impaired. (DWI).
Health Risks

Use of cannabis (Marijuana), inhalants, cocaine and other stimulants, depressants, hallucinogens, narcotics, designer drugs, and alcohol all have associated health risks. The use and/or abuse of these drugs threaten both mental and physical stability. Virtually all systems of the body (musculoskeletal, nervous, circulatory, respiratory, urinary, digestive, reproductive, and integumentary) can be adversely affected by alcohol and drug use and abuse. Overdoses of drugs and/or alcohol may cause death. The risk of contracting Acquired Immune Deficiency Syndrome (AIDS) or the AIDS-causing human immunodeficiency virus (HIV) increases with intravenous drug use.

The Barton College Counseling Center and Lee Student Health Center serve as alcohol and other drug information/education resources.

Property Searches/Seizures

The College may search, for reasonable cause, any College property or student’s personal property, which has been brought onto College property. Conditions for searching a student’s property on the campus are outlined in the Barton College Student Bulldog Handbook.

The College may conduct searches, for reasonable cause, of any College-owned or controlled property utilized by or in the possession of its employees. Authority for conducting such searches rests with the College President or his/her designee.

Any search, for reasonable cause, of an employee and/or an employee’s personal property including a vehicle on institutional property or at an institutional function must follow the ordinary requirements of law observing due process, as does any search occurring on premises not controlled by the institution.

Sanctions

Students or employees violating the conduct standards of this policy will be disciplined with sanctions ranging from a reprimand up to and including expulsion or termination.
Criminal Convictions

Violations of state and federal regulations or statutes regarding alcohol, drugs, or controlled substances may, and most often do, result in heavy fines and imprisonment.

Suspension of Financial Aid Eligibility for Drug-Related Offenses
(1) effective 7/1/2000, a student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

- The possession of a controlled substance:
  Ineligibility period is:
  - First offense ...................................................... 1 year
  - Second offense .................................................. 2 years
  - Third offense ................................................... Indefinite

- The sale of a controlled substance:
  Ineligibility period is:
  - First offense ...................................................... 2 years
  - Second offense .................................................. Indefinite

Rehabilitation

A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if:

a. the student satisfactorily completes a drug rehabilitation program that, (i) complies with such criteria as the Secretary of the Department of Education shall prescribe in regulations for purposes of this paragraph; and (ii) includes two unannounced drug tests; or

b. the conviction is reversed, set aside, or otherwise rendered nugatory.
— NOTE: DEFINITIONS
In this subsection, the term “controlled substance” has the meaning the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6).

North Carolina Laws and Federal Penalties

G.S. 18B-300 to 18B-308: Purchase, Possession, and Consumption of Alcoholic Beverages

Sale: It shall be unlawful for any person to sell or give malt beverage, unfortified wine, fortified wine, spirituous liquor, or mixed beverages to anyone less than 21 years old.

Purchase or Possession: It shall be unlawful for a person less than 21 years old to purchase, to attempt to purchase, or to possess malt beverages, unfortified wine, fortified wine, spirituous liquor, or mixed beverages.

Aider and Abettor - By Underage Person: Any person under the age of 21 who aids or abets another in violation of the above shall be guilty of a misdemeanor punishable by a fine of up to five hundred dollars ($500.00) or imprisonment for not more than six months, or both. – By Person Over Lawful Age: Any person over the age of 21 who aids or abets another in violation of the above shall be guilty of a misdemeanor punishable by a fine of up to two thousand dollars ($2,000.00) or imprisonment for not more than two years, or both.

Person Over Lawful Age: Any person over the age of 21 who aids or abets another in violation of the above shall be guilty of a misdemeanor punishable by a fine of up to five hundred dollars ($500) or imprisonment for not more than two years, or both.

Purchase or Possession by Person 19 or 20 Years Old: A violation of this law by a person who is 19 or 20 years old is an infraction and is punishable by a fine of not more than twenty-five dollars ($25.00). An infraction is an unlawful act that is not a crime.
G.S. 90-89 to 90-96: Controlled Substances

Schedule I Controlled Substances: These substances have a high potential for abuse, no currently accepted medical use in the United States, or a lack of accepted safety for use in treatment under medical supervision. This schedule includes some opiates such as heroin, hallucinogenic substances including LSD (lysergic acid diethylamide), peyote, MDMA, psilocybin, PCP (Phencyclidine), and depressants such as methaqualone (Quaaludes).

Schedule II Controlled Substances: These substances have a high potential for abuse, and currently accepted medical use in the United States, or currently accepted medical use with severe restrictions. The abuse of the substance may lead to severe psychological or physical dependence. This schedule includes opium, codeine, morphine, cocaine, and amphetamines.

Schedule III Controlled Substances: These substances have a high potential for abuse less than the substances listed in Schedule I and II, have currently accepted medical use in the United States, and abuse may lead to moderate or low physical dependence or high psychological dependence. This schedule includes barbiturates such as amobarbital, secobarbital, pentobarbital, Paregoric, and codeine-containing medications.

Schedule IV Controlled Substances: These substances have a low potential for abuse relative to the substances listed in Schedule III, have currently accepted medical use in the United States, and limited physical or psychological dependence relative to the substances listed in Schedule III. This schedule includes depressants such as diazepam (Valium) and some stimulants.

Schedule V Controlled Substances: These substances have a low potential for abuse relative to the substances listed in Schedule IV, have currently accepted medical use in the United States, and limited physical or psychological dependence relative to the substances listed in Schedule IV. This schedule includes substances that contain limited amounts of narcotic drugs such as codeine, dihydrocodeine, ethylmorphine, atropine sulfate, and opium.
Schedule VI Controlled Substances: These substances have no currently accepted medical use in the United States, or a relatively low potential for abuse in terms of risk to public health and potential to produce psychological or physiological dependence liability based upon present medical knowledge. This schedule includes marijuana and tetrahydrocannabinoids (THC).

- **Violations Penalties**

  **It is unlawful for any person:**

  1) To manufacture, sell, deliver, or possess with intent to manufacture, sell, or deliver, a controlled substance. Anyone who violates this law with respect to:
     - a controlled substance classified in Schedule I or II shall be punished as a Class G felon.
     - a controlled substance classified in Schedule III, IV, V or VI shall be punished as a Class I felon.

  2) To create, sell, deliver, or possess with intent to sell or deliver, a counterfeit controlled substance. Anyone who violates this law shall be punished as a Class I felon.

  3) To possess a controlled substance.

  **Anyone to violates this law with respect to:**

  - a controlled substance classified in Schedule I shall be punished as a Class I felon.
  - a controlled substance classified in Schedule II, III, or IV shall be guilty of a misdemeanor and be sentenced to a term of imprisonment of not more than two years or fined not more than two thousand dollars ($2,000.00) or both.
  - a controlled substance classified in Schedule V shall be guilty of a misdemeanor and shall be sentenced to a term of imprisonment of not more than six months or fined not more than five hundred dollars ($500.00) or both.
  - a controlled substance classified in Schedule VI shall be guilty of a misdemeanor and shall be sentenced to a term of
imprisonment of not more than 30 days or fined not more than one hundred dollars ($100.00) or both.

G.S. 90-113.22: Possession of Drug Paraphernalia
It is unlawful for any person to knowingly use, or to possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, package, repackage, store, contain, or conceal a controlled substance which it would be unlawful to possess, or to inject, ingest, inhale, or otherwise introduce into the body a controlled substance which it would be unlawful to possess.

Violation of this section is a misdemeanor punishable by a fine of not more than five hundred dollars ($500.00), imprisonment for not more than one year, or both.

For further treatment, contact:

- The Beacon Center
  www.beaconcenter.net
  1-888-893-8640

- Alcoholics Anonymous World Services
  P.O. Box 459
  New York, New York 10113
  (212) 870-3400
  www.AA.org

- Narcotics Anonymous
  P.O. Box 9999
  Van Nuys, California 91409
  (818) 773-9999
  www.NA.org

- Al-Anon
  1-800-356-9996
  www.al-anon.alateen.org

- National Council on Alcoholism and Drug Dependence
  1-800-NCA-CALL (1-800-622-2255)
  www.ncadd.org
Policy Review

In accordance with the Drug-Free Schools and Communities Act, this policy will be reviewed biennially for effectiveness and consistency.

- POLICY REVIEWED AND REAFFIRMED: August 1, 1992.
- REVIEWED AND REVISED: January 16, 2016.

Policy Distribution

This policy will be posted on the Barton College Intranet: Campus Connect, Students, Student Conduct Procedures Handbook.

Electronic Devices
Barton College Policy on Electronic Devices

All members of the Barton College community are expected to show civility toward others. The use of any electronic devices in a learning environment is disruptive and disrespectful of others. Unless the devices are approved as accommodations for persons with disabilities or have been designated for use in the classroom by the instructor, all such devices should be turned off and put away during classes, at public meetings such as lectures and performances, and at any other events at which their use could be offensive or disruptive to others. Students are strictly forbidden from using cell phones for talking or texting, from listening to an Ipod, and from using any other disruptive electronic device during class. They will be asked to leave the classroom immediately if they violate this policy. The instructor has the right to count the student absent for
that day and the right to assign a penalty if the student continues to
use the device. The instructor also has the right to assign a punitive
grade for the course or to withdraw a student from the course if the
behavior, in the instructor’s opinion, is a serious disruption for the
class. See the “Disruptive Behavior in the Classroom” policy for
this process.

• **On-Line Resource Policy**
  (Information Technology Network: Acceptable Use Policy)

Barton College uses its computer facilities and information
technology resources to supplement the educational process and to
enhance research and instruction of faculty, staff, and students. This
document will outline the obligations accepted by each computer
user. Every person using Barton College computers and/or College
Network must accept the terms of this document as well as the
boundaries imposed by local, state, and federal laws.

• Users may use only those accounts for which they have
  authorizations as granted by the College. Information in all
  files is private. Using the files of others without their permission
  is unethical and illegal.

• Accounts or passwords are not to be shared. Users will be held
  responsible for any activity taking place within their own accounts.
  If you discover that your account has been used by another person,
  please notify the System Administrator immediately.

• Tampering with the password system or attempting to gain
  access to another’s account or trying to degrade the system is
  prohibited. Any person violating this rule will lose computing
  privileges and will be subject to further discipline by the College.

• All users must respect copyright and other intellectual-property
  rights. When citing Internet material in a paper or project, be
  sure to give a proper citation to the writer of the material.

• Electronic mail is not to be used to post any form of threatening,
  abusive, unwelcome, or unwanted messages. Intimidation of
  another person by threatening language or personal attacks
  is prohibited.
• Academic use of the system takes priority over other uses.

• Use of printers and computer supplies for multiple copies is prohibited.

• Inappropriate materials, including pornography, should not be viewed or transmitted in any area where others may see such material and be offended. Common courtesy and good sense should be used.

• The Barton College logo is only to be used on the official Barton College sponsored home page. Submissions for inclusion at this address must be made by official Barton College organizations to the Director of Publications. Submissions should first be approved by the club/organization President and then be submitted as a PDF or EPS file, or on a disk or flashdrive.

• Users may not, under any circumstances, without prior written consent from the System Administrator, use the name, the College seal, or any graphic symbol used by or associated with Barton College as part of an email address, a “home page” or a second domain name for any online network. Unauthorized use can result in a criminal penalty.

Persons found in violation of any of the above guidelines and/or commission of abuse of the system and/or access privileges are subject to having their email accounts and/or Internet use suspended by the System Administrator. Multiple violations by students may be turned over to the Vice President for Student Affairs for disciplinary action. Violations by faculty or staff may be referred for disciplinary actions as provided for by College policies. Barton College reserves the right to amend this policy as it sees fit.

• Nondiscrimination Policy
Barton College is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based upon race, color, national origin, religion, gender, sexual orientation, age, veteran status or disability. Barton College opposes sexual discrimination in all forms.
Barton College supports the protections available to members of its community under all applicable laws, including, Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 799A and 845 of the Public Health Service Act; the Equal Pay Act; the Age Discrimination Act of 1975; the Rehabilitation Act of 1973, as amended by the Rehabilitation Act Amendments of 1974; the Vietnam Era Veteran’s Readjustment Assistance Act of 1974; the Americans with Disabilities Act of 1992; and Executive Order 11246, as amended by Executive Order 11375.

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1992, accommodations of the disabled extend to student programs, employment practices, elimination of physical barriers, and special assistance to disabled students and employees within the college.

This nondiscrimination policy covers admission, readmission, access to and treatment, and employment in college programs and activities, including, but not limited to, academic, admissions, financial aid, any services, and employment.

Any student who believes that he or she has been discriminated against by the college because of his or her race, color, national origin, religion, gender, age, sexual orientation, or disability may speak with the Vice President for Student Affairs. Following that discussion, a student who wishes to file a formal grievance will be directed to the grievance procedure in the Student Bulldog Handbook. Any college employee desiring information or having a complaint or grievance in regard to these provisions should contact the Human Resource Director/EEO officer.
• **Parent / Guardian Notification**

The Division of Student Affairs reserves the right to contact parents/guardians when student behavior is affecting a student’s academic success and/or safety of self and/or others. For first-time alcohol offenders, it is common practice to send a letter to the student’s parent/guardian.

• **Title IX & Sexual Violence Policy**

Title IX of the Education Amendments of 1972 (“Title IX”), is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence. Sexual violence means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent, such as rape, sexual assault, sexual battery and sexual coercion.

*College Responsibilities:*

• Once Barton College knows or reasonably should know of possible sexual harassment or sexual violence, the College must take immediate and appropriate action to investigate or otherwise determine what occurred.

• Once Barton College knows or reasonably should know of sexual harassment or sexual violence that creates a hostile environment, the College must take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.

• Barton College will take steps to protect the complainant as necessary, including interim steps taken prior to the final outcome of the investigation.

• Barton College provides a grievance procedure for a complainant to file complaints of sex discrimination, including complaints of sexual violence. These procedures include an equal opportunity for both the complainant and respondent to present witnesses and other evidence and the same appeal rights.
• Barton College uses the Preponderance of Evidence standard to resolve complaints of sexual discrimination.

• Both the complainant and respondent receive written notification of the outcome of the complaint.

Procedures for Reporting and Responding to Reports of Sexual Discrimination:

All members of the college community are expected to contact the Title IX Officer if they observe or encounter conduct that may be subject to the College’s Policy of Non-discrimination, unless their position explicitly grants them confidentiality rights (see “Confidentiality of Reports of Sexual Harassment and Sexual Violence” below). Reports of sexual discrimination, sexual harassment, and sexual violence may be brought to the Title IX Officer, the Director of Human Resources, or to any manager, supervisor, or other designated employee responsible for responding to reports of sexual discrimination, sexual harassment or sexual violence. If the person to whom discrimination, harassment or violence normally would be reported is the individual accused (the respondent) of discrimination, harassment or violence, reports may be made to another manager supervisor, human resources coordinator, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Officer when a report is received.

Reports of sexual discrimination, sexual harassment and sexual violence shall be brought as soon as possible after the alleged conduct occurs, optimally within one year. Prompt reporting will enable the College to investigate the facts, determine the issues, and provide an appropriate remedy or disciplinary action. Barton College shall respond to reports of sexual discrimination, sexual harassment and sexual violence brought after one year to the greatest extent possible, taking into account the amount of time that has passed since the alleged conduct occurred.
Resolution

Individuals making reports of sexual discrimination, sexual harassment and sexual violence shall be informed about options for resolving potential violations of the Policy on Sexual Discrimination, Sexual Harassment and Sexual Violence. These options shall include procedures for Formal Investigation, and filing complaints or grievances under applicable College complaint resolution or grievance procedures. Individuals making reports also shall be informed about policies applying to confidentiality of reports. The campus shall respond, to the greatest extent possible, to reports of sexual harassment or sexual violence brought anonymously or brought by third parties not directly involved in the harassment or acts of violence. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts.

Individuals bringing reports of sexual harassment or sexual violence shall be informed of the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the harassment/violence, and disciplinary actions that might be taken against the respondent (accused) as a result of the report.

In all instances, retaliation against individuals bringing reports of sexual harassment or sexual violence is forbidden. Acts of retaliation will be punished under the college’s grievance and/or employment policies.

Procedures for Formal Investigation:

In response to reports of sexual harassment or sexual violence the campus may conduct a formal investigation. In such cases, the individual making the report shall be encouraged to file a written document regarding the behaviors complained of. The wishes of the individual making the request may be considered, but are not determinative, in the decision to initiate a formal investigation of a report of sexual harassment or sexual violence. In cases where there is no written request, the Title IX Officer, in consultation with the administration, may initiate a formal investigation after making a preliminary inquiry into the facts.
Formal investigation of reports of sexual harassment or sexual violence shall follow this process;

The complainant brings the claim of sexual harassment or sexual violence to the Title IX coordinator. If the Coordinator is unavailable, the complainant should bring the complaint to the Director of Human Resources or the Vice President for Academic Affairs.

The individual(s) accused (the respondent) of conduct violating the Policy on Sexual Discrimination, Sexual Harassment or Sexual Violence shall be provided a copy of the written request for formal investigation or otherwise given a full and complete written statement of the allegations, and a copy of the Policy on Sexual Harassment/Violence and Procedures for Responding to Reports of Sexual Harassment/Violence.

The Title IX Coordinator will determine if the complaint is covered under Title IX, and if so, will notify the Respondent and the Respondent’s supervisor of the complaint. If the complaint does not fall under Title IX, the Coordinator will direct the complainant to the appropriate grievance procedures.

The Title IX Coordinator will lead the investigation.

The Title IX Coordinator and any other persons involved in the investigation shall be familiar with the Policy on Sexual Harassment/Violence and have training or experience in conducting investigations.

The investigation shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation.
• Upon request, the complainant and the respondent may each have a representative of the College present during the interview (representatives of the College must be full time employees of the College and in good standing). Other witnesses may have representatives of the College present at the discretion of the investigator or as required by applicable College policy.

• Any time during an investigation, the investigator may recommend interim protections or remedies for the complainant or witnesses be provided by appropriate College officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternate working or student housing arrangements. Failure to comply with the terms of the interim protections may be considered a separate violation.

• The investigation shall be completed as promptly as possible and in most cases within 60 days of the date the request for formal investigation as filed. This deadline may be extended on approval of the Title IX coordinator and the Vice Presidents who oversee the complainant and respondent.

• The investigation shall result in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator as to whether College policy has been violated. The report also may contain a recommendation for actions to resolve the complaint.

• The report shall be submitted to the appropriate Vice President with authority to implement the actions necessary to resolve the complaint. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or conduct actions.

• The complainant and the respondent shall be informed promptly in writing when the investigation is completed. The complainant shall be informed if there were findings made that the policy was
or was not violated and of actions taken to resolve the complaint, if any, that are directly related to the complaint, such as an order that the respondent not contact the complainant.

- The complainant and the respondent may request a copy of the investigative report pursuant to College policy governing privacy and access to personal information.

- The Vice President or Vice Presidents overseeing the complainant and respondent will determine the final resolution of the complaint and ensure that the resolution be implemented.

**Remedies and Referral to Disciplinary Procedures:**

Finding of violations of the Policy on Sexual Harassment or Sexual Violence may be considered in determining remedies for individuals harmed by sexual harassment or sexual violence. Campus Conduct Procedures shall be coordinated with applicable campus complaint resolution, grievance, and disciplinary procedures to avoid duplication in the fact finding process whenever possible. Investigative reports made pursuant to this policy may be used as evidence in subsequent complaint resolution, grievance, and conduct proceedings as permitted by the applicable procedures.

**Privacy:**

The College shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent required by law and College policy. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the College community. While such information is considered confidential, College policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence will be advised of sanctions imposed against the respondent.
Confidentiality of Reports of Sexual Harassment and Sexual Violence:
Confidential resources, identified in Appendix 1 of these procedures, provide members of the college community with a place to discuss their concerns about sexual harassment and sexual violence and learn about the procedures and potential outcomes available. Confidential resources include the Campus Counselor, Chaplain and College Health Service. Conversations with faculty members are not protected under this confidentiality policy, unless a particular faculty member has official college status as a Counselor, Chaplain, or member of the College Health Service. Because content of discussions with confidential resources is not reported to an office of record, such discussions do not serve as notice to the College to address the alleged sexual harassment or sexual violence. However, individuals should be informed of the appropriate campus offices to which sexual harassment and sexual violence incidents may be reported in a manner that the College is put on notice that it may need to address the alleged sexual harassment or sexual violence.

The Title IX Officer and all other members of the college community have an obligation to respond to reports of sexual harassment and sexual violence, even if the individual making the report requests that no action be taken. An individual’s request regarding the confidentiality of reports of sexual harassment and sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the context of the College’s legal obligation to ensure a working and learning environment free from sexual discrimination. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the College will comply with requests for confidentiality to the extent possible.

Retention of Records Regarding Reports of Sexual Discrimination; Sexual Harassment and Sexual Violence:
The Office of the Title IX Officer is responsible for maintaining records related to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with College records polices, generally five years after
the date the complaint is resolved. Records may be maintained longer at the discretion of the Title IX Officer in cases where the parties have continuing affiliation with the College. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

Appendix 1:
Barton College Sexual Harassment/Sexual Violence Resources

• Title IX Officer – Vice President for Student Affairs
  Room 003, Hardy Alumni Hall (ground floor)
  Telephone (252) 399-6369

Barton College’s designated Title IX Officer is responsible for the duties listed below:

• Training and educating the campus community on Title IX; providing educational materials to promote the compliance with the policy; and training College employees responsible for reporting or responding to reports of sexual harassment or sexual violence.

• Developing and implementing procedures to provide for prompt and effective response to reports of sexual harassment and sexual violence.

• Investigating claims of sexual harassment or sexual violence as per the policy above.

• Maintaining records of sexual harassment and actions taken in response to reports, including records of investigations, voluntary resolutions, and conduct action, as appropriate.

• Campus Counselor (Confidential Resource)
  Lee Student Health Center
  Telephone (252) 399-6587

• Chaplain (Confidential Resource)
  Room 006, Hardy Alumni Hall (Ground Floor)
  Telephone (252) 399-6368
• Wilson Police, Barton College District
  Waters Hall, First Floor
  Telephone (252) 399-6911

• Campus Health Service (Confidential Resource)
  Lee Student Health Center
  Telephone (252) 399-6397 or (252) 399-6493

• Office of Residence Life
  Hamlin Student Center
  Telephone (252) 399-6366

• Office of the Provost
  Harper Hall, Third Floor
  Telephone (252) 399-6343

Brief guide to the Barton College Title IX grievance process:

1) If you believe you have been subject to sexual harassment or sexual violence, then report the incident or incidents to the Title IX Coordinator.

2) The Coordinator will evaluate the information you provide, and determine if it falls under Title IX.

3) If it does not fall under Title IX, the Coordinator will direct you to the appropriate grievance process.

4) If it does fall under Title IX, the Coordinator will initiate an investigation and provide any intermediate protections necessary to stop the harassment or violence and ensure your safety.

5) In the investigation, the Title IX Coordinator will follow the process outlined in “Procedures for Formal Investigation” above.

6) At the end of the investigation, the Coordinator will use a written report to notify you of his/her findings. That report will also be the basis of any remedies that the College puts in place.
7) The Vice Presidents who oversee you and the person(s) about whom you have brought the grievance will make a final determination about appropriate remedies, notify you of the remedies, and implement those remedies.

• Policy on Unwanted Sexual Activity

The College community is committed to preserving the dignity and safety of its members. It will not tolerate sexual assault in any form including acquaintance rape. Where there is probable cause to believe that the campus regulations prohibiting sexual assault or unwanted sexual activity have been violated, the College will support individuals who wish to pursue disciplinary action through the student judicial process. Sanctions can include removal from the residence hall community, probation, suspension, or dismissal from the College.

• Sexual Harrassment / Sexual Assault

Sexual Harassment

The College has long been dedicated to maintaining and fostering a fair, humane, and responsible environment for all students, staff, and faculty. Sexual harassment is considered a violation of policy and will be dealt with under the procedures which have been established. We affirm the EEOC Guidelines on Discrimination Because of Sex Section 1604.11, November 1980 and Section 703 of Title VII of the Civil Rights Act of 1964.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or education;

2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile, or offensive working environment. Although the majority of incidents of sexual harassment involve a male supervisor, co-worker, or instructor harassing a woman, the law and Barton College policy also cover women harassing men, women harassing women, and men harassing men. Barton College strictly prohibits retaliation against individuals for bringing complaints of sexual harassment.

Detailed information on the College’s sexual harassment policy and grievance procedures can be found in the College’s Regulatory Documents. This policy can be located on the Barton Intranet Home Page under the regulatory documents section.

Sexual Assault
The Barton College community condemns sexual abuse and acquaintance or stranger rape; these actions constitute violation of the student living standards as well as North Carolina state law. Further, as an institution dedicated to human rights and the sanctity of the individual, Barton College deplores the exploitation of a fellow human being for the selfish purposes of pleasure of another.

Rape and Other Sex Offenses
“Mentally disabled” means a victim who suffers from mental retardation, or a victim who suffers from a mental disorder, either of which temporarily or permanently renders the victim substantially incapable of appraising the nature of his or her conduct, or of resisting the act of vaginal intercourse or a sexual act, or of communicating unwillingness to submit to the act of vaginal intercourse or a sexual act.

“Mentally incapacitated” means a victim who due to any act committed upon the victim is rendered substantially incapable of either appraising the nature of his or her conduct, or

“Physically helpless” means a victim who is unconscious, or a victim who is physically unable to resist an act of vaginal intercourse or a sexual act or communicate unwillingness to submit to an act of vaginal intercourse or a sexual act.
“Touching” means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.

14-27.2. First-degree rape.

A person is guilty of rape in the first degree if the person engages in vaginal intercourse:

• With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim; or

• With another person by force and against the will of the person, and:

  • Employs or displays a dangerous or deadly weapon or an article, which the other person reasonably believes to be a dangerous or deadly weapon; or

  • Inflicts serious personal injury upon the victim or another person; or the person commits the offense aided and abetted by one or more other persons.

• Any person who commits an offense defined in this section is guilty of a Class B1 felony.

14-27.3. Second-degree rape.

A person is guilty of rape in the second degree if the person engages in vaginal intercourse with another person:

• By force and against the will of the person; or

• Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.

• Any person who commits the offense defined in this section is guilty of a Class C felony.
14-27.4. First-degree sexual offense.
A person is guilty of a sexual offense in the first degree if the person engages in a sexual act:

- With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim; or
- With another person by force and against the will of the other person, and:
  - Employs or displays a dangerous or deadly weapon or an article, which the other person reasonably believes to be a dangerous or deadly weapon; or inflicts serious personal injury upon the victim or another person; or
  - The person commits the offense aided and abetted by one or more other persons.
- Any person who commits an offense defined in this section is guilty of a Class B1 felony.

14-27.5 Second-degree sexual offense.
A person is guilty of a sexual offense in the second degree if the person engages in a sexual act with another person:

- By force and against the will of the other person; or
- Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.
- Any person who commits the offense defined in this section is guilty of a Class C felony.
14-27.5A. Sexual battery.

A person is guilty of sexual battery if the person, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person:

- By force and against the will of the person; or
- Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.
- Any person who commits the offense defined in this section is guilty of a Class A1 misdemeanor.

Barton College offers prevention education efforts to promote sexual assault awareness through the following programs:

Student Programs

- Educational programs – sexual assault/alcohol and other drugs
- Presentations to students through New Student Orientation
- Presentations to residential students through residence hall programs
- Counseling Center outreach programs
- Self-esteem issues
- Healthy relationships
- Violence in relationships
- Campus-wide speakers on related topics
- Staff training
- In-service and on-going meetings with the following:
  - Residence Life
  - Health Services
  - Campus Police
Victims of rape or sexual assault should contact a close friend or relative for support. This is not the time to be alone. The victim should also seek immediate medical attention. Do not shower or change clothing. Physical evidence is very important. All victims should be encouraged to report all incidents of sexual assault or rape to appropriate staff persons. All staff persons receiving information or allegations should respond with the utmost sensitivity and care for the victims affected. Special attention should be given to safeguard privacy and confidentiality for all people involved in the incident/alleged incident. Try to help the victim record as many details as possible regarding person(s), place, scene, etc., that will help with the apprehension of the alleged assailant.

All administrators, faculty, staff, and students are subject to these policies. The College will also take constructive action against non-members of the College community who are subject to these policies. Individuals who violate this policy are subject to discipline up to and including discharge, expulsion, or other appropriate sanctions, in response to violations of student living standards, sexual abuse, sexual harassment, rape and sexual assault, as well as other serious complex criminal matters.

Through the Office of the Vice President for Student Affairs, Campus Police, or the Counseling Center, the College will support and encourage any student(s) who chooses to exercise his/her right to file criminal charges against another individual(s). Barton College reserves the right, as a separate jurisdiction, to conduct judicial proceedings according to the procedures outlined in the Student Handbook & Associated College Policies and Procedures, either before, during, or at the completion of the extra-College criminal proceedings.
Victims of rape or sexual assault should contact one of the following services as soon as possible:

• Title IX Coordinator  
  Room 003, Hardy Alumni Hall  
  (252) 399-6369

• Lee Student Health Center  
  (252) 399-6493

• Wilson Medical Center  
  1705 Tarboro St. SW  
  (252) 399-8040

• Campus Police  
  Waters Hall  
  (252) 399-6911

_The rape or sexual assault should be reported to Campus Police._

This is important even if you do not plan to prosecute. Consider contacting a counselor. Remember, you did not deserve or ask to be assaulted. You were a victim of a violent crime. Residence Life and Campus Police are always available to assist you in finding the resources needed.

Barton College offers the following counseling services for victims of sexual assault:

• The Barton College Counseling Center  
  Lee Student Health Center  
  (252) 399-6587

• The Wesley Shelter  
  106 Vance Street, Wilson, N.C.  
  (252) 291-2344

• The Beacon Center  
  500 Nash Medical Arts Mall  
  Rocky Mount, N.C.  
  1-888-893-8640
Through the Office of the Chaplain, Student Health Services (which provides assistance to members of the College community in contacting the State Health Department or any other off-campus agency to assist students), and the Lee Student Health Center, the College will, whenever possible, offer emotional support to person(s) filing criminal charges or who are victims of sex offenses. Subject to available space, the Office of Residence Life and the appropriate academic department, will, whenever possible, grant victims of sex offenses the option of relocating their campus housing assignment or reasonable academic program adjustments.

- **Student Conduct Procedures**
  All College disciplinary hearings are closed.
  Students will have the opportunity to hear evidence presented against them and will have the opportunity to present evidence on their own behalf and confront all witnesses according to the guidelines established by the Judicial Hearing Officer. In all cases of alleged Sexual Violence the Student Conduct Process will employ the standard of Preponderance of Evidence as the Burden of Proof.

  All students are afforded the opportunity to have a College advisor present during a student disciplinary hearing. A College advisor must be a full-time member of the staff, faculty, or administration. In cases of student conduct, the complainant and the respondent will have the opportunity to hear all evidence on their own behalf as detailed in the *Student Bulldog Handbook*, and the sanctions imposed will be made available to both the complainant and the respondent by the judicial hearing officer or the chair of the College Judicial Board. Both the complainant and respondent have the right of appeal under the College process.
Following are the Barton College disciplinary sanctions that may be imposed in cases of rape, acquaintance rape, or other sex offenses:

- Warning
- Probation
- Loss of Privileges
- Fines
- Restitution
- Disciplinary Sanctions – Work assignments, service to the College
- Residence Hall Suspension
- Residence Hall Expulsion
- College Suspension
- College Expulsion
- Revocation of Admission and/or Degree
- Withholding Degree

**Withdrawal and Subsequent Readmission of Students with Emotional / Psychological Impairment**

**Purpose:** The purpose of this document is to prescribe procedures and provide guidelines for the withdrawal and admission of students with emotional and psychological disturbances.

Emotional or psychological impairments are to be treated as handicaps for the purpose of compliance with Section 504 of the Rehabilitation Act of 1973. As such, the procedures outlined in this document are to be followed in the disposition of incidents arising as a result of the handicap.
The same admissions criteria and procedures will apply that apply to any other otherwise qualified applicant. In addition, the applicant must:

1) Obtain from a licensed counselor, psychologist, or psychiatrist, a letter or statement that addresses the following:
   a. The student’s present state of emotional and/or mental health.
   b. The student’s ability to function socially in a college environment, particularly living in a residence hall with respect to adhering to rules and regulations governing conduct.
   c. The need for a continuing regimen of counseling support and, if required, a recommended course and method of therapy.

2) Authorize the release of the above information to the College through its designated agent.

3) Authorize the College, through its designated agent, to provide the student’s therapist with the details of the student’s conduct which led to this request.

4) Should the psychological evaluation recommend a continuing program of counseling, then the student must agree to remain in such a program until such time as a statement as specified in 1, a-c above is rendered.

5) It will be the student’s responsibility to inform his/her therapist of the content and requirements of the letter and to ensure that its provisions are met.

6) Any expense incurred in meeting these conditions must be borne by the student personally.

7) Whenever possible, cases involving student misconduct are to be handled as disciplinary problems and processed through the College Judicial System.
8) Incidents of student misconduct, attributable to a suspected underlying emotional or psychological impairment, are to be processed according to the procedures and guidelines contained within this document and Section 504 of the Rehabilitation Act of 1973.

9) In all such cases, care will be taken to ensure that the rights of the individual, the institution, and other members of the College community are protected. Psychological evaluations of students can be mandated only by the President or the appropriate Vice President of the College.

*Psychiatric Withdrawal Procedures*

1) In cases involving conduct infractions and where it is inappropriate to address the issue as a disciplinary problem, the College Student Conduct System and Procedures will apply with the following exceptions.

   a. A psychological evaluation of the student will be required and considered as a part of the hearing and review process. The evaluation will be rendered by a licensed psychologist or psychiatrist of the student’s choice. If the evaluation is made by a source other than that provided by the College, the student must pay all costs.

   b. The student may be accompanied during the hearing by a family member or counselor and may examine the evaluation prior to a final decision. The College requires a qualified professional to interpret the results of the evaluation.

   c. When a determination is made to withdraw the student, he/she will be given the reasons for the decision and an explanation of any conditions imposed for future re-admission. Should the student apply for re-admission at any time, a current evaluation of his/her emotional or psychological state should be submitted and considered as part of the application. These applications will be processed through the Petitions Committee.
2) Any student who harms or threatens to harm himself/herself or another will be referred immediately to a physician or counselor for assessment. The student will be allowed to remain on campus only with written documentation from the physician or counselor stating that it is safe for him/her to do so and with the approval of the Vice President for Student Affairs. Parents and appropriate College officials may be notified immediately at the discretion of the Vice President for Student Affairs or other personnel on duty.

3) In cases involving academic programs, the existing Academic Withdrawal Procedures will be followed with the same exceptions noted in 1, a-c.

• Weapons Policy

The use and/or possession of firearms, weapons, (including air rifles, handguns, and paintball guns), or hunting materials, other than by authorized police agencies, is prohibited on campus grounds or in the facilities of Barton College. This includes the illegal possession of explosives and dangerous chemicals, and includes fireworks of any kind.

Pursuant to North Carolina General Statutes 116-143.1 and in reference to House Bill 937 signed into law and placed into effect July 29, 2013, Barton College affirms its right as a private institution to restrict the possession or use of a weapon on college property or property under the control of the College. This is consistent with the College’s purpose and mission.

For the complete text of this College Regulation, reference the Barton College Regulatory Document 5-7, Weapons. This policy includes House Bill 937 that expands the allowable concealed carry locations to institutions of higher education or private institutions that have not otherwise restricted concealed carry abilities on campus with an institution specific policy.
Barton College Regulatory Document 5-7 Weapons, prohibits the use of a weapon on college property or property under the control of the College.

This policy DOES NOT apply to:

- A weapon used solely for educational or school-sanctioned ceremonial purposes or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by school authority
- Armed forces personnel, officers and soldiers of the militia and national guard, law enforcement personnel, and any private police employed by an educational institution, when acting in the discharge of the official duties

**Student Grievance Procedures**

Any student who feels that he/she has been unduly wronged or unfairly treated by a member of the College faculty, administration, or staff, may appeal to have his/her grievance heard through the Grievance Committee through the following processes. This procedure does not apply in situations involving grade appeals. A separate procedure has been developed for those cases.

1) Whenever possible and after a reasonable cooling off period, the student should talk with the faculty, staff, or administrator stating carefully and precisely why he/she believes a grievance exists. An attempt should be made in this conference to resolve the issue. If the College official involved in the grievance is not available on the campus (i.e. during the summer or other such breaks, leaves of absence, etc.) or the situation itself is such as to obviously preclude this step, the student should talk with the person’s immediate supervisor.

2) If no resolution of the issue can be made in the initial conference with the College official against whom the grievance is directed, the student may initiate a formal, written appeal process with the person’s immediate supervisor for the purpose of mediation. This written appeal will form the basis for a conference between the supervisor, the student, and the
College official against whom the grievance is directed. The written appeal must state in detail the grievance and reasons for appealing and must be presented in four copies, one each for the supervisor, the official against whom the grievance is being made, the student bringing the grievance, and for the record. Since the document is of primary importance, the student may seek assistance in preparing it for presentation. Any student or member of the College community may assist the student in preparing the written appeal. The formal written process must begin within 60 days of the most recent incident precipitating the grievance. Supporting documentation and/or evidence related to the precipitating incident, such as earlier incidents may be included in the appeal. The same information, however, also should be available in the earlier stages of the grievance process.

3) If the conference between the supervisor, the student, and the official against whom the grievance is directed does not satisfactorily resolve the issue, the student or the College official in question may request (using the same procedure as stated above) a conference with the authority on the next level of administrative supervision. Grievances against administrative division heads reporting directly to the President of the College and not resolved at that level will be made to the President.

4) If the conference with the administrative division head does not satisfactorily resolve the issue, the student or the official against whom the grievance is directed may request the division head to convene an ad hoc Grievance Committee to hear the issue. The decision whether or not to convene a Grievance Committee to further hear the issue will rest with the appropriate administrative division head. In cases involving administrative division heads, the decision rests with the President. Decisions at this level will be final.

5) The ad hoc Grievance Committee shall be composed of seven persons. The student shall select one member from the faculty or administration. The College official against whom the grievance is made shall select one member from the faculty or
administration. The administrative division head, after determining his/her impartiality, shall select three other members from the faculty or administration who are not in the department or division involved. The Student Government Association President and one other student appointed by him/her also shall serve on the Committee. The chairperson shall be selected from among and by the nominees of the administrative division head.

6) The Grievance Committee shall hear the testimony of both the student and the College official and shall guarantee each the right to hear the other’s testimony. There shall be a single verbatim record, such as an audio tape recording, of the proceedings (not including deliberations). Deliberations shall not be recorded. The record shall be the sole property of Barton College. Anyone taking part in the grievance committee process is strictly prohibited from bringing any video or audio recording device. If the student or the College official fails to appear at a scheduled session of the Committee, and fails within seven class days to provide a satisfactory explanation to the chairperson for the absence, that person shall be considered to have waived his/her right to further consideration.

7) No student shall be subjected to any form of recrimination or reprisal for initiating a grievance against any member of the faculty, staff, or administration. The ruling of the Grievance Committee shall be final. During all formal proceedings, beginning with Item #2 of this procedure, both the College official and the student are entitled to the following:

a. to be present at all formal hearings.

b. to be represented by an advisor; any party may seek from within the College community of, faculty, staff, and administrators, a person who is willing to act as an advisor to assist him/her; lawyers may not represent parties in these proceedings.

c. to cross-examine witnesses.
d. both the complainant and the respondent shall be informed promptly, in writing, of the Grievance Committee’s decision. The records of the Committee shall be on file in the Office of the Provost and Vice President for Academic Affairs for a period of five years. Only the President, the Provost and Vice President for Academic Affairs, the Vice President for Student Affairs, and the Board of Trustees shall have access to the records. Members of the Committee shall observe strict confidentiality regarding the case. The entire formal proceeding, beginning with the written appeal to the supervisor, shall be completed within 60 days.

• Barton College Student Code of Conduct

Preamble

Barton College is committed to standards of honorable conduct based on the highest ideals and values of personal honor, integrity, responsibility, and commitment to community. This is the context in which the college community establishes its standards of conduct and processes for responding to compromise of those standards.

It is assumed that, in accepting membership in the College community, students have made a concurrent commitment to its social and academic standards and that each will abide by those standards, accept full responsibility for his/her actions, and give full support to ensuring the integrity of those standards.

Specifically, students are expected to accept full responsibility for their actions, to conduct themselves with honor and integrity in all endeavors, to never knowingly or willfully lie, cheat, or steal, or to be involved in or condone any activity to the contrary, and to support in word and deed the concepts and principles of the College’s Student Code of Conduct and Honor Code.
Students entering Barton College are required to express their commitment to these standards through the following affirmation.

I PROMISE THAT, WHILE I AM A STUDENT AT THE COLLEGE, I WILL TO THE BEST OF MY ABILITY NEVER KNOWINGLY OR WILLINGLY VIOLATE ANY OF ITS RULES, REGULATIONS, OR STANDARDS OF CONDUCT; TO NEVER LIE, CHEAT, OR STEAL; TO DISCOURAGE THOSE WHO WOULD DO OTHERWISE; AND, TO SUPPORT IN WORD AND DEED, THE CONCEPT AND PRINCIPLES OF THE HONOR SYSTEM.

The mission of the College is rooted in our commitment to developing ethical and socially responsible behavior in all human relationships. Responsible living in a community of learners requires adherence to demanding standards.

Members of the Barton College Community WILL
- Express opinions with civility.
- Show consideration for the opinions of others.
- Respect the sanctity and dignity of ideas.
- Promote the honor code in all their actions for the benefit of the community of learners at Barton.

Members of the Barton Community WILL NOT
- Lie
- Cheat
- Plagiarize
- Steal
- Violate others’ property
- Tolerate others’ disregard for the honor code.

• Policy on Academic Honesty
  The following list of violations outlines infractions. The list is not comprehensive.

  Academic Dishonesty is defined as any act of cheating and plagiarism. Cheating is defined as giving or receiving aid, including attempting to give or receive aid, without the specific consent of the professor, on quizzes, examinations, assignments, etc. Plagiarism is defined as presenting as one’s own the writing or work of others.
Whenever phrasing is borrowed, even if only two or three words, the indebtedness should be recognized by the use of quotation marks and mention of the author’s name. The language of another is not made the writer’s own by omission, rearrangement, or new combinations; such an act is plagiarism.

Disruption of educational process is defined as the obstruction or disruption of teaching, disciplinary procedures, administration, or other College activities. Sanctions for violations of academic honesty are found in the Barton College Judicial System and Procedures Handbook. The College uses a software program to verify that student work is not plagiarized, and students are strongly encouraged to ask their instructors about using the program to check their own work before turning it in.

Disruptive Behavior in the Classroom
The instructor may withdraw a student from a course for behavior that is deemed by the instructor to be disruptive to the class. If the student is withdrawn from the course during the drop period, he or she will simply be dropped from the course. If the student is withdrawn from the course before the last official date to withdraw, the instructor will record the grade either as “WP” or “WF,” depending on the student’s performance. After the official last date to withdraw, the student will automatically receive a “WF.” The WF grade is punitive and affects the grade point average as a failing grade. If the student feels that the dismissal from the class is unjustified, he or she may request an Honor Code hearing and has a choice of an appeal to the Provost and Vice President for Academic Affairs or an Honor Code Conduct Board Hearing. In either case, the student must first meet with the instructor and then with the instructor and the dean/chair, following the submission of a written appeal. If the instructor and the chair/dean cannot resolve the issue or if the student disagrees with their ruling, the student then has a choice of an Honor Code Conduct Board Hearing or a hearing with the Provost and Vice President for Academic Affairs, the instructor, and the chair/dean.
• **Policies for Barton College Student Code of Conduct Academic Infractions**

Student Conduct Policy for Academic Infractions is based on Barton College’s Honor Code and academic expectations of its students as set forth in the College’s policies.

**Student Conduct Procedures for Academic Infractions**

1) **Filing a Complaint**

   Any member of the College Faculty may bring a charge against a student(s). A student may report him/herself for committing an academic violation. Any student may also bring to the attention of the instructor suspected acts of academic infractions.

2) **Disposition of Academic Infraction Charge**

   a. If an instructor suspects that an academic infraction has occurred, the instructor will first notify the student and the dean of the school or the chair of the department.

   b. The dean or chair will contact the office of the Provost and Vice President for Academic Affairs to learn whether this alleged infraction is the first recorded infraction by the student. If this is the first infraction, the instructor, chair or dean, and student will meet. If the chair or dean and the instructor agree that no infraction occurred, the matter ends. If this is not a first infraction, the dean or chair will ask the Provost/VPAA to schedule a Conduct Board Hearing.

   c. If the instructor and the dean or chair agree that an infraction has occurred, the instructor will assess an appropriate penalty. If the student and instructor agree on the penalty, the instructor will report the infraction and penalty to the dean or chair, who will see that the penalty is appropriately recorded by the Office of the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs will communicate, in writing, to the student concerning the serious consequences of any subsequent academic infractions. The letter will be placed in the student’s file.
d. If the student and instructor do not agree that an infraction has occurred or do not agree concerning the penalty, the instructor will report this to the dean or chair.

e. If this is a first infraction, the student may choose either a Provost/VPAA Hearing or a Student Conduct Board Hearing to appeal the penalty. The Provost/VPAA Hearing will involve only the dean or chair, the student, the instructor, any appropriate witnesses, and (if requested by the student) a support person who is a member of the faculty or staff of the college.

f. The Provost/VPAA Hearing ends with the decision rendered by the Provost/VPAA. At the conclusion of the hearing, the Provost/VPAA will make a decision on the case and write letters describing the decision to the student, the instructor, and the dean or chair. If the student is found guilty of an academic infraction, the letter will be placed in the student’s file in the office of the Provost/VPAA.

g. If there is already an infraction on the student’s record, the dean or chair will ask the office of the Provost and Vice President for Academic Affairs to schedule a Conduct Board Hearing.

h. The instructor will report, in writing, to the Provost and Vice President for Academic Affairs and to the dean or chair the formal charge of an academic infraction and the result of any previous conversation with the student. This information will be forwarded to the Conduct Board. The Conduct Board, under the leadership of Student Affairs, will be in charge of the Conduct Board Hearing. All materials concerning the alleged infraction will be forwarded by the Provost/VPAA to the office of the VPSA. The Conduct Board consists of faculty, staff, and students who have received training in judicial procedures.
B) Sanctions for Academic Infractions

Sanctions resulting from an academic infraction include but are not limited to:

• A first violation will usually result in a 0 or F on a specific work or for the course.

• For a second offense, a student will normally be suspended for the remainder of the semester and for the following semester.

• Students who are suspended as a consequence of academic dishonesty will not be able to transfer College credits toward a Barton degree from courses taken elsewhere while on suspension.

• A student may return to Barton after a period of suspension on the condition that he/she provides a written statement affirming commitment to Barton’s Honor Code. The statement should be sent to the Provost/VPAA, who will include it in College Judicial Council files. The statement will be placed in the student's file.

• For a third offense, a student will usually be expelled from the College.

• Procedural Standards in Disciplinary Proceedings

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to counseling, guidance, and admonition. At the same time, the College has the duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for the students who are enrolled and through the regulation of the use of institutional facilities. In exceptional circumstances, when the preferred means fail to resolve the problems of student conduct, proper procedural safeguards shall be observed to protect the student from unfair imposition of serious penalties.

The administration of discipline shall guarantee procedural fairness to an accused student. The jurisdiction of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the
student’s right to appeal a decision, shall be clearly formulated and communicated in advance. Penalties may be assessed informally under prescribed procedures.

In all situations, procedural fairness requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, and that there be provisions for appeal of a decision.

A. Standards of Conduct Expected of Students

The College has an obligation to clarify those standards of behavior that it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations shall represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to his/her education.

Offenses will be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings shall be instituted only for violations of standards of conduct published in advance through such means as a student handbook or a generally available book of institutional regulations.

B. Investigation of Student Conduct

1) Except under extreme emergency circumstances, the personal possessions of students will not be searched unless the student has given permission or authorization has been obtained from the Vice President for Student Affairs or the Provost and Vice President for Academic Affairs.

The authorization should specify the student’s name, the reasons for the search and the objects or information sought. The student should be present, if possible, during the search.

The College, however, reserves the right for authorize persons to inspect all residence hall rooms, and to enter these rooms in order to check on room maintenance,
property damage, or to conduct other college business. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

2) Students detected in serious violation of institutional regulations or arrested for infractions of ordinary law shall be informed of their rights. No form of harassment will be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

3) All members of the College community are expected to report to the Vice President for Student Affairs any knowledge they may have relative to any current student who has been charged, indicted, or convicted of any local, state, or federal laws.

Article I: Definitions

• The term College means Barton College.

• The term “student” includes all persons taking courses at Barton 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 Barton College, or who have been notified of their acceptance for admission are considered “students” as are persons who are living in residence halls, although not enrolled in this institution. This Student Code does apply to all locations of Barton College.

• The term “faculty member” means any person engaged by Barton College to conduct classroom or teaching activities or who is otherwise considered by Barton College to be a member of its faculty.

• The term “Barton College official” includes any person employed by Barton College, performing assigned administrative or professional responsibilities.
• The term “member of Barton College community” includes any person who is a student, faculty member, Barton College official, or any other person employed by Barton College. A person’s status in a particular situation shall be determined by Barton College.

• The term “Barton College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Barton College (including adjacent streets and sidewalks).

• The term “organization” means any number of persons who have complied with the formal requirements for organizational standing with Barton College.

• The term “Student Conduct Board” means any person authorized by Barton College to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.

• The term “Student Conduct Administrator” means a Barton College official authorized on a case-by-case basis by the Vice President for Student Affairs to impose sanctions upon any student(s) found to have violated the Student Code. The Vice President for Student Affairs may authorize a Student Conduct Administrator as the sole member or one of the members of the Student Conduct Board. The Vice President for Student Affairs may authorize the same Student Conduct Administrator to impose sanctions in all cases.

• The term “Appellate Board” means any person or persons authorized by Barton College to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator.

• The term “shall” is used in the imperative sense.

• The term “may” is used in the permissive sense.

• The Vice President for Student Affairs is the person designated by the Barton College President to be responsible for the administration of the Student Code.
• The term “policy” means the written regulations of Barton College as found in, but not limited to, the Student Code, Residence Life Contract, the Barton College web page/intranet and computer use policy, and Graduate/Undergraduate Catalogs, contracts and course syllabi.

• The term “cheating” 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 Barton College faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

• The term “plagiarism” 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 acknowledgement. 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.

• The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that he/she has been a victim of another student’s misconduct, the student who believes he/she 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.

• The term “Respondent” or “Accused Student” means any student accused of violating this Student Code.

Article II: Student Code Authority

1) The Vice President for Student Affairs shall determine the composition of the Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter.
2) The Vice President for Student Affairs 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 and at College sponsored activities, as well as 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 the disciplinary matter is pending. The Vice President for Student Affairs shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, at his/her sole discretion.

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:

- Acts of dishonesty, including but not limited to the following:
  - Cheating, plagiarism, or other forms of academic dishonesty.
  - Furnishing false information to any College official, faculty member, or office.
- Forgery, alteration, or misuse of any College document, record, or instrument of identification.
- 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.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct, which threatens or endangers the health or safety of any person.
- 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.
- 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 express 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.
- 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.
- Unauthorized possession, duplication or use of keys/access cards to any College premises or unauthorized entry to or use of College premises.
- Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website/intranet.
- Violation of any federal, state or local law.
- Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances, including prescription medications except as expressly permitted by law.
- Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by
College regulations), or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

– Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such items, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

– 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.

– Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

– 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 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.

– Theft or other abuse of computer facilities and resources, including but not limited to:
  • Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  • Unauthorized transfer of a file.
  • Use of another individual’s identification and/or password.
  • Use of computing facilities and resources to interfere with the work of another student, faculty member, or College official.
• Use of computing facilities and resources to interfere with normal operation of the College computing system.
• Use of computing facilities and resources in violation of copyright laws.
• Any violation of the College Computer Use Policy.

– Abuse of the Student Conduct System, including but not limited to:

• 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.
• Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
• Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
• Institution of a student conduct code proceeding in bad faith.
• Attempting to discourage an individual’s proper participating in, or use of the student conduct system.
• 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.
• 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.
• Failure to comply with the sanction(s) imposed under the Student Code.
• Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
• 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 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 Vice President for Student Affairs. 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 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.

3) Furthermore, students are subject to federal, state, and local laws as well as College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally. Students are subject to such disciplinary action as the administration of the College may consider appropriate, including possible suspension and expulsion if they are
charged, indicted, or convicted of federal, state or local laws, or for any violation of College regulations. This principle extends to conduct off campus, which is likely to have an adverse effect on the College or on the educational process or which stamps the offender as an unfit associate for the other students and/or the College community. Any violation of a campus regulation that is also an infraction of a federal, state, or local law may be reported to the appropriate authorities for whatever action is deemed appropriate.

Students, when on campus or attending official College functions off campus, are required to obey all rules and regulations published in this and other College publications, which are established for the welfare of all students.

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 Vice President for Student Affairs. Any charge should be submitted as soon as possible after the event takes place, preferably within forty-eight (48) hours.

2) The Vice President for Student Affairs 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 Vice President for Student Affairs. 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 Vice President for Student Affairs may later serve in the same matter as the Student Conduct Board or a member thereof. 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 Respondent (the Accused Student) in written form. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Vice President for Student Affairs.

4) Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines:

a. Student Conduct Board Hearings normally shall be conducted in private.

b. The Complainant, Respondent, and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.

c. In Student Conduct Board Hearings involving more than one Respondent, the Student Conduct Administrator, at his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.

d. The Complainant and the Respondent (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 Respondent is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
e. The Complainant, the Respondent, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. 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 Respondent at least two weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Respondent and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board 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 at the discretion of the chairperson of the Student Conduct Board.

f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

5) There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of Barton College. Anyone taking part in the conduct process is strictly prohibited from bringing any video or audio recording device.
6) If a Respondent (Accused Student), with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

7) The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, 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 Vice President for Student Affairs to be appropriate.

8) Testimony will be gathered both in writing and through individual oral testimony. After evaluating all evidence according to the good faith investigation/reasonable conclusion standard, the Student Conduct Board, or the Student Conduct Administrator, will determine whether a student is responsible for violating one or more Student Living Standards (Student Honor Code).

In all cases of alleged sexual violence, the standard of proof will be preponderance of the evidence, as required by the OCR (Office of Civil Rights).

B. Sanctions

a. The following sanctions may be imposed upon any student found to have violated the Student Code:

• Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.

• 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.
• Loss of Privileges – Denial of specified privileges for a designated period of time.

• Fines – Previously established and published fines may be imposed.

• Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

• Discretionary Sanctions – Work assignments, essays, service to the College, or other related discretionary assignments.

• 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.

• Residence Hall Expulsion – Permanent separation of the student from the residence halls.

• College 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.

• College Expulsion – Permanent separation of the student from the College.

• Revocation of Admission and/or Degree – Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other serious violations committed by a student prior to graduation.

• 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 completion of all sanctions imposed, if any.

b. More than one of the sanctions listed above may be imposed for any single violation.
c. Other than 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 residence hall expulsion, College suspension, College expulsion, or revocation of withholding of a degree, upon application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than residence hall expulsion or revocation or withholding of a degree shall be expunged from the student’s confidential record 10 years after final disposition of the case.

d. 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.

The following sanctions may be imposed upon groups or organizations.

- Those sanctions listed above in article IV (B) (1) (a–e).
- Loss of selected rights and privileges for a specified period of time.
- Deactivation. Loss of all privileges, including College recognition, for a specified period of time.
- In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. 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 Respondent (Accused Student), group and/or organization (and a complaining student who believes she/he was the victim of another student’s conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Interim Suspension

In certain circumstances, the Vice President for Student Affairs, or a designee, may impose a College or residence hall suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.

a. Interim suspension may be imposed only: 1) to ensure the safety and well-being of members of the College community or preservation of College property; 2) to ensure the student’s own physical or emotional safety and well-being; or 3) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

b. 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 Vice President for Student Affairs or the Student Conduct Administrator may determine to be appropriate.

c. 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.
D. Appeals

a. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Respondent (Accused Student[s]) or Complainant(s) to an Appellate Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs or his or her designee.

b. 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 Board Hearing and supporting documents for one or more of the following purposes:

1) To determine whether the Student Conduct Board 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 Respondent 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.

2) To determine whether the decision reached regarding the Respondent (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.

3) To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.
4) 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 Board Hearing.

c. If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanctions(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

Article V: Interpretation and Revision

A. Any question of interpretation or application of the Student Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination.

B. The Student Code shall be reviewed every three years under the direction of the Vice President for Student Affairs.

• Campus Emergency Response and Evacuation Procedure

Reporting an Emergency
All members of the campus community and public may report an emergency to a campus official.

First Response:
Call Wilson Police – 911
Barton College Exterior – Call Boxes
Reporting an Emergency

Initiating the Campus Emergency Response and Evacuation Procedure

All members of the campus community and public may report an emergency to a campus official.

- Individuals are encouraged to report emergencies immediately to the WILSON POLICE — Dial 911.

- Wilson Police will investigate, assess, and declare the level of emergency.

- ** Initiate the Campus Notification System:  
  - Wilson Police Barton College Division Supervisor  
  - Vice President for Student Affairs  
  - Vice President for Administration and Finance  
  - Director of Public Relations  

- In consultation with the appropriate Vice President, Wilson Police, in conjunction with the Wilson Police - Barton College Division, will declare an emergency.

An Emergency Response will likely fall into two categories:

- Campus Evacuation or Limited Campus Evacuation (buildings, grounds, etc.)

- Shelter-in-Place

- The EMT-Policy Group will initiate and implement the Campus Emergency Response and Evacuation protocol (when required).

- The type and severity of the emergency will determine what response is warranted by the appropriate EMT – Operational Group(s).
Emergency / Crisis

The origin of causative factors in or leading to an emergency/crisis may be man-made or natural or a combination of both. Campus Emergency Response and Evacuation Procedures will be activated as a result of one or more, singularly or in combination, events or situations, which include but are not limited to the following:

- Fires
- Explosions
- Threats (shooter, bombs, etc.)
- Hazardous Materials (Chemical, Biological, Radiological, etc.)
- Utility Interruptions (Electrical, Gas, Water, etc.)
• Communications Failures
• Civil Disturbances or Disruptions
• Severe Weather (Ice Storms, Flooding, Hurricanes, Tornadoes, Earthquakes, etc.)

Campus Emergency Response
The primary goal of the Campus Emergency Response and Evacuation Procedures is to assure the safety and health of students, faculty, staff, and the public, and to protect and safeguard property, resources, and the integrity of the College and its programs. Barton College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the campus notification system, unless the notification will, in the professional judgment of responsible campus and/or civil authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Campus Notification System - Disseminating Emergency Information
Barton College employs a number of notification options when man-made or natural causative factors require immediate campus communication. In consultation with the College President and/or the appropriate Vice President, the Director of Public Relations will initiate the campus notification system. These options include, but are not limited to, the following:

• Barton College External Web Site (www.barton.edu)
• The Campus Severe Weather Hotline
  Students – (252) 399-6868
  Faculty/Staff – (252) 399-6600
• Local and Regional Television and Radio broadcasts
• Barton College email system
• Global Connect Emergency Notification System – this system sends immediate text, voice, and/or email messages to members of the College community who have pre-registered cell phone numbers for this purpose.
Emergency Management Teams

The College is organized into Emergency Management Teams (EMT) responsible for implementing Campus Emergency Response and Evacuation Procedures, as follows:

- **EMT – Policy Group**
  This group functions to provide overall policy guidance and perspective in planning for and responding to emergencies.
- **College President**
- **Provost & Vice President for Academic Affairs**
- **Vice President for Administration and Finance**
- **Vice President for Institutional Advancement**
- **Vice President for Student Affairs**
- **Vice President for Institutional Effectiveness and Student Success**
- **Senior Advisor to the President**
- **EMT – Operation Group**
  These groups function to carry out the operational aspects of the Plan and/or as directed by the EMT-Policy Group. Individual EMT groups are subject to change in make-up and, depending upon the nature of the emergency, one or more groups may be combined or merged.

- **Administration / Management**
  - **Vice President for Administration and Finance**
    - Director of Technology
    - Controller
    - Director of Information Technology
    - Director of Athletics

- **Public Relations**
  - **Provost and Vice President for Academic Affairs**
    - Director of Public Relations
    - Director of Publications
• Instructional Programs
  • Provost and Vice President for Academic Affairs
    – Dean, School of Allied Health and Sport Studies
    – Dean, School of Business
    – Dean, School of Education
    – Dean, School of Humanities
    – Dean, School of Nursing
    – Dean, School of Sciences
    – Dean, School of Social Work
    – Dean, School of Visual, Performing, and Communication Arts
    – Dean of Accelerated Professional Programs
    – Registrar
    – Director of the Library
    – Assistant Dean of Student Success

• Food Services
  • Director of Food Services

• Physical Plant
  • Director of Physical Plant

• Campus Police
  • Supervising Police Captain

• Student Affairs
  • Vice President for Student Affairs
    – Dean of Students
    – Executive Director of Lee Student Health Center
      Campus Counselor / ADA Coordinator
    – Chaplain
    – Director Housing and Residence Life
Annual Test of Campus Emergency Response and Evacuation Procedure

A test exercise of the Campus Emergency Response and Evacuation Procedure will be conducted annually. The annual test will include:

- at least one (1) campus test exercise per calendar year.
- the publication of these emergency procedures.
- a description of the exercise.
- the date and time the exercise was conducted.
- whether the test exercise was announced or unannounced.
### Address / Building Identifiers / Nomenclatures

#### All Main Campus Addresses:

- **200 Atlantic Christian College Drive, Wilson, NC 27893**

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Building Number</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore/Post Office</td>
<td>200-C</td>
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<tr>
<td>Case Art Building</td>
<td>200-N</td>
<td></td>
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<tr>
<td>Centennial Alumni Bell Tower</td>
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<td>Belk Drive (main entrance to campus)</td>
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<tr>
<td>East Campus Suites</td>
<td>200-J</td>
<td></td>
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<tr>
<td>Fountain</td>
<td></td>
<td>Center Campus</td>
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<tr>
<td>Hackney Hall</td>
<td>200-F</td>
<td></td>
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<tr>
<td>Hamlin Student Center</td>
<td>200-E</td>
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<tr>
<td>Hardy Alumni Hall</td>
<td>200-D</td>
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<tr>
<td>Harper Hall</td>
<td>200</td>
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<tr>
<td>Hilley Hall</td>
<td>200-B</td>
<td></td>
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<tr>
<td>Howard Chapel</td>
<td>200-P</td>
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<tr>
<td>Kennedy Family Theatre</td>
<td>200-V</td>
<td></td>
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<tr>
<td>Lee Student Health Center</td>
<td>200-G</td>
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<tr>
<td>J.W. Hines Hall</td>
<td>200-Q</td>
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<tr>
<td>Mary Irwin Belk Hall</td>
<td>200-R</td>
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<tr>
<td>Moye Science Building</td>
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<tr>
<td>Nixon Nursing Building</td>
<td>200-K</td>
<td></td>
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<tr>
<td>Roma Hackney Music Building</td>
<td>200-M</td>
<td></td>
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<tr>
<td>The Sam and Marjorie Ragan</td>
<td>200-U</td>
<td></td>
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<tr>
<td>Writing Center</td>
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<tr>
<td>Waters Hall</td>
<td>200-I</td>
<td></td>
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<tr>
<td>Wenger Hall</td>
<td>200-A</td>
<td></td>
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<tr>
<td>Willis N. Hackney Library</td>
<td>200-T</td>
<td></td>
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<tr>
<td>Wilson Gymnasium</td>
<td>200-H</td>
<td></td>
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<tr>
<td>Kennedy Recreation and Intramural Center</td>
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</tbody>
</table>

#### Other Campus Addresses:

- **Athletic Complex, 412 North Kincaid Avenue**
- **Barton-Graves House, 800 West Nash Street**
- **Physical Plant Operations, 704-A College Street**
- **Tennis Complex and Intramural Field, 806 Corbett Avenue**
Glossary of Terms

• Appellate Board – The term “Appellate Board” means any person or persons authorized by Barton College to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator.

• Arson – The term “arson” means any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property another, etc.

• Barton College Official – The term “Barton College official” includes any person employed by Barton College, performing assigned administrative or professional responsibilities.

• Barton College Premises – The term “Barton College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Barton College (including adjacent streets and sidewalks).

• Bullying – The term “bullying” means deliberately hurtful behavior to someone as a single incident or over a period of time. It can be either physical, verbal or indirect or a combination of any of these forms. Often it includes one or more of the following: intimidation, exclusion, rumor-spreading, name-calling, anonymous messages, damage to or theft of personal property. The victim may react by becoming silent or withdrawn, feigning illness, missing lessons, not eating, or not working.

• Cyberbullying – The term “Cyberbullying” means, when one person uses digital technology to hurt another person. Cyberbullying includes but is not limited to:
  • Texting or emailing unpleasant, scary or rude mobile phone messages
  • “Sexting”, where sexually inappropriate mobile phone pictures of a person or persons are used by another person to upset, harass or demean the person(s) in the pictures
  • Posting abusive or demeaning comments on social networking sites such as Facebook and Twitter, or in chat rooms
• Disability Bullying – The term “Disability Bullying means making any offensive comment or physical interference towards another person who has a mental or physical disability or a learning difficulty, whereby that disability or learning difficulty is exploited with the intent to upset, harass, humiliate or isolate that person.

• Homophobic Bullying – The term “Homophobic Bullying” means making any offensive, derogatory or demeaning comment or innuendo to a person linked to their sexuality to upset, harass, humiliate or isolate that person.

• Racist and Religious Bullying – The term “Racist and Religious Bullying” means making any offensive, derogatory or demeaning comment to a person linked to their race, nationality, ethnicity, religion or belief, or cultural practices.

• Sexual and Sexist Bullying – The term “Sexual and Sexist Bullying” means making any offensive, derogatory or demeaning comment or innuendo to a person linked to their gender, sexuality or sexual activity. Displaying sexual or pornographic pictures on any electronic device with intent to insult, demean or harass another person. Any unwanted physical conduct or coercion into a sexual act.

• Burglary – The term “burglary” means the unlawful entry of a structure to commit a felony or a theft.

• Cheating – The term “cheating” 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 Barton College faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

• College – The term College means Barton College.

• Complainant – 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 students’ misconduct, the student who believes she/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.

- **Dating Violence** – The term “Dating Violence” means controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.

- **Dean of Students** – The term “Dean of Students” is the person designated by the Vice President for Student Affairs as the Senior Student Conduct officer.

- **Domestic Violence** – The term “Domestic Violence” means abuse that happens in a personal relationship. It can happen between past or current partners, spouses, or boyfriends and girlfriends. Domestic violence affects men and women of any ethnic group, race, or religion; gay or straight; rich or poor; teen, adult or elderly. The abuser may use fear, bullying, and threats to gain power and control over the other person. He or she may act jealously, controlling, or possessive.

- **Explicit** – The term “explicit” means actions or words free from all vagueness and ambiguity.

- **Faculty Member** – The term “faculty member” means any person engaged by Barton College to conduct classroom or teaching activities or who is otherwise considered by Barton College to be a member of its faculty.

- **Harassment** – The term “harassment” means persistent and unwelcome conduct or actions. Harassment may be either explicit or implicit.

- **Implicit** – The term “implicit” means actions or words (implied/an assumption) capable of being understood from something else though unexpressed.

- **Intimidation** – The term “intimidation” means to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
• May – The term “may” is used in the permissive sense.
• Mentally Disabled – The term “Mentally disabled” means a victim who suffers from mental retardation, or a victim who suffers from a mental disorder, either of which temporarily or permanently renders the victim substantially incapable of appraising the nature of his or her conduct, or of resisting the act of vaginal intercourse or a sexual act, or of communicating unwillingness to submit to the act of vaginal intercourse or a sexual act. “Mentally incapacitated” means a victim who due to any act committed upon the victim is rendered substantially incapable of either appraising the nature of his or her conduct, or resisting the act of vaginal intercourse or a sexual act.
• Member of the Barton College Community – The term “member of Barton College community” includes any person who is a student, faculty member, Barton College official or any other person employed by Barton College. A person’s status in a particular situation shall be determined by Barton College.
• Organization – The term “organization” means any number of persons who have complied with the formal requirements for organizational standing with Barton College.
• Physically Helpless – The term “Physically helpless” means a victim who is unconscious, or a victim who is physically unable to resist an act of vaginal intercourse or a sexual act or communicate unwillingness to submit to an act of vaginal intercourse or a sexual act.
• Plagiarism – The term “plagiarism” 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 acknowledgement. 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.
• Policy – The term “policy” means the written regulations of Barton College as found in, but not limited to, the Student Code, Residence Life Contract, the Barton College web page/intranet and computer use policy, and Graduate/Undergraduate Catalogs, contracts and course syllabi.
• Rape – The term “Rape” means an assault by a person involving sexual intercourse with another person without that person’s consent.

• Respondent – The term “Respondent” or “Accused Student” means any student accused of violating this Student Code.

• Retaliation – The term “retaliation” means any form of recrimination or reprisal for initiating a grievance against any member of the college community; student, faculty, staff or administration. Retaliation may take the form of harassment or violence, and might include taunting and name-calling.

• Robbery – The term “robbery” means the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

• Sexual Assault – The term “Sexual Assault” means a form of sexual violence and is any involuntary sexual act in which a person is threatened, coerced, or forced to engage against their will, or any non-consensual sexual touching of a person.

• Sexual Coercion – The term “Sexual Coercion” means the use of pressure, force, alcohol or other drugs to have sexual contact with someone against their will.

• Sexual Harassment – The term “Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is (either explicit or implicit) a term or condition of any individual’s employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or;
3. Such condition has the purpose or effect of unreasonably interfering with an individual’s work/study performance or creating an intimidating, hostile, or offensive work or student environment.
Two forms of Sexual Harassment:
Sexual conduct “denies or limits a student’s ability to participate in or benefit from a school’s education program” when it occurs in these forms…

Quid Pro Quo Harassment occurs when a campus employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct.

Hostile Environment Harassment occurs when unwelcome conduct of a sexual nature is so severe, persistent or pervasive that it affects a student’s ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment.

The conduct may be repetitive (e.g. sexually suggestive comments) or include a single, severe, isolated incident that creates a hostile environment (e.g. a sexual assault).

• Sexting – The term “Sexting” means posting sexually inappropriate mobile phone pictures of a person or persons

• Sexual Violence – The term “Sexual Violence” means Physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence including rape, sexual assault, sexual battery and sexual coercion.

• Shall – The term “shall” is used in the imperative sense.

• Stalking – The term “Stalking” means repeated harassment or threatening behavior by an individual, such as following a person, appearing at a person’s home or place of business, making harassing phone calls, leaving written messages or objects, or vandalizing a person’s property, according to the U.S. Department of Justice for Victims of Crime (OVC).
Any unwanted contact between two individuals that directly or indirectly communicates a threat or places the victim in fear can be considered stalking.

- **Student** – The term “student” includes all persons taking courses at Barton 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 Barton College or who have been notified of their acceptance for admission are considered “students” as are persons who are living in residence halls, although not enrolled in this institution. This Student Code does apply to all locations of Barton College.

- **Student Conduct Administrator** – The term “Student Conduct Administrator” means a Barton College official authorized on a case-by-case basis by the Vice President for Student Affairs to impose sanctions upon any student(s) found to have violated the Student Code. The Vice President for Student Affairs may authorize a Student Conduct Administrator as the sole member or one of the members of the Student Conduct Board. Vice President for Student Affairs may authorize the same Student Conduct Administrator to impose sanctions in all cases.

- **Student Conduct Board**: The term “Student Conduct Board” means any person authorized by Barton College to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.

- **Touching** – The term “Touching” means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.

- **Vice President for Student Affairs** – The Vice President for Student Affairs is the person designated by the Barton College President to be responsible for the administration of the Student Code.