# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Personnel</td>
<td>1</td>
</tr>
<tr>
<td>Student Organization Directory</td>
<td>2</td>
</tr>
<tr>
<td>Hours of Campus Services</td>
<td>2</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>4</td>
</tr>
<tr>
<td>Welcome from the President</td>
<td>7</td>
</tr>
<tr>
<td>Welcome from the Student Government Association (SGA)</td>
<td>8</td>
</tr>
<tr>
<td>Student Right to Know and Campus Security Act</td>
<td>9</td>
</tr>
<tr>
<td>Barton College Diversity and Inclusion Statement</td>
<td>10</td>
</tr>
<tr>
<td>Athletic Programs</td>
<td>11</td>
</tr>
<tr>
<td>Intramural Sports</td>
<td>11</td>
</tr>
<tr>
<td>Campus Services</td>
<td>12</td>
</tr>
<tr>
<td>Office of Academic and Career Planning</td>
<td>12</td>
</tr>
<tr>
<td>Academic Resources for Student Success</td>
<td>12</td>
</tr>
<tr>
<td>Bulldogs CARE</td>
<td>13</td>
</tr>
<tr>
<td>Writing, Reading and Tutoring</td>
<td>13</td>
</tr>
<tr>
<td>Supplemental Instruction</td>
<td>13</td>
</tr>
<tr>
<td>Oral Communication Center</td>
<td>13</td>
</tr>
<tr>
<td>Peer Tutors</td>
<td>14</td>
</tr>
<tr>
<td>Transcripts</td>
<td>14</td>
</tr>
<tr>
<td>Withdrawals</td>
<td>14</td>
</tr>
<tr>
<td>Career Planning</td>
<td>15</td>
</tr>
<tr>
<td>Graduate and Professional Studies</td>
<td>16</td>
</tr>
<tr>
<td>Academic Services for Students with Disabilities</td>
<td>16</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>16</td>
</tr>
<tr>
<td>Banks</td>
<td>17</td>
</tr>
<tr>
<td>Bookstore</td>
<td>17</td>
</tr>
<tr>
<td>Campus Police</td>
<td>17</td>
</tr>
<tr>
<td>Parking Regulations and Permit Requirements</td>
<td>18</td>
</tr>
<tr>
<td>Identification Cards - Barton One Card</td>
<td>19</td>
</tr>
<tr>
<td>Culinary Services / Meal Plans</td>
<td>19</td>
</tr>
<tr>
<td>Special Dietary Needs</td>
<td>20</td>
</tr>
<tr>
<td>Employment, Financial Aid</td>
<td>21</td>
</tr>
<tr>
<td>International Student Services</td>
<td>21</td>
</tr>
<tr>
<td>Health Services / Counseling Services</td>
<td>22</td>
</tr>
<tr>
<td>Library</td>
<td>24</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>26</td>
</tr>
<tr>
<td>Meeting Rooms</td>
<td>26</td>
</tr>
<tr>
<td>Post Office</td>
<td>26</td>
</tr>
<tr>
<td>Hamlin Student Center</td>
<td>26</td>
</tr>
<tr>
<td>Kennedy Recreation and Intramural Center</td>
<td>27</td>
</tr>
<tr>
<td>Student Activities</td>
<td>27</td>
</tr>
<tr>
<td>Scheduling and Conducting College Events</td>
<td>28</td>
</tr>
<tr>
<td>Student Publication</td>
<td>30</td>
</tr>
<tr>
<td>Student Government Association Constitution</td>
<td>31</td>
</tr>
<tr>
<td>Position</td>
<td>Extension</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Assistant VP for Enrollment Management</td>
<td>6315</td>
</tr>
<tr>
<td>Assistant VP for Leadership Giving</td>
<td>6533</td>
</tr>
<tr>
<td>Assistant VP for Advancement Services</td>
<td>6357</td>
</tr>
<tr>
<td>Assistant VP for HR/Title IX Coordinator</td>
<td>6330</td>
</tr>
<tr>
<td>Assistant VP for Information Technology</td>
<td>6397</td>
</tr>
<tr>
<td>Assistant Dean for Campus Life</td>
<td>6372</td>
</tr>
<tr>
<td>Assistant Dean for Academic and Career Planning</td>
<td>6366</td>
</tr>
<tr>
<td>Associate Dean for Student Development and Campus Safety</td>
<td>6313</td>
</tr>
<tr>
<td>Campus Counselor</td>
<td>6587</td>
</tr>
<tr>
<td>Campus Police</td>
<td>6911</td>
</tr>
<tr>
<td>Chaplain/Director of Campus Ministries</td>
<td>6368</td>
</tr>
<tr>
<td>School of Allied Health and Sport Studies</td>
<td>6521</td>
</tr>
<tr>
<td>Dean of the School of Business</td>
<td>6418</td>
</tr>
<tr>
<td>Dean of the School of Education</td>
<td>6431</td>
</tr>
<tr>
<td>Dean of the School of Humanities</td>
<td>6454</td>
</tr>
<tr>
<td>Dean of the School of Nursing</td>
<td>6400</td>
</tr>
<tr>
<td>Dean of the School of Sciences</td>
<td>6464</td>
</tr>
<tr>
<td>Dean of the School of Social Work</td>
<td>6442</td>
</tr>
<tr>
<td>Dean of the School of Visual, Performing, and Communication Arts</td>
<td>6480</td>
</tr>
<tr>
<td>Dean of the Library</td>
<td>6501</td>
</tr>
<tr>
<td>Director of Academic Support</td>
<td>6541</td>
</tr>
<tr>
<td>Director of Admissions</td>
<td>6543</td>
</tr>
<tr>
<td>Director of Alumni Engagement and Alumni Giving</td>
<td>6357</td>
</tr>
<tr>
<td>Director of Athletics</td>
<td>6552</td>
</tr>
<tr>
<td>Director of Career Development</td>
<td>6540</td>
</tr>
<tr>
<td>Director of Career Development</td>
<td>6540</td>
</tr>
<tr>
<td>Director of Culinary Services</td>
<td>6528</td>
</tr>
<tr>
<td>Director of Facilities</td>
<td>6528</td>
</tr>
<tr>
<td>Director of Financial Aid</td>
<td>6371</td>
</tr>
<tr>
<td>Director of Food Services</td>
<td>6396</td>
</tr>
<tr>
<td>Director of Housing and Residence Life</td>
<td>6592</td>
</tr>
<tr>
<td>Director of International/Transfer Student Athlete Program</td>
<td>6380</td>
</tr>
<tr>
<td>Director of Public Relations</td>
<td>6529</td>
</tr>
<tr>
<td>Director of Publications</td>
<td>6361</td>
</tr>
</tbody>
</table>
Director of Technology Services ............................................. 6599
Executive Director of Student Health Services .......... 6493
Manager of the Campus Store ........................................... 6394
President ...................................................................................... 6309
Provost and VP for Academic Affairs ......................... 6343
Registrar .................................................................................... 6326
Student Accounts Supervisor ............................................. 6348
VP for Administration /Finance ........................................... 6329
VP for Institutional Advancement ....................................... 6314
VP for Enrollment Management ........................................ 6345
VP for Student Engagement and Success ................. 6369
Web Services Manager ......................................................... 6596

STUDENT ORGANIZATION DIRECTORY

CAB (Campus Activities Board) .................................... 6372
The Collegiate .......................................................................... 6370
SGA (Student Government Association) ................. 6373

HOURS OF CAMPUS SERVICES

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

- **Business Office**
  8:30 a.m. - 5:00 p.m., Monday-Friday

- **Office of Academic and Career Planning**
  8:30 a.m. - 5:00 p.m., Monday-Friday

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

- **Barton Culinary Services**
  Hamlin Culinary Center
  Monday-Friday • 7:00 a.m. - 8:00 p.m.
  Saturday-Sunday
  10:30 a.m. - 6:30 p.m.
Blue’s Late Night Dining  
7 Days per Week - 8:30 p.m. - 11:00 p.m.

Market C - Hackney Hall Lounge  
24/7 (by Barton OneCard access only)  
*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 6397 to make an appointment with the Physician or Physician’s Assistant (PA-C).*

- **Willis N. 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. - 4:00 p.m., Monday-Friday

- **Office of Student Engagement and Success**  
  8:30 a.m. - 5:00 p.m., Monday-Friday
2019-2020
ACADEMIC CALENDAR

FALL SEMESTER • 2019

New Student Orientation Session ................................................................. Wednesday, August 14 through Friday, August 16
New Student Welcome Weekend ................................................................................ Thursday, August 15 through Monday, August 19
Continuing Students Arrive (Residence Halls open 9:00 a.m.) .................................. Saturday, August 17

Classes Begin – 8:00 a.m. / Last Day for 100% Refund ........................................................... Monday, August 19
Last Day for Adding and Dropping Courses - 11:59 p.m. .................................................. Friday, August 23
Last Day to be Present in Classes to Confirm Enrollment - 11:00 p.m. ............................... Tuesday, August 27
Labor Day (College closed) ......................................................................................... Monday, September 2
Last Day to Drop with a W Grade (Non-Punitive) - 11:59 p.m. ........................................... Tuesday, September 17
Fall Break Begins – 10:00 p.m. (Dining Hall and Residence Halls partially close 6:00 p.m.) .................................................................................................................. Friday, October 4
Residence Halls open 9:00 a.m. / Dining Hall opens 5:00 p.m. ........................................ Tuesday, October 8
Classes Resume – 8:00 a.m. ......................................................................................... Wednesday, October 9
Advisor / Advisee Meeting – 8:00 a.m. ........................................................................... Monday, October 14
Advanced Registration Period ................................................................................. Monday, October 14 through Friday, October 25
Day of Service (No classes) ......................................................................................... Wednesday, October 16
FYS Advisor / Advisee Meeting – (Time: TBA) ............................................................... Friday, October 18
Last Day to Withdraw from a Course - (WP or WF - Punitive) - 11:59 p.m. ................................... Tuesday, October 22
Last Day for Requesting Changes in Final Examination Schedule - 5:00 p.m. ........................... Tuesday, November 12
Thanksgiving Break Begins – 10:00 p.m. (Dining Hall and Residence Halls partially close 6 p.m.) ......................................................................................................................... Thursday, November 26
Residence Halls open 9:00 a.m. / Dining Hall opens 5:00 p.m. ........................................ Tuesday, December 1
Classes Resume – 8:00 a.m. ......................................................................................... Monday, December 2
Classes End ............................................................................................................. Wednesday, December 4
Reading Day ........................................................................................................... Thursday, December 5
Examination Period (includes Saturday, December 7) ...................................................... Friday, December 6 through Wednesday, December 11

Fall Semester Ends (Dining Hall and Residence Halls close 6:00 p.m.) .................................. Wednesday, December 11

SPRING SEMESTER • 2020

New Student Orientation .......................................................................................... Friday, January 10
Faculty, Administration, and Staff Meeting .................................................................. Friday, January 10
Continuing Students Arrive (Residence Halls open 9:00 a.m. / Dining Hall open 5:00 p.m.) ................................................................. Saturday, January 11

Classes Begin – 8:00 a.m. / Last Day for 100% Refund ........................................................ Monday, January 13
Last Day for Adding and Dropping Courses - 11:59 p.m. .................................................. Friday, January 17
Martin Luther King, Jr Holiday (College closed) ................................................................ Monday, January 20
Last Day to be Present in Class to Confirm Enrollment - 11:00 p.m. ................................. Wednesday, January 22
Last Day to Drop with W Grade (Non-Punitive) - 11:59 p.m. .............................................. Tuesday, February 11
Spring Break Begins – 10:00 p.m. ................................................................................. Friday, February 28
Residence Halls partially close Noon ...................................................................... Saturday, February 29
Residence Halls open 5:00 p.m. / Dining Hall open 5:00 p.m. ...................................... Sunday, March 8
Classes Resume – 8:00 a.m. ......................................................................................... Monday, March 9
Advisor / Advisee Meeting – 8:00 a.m. ........................................................................... Monday, March 16
Advanced Registration Period ................................................................................. Monday, March 16 through Friday, March 27
Last Day to Withdraw from a Course - (WP or WF - Punitive) - 11:59 p.m. ........................ Thursday, March 29
Day of Scholarship (No classes) .................................................................................. Tuesday, April 7
Good Friday (College closed) .................................................................................... Friday, April 10
Last Day for Requesting Changes in Final Examination Schedule - 5:00 p.m. ............................... Monday, April 20

Classes End ............................................................................................................. Wednesday, April 29
Reading Day ............................................................................................................. Thursday, April 30
Examination Period (includes Saturday, May 2) .......................................................... Friday, May 1 through Wednesday, May 6

Spring Semester Ends ............................................................................................. Wednesday, May 6
Residence Halls close for all students 6:00 p.m. ................................................................ Saturday, May 9
Commencement - 10:30 a.m. ..................................................................................... Saturday, May 9
GRADUATE AND PROFESSIONAL STUDIES FALL SEMESTER • 2019

First GPS Session Classes Begin ......................................................... Monday, August 19
Last Day for Adding and Dropping Courses ........................................ Before the First Class Meeting
Last Day to be Present in Online Classes to Confirm Enrollment - 11:00 p.m. ...................................................... Tuesday, August 27
Last Day to be Present in Face-to-Face Classes to Confirm Enrollment - 11:00 p.m. ...................................................... Sunday, September 1
Last Day to Receive a W Grade (Non-Punitive) - 11:59 p.m. ...................................................... Tuesday, September 10
Last Day to Withdraw from a Course - (WP or WF - Punitive) - 11:59 p.m. ...................................................... Monday, September 16

First GPS Session Ends ...................................................................... Saturday, October 5

Second GPS Session Classes Begin ......................................................... Wednesday, October 9
* Last Day for Adding or Dropping Courses - 11:59 p.m. ...................................................... Friday, August 23
Last Day to be Present in Online Classes to Confirm Enrollment - 11:00 p.m. ...................................................... Tuesday, October 15
Last Day to be Present in Face-to-Face Classes to Confirm Enrollment - 11:00 p.m. ...................................................... Tuesday, October 22
Last Day to Receive a W Grade (Non-Punitive) - 11:59 p.m. ...................................................... Wednesday, October 30
Last Day to Withdraw from a Course - (WP or WF - Punitive) - 11:59 p.m. ...................................................... Wednesday, November 13
Thanksgiving Break Begins - 10:00 p.m. ...................................................... Tuesday, November 26
Classes Resume .......................................................................................................................... Monday, December 2

Second GPS Session Ends ...................................................................... Saturday, December 7

GRADUATE AND PROFESSIONAL STUDIES SPRING SEMESTER • 2020

First GPS Session Classes Begin ......................................................... Monday, January 13
Last Day for Adding or Dropping Courses ........................................ Before the First Class Meeting
Last Day to be Present in Online Classes to Confirm Enrollment - 11:00 p.m. ...................................................... Wednesday, January 22
Last Day to be Present in Face-to-Face Classes to Confirm Enrollment - 11:00 p.m. ...................................................... Sunday, January 26
Last Day to Receive a W Grade (Non-Punitive) - 11:59 p.m. ...................................................... Monday, February 3
Last Day to Withdraw from a Course - (WP or WF - Punitive) - 11:59 p.m. ...................................................... Monday, February 10

First GPS Session Ends ...................................................................... Saturday, February 29

Second GPS Session Classes Begin ......................................................... Monday, March 9
* Last Day for Adding or Dropping Courses - 11:59 p.m. ...................................................... Friday, January 17
Last Day to be Present in Online Classes to Confirm Enrollment - 11:00 p.m. ...................................................... Sunday, March 22
Last Day to Receive a W Grade (Non-Punitive) - 11:59 p.m. ...................................................... Monday, March 30
Last Day to Withdraw from a Course - (WP or WF - Punitive) - 11:59 p.m. ...................................................... Monday, April 13

Second GPS Session Ends ...................................................................... Saturday, May 2

Commencement - 10:30 a.m. ...................................................... Saturday, May 9
SUMMER SESSION • 2020

Subterm 1 Classes Begin .............................................................. Tuesday, May 26
* Last Day for Adding or Dropping Courses - 11:59 p.m. ................................................................. * Tuesday, May 26
Last Day to be Present in Classes to Confirm Enrollment - 11:00 p.m. ..................................................... Thursday, May 28
Last Day to Receive a W Grade (Non-Punitive) - 11:59 p.m. ............................................................... Wednesday, June 17
Independence Day Observance (College closed) .................................................................................. Friday, July 3
Last Day to Withdraw from a Course - (WP or WF - Punitive) - 11:59 p.m........................................... Thursday, July 9

Subterm 1 Ends (Exams) .............................................................. Friday, July 17

Subterm 2 Classes Begin .............................................................. Tuesday, May 26
* Last Day for Adding or Dropping Courses - 11:59 p.m. ................................................................. * Tuesday, May 26
Last Day to be Present in Classes to Confirm Enrollment - 11:00 p.m. ..................................................... Thursday, May 28
Last Day to Receive a W Grade (Non-Punitive) - 11:59 p.m. ............................................................... Wednesday, June 3
Last Day to Withdraw from a Course - (WP or WF - Punitive) - 11:59 p.m........................................... Wednesday, June 10
Subterm 2 Ends (Exams) .............................................................. Friday, June 19

Subterm 3 Classes Begin .............................................................. Monday, June 8
* Last Day for Adding or Dropping Courses - 11:59 p.m. ................................................................. * Tuesday, May 26
Last Day to be Present in Classes to Confirm Enrollment - 11:00 p.m. ..................................................... Wednesday, June 10
Last Day to Receive a W Grade (Non-Punitive) - 11:59 p.m. ............................................................... Friday, July 3
Last Day to Withdraw from a Course - (WP or WF - Punitive) - 11:59 p.m........................................... Wednesday, July 15
Subterm 3 Ends (Exams) .............................................................. Friday, July 31

Subterm 4 Classes Begin .............................................................. Monday, June 8
* Last Day for Adding or Dropping Courses - 11:59 p.m. ................................................................. * Tuesday, May 26
Last Day to be Present in Classes to Confirm Enrollment - 11:00 p.m. ..................................................... Wednesday, June 10
Last Day to Receive a W Grade (Non-Punitive) - 11:59 p.m. ............................................................... Friday, June 16
Last Day to Withdraw from a Course - (WP or WF - Punitive) - 11:59 p.m........................................... Tuesday, June 23
Subterm 4 Ends (Exams) .............................................................. Tuesday, June 23

Subterm 5 Classes Begin .............................................................. Monday, June 22
* Last Day for Adding or Dropping Courses - 11:59 p.m. ................................................................. * Tuesday, May 26
Last Day to be Present in Classes to Confirm Enrollment - 11:00 p.m. ..................................................... Wednesday, June 24
Last Day to Receive a W Grade (Non-Punitive) - 11:59 p.m. ............................................................... Friday, July 3
Last Day to Withdraw from a Course - (WP or WF - Punitive) - 11:59 p.m........................................... Tuesday, July 7
Subterm 5 Ends (Exams) .............................................................. Friday, July 17

Subterm 6 Classes Begin .............................................................. Monday, July 6
* Last Day for Adding or Dropping Courses - 11:59 p.m. ................................................................. * Tuesday, May 26
Last Day to be Present in Classes to Confirm Enrollment - 11:00 p.m. ..................................................... Wednesday, July 8
Last Day to Receive a W Grade (Non-Punitive) - 11:59 p.m. ............................................................... Tuesday, July 14
Last Day to Withdraw from a Course - (WP or WF - Punitive) - 11:59 p.m........................................... Tuesday, July 21
Subterm 6 Ends (Exams) .............................................................. Friday, July 31
WELCOME FROM THE PRESIDENT

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 2019-2020 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 everyone! My name is Taylor Medlock and I am your Student Government Association President. I have served in a number of other roles on campus including Vice President of Student Government, President of Sigma Sigma Sigma Sorority, and Assistant Orientation Coordinator. I am thankful for the opportunities I have to serve my community and get to know other students, faculty, and staff through my involvement, but especially Student Government. I look forward to sharing The Barton Experience with each and every one of you! Barton College has truly become my home away from home, and I hope that through the core principles of The Barton Experience you will be able to say the same. Strive to live life to the fullest, truly take advantage of what Barton has to offer, and at the end of the day know that you are home. I’ll be around campus if you ever need anything. You have a place at my table!

The Barton Experience:

You have a place at our table
You are home
We learn together
We serve the greater good
Your purpose, our passion

Taylor Medlock
2019-2020 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 Engagement and Success 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
BARTON COLLEGE’S
DIVERSITY AND INCLUSION
STATEMENT

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, Chowan University, Converse College, Emmanuel College (Ga.), Erskine College, King University (Tenn.), Lees-McRae College, Limestone College, the University of Mount Olive, North Greenville University, and Southern Wesleyan University. The Barton College teams are known as the Bulldogs, and the colors are royal blue and white.

Barton has 24 intercollegiate sport programs. Teams for men and women are basketball, cross-country, golf, lacrosse, indoor track and field, outdoor track and field, soccer, tennis, volleyball, and swimming. Teams for men in baseball and football, and for women in fast-pitch softball and lacrosse, cheer and dance are also fielded. The cheer and dance, 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. Football and lacrosse play on the turf field located on campus. 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 Campus Life 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 Academic and Career Planning**
  The Office of Academic and Career Planning provides programs and services to encourage the academic and career 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 Academic and Career Planning houses books 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 promote 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 session 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 weekly study sessions are facilitated by SI Leaders, upperclassmen 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 Academic and Career Planning or the professor of the course to see if SI is being offered.

- **Oral Communication Center**
  Oral Communication Center tutors provide peer-to-peer feedback, guidance, and support to help students, faculty, and staff develop oral communication confidence and competence. Available by appointment.
• **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 Academic and Career Planning, 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**
All transcript requests must be submitted through our partnership with the National Student Clearinghouse. The link to the online request form is: https://www.barton.edu/registrar/.

The Registrar’s Office does not provide unofficial transcripts nor has any other method for requesting transcripts. The turnaround time for a transcript requests is generally 48 hours. During peak periods (such as start of the semester, registration, grading periods, and graduation, turnaround time may be up to 7 days. If requesting to “pick up” the transcripts, please wait until you have been notified that the transcript is ready for “pick up” prior to coming to campus. Please pick up within seven (7) days. After seven (7) days, the transcript will be mailed to your home address.

If you have a hold on your account, your order cannot be processed until the hold is lifted. If this is the case, you will receive an email indicating which office to contact to resolve the hold. Requests are purged after 30 days. If an outstanding financial or judicial obligation is cleared after 30 days, a new request must be submitted.

Under the provisions of the Family Educational Rights and Privacy Act, transcripts may not be released to a third party without written authorization by the student. Request by family members, businesses, or governmental organizations will not be processed without the signed, written consent of the student.

• **Withdrawals**
Students who wish to officially withdraw from the College should obtain a withdrawal form through the Office of Academic and Career Planning. 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 or with an approved medical withdrawal
— 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 Academic and Career Planning. 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 Engagement and Success 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 Planning

Information on career exploration and job search preparation is offered through the Office of Academic and Career Planning. 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.
Graduate and Professional Studies
Graduate and Professional Studies programs (GPS) 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 Graduate and Professional Studies 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 Dean of Graduate and Professional Studies 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 consecutive 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) has a branch office approximately four blocks from the Barton College campus on Nash Street.
  PNC Bank (252-206-5500), Heritage Bank (252-206-5500), CresCom Bank (252-206-5500) and Wells Fargo (252-399-6213) (800-822-7887) are also near campus.

• **Bookstore**
  Barton College has partnered with MBS Direct to provide a customized online bookstore. This bookstore is built around a course-driven system that ensures you order and receive the right book, right on time. Your textbooks and course materials are shipped from a state-of-the-art warehouse that is fully operational 24 hours a day, 5 days a week. Payment options include PayPal, band card, and Student Financial Aid if applicable. Visit our online bookstore at https://barton.edu/bookstore.

• **College Store**
  Our College Store carries a wide selection of Barton College insignia items, including clothing, gift items, and school supplies. Purchases may be paid for by cash, personal checks, or bank card. It is currently located in the Hamlin Student Center and is open during the academic year and summer sessions from 8:00 a.m. to 4:30 p.m., Monday through Friday. The location and hours are subject to change.

• **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 Wilson Police Department, Barton College District Office (Ground Floor, Waters Hall). 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 Wilson Police Department, Barton College District 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 handicap, 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 $25.00 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 Engagement and Success, 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 Engagement and Success, 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 - Barton One Card**

All students, including Continuing Education, Masters Program, part-time students, faculty, and staff, must have an identification card. The card serves as an access card to assigned buildings after hours, as a library card and as a meal ticket. 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 $25.00 replacement fee will be issued to the student’s Barton College account. The student can pay the replacement fee in person at the Business Office or online through their student account. 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.

• **Culinary Services**

Hamlin Culinary Center 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 Hamlin Culinary Center accepts meal plans, declining balance, and cash. Throughout the year, students will enjoy monotony breakers’ special holiday and theme dinners, and premium meals featuring upscale menu items.
Residential Student Meal Plan
Dining on campus is a quintessential part of the overall college experience. On campus dining 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.

All Access Plan
The College residential meal plan offers full access and no restrictions. All campus residents are assigned this plan. The cost of the plan is already included in your residential campus fee. Commuters may purchase this plan by contacting the Business Office at (252) 399-6333.

The plan offers:
• Unlimited meals per week in the Culinary Center
• $300 Declining Balance per semester
• $2,961 per semester

Off-Campus Residents
Commuter students are offered a select group of meal plans. All non-resident, full-time, undergraduate students will receive $25 Declining Balance per semester for use at any of the campus dining locations. You will not be charged for these funds. You may also choose to add any of the below meal plans to your account for increased flexibility.

• 25 Block Plan
  25 meals per semester in the Dining Hall
  $200 per semester
  $50 Bully Bucks per semester
  (Available to commuter students only)

• Special Dietary Needs
Culinary 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 Culinary Services, Tranisha Anderson, at 252-399-6396 or tanderson@barton.edu.
Meal plan exceptions will only be approved for bona fide medical/dietary conditions. Requests must be initiated through the Office of Housing and Residence Life. Exceptions are granted for one semester at a time.

• **Employment**

The College offers various part-time jobs in the library, culinary center, 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 Director of International, Transfer, and Student Athlete Programs 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 Director of International, Transfer, and Student Athlete Programs. The Director of International, Transfer, and Student Athlete Programs works with the international students
throughout their college career by managing their I-20 record in the Student Exchange and Visitor Information System (SEVIS). The Director of International, Transfer, and Student Athlete Programs is located in the Office of Academic and career planning.

- **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 twice a month for the treatment of women’s health issues (by appointment only).

  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.

  **Health Center Hours of Operation**
  Monday-Friday, 10 a.m. - 4 p.m.
  - Emergencies: Call 911 or Campus Police (6911)
  - Wilson Medical Center Emergency Room (252-399-8102)
    Open 24 hours a day.

  **Transportation**

  Student health staff and safety officers are not allowed to leave campus to transport students to appointments. In cases of medical emergency, local EMS (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. Failing to 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. Counseling services are provided (by appointment only) Monday - Friday, with morning, afternoon, and evening hours. 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 EMS at 911, Wilson Police Department-Barton College District at 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 95 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 123,892 volumes, more than 442,569 electronic books, and a substantial collection of non-print materials, including audiovisuals, streaming media, and the like. Hackney Library currently provides full-text access to 84,478 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.

Hackney Library’s special collections, located on the second floor, include the College Archives, the Discipliana Collection, and the K.D. Kennedy, Jr. Rare Book Room. The K.D. Kennedy, Jr. Rare Book Room 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). 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 ActivSlate 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 via face-to-face and phone discussions with librarians when the library is open, via reference email, and via online help pages.

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 by the end of the semester, 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 Administrative Assistant for Campus Life, whose office is located on the lower level of the Hamlin Student Center.

• **Post Office**
  The Barton College Post Office is operated by the College. Post Office boxes are available to full-time residential students. Mail and package deliveries can be delivered to and sent from our campus post office. The Post Office is currently located directly behind the Hamlin Student Center and is open from 10:00 a.m. to 4:00 p.m., Monday through Friday. The location and hours are subject to change.

• **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; foosball, table tennis, 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. Hamlin Culinary Center is located on the second floor. Hamlin Student Center is open to all students, with card access, after regular business hours until 12:00 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:** (Pool hours may vary due to Swim Team practice)
  
  - 6:30 a.m. – 9:00 a.m., Monday-Friday
  - 12:00 p.m. – 2:00 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 Campus Life 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 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 Office of Campus Life in Hamlin Student Center.

  **Student Shuttle Service**

  The Office of Campus Life organizes a shuttle to and from the Raleigh-Durham International Airport, Amtrak Train Station, and Greyhound Bus Station, to assist students 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 Campus Life 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 Campus Life Office at least one week in advance.

• **Scheduling and Conducting College Events**

The Official College Calendar is maintained by the Student Engagement and Success Office. Students, faculty, and staff wishing to schedule an on-campus event must complete an Official Calendar Registration Form from the Office of Campus Life in the Hamlin Student Center 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 Facility Services must be requested one week prior to the event.
3) Forms must be returned to the Administrative Assistant for Campus Life at least 72 hours preceding the event for functions not requiring Facilities Services 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 Engagement and Success 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 Engagement and Success 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 Engagement and Success. 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 Engagement and Success prior to engaging in money-raising projects on campus. Off-campus projects must be approved in advance by the Vice President for Institutional Advancement.

Authorization will be denied for items, slogans, printed matter, etc., which is determined by the Vice President for Student Engagement and Success 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 Engagement and Success.

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>Class Instructor</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>Dean, School of Visual, Performing and Communication Arts</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 Campus Life Office Suite, and the Student Engagement and Success 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. Advisors serve at the discretion of the Vice President for Student Engagement and Success.

**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 Engagement and Success.

• 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
• ASL Club
• Barton Art League
• Barton College Sign Choir
• Geek Club
• Hispanic Student Organization
• Minority Student Association
• SPECTRUM
• Student Philanthropy Society

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 Athlete Advisory Committee
• Student Government Association

Religious
• Barton Catholic Ministries
• Barton Christian Ministries
• Campus Compassion
• Disciples on Campus (DOC)
• Fellowship of Christian Athletes (FCA)
• Young Life

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 and 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 Campus Life 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 Campus Life.

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 Office of Campus Life.

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. 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.

• 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, student hall directors, and student 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 Engagement and Success.

Organizational structure is as follows:
• Resident Assistants (RAs) and Residence Hall Directors report to the Area Directors
• Area Directors report to the Director of Housing and Residence Life
• Director of Housing and Residence Life reports to the Associate Dean for Student Development
• Associate Dean for Student Development reports to the Vice President for Student Engagement and Success.

The RAs are students selected and employed by the Division of Student Engagement and Success 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.

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 Off-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 Guidelines and Resources**
  Please refer to the Student Code of Conduct and Honor Code for specific policies and procedures pertaining to student conduct in the residence halls and on campus.

  **Abandoned Property**
  Student personal property that is left in a vacated room, hallway, lobby or common space 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 - The Barton One Card**
  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 their I.D. card stolen, they should immediately report this to their 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 their residence hall without the I.D. card. Students are not permitted to allow anyone else to use their Barton One Card (ID card).

  **Access to Roof**
  The roofs of the residence halls are not authorized for student use under any circumstance.
• 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.

8) Although the heat and air conditioning in the Residence Hall are serviced regularly, students may request supplemental heating sources. Outside space heaters purchased by the student are not permitted in the Residence Halls. Barton College Residence Life and Facility Services staff have space heaters available for students should they request one. Students can request a College owned space heater through their Area Director.

• 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.
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 on light(s).
3) Lower or close windows and open the shades/blinds.
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.

• **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 $15.00 lockout charge, which will be added to their student account and paid to the business office.

• **Open Flames / Burners / Halogen Lamps**

Candles, incense, cigarettes, electronic cigarettes, hover boards, 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.

• **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 8.5x11 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 (252) 399-6868 for the latest information concerning any delay or cancellation of classes.

• **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, Area Director, Director of Housing and Residence Life, or the Division of Student Engagement and Success. Permission for soliciting/fundraising must be approved by the Vice President for Student Engagement and Success.

• **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 Area Director, who will post signs and contact the appropriate official.
• **Work Order Repairs and Process**

Residents should notify the RA, Area 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 (8:30 a.m. - 5:00 p.m., Monday through Friday), the Office of Residence Life must approve any work order prior to being submitted to Facilities Services. At night and on weekends, Facility Services personnel may be contacted only through the RA on duty, the Residence Life Professional 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. The contract goes into effect on August 1, 2019 and ends on May 10, 2020. 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.

• **Private Rooms**

Students may request a private room on their housing application. If there is space, a private room request may be granted on a first-come, first-served basis. Students who are granted a private room have five (5) days after move-in day during the fall and spring semester to request to move back to a double occupancy room. No requests to move from a private occupancy to a double occupancy will be granted after the above deadline.

• **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 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 Facilities Services 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:

• 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 Student Engagement and Success 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 Executive 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.

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.
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 IV controlled substances which contain limited amounts of narcotic drugs such as codeine, dihydrocodeine, ethylmorphine, atropine sulfate, and opium are also included.

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 III. This
schedule includes depressants such as diazepam (Valium) and some stimulants.

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 tetrahydrocannabinols (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 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 to 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.

• **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 Engagement and Success 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.

• **Student Identification and Privacy:**

  Reference 7-35 – Authentification of Distance Education students and Online Security and Acceptance Use Policy for Barton College Students and Employees

  • Barton College uses a learning management system (LMS) to manage all distance education courses and to support hybrid and face-to-face courses. All courses are accessed through a secure web portal and require a unique username and password. Students receive a password and account designation upon completion of the admission process. Barton College supports and maintains the learning management system.

  • A student must not disclose his/her password to any other person. Disclosure of a password may result in administrative withdrawal from Barton College with forfeiture of tuition and fees. Any student who is aware of a violation of password security must immediately notify either the instructor of the course or the LMS Administrator. Students that have problems logging into the LMS may contact the Help Desk for assistance.
• **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 504 of the Rehabilitation Act of 1973; Section 508 of the Rehabilitation Act of 1973, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; Section 503 and 504 of the Rehabilitation Act of 1973, as amended; Section 503 and 504 of the Rehabilitation Act of 1973, as amended; Section 503 and 504 of the Rehabilitation Act of 1973, as amended; Section 503 and 504 of the Rehabilitation Act of 1973, as amended; Section 503 and 504 of the Rehabilitation Act of 1973, as amended; 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 Engagement and Success. 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.
• **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 Student Grievance Procedure. This procedure does not apply in situations involving grade appeals or Title IX incidents, as separate procedures have been developed for those cases. 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.

1). Whenever possible and after a reasonable period of reflection, 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 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 180 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 Divisional Vice President who oversees the department of which the college official is a member. Decisions at this level will be final. Grievances against administrative division heads who report directly to the President of the College will be handled by a conference between the College official, the student, and the President of the College. Decisions at this level will be final.

4). During all formal conferences, 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 conferences.

b. to be represented by an advisor of their choice. Advisors may only counsel the student or College official and may not actively participate in the meeting. They may confer quietly with their advisee, exchange notes and suggest questions to the advisee. If the student or College official does not have an advisor in mind, a list of trained College Advisors can be obtained from the Office of Student Development.

c. to ask questions of witnesses.

5). Both the student reporting the grievance and the College official shall be informed promptly, in writing, of the decision made by the supervisor and the Vice President/President (if applicable). The records of the conference shall be on file in the Office of the Assistant Vice President of Human Resources and Title IX Coordinator for a period of five years. Only the President, the Provost and Vice President for Academic Affairs, the Vice President for Student Engagement and Success, the Assistant Vice President of Human Resources and Title IX Coordinator, the Board of Trustees, and the College’s legal counsel shall have access to the records. Participants in the conferences shall observe strict confidentiality regarding the case.

6). The entire formal proceeding, beginning with the written appeal to the supervisor in Item #2 of this procedure, shall be completed within 60 days.
Title IX Sexual Misconduct and Interpersonal 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.

For specific policies and procedures pertaining to Title IX Sexual Misconduct and Interpersonal Violence, please refer to the Student Code of Conduct and Honor Code (pages 80-84 and 101-112).

Retention of Records Regarding Reports of Sexual Discrimination; Sexual Harassment and Sexual Violence:

The Office of the Title IX Coordinator 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 policies, generally five years after the date the complaint is resolved. Records may be maintained longer at the discretion of the Title IX Coordinator, particularly 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.

Barton College offers prevention education to promote sexual assault awareness through programs like:

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
- 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
Those who have experienced rape or sexual assault should contact a close friend or relative for support. This is not the time to be alone. Seek immediate medical attention. Do not shower or change clothing. Physical evidence is very important. Reporting of all incidents of sexual assault or rape to appropriate staff members is strongly encouraged. All staff members receiving information or allegations should respond with the as much sensitivity and care as possible for the person(s) affected. Special attention should be given to safeguard privacy and confidentiality for all people involved in the incident/alleged incident. Try to help those involved 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 Title IX Coordinator, Vice President for Student Engagement and Success, Campus Police, or Student Health Services, 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.

Contact one of the following services as soon as possible if you have experienced a rape or sexual assault:

- Title IX Coordinator
  Room 219, Harper Hall
  (252) 399-6330

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

- Lee Student Health Center
  (252) 399-6397

- 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. Once a report is made with the police, your identity cannot be guaranteed to remain anonymous as they are required by law to investigate all reported criminal activity. Consider contacting a counselor for confidential reporting. Remember, you did not deserve or ask to be assaulted. If you were a victim of a violent crime, please seek help as noted above. Residence Life and Campus Police are also always available to assist you in finding the resources needed.

Other Resources:
Those who have experienced sexual assault are encouraged to use the following campus and community counseling resources:

- The Barton College Counseling Services
  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

The College will, whenever possible, offer emotional support to person(s) filing criminal charges or who have experienced sex offenses through any of the following:

- The Office of the Chaplain,

- Student Health Services in the Lee Student Health Center (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
  Subject to available space, The Title IX Coordinator, Office of Residence Life and appropriate academic department can also assist in making reasonable accommodations that may be needed relative to relocation of housing, academic program adjustments, or other as applicable.
Parental Notification Policy

Barton College reserves the right to notify parents, guardians, designated emergency contacts or other family when it determines the circumstances warrant such notification including, but not limited to:

Barton College will notify parents/legal guardians of students under the age of 21
- Following the first violation of the Barton College drug policy.
- Following the second violation of the Barton College alcohol policy.

For any student, regardless of age, that is in a situation that is threatening to their own health or safety situation or placed another in a situation that is threatening to their health or safety, both the parents and any “emergency contact” may be notified. This may include any referral to any wellness center for alcohol or drug assessment.

When the Vice President for Student Engagement and Success or designee determines that circumstances exist where it is in the best interest of the student and College to notify the parent.

If it is deemed by the Vice President for Student Engagement and Success or designee that it may be counter-productive to notify a parent, then the procedures may be altered as necessary.

STUDENT CONDUCT PROCEDURES

Section I – 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 and 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 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 other’s disregard for the honor code.

Section II – Student Code of Conduct Overview

The Vice President for Student Engagement and Success is charged with overseeing the development of policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings.

Students are provided the Student Bulldog Handbook and the Student Code of Conduct annually in the form of a link on the College website. Students are responsible for reading and abiding by all provisions of the Honor System.

Barton College reserves the right to revise and/or alter the policies listed throughout the document at any point during the academic year; Communication regarding those changes will be sent out via Barton College student email addresses.
The current version of the Student Code of Conduct remains in effect until the subsequent Student Code of Conduct is published and posted.

Vision, Mission, and Philosophy

Every member of Barton College has the right to live and learn in an atmosphere of respect and support. The Barton College honor system presents the expectations of the College that individuals will act in a manner that is respectful of the rights and privileges of others.

Responsibility for maintaining the honor of the community rests with each individual member. Only if every member assumes responsibility for personal and group integrity and civility will the community best meet the developmental needs of its members. All members must examine, evaluate and regulate their own behavior to be consistent with the expectations of the Barton community.

The Barton College Honor System includes the Honor Code, the Code of Conduct (including the Sexual Misconduct and Interpersonal Violence Policy), and adjudication processes. All students are governed by the Honor System. Under the leadership of the Vice President for Student Engagement and Success, Barton College’s Office of Student Development has been charged with the operational oversight of the College’s judicial processes.

a. Vision: The Barton College Office of Student Development strives to provide high quality, student centered services, programs, and experiences that will promote all students’ holistic development, health and well-being, enhance the quality and safety of students’ living/learning experience, as well as foster students’ development as responsible and engaged members of their campus community.

b. Mission: The Office of Student Development promotes individual student development and a campus climate of civility and accountability. The Office encourages education and accountability by providing processes designed to uphold the behavioral expectations of the Code of Conduct. The mission is to advance responsible community citizenship through promotion of Barton College values.

General Rights and Responsibilities

a. The Right to Fundamental Fairness: Barton College is committed to a fundamentally fair conduct process that affords each student who has been alleged to have violated any policy:

i. Notice of any allegations, and

ii. An opportunity to be heard before the designated Barton College official(s).
b. The Right to Appeal: Barton College also allows for appeals by certain parties, as outlined in the appellate procedures below.

c. The Right to Review Records: FERPA permits students to review and request to amend their records as outlined in the Barton College General Catalog. Barton College recognizes this right.

i. Barton College reserves the right to notify parents, guardians, designated emergency contacts or other family when it determines the circumstances warrant such notification including, but not limited to:

1.) Barton College will notify parents/legal guardians of students under the age of 21
   a. Following the first violation of the Barton College drug policy.
   b. Following the second violation of the Barton College alcohol policy.

2.) For any student, regardless of age, that is in a situation that is threatening to their own health or safety situation or placed another in a situation that is threatening to their health or safety, both the parents and any “emergency contact” may be notified. This may include any referral to any wellness center for alcohol or drug assessment.

3.) When the Vice President for Student Engagement and Success or designee determines that circumstances exist where it is in the best interest of the student and College to notify the parent.

4.) If it is deemed by the Vice President for Student Engagement and Success or designee that it may be counter-productive to notify a parent, then the procedures may be altered as necessary.

Non-Discrimination Statement

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 Engagement and Success. Following that discussion, a student who wishes to file a formal grievance will be directed to the grievance procedure in the Bulldogs Student Handbook. Any college employee desiring information or having a complaint or grievance in regard to these provisions should contact the Assistant Vice President of Human Resources and Title IX Coordinator/EEO officer.

a. Accommodations for Students with Disabilities: Barton College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

i. Barton College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the programs and activities of the College.

ii. All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Coordinator of Disability Services who coordinates services for students with disabilities. The Coordinator reviews documentation provided by the student and in consultation with the student, determines which accommodations are appropriate to the student's particular needs and programs. It is then the student's responsibility to make direct requests for accommodations to the appropriate staff.
Section III – Student Code of Conduct Policies

A. Jurisdiction. This Code applies to any student at Barton College from the time of admission until the actual awarding of a degree (applying to behavior that occurs before classes begin or after classes end, as well as during periods between terms of enrollment unless a student has completed the process of withdrawal from the College). This may include students who attended Barton College and are currently suspended but not expelled and are still considered students for jurisdictional purposes.

This Code applies to any behaviors that take place on the campus, at college-sponsored events and may also apply off-campus and to actions online when the Vice President for Student Engagement and Success or designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

1.) Any action that constitutes criminal offense as defined by federal or state law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the College is located;

2.) Any situation where it appears that the accused individual may present a danger or threat to the health or safety of him/herself or others;

3.) Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or

4.) Any situation that is detrimental to the educational interests of the College.

5.) Any online postings or other electronic communication, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College’s control (e.g. not on College networks, websites or between College email accounts) may be subject to off-campus jurisdiction when those online behaviors can be shown to cause an on-campus disruption or adversely affect a College interest or the College’s mission.

B. Standard of Proof. In all cases of alleged violations of Barton College policy, decisions regarding responsibility for violating the code of conduct are based on the preponderance of evidence. A preponderance of evidence exists when a reasonable person, after evaluating all credible information available at the time of the investigation, would conclude that it is more likely than not that a violation has occurred. This standard is also employed when making determinations regarding interim restrictions/actions.
C. Parental Notification Policy. Barton College reserves the right to notify parents, guardians, designated emergency contacts or other family when it determines the circumstances warrant such notification including, but not limited to:

Barton College will notify parents/legal guardians of students under the age of 21
- Following the first violation of the Barton College drug policy.
- Following the second violation of the Barton College alcohol policy.

For any student, regardless of age, that is in a situation that is threatening to their own health or safety situation or placed another in a situation that is threatening to their health or safety, both the parents and any “emergency contact” may be notified. This may include any referral to any wellness center for alcohol or drug assessment.

When the Vice President for Student Engagement and Success or designee determines that circumstances exist where it is in the best interest of the student and College to notify the parent.

If it is deemed by the Vice President for Student Engagement and Success or designee that it may be counter-productive to notify a parent, then the procedures may be altered as necessary.

D. Residence Hall Policies

Alcohol:
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 may 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.

**Appliances:**

Only College approved appliances are permitted in the residence halls. For a list that is not all-inclusive, see the Frequently Asked Residence Hall Questions page on the Barton College website. For more specific questions about any appliance or device, see the Residence Life staff. No open coil devices are permitted.

**Candles:**

Candles, incense, incense burners, flammable liquids (e.g. gas/oil), or other items that present a fire hazard are prohibited. For questions about any device, see the Residence Life staff.

**Cooking:**

Residents of East Campus Suites and Hackney Halls have access to the full kitchen located in the main lobby of East Campus Suites. The use of the kitchen is considered a privilege and Residence Life Staff reserves the right to close the kitchen if safety issues arise.

**Displays:**

The following displays are prohibited:
1.) Any alcohol container collection,
2.) Any drug paraphernalia;
3.) Any display that would constitute a hostile work environment for staff in the building.

**Entry and Search of Rooms:**

1.) The College recognizes residents’ desire for privacy, particularly in the context of their living situation, and will do all it can to protect and guarantee their privacy. However, the College’s designated staff member reserves the right to enter a resident’s room at any time for the following purposes:
   a. To determine compliance with all relevant health and safety regulations (e.g. fire alarms, lock downs, health and safety checks, etc.),
   b. To provide cleaning and/or pest control,
c. To conduct an inventory of College property,
d. To silence unattended loud alarms and music,
e. Where there is an indication or concern of danger to life, health, and/or property,
f. Where there is a reasonable cause to believe that a violation of College policies is occurring,
g. To search for missing College property,
h. To perform maintenance work.

2.) For most maintenance concerns, prior notice will be given whenever possible.

3.) A room search by a designated Barton College staff member is possible but rare. For such a search to take place, the conditions for room entry must exist, and permission from the Assistant Dean for Student Development or a designee must be obtained. Items that violate College or housing regulations may be confiscated.

Guest Responsibility: Resident students are expected to register their guests in accordance with College policy.

1. Students are reminded that they are accountable for any and all violations their guests may commit while visiting them.

2. Permitting a student who has been expelled, suspended, removed from housing or otherwise banned from the residence halls or campus access to the building or a room will be subject to immediate removal from housing and possible additional sanctions.

Network/Computing:
In addition to the College Computing Policy, residence hall students are prohibited from tampering with network equipment or installing any hubs or other devices that may affect network activity. For questions about any device, see the Residence Life staff.

Noise/Quiet Hours:
Quiet hours during the academic year are listed as the following:

1.) Sundays – Thursdays: 10 p.m. – 10 a.m.
2.) Fridays and Saturdays: 12 a.m. – 10 a.m.
3.) 24-Hour Quiet Hours will go into effect during exam periods.
Pets:
Although it is the policy of Barton College that individuals are generally prohibited from having animals of any type (with the exception of fish in a maximum of a 10 gallon tank) in College housing, Barton College will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an Assistance Animal. However, no Assistance Animal may be kept in College housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy. Students wishing to seek approval for an Assistance Animal can request to initiate the process through the Coordinator for Disability Services in the Lee Student Health Center.

Room/Hall Change:
Unauthorized room or hall changes are prohibited.

Visitation:
1.) Definitions:
   a. 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.
   b. Visitor – A visitor is 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.

2.) Waters, Hilley, and Wenger Halls Policy
   a. Standard Guest Policy: Visitation hours in residence hall rooms begin at 9 a.m. and end at Midnight Sunday through Thursday. Visitation hours are extended until 2 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 p.m.
   b. Overnight Guest Policy: All building residents may have up to two overnight guests 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 signed in prior to Midnight. All residents utilizing the Overnight Guest Policy must receive roommate consent (if applicable).

3.) East Campus Suites and Hackney Halls Policy
   a. Standard Guest Policy: East Campus Suites and Hackney Hall maintain 24-hour visitation seven days a week. Each residential student may have up to two guests of visitors during this time frame. Students are required to sign in all guests from 8 p.m. until 2 a.m. seven days per week.
   b. Overnight Guest Policy: Residents of East Campus Suites may have up to two overnight guests or visitors for no more than three consecutive nights and
15 nights total per semester. All overnight guests or visitors must be signed in prior to Midnight. Hackney Hall residents may have one overnight guest or visitor for no more than three consecutive nights and 15 nights total per semester.

Windows:
Tampering, blocking or opening windows that require tools to open are prohibited. Throwing or dropping items from any window is prohibited. Hanging items outside windows without prior permission is also prohibited. Unauthorized access to balconies is also prohibited.

E. Campus Policies
Those prohibited behaviors and processes associated with Sexual Misconduct and Interpersonal Violence are administered under the authority of the College’s Title IX Coordinator and govern all students. Those prohibited behaviors and processes may be found in the Sexual Misconduct and Interpersonal Violence Policy. Violations of the Sexual Misconduct and Interpersonal Violence Policy are violations of the Student Code of Conduct.

1.) Aiding or Abetting: Attempting, aiding, abetting, being an accessory to or failing to report any act prohibited by the College policy shall be considered the same as a completed violation.

2.) Alcohol:
a. Students are expected to comply with all state and local laws. An updated list of all North Carolina laws concerning alcohol can be found at this link: https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_18B/GS_18B-301.html.
b. Students are expected to comply with all BC Residence Hall regulations regarding the presence and use of alcohol in the residence halls.
c. Possession or consumption of alcohol by anyone under the age of 21 is prohibited.
d. Providing alcohol or access to alcohol to anyone under the age of 21 is prohibited.
e. Violating any provision of the Code of Student Conduct while under the influence of alcohol constitutes a violation of this policy.
f. Common containers (e.g. kegs, beer balls, etc.) are prohibited on campus.

3.) Amnesty: In certain circumstances students may qualify for amnesty from minor violations of the Code (e.g., underage drinking, minor drug use, such as marijuana). Usually, this is when they are cooperating or participating in a more serious violation of College policies (e.g. Sexual Assault). In this case, educational options will be explored, but no conduct proceedings or conduct record will result. (Records regarding the provisions of amnesty may be maintained by the Office of Student Development.)
4.) Animals: Animals that are kept on a leash are permitted on the campus grounds but are prohibited from entering buildings. College approved Assistant Animals are permitted in buildings. See the Coordinator for Disability Services for more information on this process.

5.) Arrest Policy: Students who are arrested by any law enforcement agency are required to inform the Associate Dean for Student Development or designee within 72 hours of their release. Students arrested may be subject to College disciplinary action when their conduct violates College policies as determined using College procedures and standards of proof. Failure to report this information to the Associate Dean for Student Development or designee will result in a “Failure to Comply” allegation and may result in further disciplinary action.

6.) Bicycles: Bicycles are permitted on campus and users are encouraged to use care in their operation of them. Bicycles must be kept in vehicles or inside residence hall rooms. They cannot be locked to light poles, benches, or other public areas without authorization and they cannot be left in hallways, lobbies, or other common areas.

7.) Computer/Technology Misuse: Students may not tamper with the College’s network or other technical or electronic equipment. Students are expected to abide by the College’s Information Technology Network Acceptable Use Policy as noted in the Student Handbook. Violations of the Acceptable Use Policy are considered violations of the Student Code of Conduct.

8.) Damage to Property: Damage to or destruction of property or actions that have the potential for such damage or destruction is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, paint, etc. to property or removal of window restrictors, security screens, etc.

9.) Disruptive Activity: No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of the College or of the College or its buildings, equipment or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons is prohibited.

   a. Non-compliance with reasonable time, place, or manner restrictions on expression is considered a violation of this section. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter’s ability to conduct the class or program, or the ability of others to profit from the class or program.
b. To remain in the vicinity of activity that is disrupting normal College functions when requested to leave by a College official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy.

10.) Drugs:
   a. Students are expected to comply with all federal, state and local laws which can be found at this link: https://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_90/Article_5.html.

   b. The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, “designer,” or controlled drug or other substance is prohibited. This includes prescription medications. Violating any other provision of the Code of Student Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy. The possession of drug paraphernalia is also prohibited. Any dilute, late, missed, forged, or failed College required drug screen will constitute a violation of this policy.

11.) Failure to Comply: Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of College officials in the performance of their duties. Students are expected to appear at conduct hearings to respond to allegations or testify as a witness when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a conduct hearing or adjudication may also be considered failure to comply with an official request.

12.) Fire Alarms/Safety Equipment: No person shall make, or cause to be made, a false fire alarm or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire safety equipment including, but not limited to, fire extinguishers, fire hoses, fire alarms and fire doors. Tampering with or disabling any fire safety equipment in a residence hall may result in your immediate removal from College Housing and a fine. Students are required to evacuate any College building when a fire alarm is sounding and/or when instructed to do so in an emergency or drill by College staff. Violation of this policy may result in a fine and other disciplinary action.

13.) Fraud/Lying: Lying or fraudulent behavior in, or with regard to, any transaction with the College, whether oral or written, is prohibited, including but not limited to misrepresenting the truth before a hearing of the College or knowingly making a false statement orally or in writing to any College official.

14.) Gambling: The College prohibits gambling.

15.) General Laws: Students or student organizations involved in alleged violations of any federal, state, or local laws may be subject to disciplinary action. These allegations will be adjudicated using the College standard of proof and procedure. Disciplinary action imposed by the College may precede and/or be in addition to any penalty imposed by an off-campus authority.
16.) Guest Responsibility: Students are accountable for any and all violations their guests may commit while visiting them.

17.) Harassment: Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person is prohibited. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten harm or intimidate a person, stalking, voyeurism (or peeping), or any other form of unwanted contact.

a. The harassment policy includes bullying, which is defined as any ongoing behavior directed at or about a student that is degrading, humiliating, malicious, or defamatory. Behaviors may occur in person, in print, via electronic means, or through social networking (cyber-bullying). Examples include, but are not limited to, ongoing pranks or ridicule directed against an individual, graffiti, posting insults against a student in a public setting or on any website.

18.) Harm to Person(s): Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another; or which cause reasonable apprehension of physical harm are prohibited.

19.) Hazing: Link to North Carolina State laws on hazing can be found at this link: https://www.ncleg.net/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_14/Article_9.pdf. 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 and/or complicity in the presence of hazing are not neutral acts; they are violations of this policy.

20.) Interference/Obstruction of the Conduct Process: Interfering in any manner with the student conduct process is prohibited. Examples of violating this policy include, but are not limited to:

a. Failing to participate in a hearing or investigation;

b. Colluding with or intimidating witnesses;

c. Providing false information or intentionally omitting relevant information from an investigation or hearing.

21.) Misuse of Documents: Forgery, alteration, or misuse of any document, record, or officially issued identification is prohibited.

22.) Misuse of Student Identifications: Lending a Barton College Student ID card to anyone for reasons not authorized by the College, failing to present a Student ID card when requested by a College official acting in the performance of his or her duties, or possessing or using a fraudulent ID card, may subject the owner and/or the holder to disciplinary action.
23.) Misuse of Keys: No person may use or possess any College key without proper authorization. No College key is allowed under any condition to be duplicated.

24.) Motor Vehicles: Motor vehicles must have a current parking sticker and be registered with Campus Police. Parking is permitted in any non-reserved spaces in college lots and drivers are expected to obey all traffic laws and signs.

25.) Retaliation:
   a. Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment or discrimination, supporting a reporting party or for assisting in providing information relevant to a claim of harassment or discrimination is a serious violation of College policy and will be treated as an instance of harassment or discrimination.
   b. Acts of alleged retaliation should be reported immediately to the Title IX Coordinators or designee and will be promptly investigated. Barton College will take all appropriate actions to protect individuals who fear that they may be subjected to retaliation.

26.) Searches: Any person present on College premises or at off-campus College-sponsored functions who is in possession of a bag, purse, backpack, or any other container where contraband, weapons, alcohol, or any other prohibited substance could be contained is subject to search by a College official. This includes, but is not limited to, vehicles parked on College premises when there is reason to believe the vehicle contains any prohibited item.

27.) Sexual Misconduct: See the section on Sexual Misconduct/Title IX policy.

28.) Theft: Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner’s permission is also prohibited.

29.) Tobacco/Smoking: The use of tobacco products is prohibited inside buildings, on balconies, and within 25 feet or less from all campus buildings. Spit from dipping tobacco and cigarettes butts must be disposed of immediately and properly.

30.) Unauthorized Presence or Use of College Facilities: Unauthorized entry into, presence in, or use of College facilities, building roofs, equipment, or property that has not been reserved or accessed through appropriate Barton College officials is prohibited.

31.) Weapons/Explosives:
   a. The unauthorized possession or use of firearms, or weapons of any other kind (including but not limited to knives, slingshots, metal knuckles, razors, paintball guns, BB guns, and air pistols) is prohibited.
b. The ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion or similar means is prohibited. Possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the College or off-campus College sponsored events without prior authorization from an appropriate authorized Barton College official.

c. Students and employees are permitted to be in possession of pepper spray for self-defense purposes only and a general use pocket knife (extended blade cannot exceed three inches). Barton College staff reserve the right to restrict these items if an individual is found responsible for their misuse.

F. Academic Integrity Policies

1.) 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.

2.) 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 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 Vice President for Academic Affairs, the instructor, and the chair/dean.

G. Sexual Misconduct and Interpersonal Violence Policies

**General Statement.** Barton College is committed to providing a safe environment for all of its students and employees free from discrimination on any grounds. Barton does not tolerate acts of sexual harassment, interpersonal violence, sexual misconduct, and sex and/or gender based discrimination. All members of the community should conduct themselves, therefore with integrity, respect and consideration for others.

Anyone, including employees of Barton, students, contractors, or visitors who sexually harasses or discriminate against another will be addressed in accordance with this internal policy whether it takes place within Barton’s premises or at College programs or activities held off site, including student organization or department social events, business trips, training sessions or conferences as well as athletic events on or off-campus. Barton understands the negative impact sexual misconduct can have on individuals and the Barton community and therefore strives to provide information and training such that it can be eliminated and prevented.

To that end, the objectives of this policy are to:

- help define sexual misconduct and interpersonal violence so that each member of the community can recognize it,
- outline procedures for filing reports when it is suspected that a policy violation has occurred,
- explain the investigative process and possible sanctions and disciplinary measures to be enforced when a violation has occurred
- provide knowledge of the responsibilities of all employees of Barton so that those involved in a violation of policy can be assisted

**Definition and Examples of Prohibited Conduct.** Though Sexual Misconduct encompasses a wide range of behavior, examples of specifically prohibited conduct include the following:

1.) Sexual Harassment:

a. Unwelcome sexual conduct that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the College’s educational, social and/or residential program and is based on real or reasonably perceived power differentials (aka, quid pro quo), the creation of a hostile environment or retaliation.
b. Sexual harassment can be physical and psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Sexual harassment can occur regardless of the gender of a person being subject to the harassment and the gender of the harasser. Sexual harassment may also occur between people of the same gender.

i. Some examples may include but are not limited to:
(a) Subjecting or threats of subjecting, an employee or student to unwelcome sexual attention or conduct or intentionally making performance of the employee’s job or student’s coursework more difficult because of that employee’s or student’s gender.

(b) Sexual or discriminatory displays or publications anywhere in Barton’s workplace by Barton employees.

(c) Unwelcome sexual advances, propositions, or sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person’s sexuality or sexual experience.

(d) Preferential treatment or promises of preferential treatment in exchange for submitting to sexual conduct.

(i) Examples include soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward. Soliciting or attempting to solicit a student to engage in sexual activity for a good grade or other advantage, educational or otherwise.

2.) Non-Consensual Sexual Intercourse:

a. Any sexual penetration or intercourse (anal, oral or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force.

i. “Sexual penetration” includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

3.) Non-Consensual Sexual Contact:

a. Any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force.

i. “Sexual touching” includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner (examples include touching, pinching, patting, grabbing, brushing against another person’s body or poking another’s body).
4.) Sexual Exploitation:
   a. A situation in which a person takes non-consensual or abusive sexual advantage of another; and
   b. Situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact.

   i. Examples of sexual exploitation include, but are not limited to:
      (a) Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
      (b) Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent).
      (c) Unauthorized taking, sharing, or distributing of pictures, videos or other media of a sexual nature.
      (d) Prostitution.
      (e) Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as “date rape” drugs) to another person without his or her knowledge or consent.

5.) Relationship or Intimate Partner Violence:
   (also known as Dating Violence or Domestic Violence)

   a. Abusive behavior that is used by an intimate partner to gain or maintain power and control over the other partner.
   b. Intimate partner violence can be:
      i. Physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.
      ii. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the reporting party, where the existence of such a relationship is determined based on the following factors:
          (a) Length of the relationship
          (b) Type of the relationship
          (c) Frequency of interaction between the persons involved in the relationship

6.) Stalking:

   a. A course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome, and would cause a reasonable person to feel fear; OR
b. Repetitive and menacing conduct, purposely or knowingly causing emotional distress, or pursuing, following, harassing, and/or interfering with the peace and/or the safety of another.

7.) Statement on Consent and Confidentiality

a. Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

b. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.

c. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.

d. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

e. A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have consented to engage in the act.
Confidentiality

All reports and investigations are treated confidential to the extent possible and information is disclosed strictly on a need-to-know basis.

The identity of the reporting party is usually revealed to the parties involved during the investigation and retaliation is not permitted in any form during and after the investigation toward the reporting party or responding party. Any reporting party who wishes to remain anonymous, may need to discuss their report with a confidential source, who by their position are able to maintain confidentiality; however, if it is desired that an investigation be conducted and action taken, it will be necessary to reveal those involved in the situation to the extent necessary to thoroughly investigate the reported incident to its conclusion.

Any person found to have sexually harassed another will face disciplinary action, up to and including termination of employment if an employee of the College and up to and including expulsion if a student of the College. Any person who willingly files a false report and/or bears false witness against someone involved in a sexual harassment complaint may also be subject to the same discipline alternatives. All information pertaining to a report of sexual harassment or investigation is maintained in secure files within the HR Department and/or Title IX coordinator’s office(s).

Section IV – Investigation and Hearing Procedures for Violations of Residence Hall and Campus Policies Standards

Relevant Definitions:

- Reporting Party – The individual(s) who has reported an alleged violation(s) of the Barton College Code of Conduct.

- Responding Party – The individual(s) charged with a potential violation of the Barton College Code of Conduct.

- Hearing Officer – A trained representative from Barton College who, after appointed by the Office of Student Development, will investigate allegations of violations of the Barton College Code of Conduct and adjudicate findings to the cases.

- Student Conduct Board – A pool of students, faculty, and staff selected by the Vice President for Student Engagement and Success and trained to deliberate on cases that involve allegations of violations of the Barton College Code of Conduct.
A. Procedures for Violations of Residence Life and Campus Standards

For the process related to incidents involving sexual misconduct, please see the Procedures for Sexual Misconduct and Interpersonal Violence (Title IX) Policies. For the process related to incidents involving academic dishonesty, please see the Procedures for Violations of Academic Integrity Policies.

1.) Reporting

a. Barton College will investigate any and all reports of alleged violations of College policy or Residence Hall Policies.

b. Reporting an allegation of violation of policy. Anyone who believes a policy has been violated should contact the appropriate personnel including the Area Director of Residence Life, Director of Housing and Residence Life, Associate Dean for Student Development, or Vice President for Student Engagement and Success.

c. Statement on confidentiality. In some cases, the anonymity of a Reporting Party may not be able to be kept. In cases where this is requested, the Investigator, Vice President for Student Engagement and Success, Associate Dean for Student Development or designee will take all steps to protect a victim of discrimination. Should a reporter or complainant’s identity need to be disclosed, all efforts to place them on notice will be made.

d. Policy on Student Withdrawals with Pending Disciplinary Action. Barton College does not permit a student to withdraw if that student has a complaint pending for violation of Code of Student Conduct or any College policy. Should a student decide to leave and not participate in an investigation and/or hearing, the process will nonetheless proceed in the student’s absence to resolution and that student will not be permitted to return to Barton College unless all sanctions have been satisfied.

2.) Investigations

a. Following receipt of notice or a complaint, the Associate Dean for Student Development or designee of the Office of Student Development will promptly investigate the complaint. The individual(s) designated are hereinafter referred to as the “Hearing Officer.” Hearing Officers facilitate Student Conduct Conferences, conduct investigations, and adjudicate Administrative Hearings as outlined below.

i. If the incident occurs in a College owned Residence Life facility and involves potential violations for which suspension is not a likely outcome, the incident report is usually referred to a professional staff member from the Department of Housing & Residence Life for investigation and adjudication.

ii. Violations that involve the following are normally referred to a Student Conduct Board Hearing.

(a) All violations for which suspension is a possible outcome.
(b) Incidents involving the use, possession, or sale of drugs and/or drug paraphernalia.

(c) Setting fires or tampering with fire and/or life safety equipment.

(d) Incidents dealing with weapons on campus.

(e) Hazing violations.

(f) Cases which involve civil or criminal action against a student (unless pertaining to sexual misconduct and interpersonal violence).

(g) Cases that originated with a Hearing Officer in the Department of Housing and Residence Life but were referred to the Office of Student Development or a Student Conduct Board Hearing.

iii. Interim Actions/Restrictions During the Investigation

(a) The College may take interim actions as necessary to protect the community from a threat to the health or safety of the community as a whole, to any particular member of the community, or in cases where there may be a risk of a substantial disruption to the normal operations of the College. In all cases, the subject of the interim action will be given an opportunity to be heard by the Associate Dean for Student Development or designee on the necessity of the restriction within two (2) business days of the issuing of the restrictions.

These actions may include, but are not limited to:

(b) Interim Suspension. A student/organization who is suspended on an interim basis is subject to all of the same restrictions as if they had been suspended as a final sanction.

(c) Interim Restrictions. These restrictions may include, but are not limited to: restricted access to facilities, housing and/or events, temporary removal from co-curricular involvements including athletic teams, student organizations, or campus leadership roles; no-contact orders with specific individuals; or any other restrictions deemed by the Vice President for Student Engagement and Success, Associate Dean for Student Development or designee to be necessary to achieve the goals stated above.

(NOTE: Barton will not pay for or make any arrangements for housing for any student removed from housing on an interim basis.)

(d) Altering any of these restrictions may be predicated on the requirement to engage in a psychological assessment, drug/alcohol testing, interviews, etc. at the discretion of the Associate Dean for Student Development or designee.

iv. Process for Adjudication

a. Step 1: Student Conduct Conference

After the incident report is reviewed and potential code of conduct violations are identified, the student is sent a notice via Barton College email from the Office of Student Development indicating the potential charges. The notice
also provides a date, time, and location for the Student Conduct Conference that does not conflict with the student’s course schedule. The notice will also identify the Hearing Officer assigned to the case. If the student does not attend the scheduled conference or contact the Hearing Officer in a timely manner to reschedule the conference, then the Hearing Officer will make a decision and adjudicate the case based on all the information received and available at that time. The student will be notified of the decision. Whether the case is adjudicated through an Administrative Hearing or a Student Conduct Board Hearing, the Hearing Officer or Board will use the preponderance of evidence standard of proof to determine the appropriate finding. A preponderance of evidence exists when a reasonable person, after evaluating all credible information available at the time of the investigation, would conclude that it is more likely than not a violation has occurred.

i. At the Student Conduct Conference, the Hearing Officer reviews the potential charges, informs the student about Barton College’s process for investigating and adjudicating potential violations of the Code of Conduct, and answers any student questions regarding the process.

ii. At the conclusion of the Student Conduct Conference, the appropriate course of action will be determined. The outcome of the conference may include:

   (1) Deciding that there is insufficient evidence to pursue the case.
   (2) Setting charges and conducting an Administrative Hearing at that time.
   (3) Setting charges and scheduling an Administrative Hearing for up to 5 business days in the future.
   (4) Postponing setting charges until a more comprehensive investigation can take place. This type of investigation typically takes 1-3 weeks to complete but can be longer for more complex cases.
   (5) Referring the case to the Student Conduct Board Hearing.

b. Step 2: Student Conduct Board Hearing

i. A Student Conduct Board Hearing can take place when the initial Hearing Officer and/or student decide that an Administrative Hearing is not appropriate. Most hearings are conducted with three members of the Student Conduct Board pool.

   (1) The Student Conduct Board is a pool of students, faculty, and staff selected by the Vice President for Student Engagement and Success and trained to deliberate on cases that involve allegations of violations of all Barton College policies.
   (2) The student members shall serve one year terms, renewable at the discretion of the Vice President for Student Engagement and Success or their designee.
   (3) The faculty/staff members of the Student Conduct Board shall serve staggered three year terms.
ii. Notice of Allegations and Hearing

(1) No less than 5 business days prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the Office of Student Development will send a written communication (letter and/or email) to the parties with the following information:

(a) A description of the alleged violation(s), a description of the applicable policies and a statement of the potential sanctions/responsive actions that could result;

(b) The time, date and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the Associate Dean for Student Development or designee may reschedule the hearing. Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College. In these cases, the College reserves the right at this moment to adjust the protocol to fairly achieve resolution.

The College also reserves the right to conduct these hearings via College approved video-conferencing platforms.

iii. Prior to the Student Conduct Board Hearing

(1) The Student Conduct Board members (and alternates), the Responding Party and, when appropriate, the Reporting Party, will be provided access to view copies of all appropriate documentation no less than five (5) business days prior to the hearing. This will include, but is not limited to:

(a) The investigation report if applicable.

(b) A list of any witnesses who will be available for the hearing, should their testimony be necessary.

(c) The names of the Student Conduct Board members and alternates, to allow for any challenges for cause/bias to be made to the Associate Dean for Student Development or designee.

(i) The Associate Dean for Student Development or designee will consider all challenges and the parties will be notified as to the determination.

(d) Any other supporting documentation.

(2) Any special requests by any parties for a screen or closed circuit participation or accommodations for registered disabilities. The Associate Dean for Student Development and/or designees will make the final determinations on these requests.

iv. All Student Conduct Board Hearings will be audio recorded.
v. Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings, subject to College consequences for failure to do so. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose, and should discuss doing so with their advisors/advocates as noted below.

vi. In hearings involving more than one Responding Party or in which two Reporting Parties have accused the same individual of substantially similar conduct, the standard procedure will be to hear the complaints jointly; however, the Associate Dean for Student Development or designee may permit the hearing pertinent to each respondent to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each respondent.

vii. During the Hearing:

1. Formal rules of evidence will not apply. Any evidence that the Student Conduct Board believes is relevant and credible may be considered, including history and pattern evidence. The Chair will address any evidentiary concerns prior to and/or during the hearing and may exclude irrelevant or immaterial evidence and may ask the panel to disregard evidence lacking in credibility. The Chair will determine all questions of procedure and evidence.

2. Character witnesses are not permitted to testify in the determinations stage of the hearing, nor are statements of character to be introduced.

3. Two letters of character support may be submitted for the sanctioning phase of the hearing.

4. “Impact statements,” describing the effect that the incident has had on the Reporting or Responding Parties will not be permitted in the determinations phase of the hearing, but may be offered in person or in writing during the sanctioning phase of the hearing.

viii. Most Student Conduct Board Hearings are completed within 30 days of report of the incident.

ix. All Student Conduct Board Hearings are restricted to those who are directly involved with the incident and those requested to be present by the institution. Responding Parties and Reporting Parties may bring one advisor of their choice.

1. Typically, advisors are members of the campus community, but they may be anyone that the parties choose.

2. Advisors may only counsel the student and may not actively participate in the hearing. The advisor may not make a presentation or represent the student in the hearing. They may confer quietly with their advisee, exchange notes, and suggest questions to their advisee.

a. An advisor who is not in compliance with Barton College’s Code of Conduct expectations for advisors will be reminded of the role of the advisor one time. After that, the hearing may be cancelled or the advisor may be asked to leave.
c. Investigation Findings

i. Whether the case is adjudicated through an Administrative Hearing or a Student Conduct Board Hearing, the Hearing Officer or Board will use the preponderance of evidence standard of proof to determine the appropriate finding. A preponderance of evidence exists when a reasonable person, after evaluating all credible information available at the time of the investigation, would conclude that it is more likely than not a violation has occurred.

(a) No Finding: In these cases, the Hearing Officer or Student Conduct Board has made a determination that the Responding Party is in no way involved in a violation of policy. The Responding Party’s name will be cleared for purposes of third party reporting, but the record of the investigation will be retained. This finding is not subject to any appeal.

(b) Not Responsible: In these cases, the Hearing Officer or Student Conduct Board has determined that insufficient evidence exists for a finding of responsibility for any of the allegations. The case is closed and a record of the not responsible finding(s) is retained by the College.

(c) Responsible: In these cases, the Hearing Officer or Student Conduct Board determines that sufficient evidence exists for a finding of “Responsible” for any of the violations. The Responding Party has the option to appeal the finding, the sanction, or both.

d. Sanctions

i. Individual Students

(a) The following College-wide disciplinary sanctions may be imposed upon students found responsible for a violation of the Code of Student Conduct. All sanctions may be imposed either singularly or in combination.

(b) The purposes of imposing sanctions are twofold: one, to protect the College community from behavior which is detrimental to the community and/or the educational mission of the College by stopping the behavior, preventing its recurrence and remedying the effect on the victim and the community; and two, to assist students in understanding campus standards for behavior and identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed is/are intended to correspond with the severity or frequency of violations, as well as the student’s willingness to recommit him/herself to behaviors that fall within the Code of Student Conduct of the College and are consistent with the mission and values of Barton College. Other factors that may affect the sanctions are:

(1) The nature, severity of, and circumstances surrounding the violation;
(2) An individual's disciplinary history;
(3) Previous complaints or allegations involving similar conduct;
(4) The need for sanctions/responsive actions to bring an end to the actions that were in violation of the Code;
(5) The need for sanctions/responsive actions to prevent the future recurrence of the actions that were in violation of the Code;

(6) The need to remedy the effects of the actions that were in violation of the Code on the victim and the community.

(c) Sanction Options:

(1) Expulsion: Dismissal from the College without the ability to apply for re-admittance.

NOTE: Any student expelled for disciplinary reasons must vacate the campus within the period of time noted in the notice of expulsion (typically immediately). The student may not return to campus or College property without prior written permission by the Vice President for Student Engagement and Success or designee. Failure to comply with this request will constitute criminal trespass.

(2) Suspension: Denial of enrollment, attendance, and other privileges at the College for a specified period of time. Permission to apply for re-admission upon termination of the period may be granted with or without conditions/restrictions. Students may be required to complete a period of disciplinary probation upon their return to the College.

NOTE: Any student suspended for disciplinary reasons must vacate the campus within the period of time noted in the notice of suspension (typically immediately). The student may not return to campus or College property during the term of the suspension without prior written permission by the Vice President for Student Engagement and Success or designee. Failure to comply with this request will constitute criminal trespass.

(3) College Probation: A period of review and observation during which a student is under an official notice that subsequent violations of College rules, regulations, or policies are likely to result in a more severe sanction including suspension or expulsion from the College. While on conduct probation, a student may be considered to be “not in good standing” and may face specific limitations on his or her behavior and/or College privileges (see Conditions/Restrictions below).

(4) Conditions/Restrictions: Limitations upon a student’s behavior and/or College privileges for a period of time, or an active obligation to complete a specified activity. This sanction may include, but is not limited to: restricted access to the campus or parts of campus, denial of the right to represent the College in any way, denial of housing or parking privileges, removal from student activities or leadership roles, required attendance at a workshop, or participation in public service.

(5) Written Warning: An official reprimand that makes the misconduct a matter of record in College files. Any further misconduct could result in further disciplinary action.
(6) Fines/Restitution: An order may be issued to make restitution or to pay a fine when a student has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent behavior, violations of the alcohol and/or drug policies, or violations of the fire safety policies. Such property may belong to an individual, group, or the College. Restitution may be in the form of payment, community service, or other special activities designated by the hearing authority.

(7) Withholding Diploma: The College may withhold a student’s diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint, investigation or hearing pending.

(8) Revocation of Degree: The College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation, or other violation of College policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

(9) Other sanctions: The College reserves the right to impose other sanctions as necessary to remain consistent with the mission and vision of Barton College. These may include, but are not limited to: mandated psychological assessment, research projects, drug/alcohol classes or testing, proof of employment or attendance at classes, etc.

(d) Housing and Residence Life Specific Sanctions

(1) Permanent Housing Removal: Immediate removal from College housing with no ability to return.

NOTE: Any student permanently removed from College housing for disciplinary reasons must vacate the hall within the period of time noted in the notice of removal (typically immediately). The student may not return to any residence hall without prior written permission by the Vice President for Student Engagement and Success or designee. Failure to comply with this request will constitute criminal trespass. Additionally, anyone removed from housing for disciplinary reasons remains subject to the termination clause of the housing contract, including payment of any fees or penalties. Once receiving notice of removal, the student may not be in the hall without a Residence Life staff escort.

(2) Temporary Housing Removal: Immediate removal from College housing for a set period of time with an ability to reapply to return to College housing.

NOTE: Any student removed from College housing for disciplinary reasons must vacate the hall within the period of time noted in the notice of removal (typically immediately). The student may not return to any residence hall without prior written permission by the Vice President for Student Engagement and Success or designee. Failure to comply with this request will constitute criminal trespass. Additionally, anyone removed from housing for disciplinary reasons remains subject to the termination clause of the housing contract, including payment of any fees or penalties.
(3) Housing Relocation: Immediate removal from a specific hall within College housing, and reassignment to another hall.

NOTE: Any student removed from any specific hall within College housing for disciplinary reasons must vacate that hall within the period of time noted in the notice of relocation (typically immediately). The student may not return to the residence hall from which they were removed without prior written permission by the Vice President for Student Engagement and Success or designee. Failure to comply with this request may constitute criminal trespass and will result in more severe disciplinary action.

ii. Student Organizations

(a) The following disciplinary sanctions may be imposed upon student organizations when they have been found responsible for violating the Code of Student Conduct. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations and their membership accountable for their actions and the actions of their guest(s), whether on campus or at any organization sponsored function.

(1) Permanent Revocation of Organizational Registration: “Permanent revocation” of the organization’s registration means revocation without the ability to apply for new registration. Any organization whose registration is permanently revoked must cease all organizational activities upon receipt of the notice of permanent revocation. Any member of an organization whose registration has been permanently revoked shall relinquish any appointed or elected office held with that organization’s governing body. Balances of all organizational funds granted by the College and/or the Student Government are to be surrendered to the Vice President for Student Engagement and Success or designee. Office or housing space assigned by the College shall be vacated within five (5) business days (an organization under emergency suspension may be required to vacate space more quickly) from the date the notice of suspension is issued. Space vacated due to revocation may be reassigned to other eligible College organizations.

(2) Suspension: Suspension means denial of rights and privileges of a registered organization for a specified period of time. Any organization whose registration is suspended or revoked must cease all organizational activities upon receipt of the notice of revocation or suspension. Any member of a suspended organization may not hold an appointed or elected office with that organization’s governing body for the duration of the organization’s period of suspension. Balances of all organizational funds granted by the College and/or the Student Government are to be surrendered to the Vice President for Student Engagement and Success or designee. Office or housing space assigned by the College shall be vacated within five (5) College business days (an organization under emergency suspension may be required to vacate space more quickly) from the date the notice of suspension
is issued. Space vacated due to suspension may be reassigned to other eligible College organizations. Leave to reapply for registration as a student organization may be granted with or without qualifications. Office or housing space assigned prior to suspension will not automatically be reassigned. The organization may reapply for a space assignment, subject to availability. Suspended organizations will automatically be placed on probationary status for a minimum of one academic year following their renewed registration.

(3) Probation: A period of review and observation during which a student organization is under official notice that subsequent violations of College rules, regulations, or policies could result in a more severe sanction including suspension. During the probationary period, a student organization is deemed “not in good standing” with the College and may be subject to one or any combination of the following conditions and/or restrictions:

(i) Denial of the right to represent the College;

(ii) Denial of the right to maintain an office or other assigned space on College property;

(iii) Denial of the privileges of:
1 – Receiving or retaining funding;
2 – Participating in intramurals;
3 – Sponsoring any social event;
4 – Sponsoring any speaker or guest on campus;
5 – Participating in any social event;
6 – Co-sponsoring any social event or other activity;
7 – Rush or membership recruitment.

(4) Conditions/Restrictions: Limitations upon a student organization’s privileges for a period of time or an active obligation to complete a specified activity or activities. This sanction may include, for example, denial of housing or social privileges, etc.

(5) Written Warning: An official written reprimand making the misconduct a matter of record in College files for a specified period of time. Any further misconduct may result in further disciplinary action.

(6) Restitution/Fines: An organization may be ordered to make restitution or to pay a fine when the organization has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent or disruptive behavior, violations of the alcohol and/or drug policies, or violations of the fire safety policies. Such property may belong to an individual, group, or the College. Restitution may be in the form of financial payment, public service, or other special activities designated by the hearing authority.

e. Appeals
i. General Guidelines

(a) The Responding Party may submit a Request for Appeal (RFA) form to the Office of Student Development.

(b) The form must be submitted within 5 business days, by 5pm, after the initial decision and finding has been rendered.

(c) All sanctions instituted by the original hearing body are to be implemented, barring extreme exigent circumstances. Final exams, graduation, and/or proximity to the end of a term are not considered exigent circumstances.

(d) The presumptive stance of the Request for Appeal (RFA) Reviewer is to be that the original hearing body was correct in its initial finding. The burden is on the appellant to show error as outlined below in the Grounds for Appeal.

(e) Appeals are not intended to be full re-hearings of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. No interviewing of or testimony by the parties is appropriate.

(f) The RFA Reviewer may, at their discretion, request information regarding procedure from the Investigator or original Hearing Officer. Ideally, this information would not be necessary, as it should be included in the written Requests and/or response Memorandums.

ii. Grounds for Appeal

(a) New Facts

(1) Discovery of substantial new facts that were not reasonably available at the time of the hearing and are material to the original finding or sanction. Withholding information or declining to participate in the original hearing is not grounds for appeal based on discovery of new facts. If the appeal is based on substantial new facts, the request must outline the following:

(i) Source of new information and complete explanation of that information.
(ii) Names(s) of who can present this information.
(iii) Reasons(s) why this information was not presented at the original hearing.
(iv) Reasons(s) why this information may contribute to a decision other than that which was originally made.

(2) Arbitrary and Disproportionate Sanctioning

(i) Sanctions may be changed only if they are substantially disproportionate to the conduct violation, considering any mitigating and aggravating factors, including but not limited to disciplinary history of the student found responsible.
I – If the appeal is based on arbitrary or capricious sanctioning, the request must outline why the assigned sanctions are disproportionate to the Code of Conduct violation.

(3) Procedural Violation

(1) If it is believed there was a substantial violation of the hearing procedure that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures that could affect the outcome of the hearing, etc.), the appeal request must outline the following:

1 – Citation of specific procedural errors with appropriate references.
2 – Reason(s) why procedural error was not mentioned in the original hearing.
3 – Reason(s) why correction of error can contribute to a decision other than that which was originally made.

iii. Procedures

(a) A Request for Appeal Form must be submitted in writing to the Office of Student Development within 5 business days of notification of the outcome of the original hearing. All outcomes are assumed received by all parties 5 days after sent via mail or email.

(1) Any Request for Appeal not filed in a timely fashion will be denied. No exceptions to this timeline are permissible without the express permission of the Vice President for Student Engagement and Success of their designee.

(2) The Request for Appeal Form reviewer should not have been involved in the investigation.

(3) The Request for Appeal Form reviewer reviewing the request may consider credibility, plausibility, and weight in their assessment of the request.

(4) Any Request for Appeal will be shared with all parties (Responding Party, Reporting Party, (original Hearing Officer) who may respond to the Request in a “Response Memorandum.”

(5) All Response Memorandums must be submitted to the Request for Appeal Form Reviewer for consideration within three (3) days of their notification of the Request for Appeal.

(6) All Response Memorandums will be shared with all parties.

(7) The Request for Appeal Form Reviewer, after considering all Requests and Response Memorandums, will make one of the following determinations within three (3) business days of receiving the final response Memorandum:

(i) The Request for Appeal is denied. This decision is final and there is no appeal to this decision permitted by any party.
(ii) The Request for Appeal is being forwarded for consideration to the College Student Conduct Appeals Panel.

(8) Any decision will be communicated to all parties within three (3) business days, barring exigent circumstances, of the Request for Appeal Form Reviewer’s decision.

(b) Appeals forwarded to the College Student Conduct Appeals Panel.

(1) The College Student Conduct Appeals Panel is made up from a pool of faculty members and administrators selected by the Vice President for Student Engagement and Success or their designee and is comprised of three total individuals.

(i) In certain cases, the Vice President for Student Engagement and Success may chair the College Student Conduct Appeals Panel when other members of the pool cannot be utilized due to timelines, bias, etc.

(c) Forwarded Requests for appeals will be considered and decided and will be communicated to all parties in writing within five (5) business days, barring exigent circumstances, of receipt from the RFA Reviewer.

(d) The College Student Conduct Appeals Panel decisions are limited to the following:

(1) Affirming the decision of the original hearing body.

(2) In cases where the College Student Conduct Appeals Panel determines that the procedural error did significantly impact the finding or sanction, it will either:

(i) Remand the case back to be reheard by a new Student Conduct Board / Hearing Officer. This is typically done in cases where the procedural error is so profound as to render the original board too biased or influenced. Or;

(ii) Remand the case back to the original hearing body with instruction to repair the procedural error.

(3) In cases where the College Student Conduct Appeals Panel determines that the new evidence, unavailable during the original hearing or investigation, is now available and could substantially impact the original finding or sanction it will either:

(i) Remand the case back to the original hearing body with instruction to consider the new evidence.

1 – In these cases, the original hearing body will convene solely to consider the new evidence. Whether all parties are required to be in attendance is at the discretion of the Chair/Original Hearing Officer:

(ii) Remand the case back to be reheard in its entirety by a new Student Conduct Board / Hearing Officer. This is typically done in cases where the new evidence is accompanied by a procedural error so profound as to render the original panel too biased or influenced.
(4) In rare cases, the College Student Conduct Appeals Panel may alter the finding or sanction based on the new evidence. This will only be done in cases where reconvening the Panel would put an undue burden on the parties (e.g., the Panel is not available).

In cases where a new panel is convened or the original hearing panel is reconvened, the appellate process may still be available to the parties, but only on the outcomes and proceedings of the most recent hearing, and subject to the same grounds and restrictions. There are no appeals procedures applicable to a decision affirming the original findings.

Section V – Investigation and Hearing Procedures for Violations of Academic Integrity Policies Standards

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.

A. 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.

b. The dean will contact the office of the 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, dean, and student will meet. If the dean and the instructor agree that no infraction occurred, the matter ends. If this is not a first infraction, the dean will ask the VPAA to schedule a Conduct Board Hearing.

c. If the instructor and the dean agree that an infraction has occurred, the instructor will assess an appropriate penalty. The instructor will report the infraction and penalty to the dean, who will see that the penalty is appropriately recorded by the Office of the Vice President for Academic Affairs. The 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, the instructor will report this to the dean.
e. If this is a first infraction, the student may choose either a VPAA Hearing or a Student Conduct Board Hearing to appeal the penalty. The VPAA Hearing will involve only the dean, 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 VPAA Hearing ends with the decision rendered by the VPAA. At the conclusion of the hearing, the 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 VPAA.

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

h. The instructor will report in writing to the 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 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:

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

2.) For a second offense, a student may be suspended for the remainder of the semester and for the following semester.

a. 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.

b. 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 VPAA, who will include it in College Judicial Council files. The statement will be placed in the student’s file.

c. For a third offense a student may be expelled from the College.
Section VI – Investigation and Hearing Procedures for Violations of Sexual Misconduct and Interpersonal Violence (Title IX) Policies Standards

A. Reporting Procedures and Responsibilities

a. Procedures

Barton considers all incidents to be serious and strives to promptly investigate all allegations of sexual misconduct. If an employee or student feels that he or she is being subjected to sexual misconduct, he or she should:

i. Immediately inform the person(s) that the conduct is unwelcome and needs to stop. Whether the conduct ceases or does not cease, or if the employee or student is unable to or is uncomfortable with addressing the person(s) directly, he or she should proceed to reporting the conduct outlined below.

ii. Report the incident to the appropriate supervisor, or the Title IX Coordinator (Assistant Vice President (AVP) of Human Resources).

iii. Provide a written record of the date, time and nature of the incident(s) and the names of any witnesses (This written record is helpful but not required). It is important to report all concerns of sexual harassment or inappropriate sexual conduct to the appropriate supervisor, AVP of Human Resources/Title IX Coordinator as soon as possible so that an investigation can occur and appropriate action can follow.

b. Responsibilities:

i. All Barton employees are considered responsible parties unless their position grants them confidentiality rights and are required to report any potential Title IX violations to the Title IX Coordinator.

ii. Confidential Employees with state-conferred privileges are not required to report knowledge of sex/gender-based misconduct. They include:

   • Campus mental-health counselors
   • Chaplain
   • Physicians and health care providers
   • Those supervised by a confidential employee in the scope of their management of that employee.

iii. All Management who are made aware of a possible Title IX violation must:

   1. Take all reports seriously
   2. Report all incidents to the Title IX Coordinator
   3. Take appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigation or report.
iv. The Title IX Coordinator is responsible for:

1. Ensuring that both the reporting party and the responding party are aware of the seriousness of a report of sexual harassment/misconduct.

2. Explaining Barton’s Title IX policy and investigation procedures to all parties involved.

3. Preparing and issuing a report for confirmation of the details reported to the Coordinator.

4. Arranging for and providing oversight for the investigation of the reported events.

   a. The Title IX Coordinator or designee will conduct an initial fact finding investigation to determine whether a policy violation may have occurred and warrants a formal investigation.

   b. It is up to the Title IX Coordinator to determine if an in-house investigation will be conducted or if an outside third party will be contracted to complete the investigation. All reports involving senior management at the vice-president level or above may be handled by an external third party in accordance with Barton’s policies and procedures.

   c. If the Title IX Coordinator finds no evidence of policy violation, he or she will issue a report to the parties involved, noting the finding as well as any recommendations relevant to the case.

5. Reviewing the written report provided by the investigator documenting a finding of responsibility, summarizing the results of the investigation and confirming recommended actions which could include sanctions if applicable, based on the outcome of the investigation.

6. Notifying the reporting party and the responding party of the corrective actions to be taken, and ensuring the administering of those actions.

7. Providing instructions for recourse should any of the applied sanctions are breached.

8. Providing direction should either party wish to appeal the final finding, sanction or both the finding and the sanction.

B. Interim Actions/Restriction

The College may take immediate interim actions as necessary to protect the community from a threat to the health or safety of the community as a whole, to any particular member of the community, or in cases where there may be a risk of a substantial disruption to the normal operations of the College. In all cases,
the subject of the interim action will be given an opportunity to be heard by the Title IX Coordinator or designee on the necessity of the restriction within two (2) business days of the issuing of the restrictions. These actions may include, but are not limited to:

a. Interim Suspension:
   i. A student/organization who is suspended on an interim basis is subject to all of the same restrictions as if they had been suspended as a final sanction.
   ii. Suspended employees may be required to take time off with pay as determined by the Title IX Coordinator. This may require the use of available paid leave.

b. Interim Restrictions:
   i. These restrictions may include, but are not limited to: restricted access to facilities, housing and/or events, no-contact orders with specific individuals, etc. or any other restrictions deemed by the Title IX Coordinator or designee to be necessary to achieve the goals stated above.

   NOTE: Barton will not pay for or make any arrangements for housing for any student removed from housing on an interim basis.

c. Altering any of these restrictions may be predicated on the requirement to engage in a psychological assessment, drug/alcohol testing, interviews, etc. at the discretion of the Title IX Coordinator or designee.

C. Investigations

a. Following receipt of notice of a possible violation of Barton’s Title IX policy, the Title IX Coordinator or designee will promptly investigate the reported event(s). (The individual(s) designated are hereinafter referred to as the “Investigator.”)

   i. In some instances, these investigations will be comprised of an interview with the reporting party and the responding party alleged to have violated the policy (the “Responding Party”). In other instances, a more in depth investigation may be required.

   ii. An initial determination will be made regarding whether a policy violation may have occurred and warrants a formal investigation.

   iii. In all cases, Barton will seek to have cases reach resolution within sixty (60) calendar days of notice of the allegation, barring exigent circumstances. If exigent circumstances exist, the Title IX Coordinator, or designee will provide notice to the responding party and the reporting party (if appropriate) of any delays or extensions.

   l. The College may undertake a short delay (approximately 7-14 days, to allow for evidence collection) when criminal charges on the basis of the same behaviors that initiated the process are being investigated.
iv. All reporting parties and responding parties may designate an advisor to help provide support during the investigation, interviews, and meetings called by the College.

1. The role of the advisors: The advisors may accompany their designated party (reporting or responding) to all called meetings by the College. Typically advisors are members of the campus community, but may be anyone the parties choose. The advisor may not make a presentation or represent the reporting party or respondent during the investigation or during interviews and meetings. The reporting and responding parties are expected to ask and respond to questions on their own behalf, without representation by their advisors. An advisor may consult with their advisee quietly or in writing, or outside the meeting room, during breaks, but may not speak on behalf of the reporting or responding parties.

b. The Investigator will meet with all appropriate parties, write a report, and will make a determination using the College’s standard of proof. The final report will be shared with all parties. A follow up meeting is available for the parties to meet individually with the Title IX Coordinator upon their request.

D. Investigative Findings

The standard of proof used for decisions regarding responsibility for Title IX policy violations is the preponderance of evidence. A preponderance of evidence exists when a reasonable person, after evaluating all credible information available at the time of the investigation, would conclude that it is more likely than not that a violation has occurred. This standard is also employed when making determinations regarding interim restrictions/actions.

Once a report has been referred to a formal investigation process, the following may result:

a. No Finding: In these cases, the Investigator has made a determination that the Responding Party is not responsible for a policy violation. The Responding Party’s name will be cleared for purposes of third party reporting, but the record of the investigation will be retained. This finding is not subject to any appeal.

b. Not Responsible: In these cases, the Investigator has determined that insufficient evidence exists for a finding of responsible for any of the allegations. The case is closed and a record of the not responsible finding(s) is retained by the College. The reporting party has the option to appeal the finding.

c. Responsible: The investigator determines that sufficient evidence exists for a finding of “Responsible” for any of the violations. In this case, the Responding party may appeal the finding, sanction(s), or both the finding and the sanction(s). The Reporting party can appeal the sanction(s).
E. Sanctions and Disciplinary Measures

Anyone who has been found responsible for a Title IX policy violation may incur any of the following sanctions and/or disciplinary measures. All sanctions may be imposed either singularly or in combination. The purposes of imposing sanctions are twofold: one, to protect the College community from behavior which is detrimental to the community and/or the educational mission of the College by stopping the behavior, preventing its recurrence and remedying the effect on the reporting party and the community; and two, to assist in identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed is/are intended to correspond with the severity or frequency of violations, as well as the responding party’s willingness to recommit him/herself to behaviors that fall within the applicable code of conduct of the College and are consistent with the mission and values of Barton College. Other factors that may affect the sanctions are:

The nature, severity of, and circumstances surrounding the violation:

- An individual’s disciplinary history
- Previous reports involving similar conduct
- The need for sanctions/responsive actions to bring an end to the current actions found to be in violation of the applicable code of conduct and to prevent recurrence of those same or similar actions
- The need to remedy the effects of the actions that were in violation of the applicable code of conduct on the reporting party and the community

a. Sanctions for Individual Students:

i. Expulsion: Dismissal from the College without the ability to apply for re-admittance.

NOTE: Any student expelled for disciplinary reasons must vacate the campus within the period of time noted in the notice of expulsion (typically immediately). The student may not return to campus or College property without prior written permission by the Title IX Coordinator or designee. Failure to comply with this request will constitute criminal trespass.

ii. Suspension: Denial of enrollment, attendance, and other privileges at the College for a specified period of time. Permission to apply for re-admission upon termination of the period may be granted with or without conditions/restrictions. Students may be required to complete a period of disciplinary probation upon their return to the College.

NOTE: Any student suspended for disciplinary reasons must vacate the campus within the period of time noted in the notice of suspension (typically immediately). The student may not return to campus or College property during the term of the suspension without prior written permission by the Title IX Coordinator or designee. Failure to comply with this request will constitute criminal trespass.
iii. College Probation: A period of review and observation during which a student is under an official notice that subsequent violations of College rules, regulations, or policies are likely to result in a more severe sanction including suspension or expulsion from the College. While on conduct probation, a student may be considered to be “not in good standing” and may face specific limitations on his or her behavior and/or College privileges (see Conditions/Restrictions below).

iv. Conditions/Restrictions: Limitations upon a student’s behavior and/or College privileges for a period of time, or an active obligation to complete a specified activity. This sanction may include, but is not limited to: restricted access to the campus or parts of campus, required change in academic course section or delivery method, denial of the right to represent the College in any way, denial of housing or parking privileges, required attendance at a workshop, or participation in public service.

v. Written Warning: An official reprimand that makes the misconduct a matter of record in College files. Any further misconduct could result in further disciplinary action.

vi. Fines/Restitution: An order may be issued to make restitution or to pay a fine when a student has engaged in conduct that violates the Title IX Policy.

vii. Withholding Diploma: The College may withhold a student’s diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint, investigation or hearing pending.

viii. Revocation of Degree: The College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation, or other violation of College policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

ix. Other sanctions: The College reserves the right to impose other sanctions as necessary to remain consistent with the mission and vision of Barton College. These may include, but are not limited to: mandated psychological assessment, research projects, drug/alcohol classes or testing, proof of employment or attendance at classes, etc.

x. Residence Life Specific Sanctions:

I. Permanent Housing Removal: Immediate removal from College housing with no ability to return. NOTE: Any student permanently removed from College housing for disciplinary reasons must vacate the hall within the period of time noted in the notice of removal (typically immediately). The student may not return to any residence hall without prior written permission by the Title IX Coordinator or designee. Failure to comply with this request will constitute criminal trespass.
Additionally, anyone removed from housing for disciplinary reasons remains subject to the termination clause of the housing contract, including payment of any fees or penalties.

2. Temporary Housing Removal: Immediate removal from College housing for a set period of time with an ability to reapply to return to College housing.

NOTE: Any student removed from College housing for disciplinary reasons must vacate the hall within the period of time noted in the notice of removal (typically immediately). The student may not return to any residence hall without prior written permission by the Title IX Coordinator or designee. Failure to comply with this request will constitute criminal trespass. Additionally, anyone removed from housing for disciplinary reasons remains subject to the termination clause of the housing contract, including payment of any fees or penalties.

3. Housing Relocation: Immediate removal from a specific hall within College housing, and reassignment to another hall.

NOTE: Any student removed from any specific hall within College housing for disciplinary reasons must vacate that hall within the period of time noted in the notice of relocation (typically immediately). The student may not return to the residence hall from which they were removed without prior written permission by the Title IX Coordinator or designee. Failure to comply with this request may constitute criminal trespass and will result in more severe disciplinary action.

b. Sanctions for Student Organizations:

The following disciplinary sanctions may be imposed upon student organizations when they have been found responsible for violating the Code of Student Conduct. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations and their membership accountable for their actions and the actions of their guest(s), whether on campus or at any organization sponsored function.

i. Permanent Revocation of Organizational Registration: “Permanent revocation” of the organization’s registration means revocation without the ability to apply for new registration. Any organization whose registration is permanently revoked must cease all organizational activities upon receipt of the notice of permanent revocation. Any member of an organization whose registration has been permanently revoked shall relinquish any appointed or elected office held with that organization’s governing body. Balances of all organizational funds granted by the College and/or the Student Government are to be surrendered to the Title IX Coordinator or designee. Office or housing space assigned by the College shall be vacated within five (5) business days (an organization under emergency suspension may be required to vacate space more quickly) from the date the notice of suspension is issued. Space vacated due to revocation may be reassigned to other eligible College organizations.
ii. Suspension: Suspension means denial of rights and privileges of a registered organization for a specified period of time. Any organization whose registration is suspended or revoked must cease all organizational activities upon receipt of the notice of revocation or suspension. Any member of a suspended organization may not hold an appointed or elected office with that organization’s governing body for the duration of the organization’s period of suspension. Balances of all organizational funds granted by the College and/or the Student Government are to be surrendered to the Title IX Coordinator or designee. Office or housing space assigned by the College shall be vacated within five (5) College business days (an organization under emergency suspension may be required to vacate space more quickly) from the date the notice of suspension is issued. Space vacated due to suspension may be reassigned to other eligible College organizations. Leave to reapply for registration as a student organization may be granted with or without qualifications. Office or housing space assigned prior to suspension will not automatically be reassigned. The organization may reapply for a space assignment, subject to availability. Suspended organizations will automatically be placed on probationary status for a minimum of one academic year following their renewed registration.

iii. Probation: A period of review and observation during which a student organization is under official notice that subsequent violations of College rules, regulations, or policies could result in a more severe sanction including suspension. During the probationary period, a student organization is deemed “not in good standing” with the College and may be subject to one or any combination of the following conditions and/or restrictions:

1. Denial of the right to represent the College;
2. Denial of the right to maintain an office or other assigned space on College property;
3. Denial of the privileges of receiving or retaining funding; participating in intramurals; sponsoring any social event; sponsoring any speaker or guest on campus; participating in any social event or other activity; and engaging in rush or membership recruitment activities.

iv. Conditions/Restrictions: Limitations upon a student organization’s privileges for a period of time or an active obligation to complete a specified activity or activities. This sanction may include, for example, denial of housing or social privileges, etc.

v. Written Warning: An official written reprimand making the misconduct a matter of record in College files for a specified period of time. Any further misconduct may result in further disciplinary action.

vi. Restitution/Fines: An organization may be ordered to make restitution or to pay a fine when the organization has engaged in conduct which violates the Title IX policy.
c. Sanctions for Employees:
   i. Verbal or written warning with a copy placed in their official personnel file
   ii. Adverse performance evaluation
   iii. Demotion and/or reduction in wages
   iv. Transfer
   v. Suspension
   vi. Dismissal

F. Appeals

The reporting or responding party may submit an appeal if they meet the appeal guidelines. The following should be noted with regard to appeals:

a. General information:
   i. All appeals must be in writing to the Title IX Appeal’s Officer.
   ii. The presumptive stance of the Appeal’s Officer is that the initial finding is correct. The burden is on the appellant to show error as outlined below in the Grounds for Appeal.
   iii. All sanctions instituted are to be implemented, barring extreme exigent circumstances. Final exams, graduation and/or proximity to the end of a term are not considered exigent circumstances.
   iv. Appeals are not intended to be full re-hearings of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
   v. The Appeal’s Officer may, at his or her discretion request information regarding procedure from the investigator or Title IX Coordinator. Ideally, this information would not be necessary, as it should be included in the written Requests and/or response Memorandums.

b. Grounds for Appeal:
   i. A procedural error or omission occurred that significantly impacted the outcome of the hearing (by Title IX Coordinator) or investigation (e.g. substantiated bias, material deviation from established procedures, etc.).
   ii. To consider new evidence, unavailable during the original hearing or investigation, that, if true and credible, could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

Note: when a party fails to provide a statement under advice of counsel during an investigation, and subsequent to the hearing decides to provide a statement, it will not be considered “new evidence” for the purposes of this ground.
Additionally, subsequent findings of a criminal or civil court (e.g., dismissals, plea bargains, settlements) will not alone constitute sufficient grounds for appeal, but may be considered by the Appeal’s Officer or designee if new evidence was the grounds for said finding.

iii. The sanctions are disproportionate to the responsible violation of policy.

c. Procedure for Appeals

i. A Request for Appeal must be submitted in writing to the Appeal’s Officer within three (3) business days of notification of the outcome of the formal investigation. All outcomes are assumed received by all parties three business (3) days after sent via mail or email.

Any Request for Appeal not filed in a timely fashion will be denied. No exceptions to this timeline are permissible without the express permission of the Appeal’s Officer.

ii. The Appeals Officer should not have been involved in the investigation and will review all Requests for Appeal to insure the request has standing.

The Appeals Officer reviewing the Request may consider credibility, plausibility, and weight in their assessment of the Request.

iii. Any Request for Appeal will be shared with all parties (Respondent, Reporting Party, Investigator and Original Hearing Officer) who may respond to the Request in a “Response Memorandum.”

All Response Memorandums must be submitted to the Appeals Officer for consideration within three (3) days of their notification of the Request for Appeal. All Response Memorandums will be shared with all parties.

iv. The Appeal’s Officer, after considering all Requests and Response Memorandums, will make one of the following determinations within three (3) business days of receiving the final response Memorandum:

1. The Request for Appeal is denied and the original findings are affirmed. This decision is final and there is no appeal to this decision permitted by any party.

2. The Request for Appeal is upheld and is being forwarded to the Title IX Coordinator for placement in the process based on the grounds under which the appeal is granted:

   a. If a procedural error or omission occurred that significantly impacted the outcome of the hearing, the case will be either:

      1. Remanded back to be reheard by a new Hearing Officer. This is typically done in cases where the procedural error is so profound as to render the original officer too biased or influenced. OR,
2. Remand the case back to the original hearing body with instruction to repair the procedural error.

b. If it is necessary to consider new evidence, unavailable during the original hearing or investigation, but is now available and could substantially impact the original finding or sanction, the case will be either:

1. Remand the case back to the original hearing officer with instruction to consider the new evidence, OR.

2. Remand the case back to be reheard in its entirety by a new hearing officer. This is typically done in cases where the new evidence is accompanied by a procedural error so profound as to render the original officer too biased or influenced.

In rare cases, the Appeal’s Officer may alter the finding or sanction based on the new evidence.

c. If it is found that the sanctions are disproportionate to the responsible violation of policy, the case will be:

1. Remanded back to the Title IX Coordinator to recommend new sanctions based on the Appeal.

v. Any decision will be communicated to all parties within three (3) business days, barring exigent circumstances, of the Appeal Officer’s decision.

G. Retention of Records Regarding Reports of Sexual Discrimination and/or Sexual Misconduct:

All records related to reports of sexual discrimination and/or sexual misconduct, including reports, investigations, findings, and resolutions, shall be maintained in accordance with College records policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instruction and/or advice from legal counsel.
Section VII
Voluntary Withdraw Policy for Medical/ Psychological Needs and Voluntary/ Involuntary Leave for Students Who Pose a Direct Threat of Harm to Themselves or Others

Introduction
The following policies and procedures are to be used to help transition a student to a safer environment more conducive to their needs when it becomes clear that remaining at Barton College is not in the best interest of the student or the College community. This policy also allows for a student to withdraw or temporarily leave voluntarily from the college when medical conditions or psychological distress make a withdraw or leave in their best interest; its goal is to define the length of separation, outline the path to re-entry and ease the transition for the student’s return, and to optimize the opportunities for the student’s success when they return. Under certain conditions, if a student has not opted to take a withdraw or leave voluntarily, the College may institute an involuntary withdraw under this policy. Student-Initiated Voluntary Medical or Psychological Withdrawal or Leave Students may initiate a withdrawal from Barton College for medical or psychological reasons (Note: Barton College may opt to broaden this policy to include leaves for any reason. Should that option be taken, the College may outline universal conditions for return that will optimize the student’s success upon return). At the discretion of the Vice President for Student Engagement and Success (or designee), and subject to the refund policies of the institution, arrangements may be made for partial or complete refund of tuition and/or fees. Incomplete grades or other academic accommodations may be made as well, subject to the academic policies of the College. Modifications to housing contracts may also be possible. The normal College procedures for withdrawal will be followed, including any documentation requirements.

If a student takes a voluntary leave, the leave documentation will specify the duration of the leave and options for extension. The student is permitted to return upon the end of the leave period, subject only to any conditions or restrictions.

Student-Initiated Voluntary Medical or Psychological Withdrawal
Students may initiate a withdrawal from Barton College for medical or psychological reasons (Note: Barton College may opt to broaden this policy to include leaves for any reason. Should that option be taken, the College may outline universal conditions for return that will optimize the student’s success upon return). At the discretion of the Vice President for Student Engagement and Success (or designee), and subject to the refund policies of the institution, arrangements may be made for partial or complete refund of tuition and/or fees. Incomplete grades or other academic accommodations may be made as well, subject to the academic policies of the College. Modifications to housing contracts may also be possible. The normal College procedures for withdrawal will be followed, including any documentation requirements.
subject to the academic policies of the College. Modifications to housing contracts may also be possible. The normal College procedures for withdrawal will be followed, including any documentation requirements.

If a student takes a voluntary leave, the leave documentation will specify the duration of the leave and options for extension. The student is permitted to return upon the end of the leave period, subject only to any conditions or restrictions outlined and agreed to prior to the leave. Students taking a leave or withdrawal are under no obligation to accept these conditions, but, should they accept them, they are subject to them. Any conditions should be designed to ensure the success of the student upon return, should they choose to do so.

Students who elect to fully withdraw, rather than take a leave, are required to reapply for admission after the time specified by the Office of Enrollment Management and will be treated as any other applicant for admission at that time.

College-Initiated Medical or Psychological Leave
If a student is behaving in a way that is threatening to others, the Associate Dean for Student Development (or designee) may initiate these procedures. Students who engage in self-harm behaviors that cause a significant disruption to the community will be referred to the Behavioral Intervention Team (BIT). Students who engage in threats to others that cause a significant disruption to the community may also be subject to the Code of Student Conduct.

Standard for Involuntary Leave on the Basis of Threat of Harm to Others

Standard for Separating a Student on the Basis of Behaviors Resulting from a Condition of Disability
This section applies to all involuntary leaves from housing or from the College for any student who is at significant risk of harm to others as a result of a condition covered by disability law. When the potential for harm to others is present, involuntary withdraw actions must consider whether the endangering behavior results from a condition of disability. If so, the student will be protected by Section 504 of the Rehabilitation Act of 1973. Under this federal statute, an individual with a disability may only be separated on the basis of this disability when they are not otherwise qualified to participate in the education program of the institution. The objective of this section is to determine whether it is more likely than not that a student is a direct threat. When a student is a direct threat, they are not otherwise qualified under disabilities law, and may be placed on leave.
A direct threat exists when a student poses a significant risk to the health or safety of others. A significant risk constitutes a high probability of substantial harm. Significance will be determined by:

- The duration of the risk;
- The nature and severity of the potential harm;
- The likelihood that the potential harm will occur; and
- The imminence of the potential harm.

The College must determine whether reasonable accommodations to policies, practices or procedures will sufficiently mitigate the risk, unless those reasonable accommodations would cause undue hardship for the College.

Determining that a student is a direct threat requires an objective and individualized assessment and hearing. The assessment must be based on a reasonable medical judgment that relies on the most current medical knowledge and/or on the best available objective evidence. This standard also applies to the reinstatement of a student who has been on leave. They are entitled to return upon completion of the Readmission Packet for Involuntary Psychological Leave and its approval. The College’s Behavioral Intervention Team (BIT) will likely assist in this determination.

Status of Conduct Proceedings
If the student has been accused of a violation of the Code of Student Conduct, but it appears that the student is not capable of understanding the nature or inappropriateness of the action, this policy may be activated prior to issuance of a determination in the conduct process. Interim suspension for threat of harm to others will also likely be imposed.

If the student is placed on medical leave from the College, or another action is taken under these provisions following a finding that the student’s behavior was the result of a lack of capacity, such action terminates the pending conduct action. If the student is found not to be subject to medical leave, conduct proceedings may be reinstated.

Referral for Assessment or Evaluation
The appropriate official (or BIT) may refer or mandate a student for evaluation by a campus or independent licensed psychiatrist or psychologist (or licensed professional counselor, social worker, licensed clinical social worker, etc.) chosen or approved by the College. Such evaluation may be appropriate if it is believed that the student may meet the criteria set forth in this policy or if a student subject to conduct proceedings provides notification that information concerning a mental health/behavioral condition or disorder will be introduced. Any expense incurred in meeting these conditions must be borne by the student personally, barring exigent circumstances.
Students referred or mandated for evaluation will be so informed in writing in person and/or certified mail delivery, and will be given a copy of these standards and procedures. Their parents/guardians or designated emergency contacts may also be notified. The evaluation must be completed per the direction of the referral letter; unless the Assistant Dean for Student Development (or designee) grants an extension.

A student who fails to complete the evaluation in accordance with these standards and procedures, and/or who fails to give permission for the results to be shared with appropriate administrators, will be referred for conduct action for “Failure to Comply” under the Code of Student Conduct.

Readmission Following a Voluntary or Involuntary Medical/Psychological Leave
A student who is seeking reinstatement to the College after a voluntary or involuntary leave must complete the Readmission Packet and receive clearance by the Vice President for Student Engagement and Success. Any other conditions outlined in accordance with this policy and/or any conduct sanctions must also be completed. A hearing, as outlined above, may be held to determine whether it is more likely than not that the student is no longer a direct threat.

• 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 – Help Point Boxes

DO NOT HANG UP UNTIL INSTRUCTED TO DO SO BY POLICE/DISPATCHER/EMS
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 Engagement and Success
  – 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
- Code Red 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 and Vice President for Academic Affairs
• Vice President for Administration and Finance
• Vice President for Institutional Advancement
• Vice President for Student Engagement and Success
• Vice President for Enrollment Management
• Associate Dean for Student Development
• Assistant Vice President of Human Resources/Title IX Coordinator

• 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
    – Controller
    – Senior Director of Information Technology
    – Director of Athletics

• Public Relations
  • Vice President for Enrollment Management
    – Director of Public Relations
    – Director of Publications

• Instructional Programs
  • Provost and Vice President for Academic Affairs
    – Dean of the School of Allied Health and Sport Studies
    – Dean of the School of Business
    – Dean of the School of Education
    – Dean of the School of Humanities
    – Dean of the School of Nursing
    – Dean of the School of Sciences
    – Dean of the School of Visual, Performing, and
Communication Arts
- Dean of the Graduate and Professional Studies Program
- Registrar
- Dean of the Library
- Assistant Dean for Academic and Career Planning

- Culinary Services
  - Director of Culinary Services

- Facilities Management
  - Director of Facilities Management

- Campus Police
  - Supervising Police Captain

- Student Engagement and Success
  - Vice President for Student Engagement and Success
    - Associate Dean for Student Development
    - Executive Director of Lee Student Health Center and the 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>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore/Post Office</td>
<td>200-C</td>
</tr>
<tr>
<td>Case Art Building</td>
<td>200-N</td>
</tr>
<tr>
<td>Centennial Alumni Bell Tower</td>
<td>Belk Drive</td>
</tr>
<tr>
<td>East Campus Suites</td>
<td>200-J</td>
</tr>
<tr>
<td>Fountain</td>
<td>Center Campus</td>
</tr>
<tr>
<td>Hackney Hall</td>
<td>200-F</td>
</tr>
<tr>
<td>Hamlin Student Center</td>
<td>200-E</td>
</tr>
<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>
</tr>
<tr>
<td>Holloway House</td>
<td>107 ACC Drive</td>
</tr>
<tr>
<td>Howard Chapel</td>
<td>200-P</td>
</tr>
<tr>
<td>Kennedy Family Theatre</td>
<td>200-V</td>
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<tr>
<td>Lee Student Health Center</td>
<td>200-G</td>
</tr>
<tr>
<td>J.W. Hines Hall</td>
<td>200-Q</td>
</tr>
<tr>
<td>Kennedy Family Theatre</td>
<td>200-V</td>
</tr>
<tr>
<td>La Drau Apartments</td>
<td>901 Kenan Street</td>
</tr>
<tr>
<td>Mary Irwin Belk Hall</td>
<td>200-R</td>
</tr>
<tr>
<td>Moye Science Building</td>
<td>200-L</td>
</tr>
<tr>
<td>Nixon Nursing Building</td>
<td>200-K</td>
</tr>
<tr>
<td>Roma Hackney Music Building</td>
<td>200-M</td>
</tr>
<tr>
<td>The Sam and Marjorie Ragan Writing</td>
<td></td>
</tr>
<tr>
<td>Center</td>
<td></td>
</tr>
<tr>
<td>Waters Hall</td>
<td>200-I</td>
</tr>
<tr>
<td>Wenger Hall</td>
<td>200-A</td>
</tr>
<tr>
<td>Willis N. Hackney Library</td>
<td>200-T</td>
</tr>
<tr>
<td>Wilson Gymnasium</td>
<td>200-H</td>
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</tbody>
</table>

Kennedy Recreation and Intramural Center

#### Other Campus Addresses:

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Complex</td>
<td>412 North Kincaid Avenue</td>
</tr>
<tr>
<td>Barton-Graves House</td>
<td>800 West Nash Street</td>
</tr>
<tr>
<td>Facility Services Operations</td>
<td>509 Lee Street, North</td>
</tr>
<tr>
<td>Tennis Complex</td>
<td>806 Corbett Avenue</td>
</tr>
<tr>
<td>and Intramural Field</td>
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