



**BARTON**  
COLLEGE

# **BULLDOG STUDENT HANDBOOK**

2025 - 2026

Revised July, 2025



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# College Personnel

Position	Extension
<b>Academic Affairs</b>	
Vice President for Academic Affairs .....	6343
Assistant Vice President for Academic and Career Planning .....	6313
Associate Vice Presidents for Academic Affairs .....	6453 / 6455
Coordinator of the Library .....	6500
Director of Academic Support .....	6542
Director of the Ragan Writing Center .....	6455
Dean of the School of Arts and Humanities .....	6453
Dean of the School of Business and Innovation .....	6418
Dean of the School of Education and Social Sciences .....	6431
Dean of the School of Health Sciences .....	6470
Executive Director of Nursing and Practice .....	6400
Director of Exercise Science .....	6569
Director of Psychology .....	6498
Field Experience Coordinator .....	6534
Director of Academic Planning .....	6540
Registrar .....	6326
<b>Admissions</b>	
Director of Admissions .....	6543
<b>Alumni Relations</b>	
Director of Development and Alumni Engagement .....	6544
<b>Athletics</b>	
Athletics .....	6523
Vice President for Athletics .....	6485
Director of Athletic Communications .....	6485
Director of Sports Performance .....	6522
Head Athletic Trainer .....	6568
<b>Campus Services</b>	
Director of Barton Culinary Services .....	6395
Director of Facilities Management and Services .....	6528

## **Campus Police**

Wilson Police - Barton College District (emergency) .....	911
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## **Campus Store**

Manager of the Campus Store .....	6394
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## **Finance / Business Office**

Vice President for Administration and Finance .....	6314
Associate Director of Student Accounts .....	6348

## **Financial Aid**

Director of Financial Aid .....	6371
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## **Institutional Advancement and Marketing and Communications**

Vice President for Institutional Advancement .....	6517
Assistant Vice President of Leadership Giving .....	6533
Assistant Vice President of Principal Gifts .....	6461
Director of Development and Alumni Engagement .....	6544
Director of Advancement Services .....	6381
Director of Communications and Engagement .....	6383
Associate Director of Community Engagement and Public Relations .....	6341
Associate Director of Web Content and Multimedia .....	6381
Senior Director of Advertising .....	6361

## **People and Support**

Vice President for People and Support / Chief Diversity and Title IX Officer .....	6330
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## **President**

President .....	6309
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## **Student Health**

Lee Student Health Center (main number) .....	6397
Nursing and Physician Appointments .....	6388
Nurse Advice Line .....	252-668-0858
Campus Counselor .....	6587
Coordinator of Access and Accommodations .....	6587
Executive Director of Student Health Services .....	6397

## **Student Engagement**

Vice President for Enrollment and Student Engagement .....	6315
Dean of Students .....	6397
Campus Life Consultant .....	6479
Director of Residence Life .....	6366
Office of Residence Life .....	6386

## **Student Organizations**

CAB (Campus Activities Board) .....	6479
<i>The Collegiate</i> .....	6370

## **Technology Services**

Technology Service Help Desk .....	6436
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# Hours of Campus Services

College Office Hours are 8:30 a.m. - 5:00 p.m., Monday-Friday  
with exceptions noted below:

- **College Store**  
9 a.m. - 5 p.m.  
Monday-Friday  
Summer Hours:  
10 a.m. - 3 p.m.
- **Student Financial Services**  
8:30 a.m. - 5 p.m.  
Monday-Friday
- **Office of Academic and Career Planning**  
8:30 a.m. - 5 p.m.  
Monday-Friday
- **Georgia Brewer Campion Center for Academic Success**  
8:30 a.m. - 5 p.m.  
Monday-Friday  
*Please check hours of specific services, which may vary.*
- **Willis N. Hackney Library**  
**During regular sessions:**  
8 a.m. - 11 p.m.  
Monday-Thursday  
8 a.m. - 5 p.m., Friday  
10 a.m. - 6 p.m., Saturday  
3 p.m. - 11 p.m., Sunday  
**Between sessions:**  
8 a.m. - 5 p.m.  
*Hours may vary during College breaks.*  
Breaks include: Fall Break, Spring Break, and Summer Session.
- **Computer Labs**  
As posted - or call 6436
- **Hamlin Student Center**  
Open Daily 8:30 a.m. - Midnight
- **Office of Student Engagement (in Hamlin Student Center)**  
8:30 a.m. - 5 p.m.  
Monday - Friday
- **Barton Culinary Services**  
**Hamlin Culinary Center**  
(Closed 10 a.m. - 11 a.m. for cleaning)  
Monday-Thursday  
7 a.m. - 8 p.m.  
Friday - 7 a.m. - 7 p.m.  
Saturday-Sunday  
10:30 a.m. - 7 p.m.
- **BC Bistro**  
Starbucks  
Monday-Friday  
8 a.m. - 2 p.m.  
Grill  
Monday-Thursday  
5 p.m. - 10 p.m.
- **Market C**  
**Hackney Hall Lounge**  
24/7 (by Barton ID access only)  
*Hours are subject to change for holidays, breaks, inclement weather, and other reasons.*  
*Please visit [www.AVIserves.com/Barton/dining](http://www.AVIserves.com/Barton/dining) for updates.*
- **Student Health Center**  
8 a.m. - 2 p.m., Monday - Friday
- **Mail Services**  
10 a.m. - 1:30 p.m.  
2:30 p.m. - 4:30 p.m.  
Monday-Friday





## 2025-2026 ACADEMIC CALENDAR

### FALL SEMESTER • 2025

Continuing Students Arrive .....	Saturday, August 23
<b>Classes Begin – 8 a.m.</b> / Last Day for 100% Refund .....	Monday, August 25
Last Day for Adding and Dropping Courses - 11:59 p.m. ....	Friday, August 29
Labor Day (College closed) .....	Monday, September 1
Last Day to be Present in Classes to Confirm Enrollment - 11 p.m. ....	Wednesday, September 3
Bulldog Day (No classes) .....	Friday, September 19
Last Day to <u>Withdraw</u> from <b>Subterm 1</b> Courses - (Non-Punitive W grades) - 11:59 p.m. ....	Friday, September 26
Day of Service and Engagement (No classes – 8 a.m. - 5 p.m.).....	Wednesday, October 1
First Subterm Ends .....	Friday, October 10
Fall Break Begins .....	Saturday, October 11
Indigenous People Day (College closed) .....	Monday, October 13
Classes Resume – 8 a.m. / Second Subterm Begins.....	Monday, October 20
Advisor / Advisee Kick-off - 11:30 a.m. ....	Monday, October 27
F.Y.S. Advisor / Advisee Meeting – (in FYS 101 Classroom - Time to TBD).....	Monday, October 27
Advising Day (No classes) .....	Tuesday, October 28
Last Day to <u>Withdraw</u> from <b>Full-term</b> Courses - (Non-Punitive W grades) - 11:59 p.m. ....	Wednesday, October 29
Bulldog Day (No classes) .....	Thursday, November 13
Last Day for Requesting Changes in Final Examination Schedule - 5 p.m. ....	Tuesday, November 18
Last Day to <u>Withdraw</u> from <b>Subterm 2</b> Courses - (Non-Punitive W grades) - 11:59 p.m. ....	Friday, November 21
Thanksgiving Break Begins (No classes) .....	Wednesday, November 26
Classes Resume - 8 a.m. ....	Monday, December 1
<b>Classes End</b> / Second Subterm Ends .....	Friday, December 5
Examination Period .....	Monday, December 8 through Thursday, December 11
<b>Fall Semester Ends</b> .....	Thursday, December 11

### FALL SEMESTER • 2025

#### MASTER OF BUSINESS ADMINISTRATION (MBA)

*The MBA courses are administered as part of the fall semester for enrollment, financial aid, and billing.*

### FALL SEMESTER • 2025

<b>First MBA Session Classes Begin</b> .....	Monday, August 18
• <b>Last Day for Adding and Dropping Courses</b> .....	<b>Before the First Class Meeting</b>
Last Day to be Present in Classes to Confirm Enrollment - 11 p.m. ....	Monday, August 25
Last Day to <u>Withdraw</u> from <b>Subterm 1</b> MBA Courses - (Non-Punitive W grades) - 11:59 p.m. ....	Friday, September 19
<b>First MBA Session Ends</b> .....	Friday, October 3
<b>Second MBA Session Classes Begin</b> .....	Monday, October 6
• <b>Last Day for Adding or Dropping Courses - 11:59 p.m.</b> .....	<b>Friday, August 29</b>
Last Day to be Present in Classes to Confirm Enrollment - 11 p.m. ....	Monday, October 13
Last Day to <u>Withdraw</u> from <b>Subterm 2</b> MBA Courses - (Non-Punitive W grades) - 11:59 p.m. ....	Friday, November 7
<b>Second MBA Session Ends</b> .....	Friday, November 21
<b>Third MBA Session Classes Begin</b> .....	Tuesday, December 2
• <b>Last Day for Adding or Dropping Courses - 11:59 p.m.</b> .....	<b>Friday, August 29</b>
Last Day to be Present in Classes to Confirm Enrollment - 11 p.m. ....	Wednesday, December 3
Last Day to <u>Withdraw</u> from <b>Subterm 3</b> MBA Courses - (Non-Punitive W grades) - 11:59 p.m. ....	Monday, December 8
<b>Third MBA Session Ends</b> .....	Thursday, December 11

# SPRING SEMESTER • 2026

## JANUARY TERM • 2026

*January Term is administered as part of the spring semester for enrollment, financial aid, and billing.*

Continuing Students Arrive .....	Monday, January 5
Last Day for Adding and Dropping Courses - 11:59 p.m. ....	Tuesday, January 6
<b>Classes Begin – 8 a.m.</b> .....	Tuesday, January 6
Last Day to be Present in Classes to Confirm Enrollment - 11 p.m. ....	Wednesday, January 7
Last Day to <u>Withdraw</u> from <b>January Term</b> Courses - (Non-Punitive W grades) - 11:59 p.m. ....	Friday, January 16
Martin Luther King, Jr. Holiday (College closed) .....	Monday, January 19
January Term Ends (Exams) .....	Thursday, January 22

## SPRING TERM • 2026

Faculty, Administration, and Staff Meeting .....	Friday, January 23
New Student Orientation .....	Friday, January 23
Continuing Students Arrive .....	Saturday, January 24
<b>Classes Begin – 8 a.m.</b> / Last Day for 100% Refund .....	Monday, January 26
Last Day for Adding and Dropping Courses - 11:59 p.m. ....	Friday, January 30
Last Day to be Present in Class to Confirm Enrollment - 11 p.m. ....	Tuesday, February 3
Leadership Day (No Classes) .....	Thursday, February 12
Last Day to <u>Withdraw</u> from <b>Subterm 1</b> Courses - (Non-Punitive W grades) - 11:59 p.m. ....	Friday, February 27
Career Day (No Classes) .....	Wednesday, March 4
First Subterm Ends .....	Friday, March 13
Spring Break Begins .....	Saturday, March 14
Classes Resume – 8 a.m. / Second Subterm Begins .....	Monday, March 23
Advisor / Advisee Kick-off - 11:30 a.m. ....	Monday, March 30
Advising Day (No Classes) .....	Tuesday, March 31
Good Friday (College closed) .....	Friday, April 3
Last Day to <u>Withdraw</u> from <b>Full-term</b> Courses - (Non-Punitive W grades) - 11:59 p.m. ....	Wednesday, April 8
Last Day for Requesting Changes in Final Examination Schedule - 5 p.m. ....	Tuesday, April 14
Last Day to <u>Withdraw</u> from <b>Subterm 2</b> Courses - (Non-Punitive W grades) - 11:59 p.m. ....	Friday, April 17
Day of Scholarship (No classes 8 a.m. - 5 p.m.) .....	Monday, April 20
<b>Classes End</b> / Second Subterm Ends .....	Friday, May 1
Examination Period .....	Monday, May 4 through Thursday, May 7
<b>Spring Semester Ends</b> .....	Thursday, May 7
Commencement - 10:30 a.m. ....	Saturday, May 9

# GRADUATE AND PROFESSIONAL STUDIES

## FALL SEMESTER • 2025

<b>First GPS Session Classes Begin</b> .....	Monday, August 25
● <b>Last Day for Adding and Dropping Courses</b> .....	<b>Before the First Class Meeting</b>
Last Day to be Present in Classes to Confirm Enrollment - 11 p.m. ....	Tuesday, September 2
Last Day to <u>Withdraw</u> from <b>Subterm 1</b> Courses - (Non-Punitive W grades) - 11:59 p.m. ....	Friday, September 26
<b>First GPS Session Ends</b> .....	Friday, October 10
 <b>Second GPS Session Classes Begin</b> .....	Monday, October 20
● <b>Last Day for Adding and Dropping Courses - 11:59 p.m.</b> .....	<b>Friday, August 29</b>
Last Day to be Present in Classes to Confirm Enrollment - 11 p.m. ....	Tuesday, October 28
Last Day to <u>Withdraw</u> from <b>Subterm 2</b> Courses - (Non-Punitive W grades) - 11:59 p.m. ....	Friday, November 21
Thanksgiving Break Begins (No classes) .....	Wednesday, November 26
Classes Resume .....	Monday, December 1
<b>Second GPS Session Ends</b> .....	Friday, December 5

## SPRING SEMESTER • 2026

<b>First GPS Session Classes Begin</b> .....	Monday, January 26
● <b>Last Day for Adding and Dropping Courses</b> .....	<b>Before the First Class Meeting</b>
Last Day to be Present in Classes to Confirm Enrollment - 11 p.m. ....	Tuesday, February 3
Last Day to <u>Withdraw</u> from <b>Subterm 1</b> Courses - (Non-Punitive W grades) - 11:59 p.m. ....	Friday, February 27
<b>First GPS Session Ends</b> .....	Friday, March 13
 <b>Second GPS Session Classes Begin</b> .....	Monday, March 23
● <b>Last Day for Adding or Dropping Courses - 11:59 p.m.</b> .....	<b>Friday, January 30</b>
Last Day to be Present in Classes to Confirm Enrollment - 11 p.m. ....	Tuesday, March 31
Last Day to <u>Withdraw</u> from <b>Subterm 2</b> Courses - (Non-Punitive W grades) - 11:59 p.m. ....	Friday, April 17
<b>Second GPS Session Ends</b> .....	Friday, May 1
Commencement - 10:30 a.m. ....	Saturday, May 9

# MASTER OF BUSINESS ADMINISTRATION (MBA)

The MBA courses are administered as part of the spring semester for enrollment, financial aid, and billing.

## SPRING SEMESTER • 2026

<b>First MBA Session Classes Begin</b>	Tuesday, January 6
● <b>Last Day for Adding or Dropping Courses</b>	<b>Before the First Class Meeting</b>
Last Day to be Present in Classes to Confirm Enrollment - 11 p.m.	Tuesday, January 13
Last Day to <u>Withdraw</u> from Subterm 1 MBA Courses - (Non-Punitive W grades) - 11:59 p.m.	Friday, February 13
<b>First MBA Session Ends</b>	Friday, February 27
<b>Second MBA Session Classes Begin</b>	Monday, March 2
● <b>Last Day for Adding or Dropping Courses - 11:59 p.m.</b>	<b>Friday, January 30</b>
Last Day to be Present in Classes to Confirm Enrollment - 11 p.m.	Monday, March 9
Last Day to <u>Withdraw</u> from Subterm 2 MBA Courses - (Non-Punitive W grades) - 11:59 p.m.	Friday, April 17
<b>Second MBA Session Ends</b>	Friday, May 1
Commencement - 10:30 a.m.	Saturday, May 9

## SUMMER SESSION • 2026

<b>Full-term Classes Begin</b>	Monday, June 8
● <b>Last Day for Adding or Dropping Courses - 11:59 p.m.</b>	<b>Monday, June 8</b>
Last Day to be Present in Classes to Confirm Enrollment - 11 p.m.	Wednesday, June 10
Juneteenth / Emancipation Day (College closed)	Friday, June 19
Independence Day Observance (College closed)	Friday, July 3
Last Day to <u>Withdraw</u> from Full-term Courses - (Non-Punitive W grades) - 11:59 p.m.	Monday, July 13
<b>Full-term Ends (Exams)</b>	Friday, July 31
<b>Subterm 1 Classes Begin</b>	Monday, June 8
● <b>Last Day for Adding or Dropping Courses - 11:59 p.m.</b>	<b>Monday, June 8</b>
Last Day to be Present in Classes to Confirm Enrollment - 11 p.m.	Wednesday, June 10
Juneteenth / Emancipation Day (College closed)	Friday, June 19
Last Day to <u>Withdraw</u> from Subterm 1 Courses - (Non-Punitive W grades) - 11:59 p.m.	Tuesday, June 23
<b>Subterm 1 Ends (Exams)</b>	Thursday, July 2
<b>Subterm 2 Classes Begin</b>	Monday, July 6
● <b>Last Day for Adding or Dropping Courses - 11:59 p.m.</b>	<b>Monday, June 8</b>
Last Day to be Present in Classes to Confirm Enrollment - 11 p.m.	Wednesday, July 8
Last Day to <u>Withdraw</u> from Subterm 2 Courses - (Non-Punitive W grades) - 11:59 p.m.	Thursday, July 23
<b>Subterm 2 Ends (Exams)</b>	Friday, July 31

# Welcome from the President



Dr. Douglas N. Searcy

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 2025-2026 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,

A handwritten signature in black ink, reading "Douglas N. Searcy". The signature is fluid and cursive, with a prominent "S" and "C".

Douglas N. Searcy, PhD  
President

# Welcome from the Student Government Association

## Hello Bulldogs!

My name is Alexandra Saez, and I am extremely honored to serve as your 2025-2026 Student Government Association President. I want to start by extending a warm welcome to each of you. Whether you are stepping onto campus for the first time or returning for another exciting year at Barton, just like myself, you are now a part of a community that values connection, growth, and leadership.

As I enter my journey as SGA President, I want to reflect on how Barton has shaped me as a person. Through campus involvement, academic challenges, athletic events, and all the support from mentors, I have learned what it means to lead with courage and honor. This year, I am here to represent your voice and to work with everyone to make Barton College a place where every student feels heard, seen, and respected.

As an international student, the most important message that I want to represent is that you are not alone. Whether you are building new friendships, finding your own passion or stepping into leadership roles, I want to let you know that this community will always stand beside you. My main goal this year is to create a culture in which students not only succeed, but that they make their mark academically, personally, and socially.

The college's motto, "They shall have the light of life!" is more than simply words, it is an eternal promise. It reminds us that every single one of us brings a unique light to Barton College. Your light matters to us, and I want you to accept who you are, and let that light guide your own journey this year.

On behalf of the entire Student Government Association, welcome to Barton College! We are here to support, advocate for you, and to help make this year the best one! I am excited to serve as your SGA President, and I look forward to all the incredible things we will accomplish together!

Let's make it a great year, Bulldogs!

Warm regards,  
Alexandra Saez Lozano  
2025-2026 President, Student Government Association

## **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 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/wp-content/uploads/2025/10/Clery-Report-2024-File.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 founding member of Conference Carolinas and participates within the NCAA Division II. Other members of the conference are Belmont Abbey College, Chowan University, Converse College, Emmanuel College

(Ga.), Erskine College, Ferrum College, Francis Marion University, King University (Tenn.), Lees-McRae College, the University of Mount Olive, North Greenville University, Shorter University, Southern Wesleyan University, Young Harris University (GA), and the University of North Carolina at Pembroke. Barton was also an Associate Member of the ultra-competitive South Atlantic Conference in the sport of football for the 2022-2024 seasons, and women's field hockey beginning in Fall 2025.

The Barton College teams are known as the Bulldogs, and the colors are royal blue and white. Barton has 26 NCAA sponsored intercollegiate sport programs, as well as a varsity Spirit program that includes both cheer and dance. The teams represented include men's and women's basketball, football, men's and women's cross country, men's and women's indoor and outdoor track and field, baseball, softball, men's and women's tennis, men's and women's swimming, men's and women's soccer, men's and women's volleyball, men's and women's golf, men's and women's bowling, men's and women's lacrosse, women's flag football and women's field hockey.

The basketball and volleyball teams play their home competitions in Wilson Gymnasium. Our soccer, softball, and baseball teams play their home games at the Barton College Athletic Complex on Kincaid Avenue. Football and lacrosse play on the Electric Supply Company 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 Division of Student Engagement 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 Division of Student Engagement located on the ground floor of Hamlin Student Center.



## Campus Services

### Office of Academic and Career Planning

The Office of Academic and Career Planning (OACP) supports students' transition to Barton and offers programs and resources for academic success and professional development. The office coordinates academic advising, provides academic support resources, and manages on-campus employment. Specific programs are designed to assist with the transition to college and with career readiness. Staff members also advise exploratory students and those considering a change in major. The Office of Academic and Career Planning is located in Hackney Library.

### BulldogsCARE

The BulldogsCARE 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.

## 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 request 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.

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.

## Withdrawal from Courses

A student may withdraw with a non-punitive "W" grade for approximately the first two-thirds of the term. Specific dates are published in the College calendar.

A student who intends to withdraw from a course must complete an electronic "Withdrawal from Course" form. This form will become the official record for the Registrar and the student, as confirmation of the intention to withdraw from the course. A student may not withdraw from a course after the first two-thirds of the term. Specific dates are published in the College calendar.

## Withdrawal from the College

A student may officially withdraw from Barton College until the last day of classes in the term. Students who withdraw from the College will have non-punitive "W" grades issued.

Official withdrawal is handled through the Office of Academic and Career Planning.

A student who officially withdraws from Barton College will receive a refund of tuition and fees based on the Refund Schedule.

## Unofficial Withdrawal

There are two types of unofficial withdrawals. The first is when a student does not begin the withdrawal process or notify the school of the intent to withdraw (possible examples might include but are not limited to illness, accident, grievous personal loss, or other circumstances beyond the student's control). The withdrawal date is the date the College determines that the student ceased attendance because of circumstances beyond the student's control (34 CFR 668.22 (c)(1)(iv)). The second type of unofficial withdrawal is all other withdrawals where official notification is not provided by the student. In these circumstances the last date of participation in an academically related activity (34 CFR 668.22 (c)(1)(iii)). For unofficial withdraws the College must determine a student's withdrawal date within 30 calendar days from the earlier of the end of the payment period, the end of the academic year, or the end of the student's educational program (34 CFR 668.22 (j)(2)). Additionally, if a student fails to earn passing grades in all course(s) attempted, the College must determine if the student earned the failing grades by completing the course(s) for the semester, or if the student has unofficially withdrawn (DCL GEN-04-03, February 2004). This process is initiated and finalized through OFA utilizing the last date of attendance as recorded in the Jenzabar system and/or the institutionally adopted Learning Management System, Canvas.

## Career Planning

Information on career exploration and job search preparation is offered through the Office of Academic and Career Planning. Professional staff are 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 work 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 career resources including PathwayU for career assessment and exploration, Handshake for job and internship listings, and online resources for resume building.

## Academic Resources for Student Success

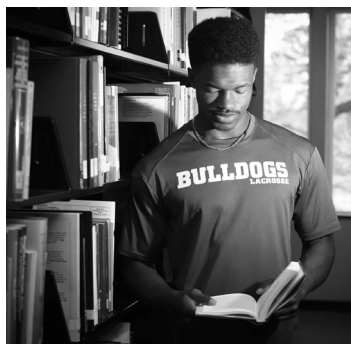
All Barton students are encouraged to meet regularly with their academic advisors, utilize study time wisely, and assume responsibility for their own learning. Because Barton College is committed to student success, support services are available to assist students in developing their academic skills.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

- **Willis N. Hackney 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 207 users, is open an average of 85 hours per week to serve the college community, residents of Wilson, and the Friends of Hackney Library. The library's first floor is for study, and it includes group study tables,

movable white boards, a casual setting, and 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 along with individual and group study rooms.

The library's collection includes more than 110,000 monographs, 663,900 electronic books, and a substantial collection of non-print materials, including audiovisuals and streaming media. Hackney Library currently provides access to over 150,000 electronic periodical titles. The Curriculum Lab, located on the second floor of Hackney Library, includes resource materials used in North Carolina public schools from kindergarten through twelfth grade. Hackney Library is 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, includes the Dr. K.D. Kennedy, Jr. Rare Book Room, the College Archives, the North Carolina Collection, and the Discipliana Collection. The Dr. 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 principles of the founders of the Christian Church (Disciples of Christ). Church founders Alexander Campbell and Barton Stone both 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, such as *318 Resources from A to Z*, which are accessible via the internet from the library's home page (<https://barton.libguides.com>) from both on campus and off campus. Research computers, Wi-Fi connections, three printers (including an all-in-one copier/printer/scanner), loaner wireless laptops for use in the building, and a fax machine are available to Barton faculty, staff, and students. In addition, a library technology classroom is available for use on the first floor.

Reference assistance is available via face-to-face and phone discussions with librarians when the library is open, and via email at [library@barton.edu](mailto:library@barton.edu) and online help pages other times.

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 period 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.

- **The Georgia Brewer Campion Center for Academic Success**

The Georgia Brewer Campion Center for Academic Success provides support for written communication, oral communication, and quantitative literacy in almost any context.

- **The Sam and Marjorie Ragan Writing Center**

The Sam and Marjorie Ragan Writing Center is available for students who desire extra help with assignments that require communication and/or research. The Communication Coaches in the center can help students with planning, organizing, drafting, and revising their papers or presentations. To schedule an appointment, [click here](#). Coaching sessions are held in person in the Campion Center.

- **Quantitative Literacy Center**

The Quantitative Literacy Center is committed to helping students understand, evaluate, and communicate mathematical information in their classes and beyond. The QL Center is equipped with computers and

calculators, and student and professional staff are available to help students as they develop and deepen their quantitative learning. Help is available for key mathematics courses (including MTH 130 and QRT 120), as well as other courses with a focus on numerical data (such as BUS 210 and ECO 101). To schedule an appointment, [click here](#). Coaching sessions are held in person in the Campion Center.

- **Learning and Success Coaching**

Learning and Success Coaches provide assistance with the skills necessary for academic success more generally, such as time management, syllabus mapping, test-taking strategies, etc. They are also available to help students who have content-related questions in a variety of specific courses in several disciplines. To view all of the available services and schedule an appointment, [click here](#). Coaching sessions are held in person in the commons of Hackney Library.

- **Supplemental Instruction**

Supplemental Instruction (SI) is a series of weekly review sessions that are connected to historically difficult courses. Two weekly study sessions are facilitated by SI Leaders, who are students that have excelled in these same courses in the past. SI Leaders attend the course for a second time alongside currently enrolled students to develop relationships with them and refresh themselves on the material. All students who want to improve their understanding and performance in the course are encouraged to attend, so that they can compare notes, discuss important concepts, develop strategies for studying, and test one another. SI offerings vary each semester, so students should check with the Director of Academic Support or the professor of the course to see if SI is being offered in a given term.

- **Pear Deck Online Tutoring**

Pear Deck (formerly known as TutorMe) is an online tutoring service that is available for free to all Barton students 24 hours a day, 7 days a week. Just [click here](#) and select Pear Deck to get paired with a tutor for a live, one-on-one session with video, audio-only, and chat-only options.

- **Access and Accommodations Services Available**

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 Access and Accommodations, 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.

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 Coordinator of Access and Accommodations at 252-399-6586 or at [healthcenter@barton.edu](mailto:healthcenter@barton.edu) to schedule an appointment or if additional information is needed. The Access and Accommodations Office is located in the Lee Student Health Center.

One of the roles of this office 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 Access and Accommodations Office.

The *Access and Accommodations Handbook* that outlines more specific information can be found on the Barton College website.

## • Online Bookstore

Visit [barton.textbookx.com](http://barton.textbookx.com) and log in with your OneLogin username and password to see a personalized page with the courses that you registered for and the course materials that faculty and administrators assigned. Then, select from the physical and digital options available, select delivery details, and check out.

We encourage you to bookmark the website and log in when you are ready so that you can review what you will need and can plan for the start of the term. ***Please note that textbooks will not be available for sale on campus.***



## Online Bookstore Features:

- A personalized page showing all the courses you registered for along with all of the corresponding course materials on one page
- An optimized website where orders can be placed in fewer than 10 minutes
- A wide variety of textbook formats including new, used, ebooks, and rentals
- Affordable textbook options including a marketplace where third-party vendors and students sell textbooks at discounted prices
- Price match guarantee on new books
- Free economy shipping offers on select orders over \$4 (excluding marketplace)

For more information, visit <https://www.barton.edu/online-bookstore/>

## Additional Student Resources

### 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 association is to promote fellowship among its members and continue the ties and bonds of college days, fostering a spirit of loyalty and promoting the general welfare of the College.

Association members are encouraged to participate in alumni events, stay connected with fellow alumni, support the College, and serve as ambassadors spreading the word about Barton College to others. The association calendar is highlighted by Homecoming each year.

### Banks

First Citizens Bank (252-399-5000) has several branch offices in Wilson.

Truist (252-246-2150) has a branch office approximately five blocks from the Barton College campus on the corner of Broad and Pine Streets.

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.

## Campus Store

Our Campus 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 located in the lower level of the Hamlin Student Center and is open during the academic year and summer sessions. The location and hours are subject to change.

## Campus Safety

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.

Police officers who patrol the campus have the authority and responsibility to investigate and prosecute all crimes which occur on campus.

## Parking Regulations and Permit Requirements

All vehicles using college-owned parking facilities must be registered with the Coordinator of Mail Services and Parking Passes (Barton College Post Office) by the Last Day to Add/Drop Courses. 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. A new parking permit will be issued at no charge. The College is not responsible for lost or stolen parking permits.

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

Parking tickets will be placed on all vehicles that are unregistered, and/or improperly or illegally parked. Barton College parking ticket fines are \$25.00 per violation. Wilson Police Department Parking Fines are determined by the City of Wilson (for example, fines for parking in handicap spaces). Parking fines will be paid at the Student Financial Services. No refunds of parking permit fees will be made to those individuals whose privileges are revoked or suspended for cause.

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

The College reserves the right to search any vehicle parked on campus property, if in the opinion of the Vice President for Admissions and Student Engagement or designee, 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.

Finally, the College may request that students remove their vehicles from specific areas on campus in order to accommodate guests for special events, concerts, theatre productions, art exhibition openings, sporting events, etc.

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 ID 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, 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.

**Important:** *To avoid deactivation of your ID card, please do not place in a wallet connected to your phone. Specifically, do not place on a wireless charger.*

Should you lose your card, you must notify the Office of Residence Life 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 Student Financial Services or online through their student account. In order to obtain a student identification card, the student must have cleared Student Financial Services. To clear Student Financial Services, 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 Office of Residence Life.

## 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 on-campus housing are required to participate in the College's meal plan. Students residing in Hackey Hall, East Campus Suites, Waters, Wenger and Hilley are required to participate in the All Access Plan. Students residing in Stephenson Apartments and Kenan Street Apartments are required to participate in the Apartment Plan.

### All Access Plan

The College residential meal plan offers full access and no restriction. All campus residents are assigned this plan. The cost of the plan is already included in your residential campus fee. Commuters may purchase any meal plan by contacting the Office of Residence Life at (252) 399-6386.

The plan offers:

- Unlimited meals per week in the Culinary Center
- \$300 Declining Balance per semester
- \$3,794 per semester / \$7,588 per academic year

### Apartment Plan

- 165 meals per semester in the Culinary Center
- \$335 Declining Balance per semester
- \$1,814 per semester / \$3,628 per academic year

### Off-Campus Residents

Commuter students are offered a select group of meal plans. You may also choose to add any of the meal plans listed above to your account for increased flexibility.

### Block Plan — Commuter Students Only

- 25 meals per semester in the Culinary Center
- \$50 Bulldog Bucks per semester
- \$295 per block of 25 meals

*(Available to commuter students only)*

## Special Dietary Needs / Meal Plan Exemption

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 Resident Director of AVI Foodsystems, Tranisha Anderson, at 252-399-6396 or [tanderson@barton.edu](mailto:tanderson@barton.edu).

Meal Plan Exemption Applications can be found in the MyBartonHousing portal. All applications are reviewed by a committee appointed by the college. Once a decision is made, the student will receive a decision letter by email. If the application is denied, the student has 5 business days to appeal the decision with new documentation to the Dean of Students or designee. Re-application is required for each academic year.

Meal Plan Exemption Applications are available prior to the start of the academic year.

### The criteria to be considered for a Meal Plan Exemption is:

**Severe Medical Condition** which the established Meal Plan cannot accommodate. Please submit relevant documentation from a healthcare provider that specifies the severe medical condition.

**Academic Schedule Conflicts** with the established hours of the Hamlin Culinary Center: Please submit the semester schedule and any supplemental internship or student teaching documents.

**Religion-Based Restrictions** that the established meal plan cannot accommodate. Please submit a summary of your religion-based dietary needs and provide a letter supporting your particular dietary needs from your religious leader.

If you do not fall in any of the above categories and you feel that you have reason to be exempt from the meal plan, please provide a statement and give as much information as possible.

## Employment

The College offers various part-time jobs in the library, athletics, departmental offices, and elsewhere on campus. All student employment opportunities are advertised on Handshake, including jobs funded by Federal Work Study. To be eligible for Federal Work Study positions, students interested in working on campus should complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) and use the link for Handshake provided below:

<https://barton.joinhandshake.com/>

## Financial Aid

### Making Your Education Affordable

Thanks to scholarships, grants, loans, and work-study, there are many ways to make your Barton College education affordable. Our financial aid staff will work closely with you to explore all of the funding resources available. Our goal is to ensure that every student receives our best comprehensive offer of financial assistance and that your affordable investment in a Barton education becomes a reality.

Each year more than 90% of Barton College's student body receives financial aid from various sources. The Barton College Office of Financial Aid combines federal, state, and institutional aid in order to assist students and families with the cost of attendance at Barton College.

### So, Where Do You Begin?

The first step is to apply to Barton. The other extremely important step is to complete the Free Application for Federal Student Aid (or FAFSA) after October 1 before each academic year. Even if you think you don't qualify for federal aid, it's important to apply, because other funding sources insist on it, including scholarships, state aid, student loans, and work-study. So, complete the FAFSA and remember to do this every year! Other important sources of help include our Barton scholarships, outside scholarships, and Federal workstudy. We've also provided calculators so you can quickly get a rough snapshot of your options.

## Cost of Attendance

COA is the amount it will cost a student to attend school.

If you are attending Barton at least half-time, the COA is the estimate of:

- books, course materials, supplies, and equipment
- cost of housing and food (or living expenses);
- transportation expenses;
- loan fees (excluding any loans fees for non-federal student loans);
- miscellaneous expenses (including reasonable amount for the documented cost of a personal computer);
- allowance for childcare or other dependent care;
- costs related to a disability;
- costs of obtaining a license, certification, or a first professional credential;
- and reasonable costs for eligible study abroad programs
- Student Activity Fee

## Institutional Financial Aid Awarding Policy

All financial aid applicants are automatically considered for institutional aid. The Office of Financial Aid has the discretion to reduce or remove any institutional aid. Students who are not enrolled full-time may have their institutional aid removed. Students who enter into a graduate level program may also have their institutional aid removed at the discretion of the financial aid office. Any credit balances created solely by institutional aid will be reduced to the direct cost. The order of awarding institutional financial aid goes as follows - Special Awards, Merit, Athletic, Pathways, Endowments/Annually Funded Scholarships and Barton Impact Award. The total value of all cannot exceed the traditional cost of tuition, fees, room, and board. Priority for Barton gift aid is given to those that are full-time students. Any change in institutional aid will be communicated to the student. Student may not be eligible for institutional aid if he/she is placed on Satisfactory Academic Progress (SAP) denial as defined by the Office of Financial Aid.

Students receiving aid funded by donors (special awards or endowed/annually funded scholarships) will be asked to work with the Office of Institutional Advancement to help steward those donors. Student activity may include writing a thank you note, attending events, and/or meeting with a donor when they visit campus.

For detailed information regarding financial aid policies, please visit our consumer information website - <https://www.barton.edu/about/consumer-information/financial-aid-consumer-information/>

## International Student Services

The Senior Director of Student Orientation and Cultural Experiences serves as a Designated School Official for the Student Exchange Visitor Program (SEVP) and, at Barton College, is responsible for transitional and ongoing support for all F-1 visa international students enrolled at Barton College. Once an international student commits to Barton College, after being admitted to the College through the Office of Admissions, they are advised on immigration matters and issued the initial I-20 form and appropriate documents from the College by the Director of New Student Orientation and International Initiatives. The director works with the international students throughout their college career by managing their I-20 record in the Student Exchange and Visitor Information System (SEVIS) and ensures that F-1 students maintain active status. The Director also works with international students prior to program completion in the Optional Practical Training (OPT) process and Curricular Practical Training (CPT) process during college enrollment. Support for international students is housed in the Office of Academic and Career Planning. Other College representatives that serve as Designated School Officials include the Registrar, the Associate Director of Transfer Admissions, and the Executive Director of Admissions.

## 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.

Professional Nursing Care and Advice is available anytime the clinic is open. Affordable, accessible physician services are available by appointment anytime the clinic is open for telehealth and in-person visits. Appointments are required and can be made by calling 252-399-6388.

For physician and lab services, the health center accepts most commercial insurance and medicaid. Students with no health insurance coverage will be billed on a sliding fee scale according to their income.



## Health Center Hours of Operation

Monday-Friday, 8 a.m. - 2 p.m.

- Emergencies: Call 911
- Wilson Medical Center Emergency Room (252-399-8102)  
Open 24 hours a day.

## Medical 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 utilizes an online healthcare management system called Magnus Health (SMR) for student health and immunization clearance.

Failing to complete required Magnus Health medical information will result in the student being administratively withdrawn from registered courses. If students do not meet the immunization requirements or qualify for exemption, dismissal from Barton College is mandatory under North Carolina Law. All student medical

records are stored electronically and are strictly confidential. Health records are not available to anyone outside the Health Center staff, without the written permission of the student. If you have questions or concerns about Magnus Health, please email [healthcenter@barton.edu](mailto:healthcenter@barton.edu) or call the Nurse Advice Line at 252-668-0858.

## Counseling Services

Counseling Services is located in the Lee Student Health Center beside Hackney Residence Hall with scheduling by appointment only Monday through Friday with availability during morning and afternoon hours. Counseling services provides brief and intermittent support from the first day of class to semester conclusion in any academic year excluding breaks and holidays. Referral to community resources may be appropriate if a student is in need of a higher level of care. Students in need of a higher level of care can include students experiencing post traumatic stress and eating disorder symptoms. Participation in counseling services remains strictly confidential unless a breach of confidentiality is deemed necessary by the Campus Counselor. Participation in counseling services is voluntary unless otherwise required through college sanctions.

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 themes addressed in counseling include anxiety, depression, relationships, grief and loss, identity exploration, substance use, and life transitions. To schedule an appointment with the counselor, call 252-399-6587, email [healthcenter@barton.edu](mailto:healthcenter@barton.edu), or schedule online at <https://bartoncounselingcenter.clientsecure.me/>.

## Uwill Virtual Counseling

To schedule teletherapy:

- Create a profile (<http://app.uwill.com>) with Uwill
- Choose a therapist based on your preferences including *availability, issue, gender, language, ethnicity*.

Access is quick and easy. You can register and book your first session in just minutes using your school email.

Uwill is **Private. Secure. Confidential.**

Uwill also provides students free access to on-demand wellness programming through its easy to use online platform. Select wellness from the left navigation options and relax and recharge your mind and body with a wide range of wellness such as yoga, meditation, mindfulness, and more! Allow Uwill to help you discover greater focus and balance as you navigate the semester.

If you need any assistance, contact [healthcenter@barton.edu](mailto:healthcenter@barton.edu) or reach out directly to Uwill at [support@uwill.com](mailto:support@uwill.com).

## Lost and Found

The central place for lost and found items is the Office of Student Engagement, which is located on the ground floor of Hamlin Student Center. If a found item is not claimed by the end of the semester, it will be given to a non-profit organization. If you have questions about any lost or found items, please call 252-399-6386.

## Mail Services

Barton College Mail Services is operated by the College. Mail and package deliveries can be delivered to and sent from our campus by using the following address: 400 Atlantic Christian College Drive, Wilson, NC 27893.

Mail Services is not a Certified Postal Unit but you may still purchase stamps.

Mail Services is currently located in Room 107 on the ground floor of the Hamlin Student Center and is open from 10:00 a.m. - 1:30 p.m. and from 2:30 p.m. - 4:30 p.m., Monday through Friday. The location and hours are subject to change.

## Hamlin Student Center

The Hamlin Student Center has been a focal point for our campus since its inception in 1968. Facilities within the center include a theater used for films, lectures, and furnished with a HD projector and sound. The Student Center also houses the lounging area and game room.

Meeting rooms for clubs and organizations use and computer options are also available. Additionally, the offices of Campus Life (Student Activities, Greek Life, Intramurals, and SGA) and Brighter Lights Food Pantry are found in the Hamlin 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 midnight.

## 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.



## Campus Life

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 National Association for Campus Activities (NACA) 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, and comedians.

For more information on entertainment and major attractions, contact the Office of Campus Life in Hamlin Student Center.

## Scheduling and Conducting College Events

The Official College Calendar is maintained by the Office of Student Engagement. Students, faculty, and staff wishing to schedule an on-campus event must complete a request through the Event Management online system. See process below for instructions on how to access the system.

### Process

- 1) Login to Campus Connect.
- 2) Choose the "Campus Life" tab.
- 3) Under "Links", choose "Event Space Registration Form"
- 4) Immediately after completing the electronic form, you will receive an email confirmation that the form has been submitted successfully.
- 5) Once your registration form is received, you will be contacted by a member of the Student Engagement Team.

**As a reminder, A/V requests and facility set up requests must be submitted separately within those departments (Technology Services and Facilities Management and Service).**

## Additional Regulations for College Events:

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.

## Solicitation /Fundraising

There shall be no displays or solicitation on campus or in residence halls unless approved by the Vice President for Enrollment and Student Engagement 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 Academic Affairs or Vice President for Enrollment and Student Engagement.

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 Academic Affairs or the Vice President for Enrollment and Student Engagement prior to engaging in money-raising projects on campus. Any fundraising activity conducted off-campus must be approved in advance through Institutional Advancement by contacting the Vice President for Institutional Advancement.

Authorization will be denied for items, slogans, printed matter, etc., which is determined by the Vice President for Academic Affairs and the Vice President for Enrollment and Student Engagement 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 Academic Affairs, the Vice President for Enrollment and Student Engagement, or the Dean of Students.

See chart on next page for locations and approval.

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

## Bulletin Board

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### Location

Classrooms / Classroom Activity (Hines Hall)  
Gymnasium, P.E./Intramural Programs  
Hamlin Dining Hall  
Hamlin Student Center  
Hines Hall General Information  
Library Announcements  
Music Bldg. Campus-Related Activity  
Nursing Bldg. Campus-Related Activity  
Residence Halls Campus-Related Activity  
Science Bldg. Campus-Related Activity

### Must be Approved By:

Class Instructor  
Department of Athletics  
Resident Director/Director of Culinary Services  
Director of Residence Life  
Administrative Assistant  
Librarian  
Dean, School of Arts and Humanities  
Dean, School of Health Sciences  
Director of Residence Life  
Dean, School of Health Sciences

*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.*

**The clear acrylic sign holders are reserved  
for the Office of Student Engagement use only.**

## 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 online 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/campus-life/activities/sga/](http://www.barton.edu/campus-life/activities/sga/).

## Campus Organizations

Barton College encourages and supports all students, including student-athletes, to explore all clubs and organizations offered at Barton College. Student Engagement is key to a student's success and commitment to the institution. At no time should a student be discouraged by faculty, staff, or coaches regarding joining a club or organization, including Greek Life.

## General

All student clubs and organizations, except social and service fraternities and sororities, shall be chartered and re-chartered annually 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 Academic Affairs or Vice President for Admissions and Student Engagement.

## 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 50% 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 chaperone for organization activities as required.
- 8) Serve as liaison between the organization's local and national affiliations.
- 9) Attend yearly training session held by the Office of Campus Life.



## Clubs and Organizations

### Academic

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

### Common Interest

- Black Student Union
- Bike Club
- Blue Flame
- Board Game Club
- The Justice League
- Pickle Ball Club
- Stage and Script

### Greek (Social)

- Panhellenic Conference (Sororities)
  - Delta Zeta
  - Sigma Sigma Sigma
- Interfraternity Council (Fraternities)
  - Alpha Sigma Phi
  - Sigma Phi Epsilon
- National Pan-Hellenic Council (Fraternities and Sororities)
  - Alpha Phi Alpha
  - Kappa Alpha Psi

### Leadership

- Ambassadors (Admissions)
- Orientation Team
- Residence Hall Association
- Student Athlete Advisory Committee
- Student Government Association



## Religious

- Delight Ministries
- Disciples on Campus (DOC)
- Fellowship of Christian Athletes (FCA)
- YoungLife

## 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
- Future Business Leaders of America Collegiate
- Gamma Sigma Alpha Greek Honor Society
- Kappa Delta Pi Honor Society for Education
- Lambda Alpha Epsilon Criminal Justice Organization
- 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? Contact [sga@barton.edu](mailto:sga@barton.edu) for more information.

## 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 member 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 Student Government Association.
- 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. All guests must be in good standing with the College.

- 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 Student Government Association or the office of Student Engagement. 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 Student Government Association or the Office of Student Engagement.
- 7) Elected offices of the club or organization may be held only by persons enrolled as students at the College.

## Greek Social Organizations

Barton College will support returning and incoming new students, with a 2.0 and above grade point average, to join sorority or fraternity life. With academics being of utmost priority, all new sorority and fraternity members will be required to participate in mandatory study hours during their first semester of membership. Hours of study will be determined by the Barton College Greek Council in conjunction with the Vice President for Enrollment and Student Engagement.

Although membership is allowed a 2.0 grade point average by Barton College, each fraternity and sorority may require a separate grade point average, independently of the College, please check with your organization of interest on their grade point average requirement.

## 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 six social Greek-lettered organizations' chapter presidents and advisors. The Council appoints an annual chair of council meetings.

The following councils may be present, depending on the discretion of the Office of Student Engagement:

- Interfraternity Council
- National Panhellenic Conference
- National Pan-Hellenic Council (Fraternities and Sororities)

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.

## Co-Curricular Regalia

Every organization will uphold a set of regalia requirements and standards of their members who wear such materials. Each organization must choose one stole or pin design and color to represent each club or organization. Each member must wear the same design and color stole or pin to represent the club/organization at Commencement.

These requirements and standards are as follows:

- I. Regalia must exemplify prestige and honor.
- II. Regalia cannot be offensive or derogatory in any matter.
- III. All persons and regalia must be in compliance with the Honor Code.
- IV. Submissions must include a roster of all seniors intended to wear regalia.
- V. Submissions must include a color image of regalia and the symbolic meaning represented by the colors and design chosen in the regalia.
- VI. Submissions must also include distinct learning outcomes from each organization and the resulted knowledge or experience gained from membership.

The Application Process and Deadlines for Co-Curricular Regalia will be communicated by the Student Government Association each academic year. The Dean of Students (or designee) in partnership with the Student Government Association will review and issue decision letters for Co-curricular regalia applications.

## Types of Approved Regalia

- Stoles
  - Active Student-Athletes in good standing with the Department of Athletics (Distributed by the Department of Athletics)
  - Active Greek Life Members in good standing with SGA
- Cords
  - Academic Honors distributed by the Office of the Registrar
  - Academic Honor Society with an active chapter at Barton College
  - Active Clubs and Organizations in good standing with SGA
- Pins
  - Pathways
  - BSN and MSN Students (Distributed by the School of Health AND Sciences, Department of Nursing)
- Medallions
  - Active Students in the Presidential Leadership Fellows Program
  - Active Students in the Honors Program

## Housing and Residence Life

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

All are served by live-in full-time professional staff, para-professional, 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 Dean of Students.

Organizational structure is as follows:

- Resident Assistants (RAs) and Graduate Assistants for Residence Life report to the Coordinator of Residence Life
- The Coordinator of Residence Life reports to the Director of Residence Life.
- The Director of Residence Life reports to the Dean of Students. The Dean of Students reports to the Vice President for Enrollment and Student Engagement.

The RAs are students selected and employed by the Division of Student Engagement 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 coaching. Any reasonable requests made by student staff members should be respected just as those of any other Barton College Official.

## Residency Requirements

Barton College students are required to live in the residence halls until they have lived on campus for six (6) continuous semesters.

**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 housing assignment 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. At the discretion of the Director of Residence Life, housing assignments 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 housing assignment is made if, at the end of that semester; the student is declared academically ineligible.

## Housing Selection Process

The Office of Residence Life will communicate by Barton email the Housing Selection Process and associated deadline dates each academic year. The Office of Residence Life reserves the right to adjust or change the process as deemed necessary. Below is a summary of the process.

### 1) Housing Contract

All students must complete the Housing Contract in the MyBarton Housing online portal. Students will not be able to select a space on-campus until the housing contract is signed.

This Residence Life Housing Contract is binding for the entire academic year. The contract goes into effect on August 1, 2025 and ends on May 10, 2026. Barton College is a residential community; therefore, students are required to live in college housing for six 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.

## 2) Housing Assignment

After the Housing Contract is completed, the student can select a housing assignment in the MyBartonHousing portal on the students designated selection day. Please refer to Stages of Housing Selection listed on the next page.

## 3) Stages of Housing Selection for 2026-2027:

- Same Room Selection for Eligible Spaces
- Students who have lived on campus 5 or more semesters
- Returning Honors Students  
*Honors students on academic probation may select rooms at the same time as non-honors students.*  
*Honors students can choose only returning honors students as roommates during this housing selection stage.*
- Students who have lived on campus 3-4 semesters
- Students who have lived on campus 1-2 semesters
- Open Room Selection for Returning Students
- New Incoming Students

## Housing Exemption and Early Housing Contract Release

Students may apply for Housing Exemption or Early Housing Contract Release. Application does not guarantee release from housing. All Housing Exemption and Early Housing Contract Release Applications are reviewed by a committee appointment by the college. Once a decision is made, a student will receive a decision letter by email. If the application is denied, the student has 5 business days to appeal the decision to the Dean of Students or designee. The appeal must be submitted by email and include new documentation to support the request.

## Reasons for Requesting a Housing Exemption or Early Housing Contract Release from On-Campus Living:

*(must provide documentation)*

- You have fulfilled the six semester living on campus requirement.  
To be verified by the College.

- Commuting from parent's/legal guardian's home from within 40 miles of campus. You must submit the following supporting documentation for review: completed Notarized Parent Statement at: <https://www.barton.edu/wp-content/uploads/2025/01/Housing-Exemption-Parent-Statement-3.pdf> and Mileage Verification (google maps, mapquest)
- You have a serious medical condition that prevents you from living on campus. You are required to submit supporting documentation from an established medical provider. Please have your provider give specific details as to why you are unable to reside in on-campus housing.
- You are 23 years of age or older. You must be 23 years old by August 1st of the academic year. No supporting documentation is required, the College will verify your age.
- You are married and living with your spouse. The supporting documentation that is required is a copy of your marriage certificate.
- You are a parent with custody of your child or children. The supporting documentation required is the birth certificate of children.
- You are a senior. You have completed 90 credit hours or more with graduation assigned within the same academic year; no supporting documentation needed, to be verified by the College.
- For Transfer Students (enrolled Fall 2023 or after), the student has completed 60 transferable hours and has a transferable GPA of 2.8 or higher. To be verified by the Office of the Registrar. (Does NOT include Early College Students.)
- For Transfer students (enrolled Fall 2023 or after), the student has a conferred Associate Degree with a transferable GPA of 2.8 or higher. To be verified by the Office of the Registrar. (Does NOT include Early College Students.)
- For Active Fraternity Members only, you have earned 60 credit hours at Barton College and have a GPA of 2.5 and **will reside full time at the established Fraternity House**. The supporting documentation that is required is a letter from your fraternity advisor. There is a limit of 4 students to be approved for this criteria.
- For Active Fraternity Members only, you hold the Executive Office of President in your Fraternity, have a GPA of 2.5 and **will reside full-time at the established Fraternity House**.

## 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.

### 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. All guests must be escorted throughout all residence hall spaces.

### Furniture Provided by the College

Barton College provides furnishings (bed, mattress, dresser, etc) for each student to use in their assigned on-campus space. Furnishings provided by the college will vary depending on location and availability.

All furnishings provided by the College are required to remain in the students space at all times during the academic year. The student is responsible for any neglect, damage or missing furnishings in the assigned on-campus space. The Office Residence Life reserves the right to apply fines or refer students to the Student Conduct process for failure to comply with the above statement.

### Abandoned Property

Student personal property that is left in a vacated room, hallway, lobby or common area will be considered Abandoned Property and will be disposed of within 72 hours. The student's account will be billed appropriately for the labor involved as well as for improper check-out.

Unclaimed property will be disposed of within 72 hours. The occupants on the floor will be billed for labor (unless the responsible person claims the property prior to removal by Barton staff).

### Student ID 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 the Office of Residence Life. The student will be required to obtain a new I.D. card from the Office of Residence Life. 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 Student ID Card. Failure to comply with this requirement will result in additional fines and referral to the Student Conduct process.



## 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 a maximum 90 watts or less will be permitted per room. We recommend only one refrigerator per space.
- 2) Two microwaves are allowed in each room, however we recommend one microwave per space – 1100 wattage or less, size 1.6 cubic feet or less.

Students can either bring their own refrigerator or they can rent one through the company, Microfridge, whom Barton has a partnership with. More information about refrigerator rental can be found at <https://www.barton.edu/pdf/studentlife/micro-fridge-rental.pdf>

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.

- 3) 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.
- 4) Extension cords are not permitted as a means of providing electricity to in-room appliances. All students should use UL-listed power strips and/or stations when additional electrical outlets are required. The Wilson Fire Department recommends power strip/stations with on/off switches and surge protectors.

## Elevators

Elevators are considered a privilege. In order for the elevators to work well, no more than six people should be on the elevator at any one time. Maximum elevator capacity may be reduced to less than six people, should needs arise related to public health and safety. Improper use, including, but not limited to, holding elevator doors open, jumping in elevator, or vandalism will result in referral to the Student Conduct process.

## Hall /Floor Meetings

The Office of Residence Life 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. **All meetings are required.**

## 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 Office of Residence Life 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 on-call for access. Students will be assessed a \$15.00 lockout charge, which will be added to their student account and paid to Student Financial Services.

## Room Damage /Community Damage

Residents are held accountable for property destruction that occurs in their room and/or in the public areas of their residence hall. Residents may be charged for repair or replacement costs due to the removal of, or destruction of, property in their residence hall room/suite/floor/apartments. (See *Student Bulldog Handbook*, Policies governing Residence Life, Damage.) Residents are responsible for their guest(s) and, therefore, could be held responsible for any damages incurred by guests. The student or students responsible for damage resulting from abuse of facilities, negligence, or means other than those attributed to normal deterioration, will be expected to assume the cost of repair or replacement. If the responsible individual or individuals are unknown, then the occupants of the residence hall room/suite/floor/apartments will be expected to assume the cost of the repair or replacement. Community damage will be divided among the residents and assessed to each individual student account. Any appeals to damage bills must be in writing to the Office of Residence Life. Community damage charges are not subject to appeal.

- **Accidental:** A student may not be assessed a fine for damage if, (1.) they notify a staff member immediately and (2.) they accept responsibility for the cost of the damage.
- **Student Room:** Occupants of a room will be held responsible for damage to their room. When two or more students occupy the same room and

individual responsibility for damages to the room/furnishings cannot be determined, the damage charge will be assessed equally among those assigned to the room.

### Fire Hazards: Prohibited Items

Candles, incense, cigarettes, electronic cigarettes, halogen lamps, air fryers, 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.

### Lithium Ion Batteries are NOT permitted in the Residence Halls

Lithium Ion Batteries (e.g. hoverboards, skateboards, scooters, etc.) are NOT permitted in the residence halls and should not be charged in the residence halls per Wilson Fire and Rescue Fire Marshal.

### Posting Signs, Posters, and Other Advertisements

Signs, posters, and other advertisements must have the approval of the Director Residence Life. To have poster board sized signs posted, please leave 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.

### Solicitation / Fundraising

Individuals soliciting or fundraising for business, volunteers, or religion within the residence halls are not allowed. Students should report individuals immediately to a Coordinator of Residence Life or Director of Residence Life. Permission for soliciting/fundraising must be approved by the Vice President for Admissions and Student Engagement or designee.

### 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, skateboards, 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. The student will assume responsibility for items left in public spaces (Lobby areas, hallways, bathrooms, etc).

## 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 Office of Residence Life who will post signs and contact the appropriate official.

Stephenson's Apartments do not currently have laundry facilities on site; laundry facilities are available in Hackney Hall for these residents.

## Work Order Repairs and Process

Residents should notify the RA 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 RA on-duty. 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, Facilities Services personnel may be contacted only through the RA on duty, or the Residence Life Professional on duty. Please contact your RA on duty first to access these individuals.

## Private Rooms

Private rooms (single occupancy) will be offered to students if on-campus occupancy permits. Students may be offered a private room through the consolidation process each semester by the Office of Residence Life. Double occupancy rooms with two beds are not guaranteed to be offered as private rooms.

## 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. Furniture must be arranged in such a way that egresses from the room (doors and windows) are not precluded and remain accessible.

The following are guidelines for student room personalization:

***Do not attempt to loft or bunk beds on your own; only Facilities Services staff are authorized to assemble bunk beds and loft beds.***

In the residence halls at Barton College, there are many different configurations by which you can set up your bed. Bed position options are based on residence

hall location and availability of supplies and staff. 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.
- Electrical tape and duct tape is not allowed. Only painters tape or 3M Command Strips are permitted.
- Picture hangers, adhesive-backed towel hooks, or appliqué, 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.
- 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.
- ALL FURNITURE (even in private rooms) MUST REMAIN IN THE ROOM.
- While LED lights are permitted, please use caution when applying and removing to prevent damage to the walls.

## • Student Complaint Procedures

The student complaint form provides students an avenue to lodge formal complaints regarding an area of campus where no other specific process exists. No student shall be subjected to any form of recrimination or reprisal for initiating a complaint against any faculty, staff, or administration member.

Complaint forms should not be used for:

- Title IX Complaints (form can be accessed on the Student Engagement webpage)
- Grade Appeals (grade appeal process can be found in the *Barton College Catalog*)
- Traffic Ticket Appeals (form can be accessed on the Student Engagement webpage)
- Student Conduct Appeals (form can be accessed on the Student Engagement webpage)

### 1) Initial Concerns

Whenever possible and after a reasonable period of reflection, the student should communicate with the faculty, staff, or administrator stating carefully and precisely the specifics of their concern. An attempt should be made, through this communication, to resolve the issue. If the College official involved in the complaints 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) Filing A Complaint

If the student feels a satisfactory resolution was not met after expressing their concern, they may choose to file a formal complaint using the complaint form. All evidence, if applicable, may be attached via the form.

The complaint form is sent to the following parties, based on the type of complaint submitted\*:

- Academic/Faculty Complaints - Associate Vice President of Academic Affairs
- Campus Life Complaints - Dean of Students

\* Complaint forms may also be accessed by Divisional Vice Presidents. Students will be notified via email regarding the formal resolution of their complaint. Students have the right to appeal the resolution.

### 3) Appealing a Complaint Resolution

Any student who feels that he/she has been unduly wronged or unfairly treated by a member of the College faculty, administration, or staff, and were unable to reach a satisfactory resolution via the Student Complaint Process, may submit a formal appeal. Appeals must be submitted within five (5) business days of notification of the complaint resolution. No student shall be subjected to any form of recrimination or reprisal for initiating an appeal of a complaint resolution.

An appeal may only be initiated after the Student Complaint Procedure has been followed. The first step in the appeals process is to complete the complaint form, and select "appeal" as the reason for submission. Original evidence used in the complaint, as well as any new evidence, may be attached to the form.

This electronic appeal will form the basis for a conference between the student and the Divisional Vice President who oversees the College official/department against whom the original complaint was directed. The electronic written appeal must state, in detail, the basis of the original complaint, and reasons for appealing the resolution provided by the Associate Vice President of Academic Affairs /the Dean of Students. Since the documentation of the appeal 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. Decisions at this level will be final.

Complaints against divisional Vice Presidents who report directly to the President of the College will be handled by a conference between the College official, the student, the Vice President of People and Support, and the President of the College. Decisions of appeals are final, and will be communicated by the Vice President of People and Support.

During all formal conferences, the student is 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.
- c. to ask questions of witnesses.

Both the student filing the appeal and the College official shall be informed promptly, in writing, of the decision made by the Vice President/President (if applicable). The records of the conference shall

be on file in the Office of the Vice President for People and Support and Title IX Coordinator for a period of five (5) years. Only the President, and the Vice President for Academic Affairs, the Vice President for People and Support, 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.

The entire formal proceeding, beginning with the submission of the appeal, shall be completed within 60 business days, whenever possible.

- **Non-Discrimination Policy and Notice of Non-Discrimination/Title IX Policy**

### Introduction

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, sex, age, veteran status or disability.

Barton College supports the protections available to members of its community under all applicable federal 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 1972, 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 Policy applies to all members of the College community including students, employees, and third parties including contractors, vendors, visitors, applicants, guests, or others who are participating in or attempting to participate in Barton College education or employment programs or activities. All community members share in the responsibility for creating and maintaining an environment that promotes the safety and dignity of each person. All College community members are required to follow College policies and local, state, and federal law. A student is someone who has gained admission to the College.



This Policy applies to the College's education programs and activities, including locations, events, or circumstances in which the College exercises substantial control over both the Respondent and the context in which the conduct occurred; conduct occurring in a building owned or controlled by a student organization officially recognized by the College; and conduct subject to the College's disciplinary authority. This Policy may also apply even when some conduct alleged to be contributing to the hostile environment occurred outside the recipient's education program or activity or outside the United States. This Policy also applies to online conduct when the Title IX Coordinator determines that the conduct affects a substantial College interest.

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 or employee who believes that he or she has been discriminated against by the College because of his or her race, color, national origin, religion, age, sex, or disability should speak with the Director of Title IX and Campus Relations, or a Deputy Title IX Coordinator, and/or the VP for People and Support/Chief Diversity and Title IX Officer.

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. 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 sex-based harassment, sexual harassment, interpersonal violence, sexual misconduct, discrimination based on pregnancy or related conditions, 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 off site, including social events, business trips, training sessions or conferences as well as athletic events on or off-campus.

Inquiries about Title IX may be referred to Barton's Title IX Office, the U.S. Department of Education's Office for Civil Rights (<https://ocras.ed.gov/contact-ocr>), or both. Barton's Chief Title IX Officer is Victoria Morris, Office: 313 Harper Hall, 252-399-6330, [vamorris@barton.edu](mailto:vamorris@barton.edu).

Barton's non-discrimination policy and grievance procedures can also be located at [www.barton.edu/title-ix/](http://www.barton.edu/title-ix/).

To report information about conduct that may constitute sex-discrimination or make a complaint of sex-based harassment under Title IX, please:

- 1) Utilize the on-line complaint form located on [www.barton.edu/title-ix/](http://www.barton.edu/title-ix/), and/or
- 2) Contact:
  - a. Crystal Jordan, Deputy Title IX Coordinator  
Office: 319 Harper Hall • 252-399-6356 • [cjjordan@barton.edu](mailto:cjjordan@barton.edu)
  - b. Jamie Grodecki, Deputy Title IX Coordinator  
Office: Wilson Gym • 252-399-6552 • [jmgrodecki@barton.edu](mailto:jmgrodecki@barton.edu)
  - c. Corey Coley, Director of Title IX and Campus Relations  
Office: 320 Harper Hall • 252-399-6319 • [cocoley@barton.edu](mailto:cocoley@barton.edu)
  - d. Victoria A. Morris, VP for People and Support/Chief Diversity and Title IX Officer  
Office: 313 Harper Hall • 252-399-6330 • [vamorris@barton.edu](mailto:vamorris@barton.edu)

Barton College offers prevention education efforts during each academic year. For specific policies and procedures pertaining to Title IX Sexual Misconduct and Interpersonal Violence, please refer to the Policies on Student Conduct Procedures - Student Code of Conduct (Begins on page 57).

All faculty, staff, and students are subject to these policies.

The College may 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, sex-discrimination, sexual abuse, sex-based harassment, rape and sexual assault, as well as other serious complex criminal matters.

If you are a victim of a violent crime (sexual assault, rape, other), please seek help as noted below (Residence Life, Wilson Police, and the Office of Title IX are all available to assist you including helping with needed resources):

- Call 911 to get help from the police \*
  - Contact a friend or relative for support since this is not the time to be alone.
  - Seek immediate medical attention.
  - Do not shower or change clothing. Physical evidence is very important.
  - Report all incidents of sexual assault or rape to appropriate staff members including the Title IX Office. (All staff members receiving information or allegations should respond with 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).
  - Record as many details as possible regarding person(s), place, scene, etc., that will help with the apprehension of the alleged assailant.
  - Consider contacting a counselor for confidential reporting.
  - Remember that you did not deserve or ask to be assaulted and that you are not alone — We are here to help you!
- \* Reporting this to the police is important even if you do not plan to prosecute. Once a report is made to the police, they are required by law to investigate all reported criminal activity, so your identity may not be able to be kept anonymous.

Through the Office of the Title IX Coordinator, Vice President for Enrollment and Student Engagement, 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 Bulldog Handbook*, either before, during, or at the completion of the extra-College criminal proceedings.

Barton College offers the following as available resources for victims of sexual assault:

- Title IX Coordinator  
Office 313, Harper Hall  
252-399-6330
- Wilson Medical Center  
1705 Tarboro St. SW  
252-399-8040
- Lee Student Health Center  
252-399-6397 (medical)  
252-399-6587 (counseling)
- Wilson Police Department  
911
- The Wesley Shelter  
106 Vance Street, Wilson, N.C.  
252-291-2344
- Chaplain of the College  
252-399-6372
- The Beacon Center — 1-888-893-8640  
500 Nash Medical Arts Mall - Rocky Mount, N.C.

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. (See page 63 also.)



## POLICIES: Barton College Policies On:

### **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 Enrollment and Student Engagement 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. The Director of Residence Life is the chief student conduct officer:

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, Barton College's Office of Residence Life has been charged with the operational oversight of the College's judicial processes.

**a. Vision:** The Barton College Office of Student Engagement 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 Engagement 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 or placed another in a situation that is threatening to their health or safety, both the parent(s) and any "emergency contact(s)" may be notified. This may include any referral to any wellness center for alcohol or drug assessment.
    - 3.) When the Vice President for Enrollment and Student Engagement 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 Enrollment and Student Engagement or designee that it may be counter-productive to notify a parent, then the procedures may be altered as necessary.



## Student Identification and Privacy:

### Reference 7-35 – Authentication 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.

#### 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 Access and Accommodations, 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. For Title IX purposes, jurisdiction only extends to the actions occurring within the United States; however 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 College 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.
- 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.

Infractions outside of the United States may still be addressed via the general college student conduct process.

### **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 / College Official Notification

**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/or the Vice President for People and Support or Dean of Students 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 the Vice President for People and Support or designee that it may be counter-productive to notify a parent, then the procedures may be altered as necessary.

**College Official Notification:** Various officials may be informed of conduct matters; included, but not limited to: advisors, coaches, and Lee Student Health Services staff.

### D. 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 Vice President for Student Engagement 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.

## 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 Vice President for Student Engagement or a designee must be obtained. Items that violate College or housing regulations may be confiscated.

## E. 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 student 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.

## **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 Class 2 misdemeanor.

**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 Class 1 misdemeanor.

**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 a Class 3 misdemeanor.

## 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 tetrahydro-cannabinols (THC).

## F. 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

For assistance and support students and employees may contact the Campus Counselor to request assistance and referral in seeking counseling or substance use treatment. Lee Student Health Center staff can facilitate the referral of the student or employee to the most appropriate community resource including individual counseling, community support groups, outpatient treatment, inpatient treatment, detox, or hospitalization.

## 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 Lee Student Health Center serves as alcohol and other drug information/education resources.

## 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.

## For further treatment or support, explore the information below:

To find a treatment center in your area please follow this link:

<https://www.psychologytoday.com/us/treatment-rehab>

To find an Alcoholics Anonymous meeting in your area please follow this link:

<https://www.aa.org/find-aa>

To find a Narcotics Anonymous meeting in your area please follow this link:

<https://www.na.org/meetingsearch/>



Local Wilson Area Supports:

- Recovery Concepts Community Center  
252-991-7267  
2860-C Ward Blvd, Wilson, NC, 27893
- Hope Alliance  
Treatment Referral Access  
252-399-2352  
120 Goldsboro Street, Wilson, NC, 27894

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.

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

## 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 who 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.
- a controlled substance classified in Schedule V shall be guilty of a misdemeanor.
- a controlled substance classified in Schedule VI shall be guilty of a misdemeanor.

## 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.

### 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*

## Policy Review

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

- POLICY REVIEWED AND REAFFIRMED: August 1, 1992.
- REVIEWED AND REVISED: March 2, 1995.
- REVIEWED AND REVISED: December 31, 2003.
- REVIEWED AND REVISED: August 15, 2004, February 12, 2008, February 13, 2008.
- REVIEWED AND REVISED: February 1, 2010.
- REVIEWED AND REVISED: February 1, 2012.
- REVIEWED AND REVISED: January 16, 2016.
- REVIEWED AND REVISED: January 2, 2020.
- REVIEWED AND REVISED: May 24, 2023.
- REVIEWED AND REVISED: July 1, 2025.

## Policy Distribution

This policy will be posted on the Barton College website: Campus Connect, Students, *Student Bulldog Handbook*.

## G. Residence Hall Policies

### Alcohol:

- 1.) Only students who are 21 or older and living in East Campus Suites, Hackney Hall, or apartments are allowed to have alcohol in their specific room. A student who is 21 or older is NOT allowed to have alcohol in a space where an underage student is residing. Residents who are 21 and older and who are living in East Campus Suites, Hackney Hall, or apartments may possess and use alcohol responsibly.
- 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.

### **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 devices with an exposed heating element 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 have access to the full kitchen located in the main lobby. The use of the kitchen is considered a privilege and Residence Life Staff reserves the right to close the kitchen if safety issues arise.

### **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 and/or IT Department.

### **Noise/Quiet Hours:**

Quiet hours during the academic year are listed as the following:

- 1.) Sundays – Thursdays: 10 p.m. – 8 a.m.
- 2.) Fridays and Saturdays: 12 a.m. – 8 a.m.
- 3.) 24-Hour Quiet Hours will go into effect during exam periods.

### **Pets:**

Due to health and sanitation issues and the possibility of other residents' allergic reactions, pets are not permitted. Fish are permitted as pets in College housing. Water-filled aquariums of no more than 10-gallon capacity may be maintained for fish (turtles, amphibians, other reptiles, snails, crustaceans and other aquarium dwelling animals are not permitted). Fish will be taken home over semester breaks. The College will not be held responsible for the safety of fish in the event of electrical power failures. All pets found in student housing, which

violate this policy, will be immediately removed or confiscated and moved to a local shelter or the Humane Society. Students will be charged a minimum fine of \$100 for violation of this policy and charged for any damages to the facility. Students may apply for emotional support animals through the Office of Student Health Services through the Coordinator of Access and Accommodations. Emotional support animals are not permitted in the buildings until permission is granted. Emotional support animals must be cared for in accordance with Barton College policies provided by the Lee Student Health Center and Office of Residence Life.

### **Room/Hall Change:**

In order to make administrative adjustments where necessary, residents may request a room change after the second week of class. New requests for roommate changes will not be processed before this time and are made at the discretion of the Office of Residence Life. Room changes due to roommate conflicts will not be permitted until after the students have attempted an agreement through the Residence Life designee. Unauthorized room changes may result in administrative fines and/or referral to Student Conduct, and/or other appropriate administrative action. Students may be administratively removed from their assigned residence hall if they demonstrate an inability to function in the group living environment. Any student making a room or roommate change, without prior clearance from the Office of Residence Life, may be placed back in their previous assignment and are subject to student conduct action, including a \$100.00 processing fee for moving without permission. The College makes assignments without regard to age, color, creed, disability, marital status, national origin, race, sexual orientation, and gender identity.

### **Visitation:**

All residential students must be with their guests at all times in the residence hall. This includes when a guest arrives, escorting guests/visitors to the bathroom and vending machines, as well as when the guest/visitor is leaving the hall.

(1) Definition – a “Guest” is defined as any individual who is not currently assigned as a resident of that particular residence hall.

(2) Proper concern for the needs of roommates and other residents must be shown. In all cases, the rights of roommates supersede those of guests. Residents will be held responsible for the behavior of their guests. Hosts must ensure that guests abide by residence hall policies. Students who violate guest policies face loss of guest visitation privileges, or other disciplinary action. Non-Barton College student guests who violate College policies and regulations may be banned from the College and face possible civil/criminal action.

(3) Students living in the residence hall are allowed a guest for up to three consecutive nights and not exceeding more than six nights total per academic semester. Any individual guest cannot be on Barton College property for more than six total nights per academic semester. Students are expected to honor the "spirit" of this policy, to prevent de-facto cohabitation by non-residents. An extended pattern of visitation which, in the judgment of Residence Life staff, indicates unauthorized residence in a residential unit, or disrespect of the rights of the roommate(s), may lead to immediate removal of the guest, disciplinary action, reassignment to another room, and/or loss of the host's and guest's privileges.

### **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.

**NOTE:** The Office of Residence Life reserves the right to revise policies and procedures as needed throughout the academic year to best serve the campus community. For additional information about Residence Life policies and procedures, please refer to the Office of Residence Life website.  
<https://www.barton.edu/campus-life/residence-life/>

## **H. Academic Integrity Policies**

- I.) 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 on page 103 of this handbook. The College uses a software program to verify that student

work is not plagiarized or inappropriately used AI, 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. To administratively withdraw a student, the instructor must send written notification to the Registrar. 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 Registrar will assign the grade of "W".

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.

## I. 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](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 Engagement).
- 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 of Access and Accommodations for more information on this process.
- 5.) Arrest Policy: Students who are arrested by any law enforcement agency are required to inform the Director of Residence Life 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 Director of Residence Life 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, secured in a bike rack 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 below. Violations of these policies are considered violations of the Student Code of Conduct.



**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 device in a learning environment can be disruptive and disrespectful of others. Unless the devices are approved as accommodations for persons with disabilities or have been designated for use in the classroom by the instructor, all such devices should be turned off and put away during classes, at public meetings such as lectures and performances, and at any other events at which their use could be offensive or disruptive to others. Students are strictly forbidden from using cell phones for talking or texting, from listening to an I-pod, and from using any other unapproved electronic device during class. A student may 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 preceding statement of policy on "Disruptive Behavior in the Classroom" for an explanation of 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 Communications and Engagement. Submissions should first be approved by the club/organization president and then be submitted as a PDF or EPS file, or on a 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 Admissions and Student Engagement 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.

- 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](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 the student's 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.) 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.
- 17.) 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.
- 18.) Hazing: 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. North Carolina State laws on hazing can be found at this link: [https://www.ncleg.net/EnactedLegislation/Statutes/PDF/ByArticle/Chapter14\\_/Article\\_9.pdf](https://www.ncleg.net/EnactedLegislation/Statutes/PDF/ByArticle/Chapter14_/Article_9.pdf).

- 19.) 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.
- 20.) Misuse of Documents: Forgery, alteration, or misuse of any document, record, or officially issued identification is prohibited.
- 21.) 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.
- 22.) 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.
- 23.) 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.
- 24.) Retaliation: 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 supporting a complainant, or for assisting in providing information relevant to a claim of harassment or discrimination is a serious infraction of College policy and will be treated as a student conduct violation.
- 25.) 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.

- 26.) Sexual Misconduct: See the section on Non-Discrimination Policy and Notice of Non-Discrimination / Title IX policy that follows this section.
- 27.) 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.
- 28.) 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.
- 29.) 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.
- 30.) 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.

## J. Non-Discrimination Policy and Notice of Non-Discrimination / Title IX Policy

**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 sex discrimination, sex-based harassment or sexual misconduct. All members of the community should conduct themselves, therefore with integrity, respect and consideration for others.

Anyone who believes that they have experienced a Title IX violation may contact the Vice President for People and Support and/or the Title IX Coordinator/EEO officer:

Anyone, including employees of Barton, students, contractors, or visitors who sexually harasses or discriminates 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 discrimination /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:

- provide knowledge about the areas covered under Title IX to help our community understand their rights and responsibilities so that those involved in a violation of policy can be assisted.
- help define sexual misconduct and interpersonal violence so that each member of the community can recognize it.
- outline grievance 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.

Barton works to assist all parties involved in any Title IX matter whether they are the complainant or respondent. Supportive measures that can be made available include but are not limited to the following:

- counseling services through Student Health Services
- extensions of deadlines and other course-related adjustments
- police escorts on campus
- increased security and monitoring of certain areas of campus
- restrictions on contact applied to one or more parties
- leaves of absences
- changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative
- training and education programs related to sex-based harassment.

Additional measures for pregnancy or related conditions may include:

- Breaks during class (including to eat, drink use the restroom, or for lactation purposes)
- Intermittent absences for medical appointments
- changing in scheduling of course sequence, extensions of time or rescheduling tests
- allowing students to sit/stand, access to water, elevators, counseling, access to online or homebound education where possible, changes to physical space or supplies
- voluntary leave of absence for the time that is deemed medically necessary by the student's licensed healthcare provider and reinstatement upon return to the same academic status, and as practicable, to the same extracurricular status they held when the voluntary leave began
- lactation spaces that are clean, shielded from view, free from intrusion from others, which can be used by the student as needed to express breast milk or breastfeed.

**NOTE:** Individualized measures are offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to either party to:

- restore or preserve the party's access to the College's education program or activity, including measures that are designed to protect the safety of the parties or the College's educational environment, or
- provide support during the College's grievance procedures or during an informal resolution process.



Remedies which are measures provided, as appropriate to a complainant, or any other person the College identifies as having had their equal access to the College's education program or activity limited or denied by sex discrimination/sex-based harassment/sexual misconduct, may include but are not limited to:

- Ensuring a complainant can move safely between classes and while at school or on campus such as providing a police escort
- Making changes to class schedules and extracurricular activities to ensure the complainant and respondent are separated
- Making adjustments to student housing
- Providing services, including medical support and counseling
- Providing academic resources and support
- Reviewing any disciplinary actions taken against the complainant to determine whether there is a causal connection between the sex-based harassment and the misconduct
- Making tuition adjustments; and
- Other remedies the College deems appropriate

The Parties may timely seek modification or reversal of the College's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the Title IX Coordinator. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures.

#### Definitions and Examples of Prohibited Conduct:

Any of the following conduct on the basis of sex constitutes sexual harassment:

- Conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment); or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act and the Violence Against Women Act).

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.

Some examples may include but are not limited to:

- 1.) 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.
- 2.) Sexual or discriminatory displays or publications anywhere in Barton's workplace by Barton employees.
- 3.) 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.
- 4.) Preferential treatment or promises of preferential treatment in exchange for submitting to sexual conduct.
  - a. Soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
  - b. Soliciting or attempting to solicit a student to engage in sexual activity for a good grade or other advantage, educational or otherwise.
- 5.) 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.
  - b. "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.
- 6.) 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.
  - b. "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)

- 7.) Sexual Exploitation involves a situation in which a person takes non-consensual or abusive sexual advantage of another. 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.
- 8.) Relationship or Intimate Partner Violence (also known as Dating Violence or Domestic Violence) is abusive behavior that is used by an intimate partner to gain or maintain power and control over the other partner. Intimate partner violence can be:
- a. Physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.
  - b. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant, where the existence of such a relationship is determined based on the following factors:
    - i. Length of the relationship
    - ii. Type of the relationship
    - iii. Frequency of interaction between the persons involved in the relationship

9.) 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:

## Statement on Consent, Confidentiality, and Privacy

### Consent

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.

- 1.) 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.
- 2.) 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.
- 3.) 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.

- 4.) 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 and Privacy

All reports and investigations are treated confidential to the extent possible and information is disclosed strictly on a need-to-know basis. Additionally, should either party wish to acquire /use the other party's medical, psychological, or similar treatment records during a hearing process, written permission by that party is required and must be obtained via the Title IX Coordinator's office.

The identity of the complainant 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 complainant or respondent. Any complainant 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 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 Vice President for People and Support and /or Title IX Coordinator's office(s).

## Retention of Records Regarding Reports of Sexual Discrimination; Sex-Based Harassment and Sexual Misconduct:

The Office of the Title IX Coordinator is responsible for maintaining records related to these matters including investigations, and resolutions.

Records shall be maintained in accordance with College records policies, generally seven 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.

## Section IV – Investigation and Hearing Procedures for Conduct Violations

### Relevant Definitions:

- Complainant – The individual(s) who has reported an alleged violation(s) of the Barton College Code of Conduct.
- Respondent – The individual(s) charged with a potential violation of the Barton College Code of Conduct.
- Hearing Officer(s) – Trained representatives will hear the conduct case, preside over all hearings and adjudicate findings and recommend sanctions.
- Student Conduct Board – A pool of students, faculty, and staff selected by the Director of Residence Life and trained to deliberate on cases that involve allegations of violations of the Barton College Code of Conduct.
- Investigator – A trained representative who will investigate violations of Barton College student conduct.

### Reporting

- 1.) Barton College will investigate and/or adjudicate any and all reports of alleged violations of College conduct policy.
- 2.) Anyone who believes a conduct policy has been violated should contact the appropriate personnel including the Director of Residence Life/ Chief Judicial Officer or related staff. In certain instances the Title IX Coordinator or the Vice President for Academic Affairs will be contacted.
- 3.) Statement on confidentiality: In some cases, the anonymity of a Complainant may not be able to be kept. In cases where this is requested, the respected college official will take all steps possible to assist with this request. Should a reporter or complainant's identity need to be disclosed, all efforts to place them on notice will be made.
- 4.) Policy on Student Withdrawals with Pending Disciplinary Action.  
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.

## Investigations

- I.) Following receipt of notice or a complaint, the respected college official who has jurisdiction over the charge or designee will investigate the complaint. Hearing Officers facilitate Student Conduct Conferences, conduct investigations, and adjudicate Administrative Hearings as outlined below.
    - a. 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 Office of Residence Life for investigation and adjudication.
    - b. Violations that involve the following are normally referred to a Student Conduct Board Hearing.
      1. – All violations for which suspension is a possible outcome.
      2. – Incidents involving the use, possession, or sale of drugs and/or drug paraphernalia.
      3. – Setting fires or tampering with fire and/or life safety equipment.
      4. – Incidents dealing with weapons on campus.
      5. – Hazing violations.
      6. – Cases which involve civil or criminal action against a student (unless pertaining to sexual misconduct and interpersonal violence).
      7. – Cases that originated with a Hearing Officer in the Office of Residence Life but were referred to the Office of Student Engagement or a Student Conduct Board Hearing.
    - c. Interim Actions/Restrictions During the Investigation
      - 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 Director of Residence Life or designee on the necessity of the restriction.
- These actions may include, but are not limited to:
- 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.

- 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 Director of Residence Life 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.

- 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 Director of Residence Life or designee.

d. Process for Adjudication

Depending upon the severity of alleged violation, respondent will be assigned either a student conduct conference or student conduct hearing board.

## Notice of Allegations and Hearing

- 1.) The Office of Residence Life will send a written communication (letter and/or 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 Director of Residence Life 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.
- 2.) 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 Engagement 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.

- a. 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.
- b. 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 a later date.
  - (4) Postponing setting charges until a more comprehensive investigation can take place.
  - (5) Referring the case to the Student Conduct Board Hearing.

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

- c. Prior to the Student Conduct Board Hearing
  - (1) The Student Conduct Board members (and alternates), the Respondent and, when appropriate, the Complainant copies of all appropriate documentation. This will include, but is not limited to:
    - The investigation report if applicable.
    - A list of any witnesses who will be available for the hearing, should their testimony be necessary.

- The names of the Student Conduct Board members and alternates, to allow for any challenges for cause/bias to be made to the Vice President for Student Engagement or designee.
  - The Vice President for Student Engagement or designee will consider all challenges and the parties will be notified as to the determination.
  - Any other supporting documentation.
- (2) Any special requests by any parties for a screen or closed circuit participation or accommodations for registered disabilities will be considered. The Director of Residence Life and /or designees will make the final determinations on these requests.
- Student Conduct Board Hearings will be audio recorded.
  - 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.
  - In hearings involving more than one Respondent or in which two Complainants have accused the same individual of substantially similar conduct, the standard procedure will be to hear the complaints jointly; however, the Director of Residence Life 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.
- d. 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 Complainant or Respondent 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.

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

- 1.) 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. Complainant and Respondent may bring one advisor of their choice.
  - Typically, advisors are members of the campus community, but they may be anyone that the parties choose.
  - 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.
  - 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.

e. Investigation Findings

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.

- 1.) 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.
- 2.) 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 Respondent has the option to appeal the finding, the sanction, or both.

f. Sanctions

1.) Individual Students

- 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.
- 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:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous complaints or allegations involving similar conduct;
- The need for sanctions/responsive actions to bring an end to the actions that were in violation of the Code;
- The need for sanctions/responsive actions to prevent the future recurrence of the actions that were in violation of the Code;
- The need to remedy the effects of the actions that were in violation of the Code on the victim and the community.

2.) 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 Director of Residence Life 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 expulsion (typically immediately). The student may not return to campus or College property without prior written permission by the Director of Residence Life 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/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.

### 3.) 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 Director of Residence Life 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 Director of Residence Life 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.

- (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 Director of Residence Life or designee. Failure to comply with this request may constitute criminal trespass and will result in more severe disciplinary action.

#### 4.) 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.

- (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 Association are to be surrendered to the Division of Student Engagement 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 Director of Residence Life 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:
- Denial of the right to represent the College;
  - Denial of the right to maintain an office or other assigned space on College property;
  - 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;
    - Co-sponsoring any social event or other activity;
    - 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.

g. Appeals

1.) General Guidelines

- The Respondent may submit a Request for Appeal (RFA) form to the Office of Residence Life.  
**<https://www.barton.edu/wp-content/uploads/2022/10/student-conduct-appeal.pdf>**
- The form must be submitted within 5 business days, by 5pm, after the initial decision and finding has been rendered.
- 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.
- 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.
- 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.

- 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.

## 2.) Grounds for Appeal

### a.) New Facts

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:

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

### b.) Arbitrary and Capricious Sanctioning

- 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.
- 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.

### c.) Procedural Violation

- 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:
  - I – 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.

### 3.) Procedures

- a.) A Request for Appeal must be submitted in writing to the Office of Residence Life 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 Provost or their designee.
  - (2) The Request for Appeal Reviewer should not have been involved in the investigation.
  - (3) The Request for Appeal 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 (Respondent, Complainant, (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 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 Reviewer, after considering all Requests and Response Memorandums, will make one of the following determinations:
    - (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 Dean of Students.
  - (8) Any decision will be communicated to all parties barring exigent circumstances, of the Request for Appeal Reviewer's decision.

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

The College Student Conduct Appeals Panel is made up from a pool of faculty members and administrators selected by the Dean of Students or their designee and is comprised of three total individuals.

— In certain cases, the Dean of Students 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 barring exigent circumstances, upon 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.

- I – 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 notify the student and the dean of the school and will submit an Academic Honor Code Report to the Office of the Vice President for Academic Affairs (VPAA).
  - b. All Academic Honor Code Reports are maintained in a secure database, accessible by the VPAA, who will determine if this is a first academic infraction. The VPAA may initiate a Conduct Board Hearing.
  - c. If the instructor and the dean agree that an infraction has occurred, the instructor will assess an appropriate penalty. If the student and instructor

agree on the penalty, the instructor will report the infraction and penalty to the dean, 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 or do not agree concerning the penalty, the instructor will report this to the dean. The dean then refers the process to a VPAA Hearing.
- e. 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. 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 Vice President for Academic Affairs may schedule a Conduct Board Hearing.
- h. The instructor will report in writing to the Vice President for Academic Affairs and to the dean 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 to the VPAA. The Vice President for Academic Affairs is responsible for adding and maintaining information in a classified database that can be accessed by the Dean of Students for use when researching prior offenses and/or determining if a referral to the the Conduct Board is needed. 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 will normally 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 will usually 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**

#### **I.) 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:

- a. 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.
- b. Report the incident to the appropriate supervisor, Deputy Title IX Coordinator or Title IX Coordinator. The Title IX Office may be reached at 252-399-6330.
- c. 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, Vice President for People and Support / Title IX Coordinator as soon as possible so that an investigation can occur and appropriate action can follow.

## 2.) Responsibilities:

- a. **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.
- b. **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.
- c. **All Management** who are made aware of a possible Title IX violation must:
  - i. Take all reports seriously
  - ii. Report all incidents to the Title IX Coordinator
  - iii. Take appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigation or report.
- d. The Title IX Coordinator is responsible for general oversight of all Title IX issues including but not limited to:
  - i. Ensuring that both the complainant and the respondent are aware of the seriousness of a report of sexual harassment/misconduct.
  - ii. Ensuring the College has jurisdiction over the potential infraction. Jurisdiction exists when the infraction incurs within the United States and when the College has control over the respondent and the context in which the sexual harassment occurs. This includes any building owned or controlled by a student organization that is officially recognized by the College.
  - iii. Explaining Barton's Title IX policy, investigation and hearing procedures to all parties involved including the informal resolution process option.
  - iv. Preparing and issuing a report for confirmation of the details reported to the Coordinator where applicable.
  - v. Arranging for and providing oversight for the investigation of the reported events, the hearing process, the informal resolution process, and for the administration of the final sanctions issued through the Student Conduct Office, if applicable, to the parties involved.



- a.) The Title IX Coordinator or designee will review the information provided for the reported event to determine whether a policy violation may have occurred and warrants a formal investigation. All formal complaints will be investigated.
- 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 a Title IX 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 including if applicable, referral to another grievance process if appropriate.
- d.) Once a formal complaint is received, if both the complainant and the respondent agree, in writing, to an informal resolution process (which is available except in cases involving an employee and a student), the Title IX Coordinator will oversee this process, which does not involve a hearing. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution and resume the grievance process with respect to the formal complaint. All requests for informal resolution must be approved by the Title IX Coordinator before moving to internal resolution. Requests may be denied depending on the specifics of the case.
- e.) If a formal claim is submitted relative to a Title IX infraction, the Title IX Coordinator will refer it to the formal resolution process which involves the assignment of two investigators who will conduct the fact finding process, after which the final report is prepared and submitted to a hearing officer or board who will coordinate a hearing under the general oversight of the Title IX Coordinator.
- f.) If a hearing is held under the formal resolution process, the complainant and respondent must have an advisor to represent them. If they do not have one, the College will provide an advisor for each party. During the hearing, the complainant and respondent will not be physically present in the room at the same time. The College may coordinate the hearing in a physical location

and/or online accordingly. The advisor of each party will have a time to ask questions of the other party and to cross-examine testimony accordingly.

- g.) At the conclusion of the hearing, the hearing officer or hearing board will review the investigative report and all evidence presented at the hearing before issuing a finding and sanctions if applicable. A final report summarizing the case investigation, hearing, findings, and sanctions will be issued to the Title IX Coordinator who will ensure both parties are notified of the results and all case information is retained confidentially in the Office of the Title IX Coordinator:
- vi. Ensuring the administration of sanctions if assigned by the Office of Student Conduct.
- vii. Providing instructions for recourse should any of the applied sanctions are breached.
- viii. 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:

### 1.) Interim Suspension:

- a. 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.
- b. 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.

### 2.) Interim Restrictions:

- a. 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.

- b. 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 and Hearings

- 1.) Following receipt of notice of a possible violation of Barton's Title IX policy, the Title IX Coordinator or designee will contact the relevant parties to discuss what occurred and to help determine the next steps to be taken which may include a formal report and formal resolution process, a formal report and pursuit of the informal resolution process, or a referral to an alternative grievance process if applicable.
  - a. In all cases, Barton will seek to have cases reach resolution of the allegation, barring exigent circumstances. The Title IX Coordinator, or designee will strive to provide notice to the respondent and the complainant of any delays or extensions as they occur (if appropriate).
  - b. 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.
- 2.) All complainants and respondents may designate an advisor of their choice, to help provide support during the investigation, interviews, and meetings called by the College. If a formal report is filed, each party must have an advisor to help them through the hearing process. If the reporting or respondent does not have an advisor, the College may appoint one for each party.
  - a. The general role of the advisor (prior to any formal hearing): Advisors may accompany their designated party (complainant or respondent) 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 complainant or respondent during the investigation or during interviews and meetings prior to the formal hearing for the case. The complainant and respondent 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 complainant or respondent.

- b. The role of the advisor during formal hearings: Advisors accompany their designated party (complainant or respondent) to all hearing sessions. Advisors serve as support to their respective party and can assist with asking questions directly of their own party and other parties including witnesses presented as part of the case. Advisors cannot ask the complainant about his or her prior sexual history.
- 3.) Once a case is referred to investigation, two investigators will be assigned to the case to meet with all appropriate parties, write a report, and to issue an initial summary of findings using the College's standard of proof. The final report will be shared with all parties.
- 4.) If the case is proceeding within the formal resolution process, a hearing will be scheduled with a hearing officer or hearing board. At this time, advisors will be allowed to interview and cross-examine all parties to the case, asking relevant questions as part of due process. The complainant and respondent will not be cross-examined by each other and will not be present in the same room at the same time; however, their advisors are able to ask questions of each party accordingly. The College may conduct hearings online as part of the process.
- 5.) If the case is proceeding within the informal resolution process, the Title IX Coordinator will oversee this process and issue a final report along with recommended action/sanction(s), if applicable. No hearing takes place with the informal resolution process.

## 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.

The findings resulting from either an informal resolution process or a formal resolution process, which involves a hearing may be:

- a. No Finding: In this case, a determination has been made that the Respondent is not responsible for a policy violation.

- b. Not Responsible: In this case, a determination has been made that insufficient evidence exists for a finding of responsible for any of the allegations.
- c. Responsible: The investigator determines that sufficient evidence exists for a finding of "Responsible" for any of the violations.

## E. Sanctions and Disciplinary Measures

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.

Anyone who has been found responsible for a Title IX policy violation may incur any of the following sanctions and/or disciplinary measures, or other as applicable. 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 complainant 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 respondent'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 complainant and the community

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

### 1.) General information:

- a. All appeals must be in writing to the Title IX Appeal's Officer.
- b. 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.
- c. 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.
- d. 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.
- e. 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.

### 2.) Grounds for Appeal:

- a. A procedural error or omission occurred that significantly impacted the outcome of the hearing or investigation (e.g. substantiated bias, material deviation from established procedures, etc.).
- b. 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.

- c. The sanctions are disproportionate to the responsible violation of policy.

### 3.) Procedure for Appeals

- a. 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.
- b. 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.
- c. Any Request for Appeal will be shared with all parties (Respondent, Complainant, Investigator(s), Hearing Officer, and Title IX Coordinator) 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.
- d. 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:
  - i. 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.
  - ii. 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:
      - i) 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,
      - ii) 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:
  - i.) Remand the case back to the original hearing officer with instruction to consider the new evidence, OR.
  - ii.) 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:
  - i.) Remanded back to the Title IX Coordinator to recommend new sanctions based on the Appeal.
- e. 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 Sex-Based Harassment / 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 Withdrawal 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 withdrawal 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 withdrawal or leave voluntarily, the College may institute an involuntary withdrawal under this policy.

#### **A. 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 Admissions and Student Engagement (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 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.

## **B. College-Initiated Medical or Psychological Leave**

If a student is behaving in a way that is threatening to others, the Dean of Students (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.

## **C. 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 poses a 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 withdrawal 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.

#### **D. 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.

#### **E. 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 Dean of Students (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.

#### **F. 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 Enrollment and Student Engagement. 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.



# BARTON College Campus Map

