

Salem College Undergraduate Handbook

2021-2022

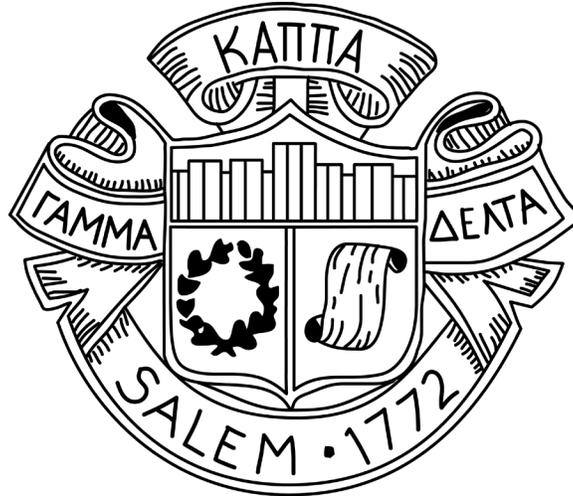


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FORWARD FROM THE PRESIDENT



Office of the President
Salem Academy and College
601 South Church Street
Winston-Salem, North Carolina 27101

Dear Salem Students,

On behalf of the faculty and staff of Salem College, I welcome you to the 2021-2022 academic year.

We are delighted that you chose Salem College as the educational institution to transform your life and help you achieve your educational, personal, and professional goals. All of our faculty and staff at Salem College are committed to delivering a top-notch education that prepares the next generation of leaders who will change the world and who make their communities stronger and healthier. We are dedicated to expanding your knowledge, enhancing your skills, and supporting your growth both inside and outside the classroom.

The Salem community is strong, diverse, and empowered. As we look forward to our 250th anniversary this year, our mission centered on women's education is as relevant and meaningful as it has ever been—a true cause for celebration of our past and for excitement about our bright future.

Thank you for being part of our vibrant, engaged community. Best wishes for a wonderful academic year filled with success.

Cordially,

A handwritten signature in cursive script that reads 'Summer J. McGee'.

Summer McGee, PhD, CPH
President

SALEM COLLEGE MISSION STATEMENT

Salem College, a liberal arts college for women, values its students as individuals, develops their unique potential, and prepares them to change the world.

STATEMENT OF VALUES

Rooted in the distinct Moravian commitment to education, our core values are:

Learning Grounded in the Pursuit of Excellence

Instilling commitment to scholarly inquiry

Educating the whole person

Transforming knowledge into action

Learning Grounded in Community

Recognizing individual potential

Embracing diversity

Exemplifying honor

Learning Grounded in Responsibility to Self and the World

Developing personal accountability

Cultivating leadership

Preparing global citizens

HISTORY

Salem Academy and College is the oldest educational institution for girls and women in the United States. Its traditions of rigorous education for women and responsibility to the community found their roots in the convictions of our eighteenth-century Moravian forebearers, who believed that girls and women were entitled to the same education as boys and men. The school was founded in 1772—four years before the Declaration of Independence was signed. Responding to an invitation from the community leaders, sixteen women and girls traveled 500 miles, mostly on foot, from Bethlehem, Pennsylvania, to what we now know as Winston-Salem, North Carolina, in order to join the new village of Salem. Among those intrepid women was Sister Elisabeth Oesterlein, who was later appointed Salem's first teacher.

In its early years, the girls' school at Salem was led by the unmarried women of the Moravian community, who were known as Single Sisters. The Single Sisters lived together and were economically self-sufficient, a rarity for women in the eighteenth century.

In the early history of Salem, students of diverse backgrounds were accepted as members of the school community. Moravian records show that at least two enslaved African American females were accepted at Salem in the 1780s and the 1790s. Hanna, an enslaved ten-year-old belonging to Adam Schumacher, received permission to attend the school in 1785. Anna Maria Samuel, who was an enslaved girl from Bethabara and had been baptized as a Moravian at her birth in 1781, took classes and lived in the Single Sisters' House from 1793 until 1795.

In 1826, Salem welcomed its first Native American student, Sally Ridge, who was the daughter of Cherokee leader Major Ridge. Jane Ross, the daughter of another Cherokee chief, was also a student at Salem. 12 other Cherokee girls also attended during these years, until the Forced Removal of the Cherokee nation by the United States Government of 1838.

During the 1860s, college-level courses were added to the curriculum. Reflecting changes in its character and mission, the institution's name was officially changed in 1907 to Salem Academy and College. Less than thirty years later, a new and wholly separate set of facilities for the Academy was built on the eastern

perimeter of the campus, and the existing buildings on Salem Square became the College.

The inspiring mission of the Single Sisters has continued for nearly 250 years and is evident in the dedication of our faculty, the enthusiasm and commitment of our students, and the academic and professional success of our alumnae. Across America and around the world, Salem's more than 15,000 alumnae are serving as teachers, physicians, researchers, artists, musicians, inventors, community volunteers, and business executives.

At Salem Academy and at Salem College, we are educating the next generation of leaders in all of these fields, and the extraordinary education that Salem provides continues to be grounded in the Moravian tradition of love and respect for all.

VISION

To educate compassionate, creative, and innovative thinkers who lead with integrity and are prepared with the skills and experience to effect change.

VALUES

Community

Salem Academy and College fosters a community that makes each of its members better and that collectively has the power to do astonishing and essential work. We continue to be inspired by the Moravian motto: "In essentials, unity; in non-essentials, liberty; and in all things, love."

Innovation

Building on our legacy as innovators in women's education, we seek to unleash the Salem community's inherent capacity for innovation in increasingly consequential ways -- in our academic programming, in our pedagogy, in the partnerships we form, and in the way we engage the wider world.

Integrity

The Honor Code is a vital and unifying aspect of the Salem community. It encourages each student to make a commitment to learning grounded in the pursuit of excellence, in community, and in responsibility to self and the world.

Courage

Inspired by the courage of its founders, Salem Academy and College is a women's institution that shapes scholars who are self-confident, pursue their passions boldly and fearlessly, and are equipped to meet the challenges of the 21st century with uncommon poise, creativity, optimism, and tenacity.

Respect

Salem has a profound respect for the incalculable dignity of every individual. That respect impels us to be courteous with one another, to be open-minded, and to see the good in each other.

MORAVIAN BLESSING

Come Lord Jesus, our Guest to be,

And bless these gifts bestowed by Thee.

SEAL

The Salem seal first appeared in the College yearbook in 1907. Designed and drawn by Dorothy Doe, C'1907, it was adopted by the Class of 1907 for their class pin and eventually evolved into the College seal. The Moravian Bishop at that time, Edward Rondthaler, interpreted the three Greek letters - Gamma, Kappa, Delta - to mean knowledge and virtue. The scroll symbolizes learning; the wreath, victory; and the section above the scroll and wreath represents Pilot Mountain (a mountain near Winston-Salem) and stands for strength. The four points of the shield symbolize the four corners of the earth from which the class had come.



ALMA MATER

First Verse:

*Strong are thy walls, oh Salem,
Thy virgin trees stand tall,
And far athwart the sunlit hills,
Their stately shadows fall.*

CHORUS:

*Then sing we of Salem ever,
As proudly her name we bear, Long may our praise re-echo.
Far may our song ring clear
Long may our praise re-echo
Far may our song ring clear.*

Second Verse:

*Firm is thy faith, oh Salem, Thy future service sure,
The beauty of thy heritage,
Forever shall endure.
Chorus*

Third Verse

*True is our love, oh Salem,
Thy name we proudly own,
Thy joy of comradeship is here
Thy spirit makes us one.
Chorus*

SCHOOL MASCOT

Spirits

SCHOOL COLORS

Blue and Yellow

GAMMA KAPPA DELTA- ΓΚΔ

In recent years, Salem students have claimed the Greek letters Gamma, Kappa, and Delta from the seal to represent Salem siblinghood. Students have adopted the practice of wearing these Greek letters on hats and clothing, similar to social sororities on other campuses, to represent the everlasting bond of Salem siblings.

PROGRAMS OF DISTINCTION AT SALEM COLLEGE

Salem Impact is Salem's general education program for traditional students is a foundation of required academic experiences that introduces students to the liberal arts and supports the development of academic skills such as critical thinking, writing, oral communication, and the use of technology for communicating ideas and information. This innovative program provides students with a comprehensive liberal arts core, using a variety of courses that instill in students Salem's essential values: excellence, community, and responsibility to one's self and to the world.

In addition to general education courses, Salem Impact includes interdisciplinary and experimental courses. Salem Impact culminates in the senior interdisciplinary seminar, in which students act as experts in their own major field as they seek creative answers to big questions. Fler Center students follow a slightly different model for Salem Impact with these same goals.

STUDENT WELLNESS

A Salem College education fosters a way of living that encourages holistic health that is supportive of academic, personal success and fulfillment. Wellness programs at Salem promote positive behavioral changes and a healthy, balanced lifestyle.

Programs are sponsored by various offices and student organizations throughout the year on one of seven dimensions of wellness: physical, emotional, spiritual, occupational, environmental, social, or intellectual. Many wellness activities are sponsored by Women in Nature (WIN) and include hikes and trips to state and national parks.

SALEM TRADITIONS

Evening Traditions Walk (Orientation Weekend)

Accompanied by the Chaplain and Orientation Leaders, new students walk from the May Dell to Salem Square for a brief ceremony and introduction to the history of Salem Academy and College. This is a symbolic beginning of one's journey as a Salem student. Students share a similar walk as seniors on the morning of Founders' Day to symbolize the conclusion of their Salem journey. All students are welcome.

Opening Convocation-August

Held in Hanes Auditorium on the evening before classes begin, Opening Convocation is the formal opening of the academic year. Classes process to the ceremony behind their class banners, Seniors wear caps and gowns and traditionally wear funny or outrageous shoes. Attendance is mandatory for all traditional aged students. Nice attire is encouraged.

CAB Dance Weekends—Fall Lawn, Semi-Formal, Formal, Spring Cocktail (Fall/Spring)

In addition to the Fall Lawn Party, the Campus Activities Board (CAB) sponsors three dance weekends each year. Students may bring dates or attend with a group of Salem friends.

- Fall Lawn is the first student party of the year. This event features popular college bands and an after-party with a local DJ. Nice attire is encouraged.
- Semi-Formal is held in November at an off-campus venue and features a DJ. Semi-formal attire is encouraged.
- Formal is held in February at an off-campus venue and features a DJ. Formal attire is encouraged.
- Spring Cocktail, held April (on or off-campus), features a live band. Nice attire is encouraged.

Big/Lil (September)

Traditional age first-year students (under age 23) have the option to receive a junior "Big" before Fall Fest. Big's serve as mentors and introduce their Littles to life at Salem. Transfer students have the option to receive a "Big" or to be a "Big,"

depending on their class standing. Contact Big/Little co-chairs or the Office of the Student Activities if you have any questions.

Fall Fest (September)

This day of competition between the classes begins with a breakfast spirit rally and themed decorating contest in the Refectory. It continues with a parade contest at the athletic fields and concludes with a song and skit extravaganza in Hanes Auditorium. A true celebration of Salem Spirit! Listen for the cheering to begin in early fall. Classes are suspended that day. Contact the Fall Fest chair or the Student Activities Office for more information.

Family Weekend (October / November)

Students' families visit campus for a fun weekend of social events and programs with faculty and classmates, ending with a traditional Moravian Lovefeast on Sunday morning.

International Dinner Show (November)

On the Saturday of Family Weekend, the International Club hosts a dinner show event with a feast of global cuisine.

Candle Trimming (November)

The Office of the Chaplain sponsors a gathering for seniors to trim candles with red crepe paper for the Christmas Candlelight Service.

Christmas Candlelight Service (December)

This long-standing Salem tradition honors the Moravian heritage, while being inclusive for people of all faith traditions. The Salem Choral groups and School of Music perform, and class presidents lead Holiday readings, with a brief message offered by the Chaplain. Hundreds of friends of the College attend this annual event in Hanes Auditorium, which culminates with the lighting of Moravian candles. Nice attire encouraged.

Refectory Christmas Dinner (December)

To kick off exams, Dining Services provides a holiday feast for the Salem community. Nice attire is encouraged.

Off Campus Association High Tea (December)

The Off Campus Association (OCA) sponsors a high tea on the last day of classes for the fall semester. Members of the OCA bake desserts and other treats to share with faculty, staff, and students. Established by commuter students in the 1970s, this tradition provides an opportunity for residential students and commuter students to celebrate the end of the semester together.

Exam Stress Relievers (December/May)

Order of the Scorpions places snacks in the Refectory during finals, as a campus morale booster and for good luck on exams. The Campus Activities Board (CAB), SGA, Office of Student Activities, and Office of Residence Life sponsor stress-relief programs, such as a Midnight Breakfast and Student Center “takeover,” prior to exams.

Black History Month (February)

Black History Month is celebrated at Salem during four weeks of campus and community activities. At the culmination of the month, Salem students, faculty, and staff collaborate in a production of the Black History Month finale, a celebration of arts and culture.

Hispanic Heritage Month

Hispanic Heritage Month is celebrated at Salem College September 15th-October 15th each year. Faculty, administration, staff and students collaborate on celebratory displays and events throughout the month.

Fleer Senior Gathering (March)

This event is for all graduating Fleer seniors. Seniors receive information about Commencement events and what to expect for the remainder of their senior year.

Sophomore/Senior Banquet (April)

For all traditional age students, the sophomore class hosts a special dinner and program to honor their Big sibling class. Nice attire is encouraged.

Susan E. Pauly Celebration of Academic Excellence (April)

This annual celebration showcases student work across the disciplines and features new faculty research. Classes are cancelled this day so that students,

faculty, and staff may attend these important and thought-provoking panels, performances, and presentations that spotlight undergraduate academic excellence. Attendance is mandatory for all traditional aged students. Business attire is encouraged.

Leadership Banquet (April)

As part of the Susan E. Pauly Celebration of Academic Excellence, the annual student leadership awards banquet replaces dinner that evening in the Refectory. Students are recognized for outstanding achievement in the areas of leadership, scholarship, and service. The SGA president-elect makes their first official remarks. All students are welcome. Nice attire is encouraged.

Senior Traditions Walk (Founders Day) (April)

Seniors robe and meet in front of Main Hall at 7am, accompanied by the Chaplain, President, and the Moravian brass band for a walk to the class tree. This event symbolizes the beginning of the Commencement events. A special breakfast is served in the Refectory. Nice attire is encouraged.

Founders Day Convocation (April)

Founders Day Convocation is held during the afternoon in the Hanes. Seniors robe and wear funny glasses for the event. Attendance is mandatory for traditional aged students. Nice attire is encouraged.

Honors Convocation (May)

The ceremony marking the formal end of the academic year is held in Hanes Auditorium on the last week of classes. Seniors wear graduation robes and funny or outrageous hats. Awards are given for academic achievement. Classes process to the ceremony behind their class banners. Attendance is mandatory for all traditional aged students. Nice attire is encouraged.

Senior Commencement Week (May)

Back Porch Party

This event is hosted by Fleeer Center staff and students in honor of all graduating seniors on the afternoon of the last day of exams. Garden party attire is encouraged.

Senior Lovefeast

A special service held for Seniors at Home Moravian Church on Thursday afternoon before Commencement. Seniors do not wear robes for this event. Nice attire is encouraged.

Baccalaureate

Special service held at Home Moravian Church on Friday evening before Commencement for graduates, families, and guests. Graduates robe for the Baccalaureate service. The president's reception is held immediately following the service. Nice attire is encouraged.

Commencement

Commencement is held on the first Saturday after the end of exams. Location for the event will be announced each year. Graduates robe for the Commencement service. Nice attire is required.

EMERGENCY INFORMATION:

Major Incident Response Plan

Salem College maintains a Major Incident Response Plan, which is activated when emergency situations escalate to a point that demands the coordinated efforts of numerous institutional departments and/or officials. This plan addresses major incidents that may endanger human health and safety, property, or the ability of the campus to function, and activates the response team, which elevates and responds to crisis situations until it is restored to a state of normalcy.

Emergency Notification Systems

Salem has established mass notification systems to inform the community of emergency situations. One or more of these systems may be utilized to alert the community in the event of a significant crisis or emergency.

Outside Emergency Alert System

Salem has an outdoor alert system that uses a siren and prerecorded messages to warn the Salem campus of emergencies ranging from a tornado to a chemical hazard. The messages are prerecorded and are intended to alert faculty, staff, students, and others in the event of a campus emergency. Speakers are located on the roof of the Elberson Fine Arts Center and at the physical plant office. The system is tested at the beginning of each semester.

Telephone Messaging System

Each campus telephone line and each subscribed cell number may receive an emergency alert. Calls may be answered live, or a voice message is left on unanswered lines. Members of the Salem community are encouraged to subscribe to this feature. To enroll, contact help@saalem.edu, or click on the link provided through email in August and February.

Text Messaging System

Text messages may be sent in conjunction with the telephone messaging system.

Members of the Salem community are encouraged to subscribe to this feature. To enroll, contact help@salem.edu or click on the link provided through email in August and February.

Salem also will utilize the website homepage and email system to inform and update the community about other important information.

Contained Area Evacuation

If a building or cluster of buildings requires evacuation, building occupants should evacuate to an assembly area, which is away from the building and away from emergency service vehicles. Locations include Hanes Auditorium at the Elberson Fine Arts Center, Corrin Refectory, Bryant Hall/Gym area, Salem Square, May Dell, or the Salem Academy Auditorium.

Campus-wide Evacuation

In the event that the entire campus must be evacuated, everyone should relocate to either the God's Acre cemetery near the Elberson Fine Arts Center or to the athletic field near Pit parking.

THE HONOR TRADITION

The Honor Tradition is a vital and unifying aspect of the Salem College community. This tradition encourages each student to make a commitment to community-based learning grounded in the pursuit of excellence and responsibility to self and the world. By accepting a place in Salem's community of scholars, students assume full responsibility for their actions. The Honor Tradition encompasses student's responsibility for maintaining academic integrity, upholding College policies, treating all members of the community with civility and respect, and abiding by North Carolina law.

Salem's Honor Tradition is highly regarded by students, faculty, staff, and administrators. This long-standing tradition is possible because each student is expected to be personally accountable for the impact their actions have on themselves and other members of the community.

Every student is responsible for encouraging other students to uphold the Honor Tradition. The Honor Tradition is only as strong as the commitment of the individuals in the community that live by it.

THE HONOR CODE

Salem College is a community of honor. I will show respect for my community by behaving with honesty, integrity, and civility.

As a responsibility to my honor community:

- A. I will show respect for my classmates and faculty by maintaining honesty in my academic work and refraining from cheating.
- B. I will show respect for my community and peers by maintaining integrity and honesty in my daily life and refraining from stealing and lying.
- C. I will show respect for faculty, staff, my peers, classmates, and members of the administration by maintaining civility and refraining from disruptive and abusive language and behavior.

I acknowledge that I will be held accountable for my decisions and behavior, and I will accept the consequences of my actions. In choosing Salem College, I pledge to uphold the principles of the Honor Code and will cherish and guard its traditions.

PRIVILEGES OF THE HONOR CODE

By virtue of the strength of the Honor Tradition, students are extended the following privileges:

- A. Self-scheduled exams.
- B. Unproctored and take-home tests (based on the discretion of the professor).
- C. Faculty, administration, staff, and students' trust and respect.
- D. An environment and culture of respect and integrity.

HONOR CODE VIOLATIONS DURING SELF-SCHEDULED FINAL EXAMS

If a student witnesses cheating during self-scheduled exams, they should report the violation to one of the co-chairs in accordance with the Honor Code. If students witness cheating during self-scheduled exams, they should:

- A. If the exam co-chairs or faculty proctors reasonably believe that a student is cheating during the exam period, they will write a report documenting their allegation but allow the student to finish the exam.
- B. If the faculty proctors directly witness cheating on an exam, they may remove the student from the exam room and confiscate the exam. The faculty proctor will document the incident and report it to the Honor Code chair, who will notify the student's professor.
- C. If the exam co-chairs note cell phone usage or electronic or verbal communication during exams, they may proceed as if the student is directly cheating. Students are expected to sit as far apart as possible during exams. Having a cell phone or talking during exams is prohibited and will be considered a violation of the Honor Code.

Faculty proctors and exam co-chairs may use reasonable judgment to determine if the student should be allowed to finish the exam under the aforementioned circumstances.

VIOLATIONS AT ANOTHER INSTITUTION

In the case of a violation of the Honor Code by a student who is cross-registered at either Salem College or Wake Forest University, the home campus where the student is enrolled will handle the case through its own judicial process.

THE HONOR COUNCIL

The Honor Council acts as a neutral hearing body that is supportive of the student. The Council does not judge the accused student as a person, but rather judges the student's actions as they relate to the preservation of honesty, integrity, and civility within the honor community. The Honor Council is composed of the chair and the secretary (both elected by the student body), one representative from each class, one representative from the Off Campus Association, one representative from the Flee Center program, the president of the Student Government Association, and the chair of the Judicial Council. A non-voting faculty representative from the Faculty Advisory Board must be present at all Honor Council hearings. The Dean of Students or their designee from the Student Affairs staff serves in an advisory capacity to the Honor Council and must be present at all Honor Council hearings.

Honor Council will investigate and act upon alleged Honor Code infractions. The Honor Council also will handle cases related to test and examination procedures, unauthorized removal of library materials, and election contestations.

The Honor Council has the right to turn over any case to the dean of students.

PROCEDURES FOR REPORTING HONOR CODE INFRACTIONS:

A. Self-reported infractions

Acknowledging an Honor Code violation is the first step in reconciling one's responsibility to the honor community. A student who wishes to acknowledge their violation should report the violation to the Honor Council by way of the chair of the Council.

B. Infractions reported by a student

A student who witnesses a violation of the Honor Code by another student is expected to confront the student and reveal the nature of the infraction observed to the student before they contact the Honor Council chair. They also should encourage the accused student to contact the Honor Council chair to report their violation.

C. Infractions reported by a faculty or staff member

All faculty members are to report suspected violations of the Honor Code to the Honor Council chair. Faculty members have the option of completing a "Faculty

Adjudication Form” to document adjudication of an Honor Code violation in a student’s judicial file for allegations of first-time violations. Faculty members should confer with the dean of students directly to determine whether the allegation is for a first-time offense or repeat violation. If the allegation is for a repeat violation, it would be officially referred to the Honor Council to begin the formal hearing process. The faculty member should contact the chair after explaining the nature of the alleged infraction to the student.

SOCIAL RESPONSIBILITY AND RESIDENCE LIFE POLICY INFRACTIONS

The administration of the College reserves the right to investigate and take action in any alleged violation of social or residence life policy. The Dean of Students and Director of Residence Life, Commuter Engagement and Retention, in conjunction with the Judicial Council and Area Coordinators, handle infractions of the social responsibility and residence life policies as part of Salem’s Honor Tradition, which calls students to be responsible to themselves and others.

All reports of alleged social responsibility or residence life policy violations will be documented and given to the Director of Residence Life, Commuter Engagement and Retention. Based on the nature of the offense and the specifics of the situation, the criteria presented below will be used to determine if a hearing is warranted, whether the Judicial Council will hear the case, or whether the matter will be handled administratively.

Cases may be heard by either of the following judicial bodies:

Judicial Council: The Judicial Council is made up of the chair (elected by the student body), secretary (elected by the student body), Honor Council chair, SGA president, off-campus representative, and a representative of each class. The Director of Residence Life, Commuter Engagement and Retention or designee from the Student Affairs staff must be present in an advisory capacity at all Judicial Council hearings. The Judicial Council will hear cases such as alleged violations of the following social responsibility and residence life policies: event/party policy, fire safety, and major visitation violations. The Judicial Council has the right to turn over any case to the dean of students.

College Administration: The Area Coordinator will handle first-time and minor alleged violations of Residence Life policies, such as alcohol, visitation and quiet hours infractions. The administration (Student Affairs, Deans for traditional

students; Fleeer Center Deans for Fleeer students) will hear cases of the most serious nature, including alleged violations of the following policies: weapons, drugs, hazing, harassment, and other cases of an urgent nature, such as when there is immediate danger to one or more students. The Title IX Coordinator will facilitate resolution of cases related to allegations of sex discrimination, harassment, and related sexual misconduct.

RIGHTS OF AN ACCUSED STUDENT

A student accused of an Honor Code violation has the following rights:

- A. To be notified in writing of any accusation made against her.
- B. To have a hearing.
- C. To have an advisor who is either a Salem College full-time faculty member or member of the administration. The role of the advisor is to provide advice to the student throughout the judicial process. The advisor may only counsel the student, not speak with the Council or the accuser(s) or witness(es) during a judicial hearing.
- D. To appeal the decision of the hearing body.
- E. Fleeer students: To have a Fleeer student representative sit on the Honor Council or Judicial Council when a case concerns a Fleeer student as the accused.

*See the Sex Discrimination, Harassment, and Related Sexual Misconduct Policy for information on the rights of students accused of violating this policy.

PRELIMINARY HEARING FOR HONOR COUNCIL AND JUDICIAL COUNCIL CASES

Note: No cell phones or recording devices are allowed in a preliminary hearing or full Honor Council, Judicial Council, or administrative hearing.

The chair will notify the accused student in writing of any accusations made against her, as well as their rights as an accused student. The written notification also will include the time, date, and location of the preliminary hearing. The purpose of the preliminary hearing is for the chair and secretary to allow the accused to respond to the charges made against their and to determine whether the evidence warrants a full hearing by the Council. The accuser may be present at the preliminary hearing or may provide information in writing regarding the

accusations. If the accused student denies the accusations made against her, but the chair and secretary determine that substantial evidence exists that these accusations are just, the Council will hear the case as soon as possible.

The chair and secretary of the Council will make every effort to hold a preliminary hearing with the accused within one week of the reporting of an infraction. If a student fails to appear at the preliminary hearing without a valid excuse, the chair and secretary will determine in their absence whether available evidence warrants a full hearing with the Council.

If the accused student accepts responsibility for the charges, the chair and secretary will call a meeting of the Council as soon as possible to determine the appropriate sanctions for the violations.

Any member of a judicial body who has a role or personal interest in a case must recuse herself from the proceedings related to that case.

HEARING PROCEDURE FOR HONOR COUNCIL AND JUDICIAL COUNCIL HEARINGS

If a student fails to appear before the Council without a valid excuse, the Council will hear the evidence presented in their absence and make a decision based on available evidence.

1. The accuser (if one is present), accused, and the accused's advisor (if there is one) enter the room. All parties involved in the hearing are introduced to each other, the charge(s) are read, and the hearing begins.
2. The accused gives their account of the case, followed by questions from the Council.
3. The accuser gives their account of the case, followed by questions from the Council. If the accuser is not present, the chair will read the accuser's written statement and the Salem College staff incident report(s).
4. The accused may then question the accuser(s) if present. The Council may interrupt with questions.
5. Once the accused is finished, the accuser(s) if present, may question the accused.
6. If there are witnesses for the accused, they will come in individually to give their testimony and answer questions from the Council, the accused, and the

accuser. Witnesses may submit signed testimonies if they are unable to be present.

7. Once all the witnesses for the accused have testified individually, the witness(es) against the accused will testify following the procedure stated above.
8. The accuser, accused, and advisor are excused from the hearing. The accused student and advisor will have the option to wait while the Council deliberates the case to learn about the decision of the Council. The Council, taking all statements and evidence into consideration, will deliberate and determine responsibility and then determine appropriate sanctions, if they deem any necessary.
9. The Council will then invite the accused and advisor back into the room for the announcement of its decision on the case, any sanctions that it will recommend to the Faculty Advisory Board for further consideration, and to explain the rationale for its findings.
10. If the Council does not find the student responsible or gives the student the sanction of a warning, the student will receive notification of the Council's decision within three business days of the hearing.
11. If the Council finds the student responsible and recommends a sanction of probation or higher, the Faculty Advisory Board will convene at the earliest time possible to review the decision. The student will receive written notification of their sanction as soon as possible following the Faculty Advisory Board's review of the case.
12. The Dean of Students office will inform appropriate offices of any sanctions issued to an undergraduate student on a need-to-know basis.
13. In Honor Council cases brought by the faculty, the faculty member will be notified of the decision and recommendation for sanctions.

HEARING PROCEDURE FOR ADMINISTRATIVE HEARINGS

If a student fails to appear for their administrative hearing without a valid excuse, the Student Affairs administrator(s) or Fler Center administrators will hear the evidence presented in their absence and make a decision based on available evidence.

1. The accused and the accused's advisor (if there is one) enter the room. All parties involved in the hearing are introduced to each other, and the hearing begins.
2. The administrator(s) will read the Salem College staff incident report(s) and present any additional available testimony or evidence to the accused.
3. The accused then gives their account of the case, followed by any questions from the administrators.
4. If there are witnesses for the accused, they will come in individually to give their statement and answer questions from the administrator(s) and the accused. Witnesses may submit signed testimonies if they are unable to be present.
5. Once all the witnesses for the accused have testified, the witness(es) against the accused will testify individually and answer any questions by the administrator(s), the accused, and the accuser. Witnesses may submit signed testimonies if they are unable to be present. All witnesses are excused from the hearing at this time.
6. The accused and advisor are excused from the hearing. The administrator(s), taking all statements and evidence into consideration, will deliberate and determine responsibility and then determine appropriate sanctions if deemed necessary.
7. The accused will receive written notification of the outcome within three business days of the hearing.
8. The Dean of Students' office or Fler Center office will inform appropriate offices and/or faculty members of any sanctions issued to an undergraduate student on a need-to-know basis.

SANCTIONS FOR HONOR CODE INFRACTIONS

The College deems serious any violation of the Honor Code. The role of the Honor Council in hearing cases and determining sanctions is intended to be educational in nature, not punitive. The Council may encourage students to seek additional support through academic support services on campus. The terms of the sanction will be determined by the Council in accordance with precedent set by previous cases and the seriousness of the violation.

Regardless of the decision of the Honor Council, assignment of a grade for academic work in question is left completely to the discretion of the faculty member.

The Council may recommend one of the following sanctions:

Warning: This sanction is given when a student is responsible for a violation that does not warrant severe action. When a student acknowledges responsibility or is found responsible by the Council, a warning is put on the student's judicial record until graduation. The Council advises the student to learn from this experience as they reflect on the importance of their behavior and its impact on the Salem College community.

Probation: This sanction is given when a student is responsible for a violation that is of a serious nature. It is stressed to a student that this is a time for reflection and contemplation about what they have done and what it means to live and abide by the Honor Tradition. Probation may entail a loss of social privileges for the length of probation and/or educational assignments and a punishment to fit the violation based on the decision of the Council. Loss of social privileges will include all College-sponsored social events, such as events sponsored by SGA and CAB, and visitation privileges.

Probation may entail revocation of the privilege to take self-scheduled exams. Students who lose this privilege must contact the dean of students to make arrangements to have their exams proctored by an administrative office.

When a student is a repeat violator of the Honor Tradition, this sanction may be given to ensure that the student understands the importance of the Honor Tradition and the vital role it plays in Salem's community. If a student is found responsible for a violation by the Honor Council or Judicial Council while on probation, this additional offense may result in a more severe sanction. The sanction of probation remains on a student's judicial record until graduation.

Suspension-Held-in-Abeyance: This sanction is given when a student is found responsible for a violation of a very serious nature but who, in the Council's judgment, should be allowed to continue their coursework at Salem. A sanction of Suspension- Held-in-Abeyance may entail a loss of social privileges for the length of the sanction, as well as appropriate educational assignments and/or a punishment to fit the violation based on the decision of the Council. Loss of social

privileges will include all College-sponsored social events, such as events sponsored by SGA and CAB, and visitation privileges. A student who is on Suspension-Held-in-Abeyance may lose the privilege of membership in campus clubs or organizations, holding a campus leadership position, or participating in intercollegiate athletics. A student who is on suspension-held-in-abeyance may lose the privilege to take self-scheduled exams and must contact the dean of students to make arrangements to have their exams proctored in an administrative office.

If the student is found responsible for any other violation by the Honor Council or Judicial Council while on Suspension-Held-in- Abeyance, this violation may activate a sanction of suspension or expulsion, and the student will be required to leave campus within twenty-four hours unless they appeal the decision (see “Suspension”). Suspension-Held-in-Abeyance stays on a student’s judicial record until the student graduates.

Suspension: This sanction is given when the student is found responsible for a violation of an extremely serious nature or repeat violation of the Honor Code. The student must leave campus within twenty-four hours unless they decide to appeal the decision. A student who chooses to appeal should continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal. Once the sanction has been served, the student is free to return to Salem. If a student chooses to take classes while serving this sanction, no credits will be transferable back to Salem. Suspension remains on the student’s judicial record for two years after graduation.

Expulsion: This sanction is given when a student is found responsible for a violation that is of the most severe nature. This sanction is given when the Council feels that the student grossly neglected the importance of the Honor Tradition. This may include such violations as being a repeat violator of the Honor Tradition. The student must leave campus within twenty-four hours unless they appeal the decision. A student who chooses to appeal should continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal. A student who receives the sanction of expulsion may not return to Salem’s campus for any reason, including alumnae events. The sanction remains on the student’s judicial record.

SANCTIONS FOR COLLEGE POLICY AND STUDENT CONDUCT

INFRACTIONS

The College deems serious violations of college policy, social responsibility, and Residence Life policies. When a violation has been committed, the assigned sanction(s) is intended to be educational in nature and not punitive. Failure of a student to fulfill their sanction by the date specified will result in an automatic reappearance before a judicial body.

One or more of the following sanctions may be deemed appropriate, depending on the nature and severity of the violation, and whether the student is a repeat violator of community standards:

Fines: Usually associated with violations of policies such as parking, pets, and official residence hall closing times.

Restitution: Payment assessed for damages to property or related to special cleaning or other services.

Relocation of residence: The student may be sanctioned to relocate from their current residence hall room to another room on campus or to live with a parent or guardian. This sanction is given primarily in cases that involve disrespect for the community in which the student resides. Relocation arrangements will be made specifically with the assistant dean of students.

Loss of Social Privileges: The purpose of this sanction is to provide the student with time for reflection on the responsibility related to enjoying the privilege of attending social events and having visitors in the future prior to this privilege being restored. For a designated period of time, the student may not attend any College-sponsored social events, such as events sponsored by SGA or CAB. The student loses all visitation privileges. Specific questions about which events are prohibited will be addressed by the Director of Residence Life, Commuter Engagement and Retention in conjunction with the Judicial Council chair.

Loss of Visitation: For a designated period of time, the student may not have any guests on Salem College property or at Salem- sponsored off-campus events.

Community Service: A set number of hours of service to the community, either assisting grounds, housekeeping, Public Safety, dining services, or another office

on campus may be assigned by the Council. The student must call the physical plant or other office as appropriate to speak with the supervisor in charge of that area. Upon completion of the service commitment, the student must have the supervisor sign the Verification of Community Service form and the student must return the signed form to the Judicial Council secretary by the due date. If the chair is not notified and/or the service not completed by the specified deadline, the student will receive further disciplinary action. Documentation will be put in the student's judicial file acknowledging fulfillment of their sanction.

Mediation: Intervention designated by the assistant dean of students for the purpose of bringing parties together to discuss and resolve issues of disagreement.

Substance Abuse Assessment: The Council may refer the student to the dean of students' office for arranging a substance abuse assessment by a health professional, either on campus or in the local community.

Educational Sanctions: A student may be required to complete workshops or attend programs on campus or in the local community on topics related to the violation, such as alcohol awareness. Students may be required to write a reflection paper, make a presentation, or complete a special project intended for learning from their behavior.

Warning: (See section above)

Probation: (See section above)

Suspension-Held-in-Abeyance: (See section above)

Suspension: (See section above)

Expulsion: (See section above)

FACULTY ADVISORY BOARD

The Faculty Advisory Board (FAB) works at the request of the dean of students in an advisory capacity with the Legislative Board, Judicial Council, Honor Council, and the Executive Board of the Student Government Association as they create and maintain campus standards. A member of FAB must attend all Honor Council hearings and serve in an advisory capacity. The Board automatically convenes in the event that the Honor Council or Judicial Council issues a student

a sanction of probation or higher. When cases arise related to other student government issues, FAB shall meet at the request of the dean of students.

The procedure for a FAB review of judicial decisions is as follows: The Council chair and secretary will present the specifics of the case to FAB. FAB may request to meet with the accused or the accused may request to meet with FAB. If FAB does not concur with the sanction recommended by the Council, the chair of the Council will inform the Council and take another vote of the Council. If the Council and FAB cannot reach a mutual decision, the two bodies (FAB and the Council) must work jointly to reach consensus with respect to the sanction.

APPEAL PROCESS FOR JUDICIAL CASES

An accused student who believes that the Honor Council or Judicial Council violated their rights, did not follow proper procedure, or that the decision (handling and/or sanction) reached was not based on evidence or reason shall have the right to appeal to the Appeal Board within twenty-four hours of receiving written notification of the sanction.

PROCEDURES FOR APPEALING AN ADMINISTRATIVE DECISION:

An accused student who believes that a case handled by an administrator has violated their rights, did not follow proper procedure, or that the decision (handling and/or sanction) reached was not based on evidence or reason shall have the right to appeal. Students wishing to appeal a decision determined by an Area Coordinator must do so by contacting the Director of Residence Life, Commuter Engagement and Retention in writing within twenty-four hours of receiving written notification of their sanction. Students wishing to appeal all other administrative cases must do so in writing within twenty-four hours of receiving written notification, first to the Dean of Students, then to the Vice President for Academic and Student Affairs and Dean of the College, and then to the President of the College.

PROCEDURES FOR APPEALING A JUDICIAL COUNCIL OR HONOR COUNCIL DECISION:

Filing an Appeal: The accused student must inform the chair of the Appeal Board (dean of the College) in writing concerning the basis on which the appeal is being made and the reasons why they deem a case worthy of hearing by the Appeal Board. The student must file this formal written appeal within twenty-four hours

after the student receives written notification of the decision of the Honor Council or Judicial Council.

Convening the Appeal Board: The chair of the Appeal Board will notify the Honor Council chair or Judicial Council chair regarding the basis for the appeal and will convene the Board. A formal review date will be set by the Board so that the complete process will not exceed seven business days while the College is in session (from the time the chair receives the written appeal to the time of the hearing). When possible, a decision must be rendered no less than three days before Commencement. Guidelines for a review by the Appeal Board are as follows:

1. The Appeal Board will meet to consider the basis for the appeal. If the Board decides the appeal has no merit, the decision of the Honor Council or Judicial Council stands.
2. The chair will explain the Board procedure to the student who is appealing the decision of the Council.
3. During the appeal review, the Honor Council, Judicial Council, and Faculty Advisory Board representatives will be invited to present the rationale for their decision(s) and sanction recommendations. The Appeal Board may pose questions to the representatives. After the representatives have responded to the Board's questions, they are dismissed.
4. The student who has submitted the appeal is then asked to come in and present the rationale for their appeal. The Board may ask them questions regarding the grounds for the appeal. The student may be accompanied by an advisor as specified under Section IX, part C. Once the student has responded to the Board's questions, they are dismissed.
5. The Appeal Board will deliberate and render a decision in writing. If issues related to the appeal are sufficiently problematic, the Appeal Board reserves the right to reopen the substantive case.
6. The chair of the Appeal Board will notify all parties involved (including Honor Council, Judicial Council, and FAB) of the decision that was reached. In Honor Council cases brought by the faculty, the faculty member will be notified of the sanction.

Decision of the Appeal Board: Should the Appeal Board uphold the original sanction; the sanction becomes effective as soon as the student receives written

notification of the decision. Should the Appeal Board render a different sanction, the student will be notified in writing of the sanction and its stipulations. The Appeal Board cannot render a more severe sanction than that of the Honor Council or Judicial Council.

Appeal to the president: If the student believes that they were not treated justly by the Appeal Board, they may appeal to the president of the College. The student must appeal in writing to the president of the College within twenty-four hours after the student receives notification of the outcome of the Appeal Board hearing. A student who chooses to appeal shall continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal.

COLLEGE POLICIES

It is the responsibility of each student to know the regulations and policies of the College and to regularly check their Salem email account for any official communications from the College. Failure to abide by the stated regulations and policies may result in disciplinary action by the appropriate student judicial council or the administration of the College. Sanctions may range from warnings, fines, loss of privileges, probation, suspension, and expulsion, depending on the circumstances. The regulations are operative while the College is in session.

A student is expected to comply with college policies, as with all laws and regulations of the city, state, and nation. Their right to due process in cases of infractions is recognized and accepted. It must be noted, however, that in some instances penalties may be assessed by both civil and College authorities.

The Salem College Department of Public Safety will investigate all criminal activity. State and/or local law enforcement agencies may be called in for assistance in investigations. If a student becomes the focal point of an investigation, the student should be prepared to make the necessary decisions (seeking legal advice, informing parents, etc.) concerning the incident. College officials may assist students with contacts and will make every effort to be a supportive resource; however, neither the College nor its personnel may interfere with the legal process.

Policies and regulations may be amended from time to time by the action of appropriate bodies.

ALCOHOL USE

See Social Responsibility section.

ASSAULT

Assault is defined as the physical abuse, injury, or the threat of harm to oneself or others. These acts include, but are not limited to, assault, battery, and all other forms of personal abuse. North Carolina General Statutes Chapter 14, Sections 33—35 address different forms of assault including personal, weapon use, and the act of hazing. Any type of assault is strictly prohibited.

CHALKING

Chalking is prohibited on campus property. Groups or individuals violating the chalking policy will be responsible for any charges related to special cleaning and chalk removal.

COMPUTER USAGE

The Salem College Computer Usage Policy can be found here:

<https://www.salem.edu/it/computer-usage-policy>

www.salem.edu/it/computer-lab-acceptable-use-policy

MySalem:

(ALL current policies)

my.salem.edu/services/informationtechnology/it-policy

HTML:

<https://my.salem.edu/services/informationtechnology/it-policy/Pages/Electronic%20Resources%20Usage%20Policy.aspx>

<https://my.salem.edu/services/informationtechnology/it-policy/Pages/Computer-Lab-Policy.aspx>

CONVOCATION ATTENDANCE

Traditional students (under age 23) are required to attend three academic convocations each year: Opening Convocation, Founders Day Convocation, and Honors Convocation. Flier students are encouraged to attend the convocation programs if their schedules permit. To be excused from attending an academic convocation, a student must submit an excuse in writing to the SGA vice president at least two hours before the event. Excused absences for convocations would be granted for a death in the family or for illness certified by

a note from a medical doctor. Work is not an excuse. Any unexcused absences will result in a \$25 SGA fine.

Caps and gowns must be worn by seniors at required convocations. The president or the dean of the College will notify the senior class president if caps and gowns are to be worn on occasions other than those listed.

COOPERATION WITH COLLEGE OFFICIALS

Refusal to cooperate with the request of staff members, such as a Public Safety officer, while performing their job is considered failure to cooperate with a college official and may result in disciplinary action.

CYBER-BULLYING AND CYBER-STALKING

Salem College prohibits cyber-bullying and cyber-stalking. A student who repeatedly follows or sends unwanted communication to another—placing a person in reasonable fear for their safety or causing a reasonable person emotional distress, humiliation, or embarrassment— is in violation of this policy. As in all College judicial matters, sanctions for infractions may range from a warning to expulsion and may include educational or restorative sanctions such as those listed as options for sanctions for college policy infractions in the Student Handbook.

DEMONSTRATIONS AND PROTESTS POLICY

A. Purpose

Salem College believes that the exchange of ideas is vital to the academic, cultural, and social life of the College. The College is also committed to operating in a manner that supports the health, safety, and welfare of all members of the College community and protects College property. The College respects the right of each community member to participate in the daily activities of the College (such as attending class, programs, and meetings) and to be free from coercion and harassment and, therefore, prohibits disruptive conduct on its premises that interrupts its proper operations. Thus, the College has adopted this Demonstrations and Protests Policy (this “Policy”).

B. Scope

This Policy applies to protests, demonstrations, sit-ins, pickets, and other activities of this kind conducted on college property by current students of the College (“Demonstration” or “Demonstrations”). “Demonstration” or “Demonstrations” shall refer to the activities of one or more persons.

Demonstration members assume responsibility for the consequences of their actions. This Policy applies to current students of the College. Any person or group other than current students and employees of the College is referred to in this Policy as “Third Parties.” Third Parties may not protest, demonstrate, sit-in, picket, or engage in activities of this kind on college property for any reason. This Policy may be used in concert with the applicable policies stated in the Salem College Student Handbook.

The posting or distribution of flyers, signs, posters, banners, bulletins, easels, or other materials is governed by the Posting Policy.

C. Policy

Current students may gather on college property for the purpose of Demonstrations, provided they abide by the following requirements:

1. No Demonstration may interfere with the orderly operation of the College. For example, no Demonstration may obstruct, disrupt, or interrupt any class, approved student activity, function of college offices, or College-sponsored event.
2. No Demonstration may interfere with the free flow of vehicular, bicycle, or pedestrian traffic or otherwise block stairways, hallways, doorways, or entrances to buildings. The right of way of all streets, sidewalks, thoroughfares, and byways shall be maintained at all times.
3. No Demonstration may violate fire code regulations or safety requirements for any space or location the Demonstration occupies.
4. All Demonstrations shall take place within the location specifically designated by the Office of Public Safety. To assist the College in designating an appropriate location, the Demonstration organizer(s) must provide the Chief of Public Safety with advance written notice of the planned Demonstration as set forth below and may identify preferred location options for consideration.

The Chief of Public Safety will notify the Demonstration organizer(s) of the approved location.

5. No Demonstration may harass, abuse, threaten, or intimidate any person or coerce any person to participate in the Demonstration.
6. No Demonstration may discriminate against any Demonstration participant based on race, creed, color, religion, age, sex, gender, national origin, sexual orientation, disability, or veteran status.
7. No Demonstration may use a public address system or any other form of sound amplification device. Demonstration noise level will be monitored and enforced by the Office of Public Safety.
9. Demonstrations may not take place on Reading Day or during the final exam period.
10. No Demonstration may involve overnight tenting or camping.
11. No Demonstration may involve the promotion or sale of commercial merchandise.
12. No Demonstration may involve the solicitation of any person for monetary gain or other commercial purposes.
13. No Demonstration may charge admission to participate.
14. No Demonstration may otherwise violate any College rules, policies, or procedures or any applicable laws or regulations.

D. Notice to College

Current student(s) planning to conduct a Demonstration shall register their intent to conduct a Demonstration by submitting advance written notice to the Chief of Public Safety no less than forty-eight (48) hours before such Demonstration. In order to facilitate efficient and effective communications, such notification shall include: (i) the name, cell phone number, and e-mail address of the current student(s) organizing the Demonstration; (ii) the date and time of the Demonstration; (iii) a general description of the Demonstration; and (iv) the expected number of participants. Notifications of intended Demonstrations submitted without complete information as requested in this section will be returned to the registrant(s) for completion and may be resubmitted.

Recognizing that there may be times when students wish to react quickly to rapidly changing current events, Salem College will consider reasonable requests

for exceptions to the 48-hour notice on a case-by-case basis. In such situations, students must provide the requested information to the Chief of Public Safety, who will work with the Dean of Students to consider and address the request.

E. Identification and Enforcement

Since Third Parties may not apply for or participate in Demonstrations on College property, any person participating in a Demonstration may be required to provide identification, either in the form of a college photo ID or governmentally issued photo ID, to the Office of Public Safety before entering College property and while participating in a Demonstration. Students participating in Demonstrations shall conduct themselves in accordance with this Policy, other applicable College policies, and all laws and regulations. This Policy shall be interpreted and enforced by the Office of Public Safety and, where applicable, local law enforcement authorities. Refusal to cooperate with requests of Public Safety Officers while performing their job is considered a failure to cooperate with a college official and may result in disciplinary action. Violations of this policy will be handled by the Student Affairs Deans (or the Fleer Center Deans for Fleer students) through the administrative hearing process set forth in the Student Handbook. As stated in the Student Handbook, sanctions may include the loss of social privileges, warnings, probation, suspension, or expulsion.

F. Responsibilities

Any student(s) who organize(s) a Demonstration shall be responsible for: (i) cleaning College property following the Demonstration; and (ii) paying for any and all damage to College property caused by Demonstration participants during the Demonstration. The responsibilities set forth herein shall not limit the individual responsibilities of each Demonstration participant.

DISRUPTIVE/DISORDERLY BEHAVIOR

Any student who interferes with the rights of others, disrupts the community, and/or damages property is subject to disciplinary action. Disorderly/disruptive behavior includes a single act of inappropriate behavior or a pattern of behavior that disregards the rights of individuals and/or the community, causes physical damage to property, or interferes with the normal functioning or safety of the community.

Any individual deemed to be disruptive or dangerous while on campus property must comply with a request by a Public Safety officer or other campus official to leave campus immediately. The individual will not be allowed to return to campus until granted permission by the chief of Public Safety.

If a student is granted permission to return to the campus, the student will be required to meet with a representative of the administration and commit to conditions of behavior specified by the administration to continue studies at the College. Where the student's inappropriate behavior has been directed at a Salem employee, this employee will be apprised of the student's return to campus and of those conditions of the student's continuation that are relevant to the employee involved.

FINANCIAL RESPONSIBILITY

Students may not register for classes or receive transcripts or diplomas unless ALL fees and accounts are cleared. Such fees include, but are not limited to, library fines, parking fees, and room damage fees. Each student is financially responsible for damages to College property at any location (classrooms, residence halls, dining room, recreation rooms, etc.) on campus.

GRIEVANCE POLICIES

Salem College has policies regarding grade appeals (see Salem College Undergraduate Catalog online policy statement), sexual harassment, judicial review of Honor Council rulings ("Appeal Process for Judicial Cases"), the appeal for financial aid awards (see "Satisfactory Academic Progress (SAP)" information in Salem College Undergraduate Catalog) and for the appeal of campus parking/traffic citations

Salem College students who have concerns in areas not covered by these policies may seek resolution through the following policy:

GENERAL GRIEVANCE POLICY

Students are encouraged to resolve concerns themselves, first by talking directly with the College personnel involved. If resolution is not reached, students may file a written grievance with the dean of students (for co-curricular issues) or with the dean of undergraduate studies (for academic issues). This process should be initiated as soon as possible, preferably within thirty days of the occurrence. The

student should complete the Student Grievance Form, which is available in the Office of the Dean of Students and in the Office of the Dean of the College and submit it to the dean of students or the dean of undergraduate studies, respectively. The dean will review the written grievance and respond to the student within fifteen business days while the College is in session. Depending upon the nature of the grievance, the dean may request that all parties involved meet to mediate the situation and find a reasonable solution.

If the resolution is not satisfactory to the student, they may refer the matter in writing to the Vice President for Academic and Student Affairs and Dean of the College for further consideration.

If you were unable to resolve a complaint through the institution's grievance procedures, please submit a complaint to:

North Carolina Department of Justice
Consumer Protection Division
9001 Mail Service Center
Raleigh, NC 27699-9001
Phone number: 1-877-566-7226

An online complaint form is available at: ncdoj.gov/file-a-complaint/

GUESTS

Students are responsible for escorting their guest(s) at all times while on campus. Students are responsible for the conduct of their guest(s) and must ensure they do not violate College policies or North Carolina law both while on campus and at off-campus Salem-sponsored events. Residential students, please see “Visitation Policy” in Residential Life Policies for more specific information.

HARASSMENT

Verbal, physical, or written threats, verbal or physical abuse, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the physical and/or mental health or safety of any person will not be tolerated. Harassment can include demeaning the race, gender, religion, color, creed, disability, sexual orientation, national origin, ancestry, or age of any individual or individuals. Harassment of any kind will not be tolerated and undermines the College’s commitment to education grounded in community.

Sexual harassment is addressed specifically in a separate policy. (See "College Policies: Sex Discrimination, Harassment, and Related Sexual Misconduct Policy")

Students who wish to file a complaint of harassment or who have questions or concerns about harassment may file a written grievance with the dean of students (see "College Policies: Grievance Policies"). The administration reserves the right to handle complaints of harassment through the administrative judicial process. As in all College judicial matters, sanctions for infractions may range from a warning to expulsion and may include educational or restorative sanctions such as those listed as options for sanctions for College policy infractions.

HAZING

Hazing is a violation of North Carolina General Statute §14-35. Hazing is defined by statute as "to subject another student to physical injury as part of an initiation, or as prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group."

Hazing, which can be construed as an act that: 1) endangers the mental or physical health or safety of a student (whether intentional or not); 2) negatively impacts academic performance; or 3) damages 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, is prohibited. Hazing allegations may be handled by the Judicial Council or the administration.

This policy exists for the protection of all students. Students are expected to realize the detrimental potential of participating in hazing traditions and activities. Activities that begin as harmless pranks may result in unintended injury or death. Group pressure, alcohol use, hidden physical or psychological disabilities, or unforeseen circumstances may result in harm to individual students, regardless of intent or one's willingness to participate.

HEALTH RECORD REQUIREMENTS

Salem College requires that all traditional age students (under age 23) provide completed health forms which include a current physical exam by a licensed medical provider. Students also are required to provide a complete and updated

immunization record that is in compliance with North Carolina state law. Any student participating in intercollegiate sports is required to obtain clearance from their physician prior to their arrival on campus.

All Flier students are required to provide a current immunization record that is in compliance with the North Carolina State Immunization Law. The guidelines for completing the immunization record can be obtained online, in the Flier office, and from Health Services. The completed record must be received and approved by the Health and Wellness Coordinator/Campus Nurse BEFORE the student will be allowed to attend class.

HOVERBOARD POLICY

All versions of hoverboards are banned from the Salem Academy and College campus. This restriction includes, but is not limited to Swagways, IO Hawks, Skywalkers, and similar devices. The use, possession, or storage of these devices is prohibited on campus.

INCLEMENT WEATHER

In the event that Salem College cancels classes because of snow or ice, WXII, a local television station, will be requested to make the announcement. Cancellations and delays also will be posted at www.salem.edu and at the call center voicemail service at (336) 721-2600. In some instances, bad weather may prevent professors from coming to class even though the College is not closed. Students concerned about this possibility may call the College switchboard at (336) 721-2600 between 8:30–9:00 am. Faculty members not able to drive to campus are encouraged to notify the switchboard between 8:00–8:00 am.

Students are encouraged to ask professors teaching 8:00 am classes what method is best for obtaining information about whether that particular class will be held in the event of inclement weather.

INTERCOLLEGIATEATHLETICS

Please see the Student Athlete Handbook, which is available through the Department of Athletics and Physical Education or online at www.salemspirits.com

INSTITUTIONAL VEHICLE USAGE

Salem College allows recognized student groups to use institutional vehicles for official business that is approved by the Office of the Dean of Students. For more information, see the Institutional Vehicle Policy located on the College website under MySalem or <https://my.salem.edu>

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE

Salem College strives to maintain a safe and secure environment for its students. In support of this commitment, the College has established this missing student policy to be followed in the event that a residential College student is reported missing, as required by the Higher Education Opportunity Act of 2008. The procedures in this policy apply to students who reside in campus housing.

A Salem College residential student is determined to be “missing” when a missing person report investigation concludes that the student has been absent from the College for a period of twenty-four hours or longer without any known reason. The Chief of Public Safety or designee in conjunction with the dean of students or designee will make the official determination of whether a student is deemed missing.

Any concerned person who has information that a residential student may be missing must notify the Department of Public Safety as soon as possible so that an official determination may be made about whether or not the student is missing.

If a student is officially deemed missing, the Department of Public Safety will notify local police or other appropriate law enforcement, and the Dean of Students Office will notify the designated emergency contact for the missing student. The Department of Public Safety will work closely with local police or other law enforcement regarding any investigation. In collaboration with the Dean of Students Office and until the missing student is located, the Department of Public Safety will serve as the primary point of contact for the emergency contact identified by the missing student after notification of the situation by the Dean of Students Office.

Note: In order to avoid jurisdictional conflicts when a Fleeer or off-campus student is believed to be missing, the reporting person should immediately notify local law

enforcement authorities. The Public Safety department will assist external authorities with these investigations as requested.

Procedure for Designation of Confidential Emergency Contact Information

Residential students will have the opportunity annually to identify an individual or individuals to be contacted by the Dean of Students Office or designee within twenty-four hours after the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information is maintained confidentially and will be available only to authorized campus officials in furtherance of a missing student investigation. Salem College reserves the right to notify the parents of a student if the student has been determined to be missing.

For students under the age of 18 and not an emancipated individual, the College is required to notify the emergency contact, as well as the custodial parent or guardian within twenty-four hours after the student is determined to be missing.

Procedure for Official Notification for Missing Students

1. When a student is reported missing, the Department of Public Safety will:

- Initiate an investigation to determine the validity of the missing student report;
- Inform the Dean of Students Office;
- Make a determination as to the status of the missing student; and
- Notify local police or other appropriate law enforcement agencies within twenty-four hours after the College receives a report that a student is missing.

The Dean of Students Office, Residence Life, the Area Coordinator On-Call, and other appropriate College staff will aid in the investigation process as directed by the Department of Public Safety.

2. Upon determination the student is missing by the Department of Public Safety, the Dean of Students Office will:

- Notify the person(s) identified by the missing student as the confidential contact within 24 hours of making the determination that the student is missing;

- If the missing student is under the age of 18, and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the College within 24 hours of the determination that the student is missing;
- Inform other College departments, such as the Registrar and Department Chair of the courses in which the student is enrolled, as needed; and
- Initiate whatever other action is deemed by the College to be appropriate and in the best interest of the missing student under the circumstances.

Student Notification of Policy

This policy is contained in the Student Handbook, on the Salem College website at the Department of Public Safety webpages, and in the Annual Security Report published by the College.

PARENTAL NOTIFICATION

Salem College reserves the right to notify parents or guardians of traditional age students in the event of health and safety emergencies, involvement in alcohol or other drug policy violations, hospitalizations, or when in our judgment the health, safety, and well-being of a student or other members of the Salem community may be at risk.

Whenever possible, students will be informed ahead of time that their parents or guardians will be notified about a particular situation.

PETS

For health and sanitation reasons, no pets are permitted on Salem College property or in the residence halls, with the exception of fish. Fish are allowed provided they are kept in an aquarium no larger than five gallons; the container is cleaned regularly, and no illegal species are kept. Pets of guests are also prohibited. An official of the Forsyth County Humane Society and/or the Forsyth County Animal Control Shelter will remove all pets found from campus. The name of any student who is in violation of the pet regulation will be reported to Residence Life. Students will be responsible for any charges associated with cleaning, extermination, or damages resulting from the pet. All stray animals seen on campus must be reported immediately to Public Safety. Students are not to handle or feed stray animals, as they may be dangerous and/or carry a disease.

POSTING POLICY

The purpose of this policy is to promote events, activities, and programs that build community and encourage involvement in campus life, in keeping with the mission and core values of the Academy and College. Organizations, offices, and individuals are expected to post items that create a welcoming environment for all, treat all members of the community with civility and respect, avoid damage to campus property, and support sustainability efforts to keep the campus free of unnecessary litter.

These posting requirements are defined to ensure consistency in the manner and place where postings may be presented on campus.

For the purpose of this policy, a posting is considered to be any item or information tacked, tied, taped, stapled, or otherwise attached to or displayed on any surface on campus. Postings include flyers, posters, announcements, advertisements, sandwich boards, free-standing boards, banners, notices, signs, displays, bulletins, and other modes of communication that are used to state a message or describe an event.

A. General Posting Requirements

1. Postings must contain a contact name and telephone number or email address for the organization or individual.
2. Except as otherwise stated in this Policy, postings are only allowed on Community Bulletin Boards mounted by Salem for the purpose of promoting campus activities, events, and programming. Items may not be posted directly on the walls in the Refectory or other campus buildings. Any exceptions to this requirement about posting locations must be approved by the Director of Student Life (for Academy students), Assistant Dean of Students for Activities, Leadership, and Intercultural Education (for college students), or Vice President for Administration (for employees).
3. Postings must not harass, abuse, insult, degrade, or threaten any person or group of persons or contain content that is harassing, abusive, insulting, obscene, or threatening.
4. All student postings must be approved by the Director Student Life (for Academy students) or Assistant Dean of Students for Activities, Leadership,

and Intercultural Education (for college students), and all postings must be made on designated Community Bulletin Boards.

5. Prior to posting, student postings must be stamped for approval by the Director Student Life (for Academy students) or Director of Student Engagement, Orientation, and Intercultural Education (for college students) and contain an expiration date as determined by the Director Student Life (for Academy students) or Director of Student Engagement, Orientation, and Intercultural Education (for College students). (For postings on Departmental / Administrative Bulletin Boards, Campus News Bulletin Boards, and Residence Hall Bulletin Boards, please see the alternate requirements described below in paragraphs 11, 12, and 13.)
 - 5.a. Postings must be submitted to the Director Student Life (for Academy students) or Director of Student Engagement, Orientation, and Intercultural Education (for College students) for approval at least 48 hours in advance of any requested date to post.
 - 5.b. Postings should be stamped for approval before copies are made to ensure that all posted copies contain the approval stamp and expiration date.
 - 5.c. The expiration date for a posting will be based on the later of (i) the date of the scheduled event advertised by the posting, or (ii) two weeks after the posting is approved by the Director Student Life (for Academy students) or Director of Student Engagement, Orientation, and Intercultural Education (for College students).
 - 5.d. In order to prevent clutter, postings must be removed within 24 hours after the expiration date by the organization or individual responsible for creating and posting the item.
 - 5.e. Student Life (Academy) and Student Affairs (College) reserve the right to reject publicity material if it is deemed inappropriate or if it fails to comply with the posting guidelines.
6. Postings should not be posted in a manner that cover other postings.
7. Postings may be affixed to bulletin boards only with push-pins or thumbtacks.
8. Sandwich boards and other freestanding postings, such as banners, are subject to the requirements described in this policy and may only be placed in locations approved by the Director Student Life (for Academy students) or

Director of Student Engagement, Orientation, and Intercultural Education (for college students).

9. The defacing of approved postings is prohibited. The removal of unapproved or expired postings as described in Section B. does not violate this Section A.8.
10. Postings announcing specific events may not exceed 8.5" X 14". All other postings may not exceed 8.5" X 11" without prior approval from the applicable official designated in this policy.
11. Departmental / Administrative Bulletin Boards are reserved for use by Salem Academy and College faculty, staff, and administrators for the display of materials directly related to academic, administrative, or arts-related programming, resources, activities, and events. The approval of and expiration date for postings on departmental bulletin boards will be determined by the department chair or department administration (for college employees) or the Director of Curriculum (for Academy employees).
12. Campus News Bulletin Boards are reserved for use by Salem Academy and College for the display of materials directly related to public relations. The approval of and expiration date for postings on campus news bulletin boards will be determined by the Office of Administration for staff in other offices who may wish to post on these bulletin boards.
13. Residence Hall Bulletin Boards are reserved for use by Salem administrators and Residence Life staff for the display of materials directly related to administrative information for Salem students and residential life programming, activities, and events at Salem.
14. Bulletin boards may not be mounted on Salem property without the prior approval of the Vice President for Administration.
15. Due to the historical nature of Salem property and attendant preservation efforts, chalking is prohibited on all Salem surfaces.
16. Only students and employees are allowed to post materials on Salem property.
17. The requirements described in this policy do not apply to bulletin boards that are owned by faculty and located inside faculty offices.

B. Expiration and Removal of Postings

Postings that do not comply with the requirements of this policy will be removed and discarded. Salem reserves the right to remove any postings that would constitute a violation of any other Salem policies or any applicable laws, rules, or regulations. Any persons or groups who damage Salem property due to a violation of this policy will be personally responsible for all costs incurred by Salem to repair the damage. Salem is not responsible for retaining unapproved or expired postings.

C. Reporting and Enforcement Posting Violations

This policy will be enforced as follows: as it applies to students, by the Director of Student Life (for Academy students) or Dean of Students (for college students); as it applies to faculty, by the Head of School (for Academy employees) or Dean of the College (for College employees); as it applies to staff, by the Vice President for Administration. Individuals or groups that post items in violation of this policy may be subject to the Salem judicial process or disciplinary action as applicable. Sanctions may include, without limitation, the restriction or revocation of future posting privileges. Any perceived violations of this policy should be reported to the enforcement representatives identified in this Section C.

RESIDENTIAL LIVING

Salem College is a residential campus for traditional age students (under age 23). All students must live in college residence halls on campus unless they make their home with members of their immediate families or legal guardians. Students living in college residence halls must be full-time students (registered for a minimum of three course credits). Infractions of this policy will be handled by the College administration.

SEX DISCRIMINATION, HARASSMENT, AND RELATED SEXUAL MISCONDUCT

Salem prohibits discrimination and harassment on the basis of sex, including sexual assault, dating violence, domestic violence, and stalking. Salem strongly encourages the prompt reporting of, and is committed to timely and fair resolution of, complaints of sex discrimination and harassment, including Sexual Harassment and Non-Title IX Sexual Misconduct as defined in the Salem Academy and College Sex Discrimination, Harassment, and Related Sexual Policy. The Sex Discrimination, Harassment, and Related Sexual Misconduct

Policy is incorporated into this Handbook by reference and applies to any allegation of sex discrimination and harassment made by or against a student or employee of Salem or a third-party, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity. Concerns or complaints of sex discrimination or harassment should be reported to the Title IX Coordinator pursuant to the Sex Discrimination, Harassment, and Related Sexual Misconduct Policy and will be resolved in accordance with the grievance procedures contained therein.

The [Sex Discrimination, Harassment, and Related Sexual Misconduct Policy](#) is available via this link, by visiting the [Salem College Title IX webpage](#), and by contacting the Title IX Coordinator (Erin Jones Adams - Telephone: 336-721-2702, Email: erin.adams@salem.edu).

SMOKING/TOBACCO USE

Smoking and all forms of tobacco use, including smokeless tobacco, e-cigarettes, and vapor products, are prohibited in all Salem College facilities and are limited to three designated areas on campus grounds.

Designated areas where tobacco use is allowed:

- Brick patio with umbrella table located on the back side of Corrin dining hall near the Physical Plant
- Set aside area on the gravel pathway that connects the lower level of the Science building and the lower level of the Elberson Fine Arts Center

SOCIAL MEDIA

Social media sites, such as Facebook, Twitter, YouTube, and LinkedIn, are effective channels for sharing knowledge, expressing creativity, and connecting with others. However, as this technology advances, it is crucial to consider how these forms of communication impact our community and its members. The core values of the Salem College community call us to be respectful of each other when using social media.

As stated in the Salem College Computer Usage policy, “making false or deceiving statements...and harassment are just as wrong when done in the context of computing as they are in all other aspects of conduct.”

- Use of electronic media to harass or threaten others, either on or off campus, is prohibited.
- Students may not use Salem College brand identities (logos, crest, name, etc.) on personal sites or imply that personal accounts are College accounts.
- Students must respect United States copyright, trademark, fair use, and disclosure laws.
- Students may not use text or images that do not belong to them.

Disciplinary Action

Violations of the Social Media policy will be addressed by the College student conduct system. As in all College judicial matters, sanctions for infractions may range from a warning to expulsion and may include educational or restorative sanctions, such as those listed as options for sanctions for college policy infractions. Violation of local, state, or federal statutes may result in civil or criminal proceedings.

In addition to the requirements of the Social Media policy, as a responsible user of social media and member of the Salem College community, users should be mindful of the following expectations:

- A. For security purposes, never share confidential information online.
- B. Use stringent privacy settings online and be sure to check them regularly.
- C. Remember that social media is rarely private. Even if your privacy settings restrict posts or comments from being shared, they can be copied and pasted to unintended viewers.
- D. Be aware that archival systems are able to retrieve deleted online information. Search engines can find changed or deleted information years after posting.
- E. Be mindful that information you post online may become available to future employers and graduate and professional school admissions officers.

SOLICITATION

Solicitation is not permitted on the Salem College campus. If a solicitor is seen in the residence halls or anywhere on campus, contact Public Safety immediately.

SALEM ACADEMY AND COLLEGE TRAVEL POLICY

This policy applies to all domestic and international travel for both Salem Academy and Salem College. There are also separate vehicle-use policies regarding individual faculty and staff travel.

Salem maintains a handbook for student travelers and a separate handbook for program directors, and both include extensive information about travel guidelines and policies. The program director handbook details emergency response procedures. In addition to these travel-related guidelines, Salem students, faculty, and staff remain subject to all Salem policies, rules, and procedures during Salem-sponsored travel.

I. General Requirements

Advance Written Approval. Salem-sponsored student travel involving an overnight stay away from campus must be approved in advance in writing by the appropriate Salem administrator listed below. Anyone who arranges Salem-sponsored travel must obtain advance written approval at least two weeks prior to the proposed travel, or at least two months prior to international travel. Exceptions may be considered if justifiable circumstances prevented earlier submission of the travel request. The following people are authorized to provide written approval:

College

- Salem College academic or course-related domestic travel is approved by the Associate Vice President for Academic Affairs and Dean of Undergraduate Studies.
- Salem College domestic travel by athletic teams is approved by the College Athletic Director.
- Salem College international travel is approved by the Executive Director of the Lucy Rose Center. January Term programs are approved by the Executive Director of the Lucy Rose Center in coordination with the January Term Committee.
- Salem College domestic travel for extracurricular purposes is approved by the College Dean of Students.

- Any other Salem College student domestic travel is approved by the Vice President for Academic and Student Affairs and Dean of the College.

Academy

- Salem Academy domestic and international travel is approved by the Academy Head of School.
- Salem Academy travel for extracurricular purposes is approved by the Academy Dean of Students.
- Salem Academy travel by athletic teams is approved by the Academy Athletic Director.

Salem-sponsored travel is defined broadly and includes travel that:

- is funded in part or in full by Salem; or
- is awarded course credit; or
- is organized by a recognized Salem group such as a class or club; or
- is planned, organized, and/or accompanied by a Salem employee; or
- is a part of a program, conference, or other event for which an individual is authorized to be representing Salem.

Liability Waivers. In consideration of the ability to participate in Salem-sponsored travel, participating students (and a legal guardian for students under the age of 18) must sign a liability waiver before the scheduled trip. The waiver forms should be submitted to and kept on file in the office of the appropriate Salem administrator listed above in the Advanced Written Approval section, with a copy to the Office of Administration. All travelers are individually and solely responsible for their own health, safety and welfare when traveling, whether or not their activities are funded by Salem, awarded course credit by Salem, or otherwise constitute Salem-sponsored travel.

Required Program Directors. All Salem-sponsored group travel must be supervised by a faculty or staff program director. Salem students may apply for an exception to this requirement by presenting such request to the appropriate Salem administrator listed above in the Advanced Written Approval section as the Salem employee authorized to approve Salem-sponsored travel.

Salem-sponsored group travel within the contiguous United States must have at least one faculty or staff program director and will be required to have an additional program director if more than ten (10) students are participating or if travel extends beyond seven (7) days / six (6) nights. Faculty and staff may request an exception to the co-director requirement from the Salem administrator listed above in the Advanced Written Approval section when approval for the travel program is sought.

Salem-sponsored group travel to international destinations, Alaska or Hawaii must have two program directors. The primary program director must be a Salem faculty or staff member. Co-directors who are not employed by Salem must be approved by the Vice President for Academic and Student Affairs and Dean of the College (for college travel) or the Academy Head of School (for Academy travel). Co-directors must accept responsibility for chaperoning students and complete the same requirements as non-Salem travelers before the travel program will be approved. Faculty and staff may request an exception to the co-director requirement from the Salem administrator listed above in the Advanced Written Approval section when approval for the travel program is sought.

College students traveling in groups of four (4) or fewer for participation in conferences, independent study, internships, or travel sponsored through another institution are not required to have a chaperone or program director. However, college students traveling alone to international destinations on Salem-sponsored trips will be required to create a travel plan approved by the Executive Director of the Lucy Rose Center to ensure regular communication between the student and Salem.

Salem is not responsible for minor students traveling alone. Those students remain the responsibility of their legal guardian(s) and under the direction and authority of their legal guardian(s).

Pre-Departure Orientation. Students planning Salem-sponsored travel to international destinations must complete a required pre-departure orientation. Students planning domestic travel may be required to complete a pre-departure orientation. Additional pre-departure meetings may also be required at the discretion of the program director. It is the responsibility of each student to make arrangements to attend any mandatory pre-departure orientation and meetings prior to travel. Failure to attend may result in the inability to participate in the Salem-sponsored travel.

Additional Travelers. Individuals who are not currently registered as students at Salem or employed by Salem, such as parents of student travelers or students from other colleges, may be allowed to participate in Salem-sponsored travel. These travelers must commit to adhere to the conduct policies and expectations set forth in the Student Handbook. Prior to departure, these travelers are required to complete a criminal background screen at their own expense, sexual misconduct/Title IX training, a medical release, and a liability waiver. The results of the criminal background screen will be reviewed for approval by Salem. Salem may deny or discontinue participation by these travelers at any point before departure or during travel for failure to acceptably complete the pre-departure requirements, failure to adhere to the Salem conduct policies and expectations, or other appropriate reasons as determined by Salem, and Salem will not refund any fees paid should that occur.

Shared Accommodations. Students may not share accommodations with faculty or staff, unless they have a familial relationship (such as parent-child or spouse).

II. Additional Requirements for International Travel

Required Use of Travel Agency or Affiliated Program Partner. Salem-sponsored international travel must be planned through an approved travel agency or affiliated program partner of Salem. The list of approved travel agencies and affiliated program partners may be obtained from the Office of Administration.

Faculty and staff may request an exception to this policy or propose an alternative travel agency or program affiliate, but such a request must be made three (3) months in advance of the anticipated travel and prior to publicizing such trip to allow ample time for administrative review. The request must be made in writing and submitted to the appropriate Salem administrator listed above in the Advanced Written Approval section. The request will then be submitted to the Office of Administration for institutional review and approval.

Health Insurance. Salem-sponsored international travel requires coverage under comprehensive health insurance that specifically provides coverage while abroad.

Emergency Contact. Prior to international travel, each traveler is required to provide Salem with the name and phone number(s) of at least one emergency contact person.

Travel Insurance. Salem strongly encourages that all international travelers purchase comprehensive trip cancellation insurance that includes “cancel for any reason” coverage. Salem does not issue refunds for any cancelled trips.

Register with the State Department. U.S. citizens planning to travel to international destinations should register with the U.S. State Department via the Smart Traveler Enrollment Program (STEP) prior to departure. Students who are U.S. citizens enrolled in Salem-sponsored group travel to an international destination (such as a January Term travel course) will be registered by the Executive Director of the Lucy Rose Center.

III. Cancellation of Travel

U.S. State Department Travel Advisories.

The U.S. State Department issues “travel advisories” to inform travelers of concerns about travel to a specific country. Salem sponsors travel to countries with an overall Travel Advisory Level 1 (Exercise Normal Precautions) or Level 2 (Exercise Increased Precautions). If specific areas within a country are designated with a higher Travel Advisory Level 3 (Reconsider Travel) or Level 4 (Do Not Travel), Salem will not sponsor travel to those areas within the country. Salem does not sponsor travel to or through countries with an overall Travel Advisory Level 3 (Reconsider Travel) or Level 4 (Do Not Travel). Students are not permitted to participate in independent studies or internships in areas with a Travel Advisory Level 3 or Level 4.

Salem reserves the right to cancel any travel program if the U.S. State Department increases the Travel Advisory for any country on the travel itinerary. If travel plans include connections through countries with a Travel Advisory Level 3 or Level 4, even if the final destination is considered safe, the program director must rebook travel through countries with a Travel Advisory Level 1 or Level 2.

Automatic Cancellation.

When a U.S. State Department Travel Advisory Level 3 or Level 4 is in place or is issued for a country in which Salem operates programs, all programs in that country are automatically canceled. Programs that involve travel to multiple countries may proceed after removing the country that is subject to the Travel Advisory Level 3 or Level 4 from the itinerary. When students are traveling

internationally with an approved study abroad provider (such as BCA Study Abroad) that has an ongoing in-country presence and expertise, decisions about the cancellation of programs may be deferred to that study abroad provider.

When a program is underway and the U.S. State Department issues a Travel Advisory Level 3 or Level 4 for any country on the program's itinerary, the program will be reviewed by the Office of Administration who will consult with the President and members of the President's Cabinet. In the case of an immediate threat to student health, safety, or welfare, evacuation proceedings will begin immediately.

Discretionary Cancellation.

Regardless of whether the U.S. State Department Travel Advisory level, Salem reserves the right to evaluate the potential danger of Salem-sponsored trips, and to cancel the trip if deemed prudent. Salem will give as much advance warning as possible to travelers when a trip is cancelled.

Salem does not issue refunds to travelers for any cancelled trips.

THEFT

Theft of any kind is strictly prohibited. All thefts should be reported immediately to Public Safety. Although the College takes normal precautions to safeguard property, it is not responsible for loss or damage to student property.

TRESPASSING

The campus of Salem College is private property. The facilities of Salem College exist for the benefit and use of its students, faculty, staff, and guests. Accordingly, Salem has the right to require individuals who do not have permission to be on campus to leave the campus and, if necessary and appropriate for the best interests of the institution and its students, faculty, and staff, to charge such individuals with trespassing.

The Salem community or certain members of the community may be informed about trespassing incidents when considered necessary or appropriate. All members of the Salem community are required to cooperate with and adhere to the policy on trespassing. Accordingly, members of the community are required

to inform Public Safety promptly should they learn of individuals on campus who have been required to leave or charged with trespassing.

Community members are expected to act responsibly. No community member should engage in any dispute or argument with such individuals or try to force them to leave; rather, community members should contact Public Safety immediately. Likewise, no member of the Salem community should offer any assistance to an individual who has been required to leave the property owned or controlled by the Academy and College or charged with trespassing. Accordingly, conduct by any community member contrary to this policy will be subject to administrative review and action.

Students, faculty, and staff should carry a valid Salem ID card at all times, and this ID must be produced upon request by any Public Safety officer or staff member of Salem College.

VENDORS

For the safety of the Salem community, solicitation on campus is prohibited. Only approved vendors are permitted on campus under the following conditions:

1. Any vendors on campus require approval by the dean of students.
2. Vendors may not include merchandise or activities that are incompatible with the values of the institution.
3. Approved vendors must check in at the Office of Public Safety upon arrival on campus to receive temporary identification.

WEAPONS

North Carolina General Statute §14-269.2 specifically prohibits weapons on campus or other educational property. Possession of weapons, concealed or otherwise (firearms, knives, dangerous chemicals, or other weapons), or intentional possession of a dangerous article or substance as a potential weapon in the residence halls, classrooms, laboratories, or elsewhere on campus is prohibited and may result in suspension or expulsion from the College, as well as prosecution under North Carolina State Law.

WEBPAGE

Salem College recognizes the educational value and societal significance of the Internet and its invaluable resource as a public relations tool for the institution. To that end, this policy seeks to insure that all contents of web pages related to Salem College are compatible with the Honor Code and other policies of Salem College and with local, state, and federal laws. This requirement includes links to other pages.

Guidelines for Personal Web Pages

All publishers of personal web pages should remember that a search for “Salem” will reveal their page if the word appears as text, image, or logo. Thus, publishers should exercise both good taste and discretion in their material because outsiders will judge Salem College by what they find on these personal web pages. All web pages must be compatible with the Honor Code and all other College policies. Personal webpage publishers may not use the Salem College logo. In addition, they must not use materials that:

- A. Uses copyrighted images, text, or software, unless they have received permission to use such materials, subject to the copyright laws of the United States. If you have a question about copyrighted materials, call Elizabeth Novicki, the director of Gramley Library, at (336) 917-5421.
- B. Are offensive, pornographic, obscene, or threatening.
- C. Are for private financial gain or compensation not relevant to the mission of the College or otherwise in violation of any College policies.
- D. Intimidate or single out individuals or groups for degradation or harassment in violation of College policies or federal or state law.
- E. Engage in any illegal activity.

Disciplinary Action

Reasonable suspicion of a violation of the principles or practices described in this policy statement may result in disciplinary action. Such action will be taken through the appropriate College channels such as administrative procedures, the Honor Council, or other supervisory authority to which the individual is subject. Violation of local, state, or federal statutes may result in civil or criminal proceedings.

Salem College Webpages

The Salem College website should be considered an institutional publication. Therefore, the process of overseeing the content and appearance of the website resides with the director of communications. No personal web pages may use the Salem College logo, and no personal webpage may be directly linked from the Salem College homepage.

Individual departments, divisions, and student organizations sanctioned by Salem College may add material to the Salem College website through the following procedure:

- A. Materials must be written and submitted to the director of communications along with any desired photographs or graphics, in electronic format, for content approval and editing. The director of communications may ask for materials to be rewritten, as deemed necessary.
- B. The director of communications, in conjunction with the webmaster, will determine a timetable for placement of materials on the website. All requests will be subject to a waiting period, depending on workload of the webmaster, the complexity of the request/materials, and institutional priorities.

Salem College Communications and Media

Salem Academy and College may at times use photographs, audio, and/or video recordings of employees and students for purposes of education, publicity, and student recruitment on behalf of the college, via the Internet, print publications, and other media.

Public Spaces & Events

Please be advised that images and videos taken in public spaces such as the Salem Square and/or at public events do not require authorization for publication.

When a completed Photo Opt-Out Form is on file, Salem will make every effort to honor that individual's Opt-Out status, even in public spaces or at public events.

ACADEMIC REGULATIONS

ACADEMIC PRIVILEGES AND RESPONSIBILITIES

The current issue of the Salem College Undergraduate Catalog contains the official statement of academic regulations and programs. Students are responsible for the information printed in the catalog. The notes included below are to supplement and to assist your understanding of College expectations. They do not replace statements in the catalog.

FACULTY ADVISORS

The dean for undergraduate studies serves as a general advisor and is available for conferences with individual students. Students should not hesitate to make an appointment for a conference. A faculty advisor is appointed for each first-year student before the fall term. Students keep this advisor until they declare a major.

The advisor or the student may arrange conferences at any time so that she may receive assistance in academic matters. A student may change their advisor by consulting with the dean for undergraduate studies. Students should feel free to make appointments with the faculty for whatever assistance may be needed. Faculty advisors for majors are appointed from the department in which the student has made a choice of major subject.

WRITTEN WORK

Students are expected to prepare all written work in accordance with the principles of the Honor Code. Any deviation from these principles in the preparation of themes or term papers will be considered a very serious violation of the Honor Tradition.

PREPARATION OF PAPERS

A student may freely discuss ideas with others, since such a discussion is valuable stimulation to independent thought. They must be especially accurate in the documentation of work and/or ideas which are not their own. Instructors can give specific guidelines about the preparation of papers, open book tests, and outside assignments. Individual instructors may have different requirements about the extent to which students may discuss ideas, edit each other's work, or otherwise assist each other in the preparation of assignments.

DOCUMENTATION

The following statements regarding documentation of papers were adapted by the faculty in 1990: "It is customary in all of your writing to acknowledge all ideas and phraseology which you have not thought of yourself. At Salem College, this rule applies to the ideas and phrases of other students, as well as to those of published scholars. There are various specialized ways of making such acknowledgments, but in general, two principles should be kept in mind: (1) that you must state the source from which you get an idea or expression; and (2) that you must indicate what it was (idea, fact, technical term, or phrase) that you got from this source."

"The method of stating where your source for a statement is located varies with the kind of writing you are doing. In a formal paper, you will use specific methods required by your instructor; in a less formal paper, you will simply mention the name of the author in the statement. In a test, when you are referring to a matter of fact you learned from your textbook or from class, you will assume that it is common knowledge and needs no specific citation. Matters of opinion or distinctive phrases, however, require some mention of the name of the person who uttered them."

"Showing what you got from a source once you have cited it is done by making the following distinction in your writing: an idea, fact, or an opinion, stated entirely in your own words, needs no further acknowledgment beyond citation of the source. Any quotation (including technical terms which might not be recognized by your reader), however, must be included in quotations and indented. You must quote exactly, showing omissions by the use of three spaced periods and insertions by the use of square brackets."

"In order to show that you understand your subject beyond what is implied by the ability to copy someone else's words and in order to make what you cite serve your purposes rather than those of the original author, you will normally paraphrase material written by someone other than yourself. Remember that when you paraphrase, you must use the words that come naturally to you rather than those suggested by your source. Even short phrases of two or three words as well as long ones, regardless of their degree of distinctiveness, that come from your source must be set in quotation marks."

“Failure to make acknowledgment by these forms which have been discussed gives a false impression to your reader. The reader may think some idea, perception, or elegance of phrasing is your own when it really is not. It is your responsibility to go out of your way to play fair with your reader in giving credit where it is due by means of scrupulous acknowledgment of sources. If you have any doubt as to the correct way to treat a source, ask your instructor what to do, and if your instructor is not available, bend over backwards to insure that you have made full acknowledgments. Failure to document papers properly is plagiarism and an Honor Council offense. Students should consult the “Research Resources” section of the Salem College Library webpage for further information on correct documentation and plagiarism.”

Students may also contact the Writing Center, the Quest Center, and Academic and Disability Support Services for information on workshops on correct citation and documentation or refer to the College webpage for assistance.

ABSENCE POLICY

Students are expected to attend classes regularly and promptly. The individual faculty member has the right to establish attendance regulations for their classes and has the responsibility to inform students of these regulations at the beginning of each term. Students assume responsibility for class attendance by meeting the standards set by their instructors and are also responsible for discussing with faculty members any extenuating circumstances that affect their attendance. If a student is absent from class, it is their responsibility to meet with their faculty members, who will determine whether or not the absence is excused and how missing work will be handled.

Authority for granting excused absences or extensions for missed class time or an assignment rests with each individual faculty member. Faculty may request that students provide written verification of health or counseling appointments, but this information serves as notification/verification only. In the event of a family emergency or an extended illness that results in absence from more than two class sessions, students may contact the dean for undergraduate studies, who will provide information regarding the absences to the appropriate faculty. The Office of the Dean of the College does not excuse absences.

DROP/ADD POLICY

A student may drop a course during the first week of classes by submitting a signed change of registration card to the Office of the Registrar. After the first week and through the ninth week, a student will receive a Withdrawal (W) noted on their transcript if they drop the course. After the ninth week of the term, students may no longer drop courses. A student may add another course during the first complete week of classes only. Deadlines are posted online at the start of each term. Deadlines for January and summer terms, and for half-term courses in the fall or spring term, are posted prior to the start of the given term.

No schedules are mailed. Schedules are posted online through the Student Information System.

After registering for a course, a student is responsible for payment unless they drop the course before the published deadline. Students are responsible for monitoring their course registration on PowerCampus Self-Service (PCSS) to be sure they are enrolled in the appropriate classes.

WITHDRAWAL

Students who wish to withdraw from the College are required to meet with the appropriate dean (traditional students meet with the dean for undergraduate studies; Fler students meet with the dean of the Fler Center) and complete a written form. If the student withdraws from the College, their grades in those courses are governed by the deadlines referenced in the Add/Drop Policy above. Fler Center students who do not wish to withdraw from the College, but who choose not to register for a given term after completing one or more regular terms, are considered “step out” students, and are not required to re-apply for admission.

A residential student who withdraws from the College must leave the College within twenty-four hours of notification. The dean of the College must approve any exceptions.

Medical Withdrawal

Students who are granted medical withdrawal must withdraw from all classes. The student will receive a grade of W in all classes. Grades of W do not affect the student’s grade point average.

Students who must withdraw from the College for health or family medical emergencies may request a medical withdrawal from the College at any point during the term, including the exam period. In order for a request for medical withdrawal to be considered, the student must:

- submit the request in writing to the associate dean for undergraduate studies during the semester in which the health or family medical emergency occurred;
- submit medical documentation sufficient to support the need to withdraw the student from all classes;
- (if the student is receiving financial aid) consult with the financial aid office, and then acknowledge and agree to the impact of the withdrawal on the student's satisfactory academic progress, financial aid eligibility, and financial obligations to the College. Once the letter and documentation have been received, and the student has acknowledged receipt of the financial aid office's review of their situation, the associate dean will provide an answer in no less than five business days.

In order to be readmitted, a student who has been medically withdrawn must submit a doctor's statement that they are cleared to return to classes.

Unofficial Withdrawal

A student who leaves the College or stops attending courses without officially withdrawing will be administratively withdrawn and will receive a grade of WF (or NC, for courses graded P/NC) for those courses. The student will be financially responsible for the payment of all tuition and fees and will be responsible for the repayment of federal financial aid, if applicable. The student who stops attending and who receives all WF's for a regular semester has fourteen days from the last date of the term to apply for a medical withdrawal and provide supporting documentation. After fourteen days, the grades of WF will stand, even if the student presents documentation of a medical issue that caused the unofficial withdrawal. Grades of WF are considered, as Fs where satisfactory academic progress is concerned and will calculate in the student's GPA as such.

Administrative Withdrawal

The College reserves the right to require, at any time, the withdrawal of a student who does not maintain the required standards of scholarship, whose presence

tends to lower the standard of conduct of the student body, or who in the judgment of the director of counseling services, dean of students, or dean of the Fler Center for Adult Education, could not remain without danger to their own health and safety or to the health and safety of others.

The College reserves the right to discipline, suspend, or expel a student for conduct not in accord with the spirit of Salem College. Students who wish to appeal an administrative withdrawal must do so in writing to the Vice President for Academic and Student Affairs and Dean of the College within twenty-four hours of notification. *A student who has been administratively withdrawn must leave campus immediately. The dean of the College must approve any exceptions.*

Leave of Absence

A traditional student who wishes to have a leave of absence for personal reasons or for study abroad must meet with the dean for undergraduate studies and fill out the proper form. A leave of absence may be granted for a period of up to one year. If the student does not return by the end of that period, the leave will be converted to a withdrawal, and the student will have to apply for readmission in order to re-enroll at Salem.

Readmission after withdrawal

A student who withdraws during the term for other than documented health or family emergency reasons will be required to apply for readmission if they wish to re-enroll for a subsequent term. If the withdrawal was for health reasons, a doctor's statement may be required in order to support the student's request to be readmitted at that time.

TRADITIONAL STUDENTS WHO DO NOT GRADUATE IN FOUR YEARS

Salem College does not provide institutional aid and does not guarantee housing for traditional students after the fourth year of enrollment (eight semesters of full-time enrollment). A traditional student who has not completed their coursework after eight regular semesters will be charged tuition at the Fler student rate, may apply for forms of financial aid available to Fler students, and may apply for on-campus housing, pending availability, to the Office of the Dean of Students.

EXAMINATIONS

The final week of the fall term and of the spring term is set aside for term examinations, taken in accordance with the regulations of the faculty and the Committee on Self-Scheduled Examinations. The self-scheduled exam system, managed by the students, operates in accordance with the Honor Code. Students decide, and are not required to tell a faculty member, what exams they will take at any given exam period during the exam week. Students must not discuss finished exams. Exams are picked up at any time during a given three-hour exam period, are taken in Bryant Hall, and are returned at the end of the period. The Honor Council handles infractions of the examination procedures. Sanctions may range from a warning to expulsion.

STUDENT DISABILITY SERVICES AND ACCOMMODATION REQUESTS

Salem is committed to protecting students with qualifying disabilities and providing them with reasonable accommodations and equal access to the College's academic, social, and recreational programs. In accordance with all applicable laws, any student who has a physical or mental impairment that substantially limits one or more major life activities is eligible for accommodations. Students who wish to request academic or other program-related accommodations may do so through Salem's Office of Academic Support and Student Disability Services or the Dean of Undergraduate Studies. Students who wish to be considered for housing or dining accommodations must do so according to the deadlines and guidelines established by the Office of the Dean of Students. Both offices evaluate student requests on a case-by-case basis and in accordance with established criteria and applicable laws.

Students who wish to request accommodations at Salem may do so at any time during the academic year. In cases where accommodations are sought for a disability that is not obvious, students should be prepared to submit documentation that supports the need for accommodations. Supporting documentation should:

- Be up to date (generally, no more than three years old, but may vary depending on the nature of the disability for which accommodations are sought).

- Be on the letterhead of a qualified, licensed treating professional (e.g., medical doctor, psychologist). Include a description of the disability and the manner in which it affects a major life activity.
- Describe how the disability affects academic performance (as applicable). Include testing results related to the disability (as applicable).
- Identify the specific accommodations recommended by the qualified, licensed treating professional.

In some cases, students may be able to satisfy the documentation guidelines with documentation from other educational institutions. Such documentation may include an individualized education program (IEP) or Section 504 plan the student received during high school. Also, there may be instances in which documentation from another institution of higher education can be presented for evaluation. However, in all cases, Salem reserves the right to determine the appropriateness of submitted documentation and may require additional information to verify the disability or determine the appropriate accommodations that will allow the student equal access to the College's programs and services. In all instances, the costs associated with attaining documentation for evaluation is the responsibility of the student seeking accommodations.

Following evaluation of the documentation, the Office of Academic Support and Student Disability Services, Dean of Undergraduate Studies, and/or Office of the Dean of Students, as applicable, notifies students of their eligibility for services and of the services they can expect to receive. To ensure that eligible students receive all of the reasonable accommodations to which they are entitled, the Office of Academic Support and Student Disability Services, Dean of Undergraduate Studies, and/or Office of the Dean of Students collaborate with students, faculty, and staff as applicable. While accommodations are specific to the documented needs of individual students, accommodations in higher education may include:

- Extended time on tests
- Testing in an area with limited distractions
- Access to instructor notes (when available)
- Use of assistive technology
- Access to a medical scribe

For pregnant students needing accommodation due to pregnancy or childbirth, the Title IX Coordinator serves as an additional resource for students.

Individuals who have questions about disability accommodations should contact the Director of Academic Support and Student Disability Services or Dean of Undergraduate Studies (academic or other program-related accommodations) or the Office of the Dean of Students (housing or dining-related accommodations) so that adequate preparations can be made to facilitate attendance and participation in College programs and activities as needed. Students interested in additional information regarding accommodations in postsecondary institutions may find the following helpful:

<https://www2.ed.gov/about/offices/list/ocr/transition.html>.

TITLE IX AND DISABILITY SUPPORT SERVICES FOR PREGNANT STUDENTS

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination on the basis of sex – including pregnancy and parental status – in educational programs and activities. In accordance with Title IX, Salem College:

- Allows pregnant students to continue to participate in classes and extracurricular activities.
- Excuses absences due to pregnancy or childbirth for as long as the student’s doctor directs is necessary.
- Allows pregnant students additional time to make up missed work and attendance / participation credits for pregnancy and childbirth-related excused absences. Alternatives for making up missed work may include retaking a semester or allowing the student additional time in a program to continue at the same pace and finish at a later date.
- Allows pregnant students to return to the same academic and extracurricular status as before any medical leave due to childbirth or pregnancy.
- Provides pregnant students with the same special services it provides to students with temporary medical conditions, including independent study options.

- Provides pregnant students with reasonable adjustments such as a larger desk and permission to make frequent trips to the restroom when necessary due to pregnancy.
- Prohibits harassment based on sex, including because of pregnancy or related conditions. Any such concerns should be reported to the Title IX Coordinator pursuant to the Salem Academy and College Sex Discrimination, Harassment, and Related Sexual Misconduct Policy.

In accordance with Title IX, Salem College does not:

- Require a doctor's note for pregnant students to participate in classes or extracurricular activities, except in situations where a medical note is required for all students with conditions requiring treatment by a doctor.
- Require a doctor's note to return to school after childbirth.

While pregnancy alone is not considered a disability under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), certain pregnancy-related complications are covered by the ADA and Section 504. A health complication due to pregnancy may be a disability if the impairment is not a normal condition of pregnancy and a major life activity is affected. For example, a pregnant student on bed rest under orders from her physician is disabled under the ADA and Section 504. High blood pressure and preeclampsia are among other pregnancy-related complications which may be covered under the ADA and Section 504.

A student seeking accommodation for a pregnancy-related disability may be required to submit documentation of the disability consistent with any request for accommodation based on disability. Salem will work with pregnant students to develop reasonable accommodations.

Students should coordinate with the Title IX Coordinator (Erin Jones Adams – Telephone: 336-721-2702, Email: erin.adams@salem.edu) and the Dean of Undergraduate Studies (Dr. Jenna Sheffield – Telephone: 336-721-2619, Email: jenna.sheffield@salem.edu) on any pregnancy-related needs covered by Title IX and with the Director of Academic Support and Disability Services (Ida Turner Davis – Telephone: 336-721-2822, Email: ida.davis@salem.edu) on any students' pregnancy-related complications potentially requiring accommodation. Students are encouraged to contact these Salem Colleges resources early in their pregnancy to receive assistance with school-related planning and

preparations. Salem College supports pregnant students in continuing their studies.

TRANSCRIPT REQUESTS

A fee applies for each copy of the transcript and must be paid in advance of the release of each transcript. NOTE: Transcripts cannot be released if students are indebted to the College or if any other holds (including, but not limited to, library fines, unreturned athletic equipment, or immunization records) are on the student's record. Requests for transcripts may be made online at www.salem.edu/transcripts. Detailed information can be found at www.salem.edu/transcripts.

FEDERAL REGULATIONS

CAMPUS SECURITY ACT OF 1990

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires any college or university receiving federal financial aid to share statistics of reported occurrences of specific campus crimes, as well as institutional policies concerning campus safety, security, and crime prevention. In accordance with the Clery Act, Salem College publishes and distributes its Annual Campus Security and Fire Safety Report by October 1 of each year. The intent of the act is to inform prospective students and employees, campus members, and the public about reported campus-related crimes and to provide timely notice to the campus community about situations that pose a safety threat. Pursuant to the Clery Act, the Office of Public Safety maintains a public log of all reported crimes and submits reportable crime statistics to the United States Department of Education on an annual basis.

Salem College's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by Salem College, and on public property within, or immediately adjacent to or accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. Students may obtain a copy of this report by contacting Public Safety or via the Salem College website.

SECTION 504 AND AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Salem College seeks to provide reasonable accommodations for individuals with documented disabilities. Students should contact the director of academic support and disability services for assistance.

STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment, was passed and put into effect in January, 1975. The purpose of the law is to protect the College student against the wrongful use of personal information and permit the student to know what

material is maintained in their educational record. The law provides that information from student educational records may be released without prior consent of the student in such instances as:

1. to either parent, if the student is a dependent of either parent according to the IRS tax code;
2. to faculty and staff of Salem College who have an educational interest in the student;
3. to officials of other schools where they seek to enroll (transcripts);
4. to certain government agencies specified in the legislation;
5. to an accrediting agency in carrying out its function;
6. in emergency situations where the health or safety of the student or others is involved;
7. to educational surveys where individual identification is withheld;
8. in response to a properly issued judicial order or subpoena;
9. in concession with financial aid.

The law also provides that a student may request and have access to their official records and files. The registrar and placement office files excluded from student access are:

1. confidential information placed in the record before January 1, 1975;
2. medical and psychological information;
3. private notes and procedural matters retained by the maker or substitutes;
4. financial records of parents.

The student may challenge any data in their educational record that they consider inaccurate or misleading or in violation of the privacy or other rights of the student. The student shall file a written challenge with the dean of the College. A committee made up of the dean of the College and two members of the Academic Appeals Subcommittee, to be appointed by the dean of the College, will review and rule on any challenge. The College is permitted to make public certain "directory information," which may include name, home, and residence hall address, home and school email addresses, photo, date and place of birth, major, co-curricular activities, dates of attendance, previous institutions attended, degree, and awards. It is Salem College's policy not to release lists of

student names and addresses or telephone numbers to outside parties with the exception of state and federal agencies or as required by law. Any student who wishes to place a further privacy hold on the release of directory information must notify the registrar in writing.

TITLE IX

The Salem Academy and College Sex Discrimination, Harassment, and Related Sexual Misconduct Policy contains all institutional procedures concerning Title IX, including the process for reporting and receiving assistance in response to incidents of sex-based harassment, sexual assault, dating violence, domestic violence, stalking, and other forms of prohibited sexual misconduct. The resolution of all Title IX grievances will be facilitated by the Title IX Coordinator. Students with knowledge about a known or suspected incident of sexual misconduct are encouraged to promptly report the incident to the Title IX coordinator Erin Jones Adams, assistant vice president for administration and Title IX coordinator, at (336) 721-2702 or erin.adams@salem.edu. The Title IX Office is located in the Inspector's House at the corner of Church and Academy Street. Students may alternatively or in addition seek confidential support by contacting Counseling Services or the Chaplain.

NOTICE OF NONDISCRIMINATION

Salem Academy and College, in furtherance of its values as an educational institution and in compliance with civil rights laws, does not discriminate on the basis of race, color, national origin, *sex, *gender identity/expression, sexual orientation, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, access to, or employment in its programs and activities.

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

Inquiries concerning discrimination or harassment based on a protected characteristic or status other than sex should be referred to the Director of

Human Resources and Benefits, Emily Young, at hr@saalem.edu or 336-917-5721 (for employees), Head of School, Kris Porazzi Sorrells, at kris.sorrells@saalem.edu or 336-917-5524 (for Academy students), or Vice President for Academic and Student Affairs and Dean of the College, Daniel Prosterman, at daniel.prosterman@saalem.edu or 336-721-2617 (for College students).

Inquiries concerning sex discrimination and harassment should be referred to the Title IX Coordinator, Erin Jones Adams, at erin.adams@saalem.edu or 336-721-2702.

*As an all-girls school, Salem Academy admits only female students as permitted by law. As a women's college, Salem College admits only female students in its traditional-age undergraduate program as permitted by law. In its continuing education (Fleer Center) and graduate programs, Salem College does not restrict admission on the basis of sex or gender identity/expression.

RECORDS MAINTAINED AT SALEM COLLEGE

ACADEMIC

The Office of the Registrar maintains a permanent cumulative academic record for each student, including identification information and all coursework and grades (including transfer work) applicable toward a degree at Salem College. Each student's file contains copies of transcripts from other colleges and copies of any other documents pertinent to the student's academic progress while at the College. As indicated in the preceding section on student records, the student and College officials with a legitimate educational interest have access to the student's file.

Once a student graduates, a notation is made on the transcript record regarding the graduation date, the degree received, the major(s) and minor(s), the final cumulative grade point average (both Salem and overall), and any graduation honors received (College honors, Latin honors, or departmental honors).

SECTION 504 AND AMERICANS WITH DISABILITIES ACT

Documentation related to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) submitted by students and records of service by the College are maintained by the director of academic support and disability services.

JUDICIAL

All records involving violations of the Honor Code, Social Responsibility, Residence Life, or other College policies will be maintained in the Office of the Dean of Students. This material is available only to the judicial body involved, the student involved, or members of the administration, as directed by the dean of students. Information regarding judicial sanctions of warning, probation, and suspension-held-in-abeyance will be destroyed when the student graduates. Information regarding judicial sanctions of suspension will remain on file for two years after the student graduates. Information regarding judicial sanctions of expulsion will remain on file permanently.

COUNSELING

Counseling files that contain information (such as testing scores) are available only to counselors. This information is confidential and released only at the written request of the student and in accordance with the Privacy Act of 1974.

HEALTH

When a student enters Salem College as a new student, they should provide all health information forms to the Health and Wellness Coordinator/Campus Nurse. In the fall of each succeeding year, the student is requested to update the information if there have been changes in their physical condition.

FINANCIAL AID

A financial aid record is maintained for each student who applies for financial assistance and enrolls at the College. This file contains the applications, supporting documentation provided by the family, and miscellaneous paperwork. A listing of any aid provided to the student is maintained electronically at Salem College. In addition, work-study supervisors are asked to complete an annual evaluation on each of their student workers, and these evaluations become a part of the student's financial aid record. A student has the right to review all materials in their financial aid record except parental financial reports. Records may only be released with express written consent by either one of the parents listed on the tax return or by the student. All records except those concerning Perkins (National Direct Student Loan Program) loan obligations are destroyed in accordance with federal regulations three years after the student's last date of enrollment and/or the loan's final payment, cancellation, or assignment.

SOCIAL RESPONSIBILITY

In keeping with the Honor Tradition at Salem College, each student is to assume full responsibility for their actions in all phases of life at Salem. This expectation extends to student participation in Salem events held on–and–off campus. Social Responsibility policies and Residence Life policies (see “Residence Life Policies” section) are designed to foster the personal integrity of students and to promote a community of mutual respect. Student behavior should demonstrate respect for oneself, respect for others, respect for authority, respect for property, and honesty and integrity. Students who anticipate or observe a violation of policy are expected to remove themselves from the situation; failure to do so may result in being charged for the policy violations for which the student was present.

SOCIAL POLICIES

DRUG POLICY

Salem College prohibits the unlawful possession, use, and distribution of illegal drugs or other controlled substances and drug paraphernalia and the abuse of any legal drug by students. The misuse of prescription medication is a form of abuse of legal drugs prohibited by this policy and includes the taking of medication in ways other than as prescribed by a medical provider and providing or selling prescription drugs to others.

Under applicable law, anyone who is found to have manufactured, sold, delivered, or possessed with intent to manufacture, sell, or deliver a controlled substance is subject to imprisonment and possible fines [N.C. Gen. Stat. § 90-95 and 21 U.S.C. § 841].

Students who fail to comply with applicable law and Salem College policy related to the possession, use, and distribution of illegal drugs or other controlled substances or drug paraphernalia or the abuse of any legal drug will be subject to judicial action or administrative review by the Office of the Dean of Students and disciplinary sanctions for violations of these standards of conduct, up to and including expulsion and referral for criminal prosecution by law enforcement officials. For a listing of potential disciplinary sanctions, please see the sanctions described in this Handbook. This policy is administered by the Office of the Dean of Students.

ALCOHOL USE POLICY

Salem College prohibits the unlawful possession, use, or distribution of alcohol by students. Salem College strives to create a campus atmosphere in which students have a sense of responsibility for their behaviors, including the use of alcohol and other drugs. The consumption of alcoholic beverages is a concern of all constituents of the community (students, faculty and staff, trustees, administration, and residents of Old Salem). Students and their guests on campus are required to comply with all federal, state, and local laws and ordinances concerning alcoholic beverages, including without limitation the following North Carolina prohibitions and expectations:

- North Carolina law allows possession and consumption of beer, wine, ale, and other alcoholic beverages only by persons who are 21 years of age and

older. North Carolina law prohibits a person who is less than 21 years of age from purchasing, attempting to purchase, or possessing alcoholic beverages, including malt beverages, fortified or unfortified wine, liquor, or mixed drinks [NC Gen. Stat. § 18B-302(b)].

- Underage persons who aid or abet other minors to violate the above prohibition are guilty of a Class 2 Misdemeanor, and persons of legal age who aid or abet underage persons to purchase, attempt to purchase, or possess alcoholic beverages are guilty of a Class 1 Misdemeanor [N.C. Gen. Stat. § 18B-302(b)(1)].
- Anyone who sells or gives any alcoholic beverages to persons under 21 years of age violates N.C. Gen. Stat. §§ 18B-302(a) and/or (a)(1).
- It is unlawful to obtain or attempt to obtain alcoholic beverages by using false or fraudulent identification, as well as to lend any form of identification to another person who would use it to purchase alcoholic beverages in violation of this law [N.C. Gen. Stat. § 18B-302(e), (f)].
- Upon conviction of these alcohol-related offenses, North Carolina law directs that the Division of Motor Vehicles shall revoke the convicted person's driver's license for one year [N.C. Gen. Stat. §§ 18B-302(g), 20-17.3].

A. Designated Drinking Areas

Consumption of alcohol by people over 21 years of age shall be limited to areas designated by the administration. Alcoholic beverages are not allowed on any paved surface that might be used for emergency vehicle access. Approved areas include:

1. Recreation rooms in residence halls (in exclusively upper-class halls only)
2. Students' private rooms in residence halls other than first-year halls (only in rooms where all students and guests present are 21 years of age and older)
3. Strong Friendship Room
4. Student Center Café and patio (alcohol purchased from Café, only during approved hours of service)
5. Alcoholic beverages may be allowed for special events in the following areas, if approved by the dean of students:
 - a. Club Dining Hall
 - b. Corrin Refectory

- c. May Dell
- d. Bryant Hall Complex
- e. Pleasure Grounds (Lily Pond Terrace)
- f. Student Center Great Room, meeting rooms, and Pauly Plaza
- g. Clewell Patio (bricked patio area only, not including adjacent walkways)

B. Misuse of Alcohol

Misuse of alcohol will not be tolerated. Misuse shall include but is not limited to:

1. Compromising personal health and safety
2. Drinking games
3. Endangering or damaging the reputation of the college
4. Infringing upon the rights of others
5. Disrupting the life of the community (e.g., public intoxication)
6. Possessing or consuming alcohol under the age of 21
7. Possessing alcohol paraphernalia (empty bottles, corks, caps, etc.)
under the age of 21
8. Aiding and abetting a minor in the consumption or possession of alcohol
9. Use of fake ID to consume or acquire alcohol
10. Alcohol abuse

The use, possession, or consumption of alcoholic beverages is a matter of social responsibility as outlined in the Student Handbook. Any student or guest who violates applicable law or the Salem College alcohol policy automatically assumes personal responsibility for their actions and the actions of their guests.

Students who fail to comply with applicable law and Salem College policy related to the use of alcohol will be subject to judicial action or administrative review by the Office of the Dean of Students and disciplinary sanctions for violating these standards of conduct, up to and including expulsion and referral for criminal prosecution by law enforcement officials. For a listing of potential disciplinary sanctions, please see the sanctions described in this Handbook. This policy is administered by the Office of the Dean of Students.

If there is a violation of applicable law or the Salem College alcohol policy by a sponsoring student organization or group, the violation will be reviewed by the Executive Board of the Student Government Association in conjunction with the Judicial Council. If the violation merits a sanction, then it may result in the suspension of that organization's right to have alcoholic beverages at its events for the remainder of the academic year or longer and other sanctions as deemed appropriate.

SALEM COLLEGE GENERAL PARTY/EVENT PLANNING POLICY

Student Event Registration Process

All Salem College student events must be registered with the Student Activities Office four weeks prior to the event by filling out an event contract form, which is available in the Office of Student Activities. The event contract form pertains to planned parties using College facilities other than students' rooms. A planned event is a gathering of Salem students with or without alcoholic beverages.

After the event is approved by the Student Activities Office for placement on the institutional calendar, all clubs and organizations must set up a time at least two weeks prior to the event to meet with the Student Activities Office to plan the logistics of the event. All requests for facilities, tech requests, physical plant needs, etc, must be processed by the Student Activities Office upon completion of the event registration form. Only recognized clubs and organizations may register for events. Only a Salem faculty or staff member serving in an advisory capacity for student groups may submit work orders or technical requests for student events.

A. Policy for Events with Alcohol

Students or student organizations wanting to hold organized campus functions with alcohol in approved designated drinking areas must specify accordingly on the event contract form and have the event approved by the director of student activities. Alcoholic beverages may be served to students of legal age under special circumstances at the discretion of the administration, such as Commencement festivities. The purpose of the alcohol policy is to:

1. Encourage responsibility in the drinking behaviors of Salem students and their guests at organized campus events.
2. Ensure proper care and use of College facilities and property.

3. Clarify North Carolina state laws concerning the consumption and possession of alcoholic beverages and enforce the Salem College Alcohol Use Policy.

B. Event Contract Conditions

Salem students must comply with the following procedures to ensure responsible event planning, participation, and use of facilities:

1. All parties must conform to the Salem College Alcohol Use Policy and North Carolina state law concerning the possession and consumption of alcoholic beverages.
2. All parties must contract for the event with the director of student activities at least four weeks in advance to ensure appropriate staff and officers are available to help manage the event if necessary.
3. All parties involving alcoholic beverages must provide alternate nonalcoholic beverages and food.
4. The sponsor of the event is responsible for planning the event with the director of student activities and making sure the General Party/Event Planning Policy and event contract procedures are followed.
5. All off-campus parties must be held at facilities reserved exclusively for Salem students and their guests, unless specified as a mixer with members of an outside organization. All contracts for rental or use of off-campus spaces must be submitted to the assistant dean of students in advance of signing for review and approval.
6. All off-campus parties are open to Salem students and one guest, unless specified as a mixer with members of an outside organization.
7. All on-campus parties are open to Salem students and up to five of their guests, unless specified as a mixer with members of an outside organization.
8. Students will be required to sign in their guests at the door, acknowledging they accept responsibility for the behavior of their guests.
9. Use of the Salem College name or the name of a Salem College student organization to promote an event at an off-campus facility is strictly prohibited.
10. Student organizations may not co-sponsor or take a cut at the door of off-campus facilities that serve/sell alcohol.

11. State law prohibits exchange of money at any on-campus event where alcohol is present (cover charge at the door, etc.)
12. Students planning parties in their own residence halls, with or without alcohol, need to notify and get approval from Residence Life. Students are not allowed to have more than four people in their room for a social gathering, and it is understood that the student is at all times responsible for the area.
13. The sponsoring group may not purchase alcohol with College funds.

C. Guests at Student Events

1. Salem students may bring guests to specific Salem events (i.e., dances) unless the event is advertised as a closed party (i.e., Fall Fest after party).
2. Salem student and guest identification is required for all parties/events.
3. Verification for Salem students must be made with a Salem College ID.
4. Verification for guests must be made with one of the IDs listed: driver's license, passport, or military ID. Additionally, a second form of identification must be shown.
5. All Salem event guests must be at least 18 years old. Students are responsible for escorting their guest(s) at all times.
6. Salem students may bring up to five [SA1] guests to on-campus parties and one guest to off-campus parties.

D. Alcohol Control at Events

1. Basic Guidelines
 - a. Nontransferable armbands will be used at all functions where alcohol is served.
 - b. After presenting a valid ID, for those 21 or over, an armband will be issued.
 - c. All armbands must remain intact throughout the event.
 - d. Any person attempting to receive alcoholic beverages must present an armband identifying them as 21 or over.
 - e. Students and guests may only receive one drink at a time.

- f. All consumption of alcohol must be within the confines of the event. No alcohol may be taken out except when leaving an event designated BYOB. No open containers of any kind may enter or leave any event.
- g. All student organizations sponsoring events with alcohol must complete a PublicSafety “Request for Service” form at least two weeks prior to the event.
- h. Any event with alcohol will have local law enforcement officers and Public Safety officers present, unless an exception is granted by the director of student activities and the chief of Public Safety.

2. Alcohol Control Options

Alcohol control options available to sponsoring organizations may be selected from the following and must be approved by the director of student activities. Party sponsors must meet with the director of student activities to complete an event contract.

- a. BYOB (on- or off-campus)
 - i. No distilled liquor will be allowed at BYOB events, including Jell-O shots. Only beer, wine, malt beverages, and non-alcoholic beverages in 12-oz. containers or less will be allowed at BYOB events.
 - ii. Upon arrival, all persons age 21 and over must immediately check in their alcoholic beverages in their unopened containers. Party monitors will in turn issue them means of identification allowing them to get their alcoholic beverages during the event. Any beverages not checked in will be confiscated.
 - iii. Once persons age 21 and over get the remainder of their alcohol, they must leave the event immediately.
 - b. Off-Campus Cash Bar—Facility as Vendor (For events held at facilities where BYOB is not an option, such as the Sawtooth Center)
 - c. On-campus Cash Bar—Aramark as Vendor (For events held on campus where guests will be invited)
- 3. Acceptable forms of ID for alcohol control/age verification for Salem students one of the following: driver’s license, passport, or military ID. For Salem student guests one of the following: driver’s license, passport, or military ID. A college ID will not be accepted.

SUNBATHING

Sunbathing is allowed ONLY on Gramley sun porch, and the area outside the swimming pool, as stipulated by the Department of Physical Education. Appropriate attire must be worn while sunbathing and when walking to and from these designated areas.

OPEN FIRES/GRILLING

No open fires, including grilling of any type, are allowed on campus without prior permission from the administration and acquisition of required permits. Student groups wishing to plan “cookout” type meals or bonfires should first contact the Director of Student Engagement for assistance in coordinating the logistics for the event with the appropriate offices on campus.

SPECIAL EVENTS AND RESPECT FOR CAMPUS PROPERTY

Student organizations or classes sponsoring and participating in special events, such as Fall Fest and the Sophomore-Senior Banquet, take responsibility for assuring campus facilities and grounds utilized for events are cleaned up as swiftly as possible. Groups will be charged for any special cleaning due to insufficient clean-up. At no time should items be taken from classrooms, the Student Center, the Refectory, offices, or other campus facilities without permission.

Participants will be responsible for any disturbances or damages caused on campus or to the surrounding areas of Old Salem, and offenses will be handled by the Judicial Council or handled administratively. If no one claims responsibility for disturbances or damages, the entire group will be held responsible.

RESPONSIBILITY FOR THE ENVIRONMENT

The College and the Student Government Association are concerned with behavior that affects and preserves the environment and atmosphere in which we live. The following suggestions are given to maintain this environment. Walk on the sidewalks, not on the grass. Use trash cans for trash and recycling receptacles for all recyclable materials. Paper, cardboard, aluminum, and plastic recycling containers are located throughout the campus. State environmental regulations prohibit plastic and aluminum containers in landfills.

RESIDENCE LIFE POLICIES

Residence Hall Living

All policies and regulations are based on consideration for other students living in the residential community. Infractions of Residence Life and Social Responsibility policies will be addressed by Residence Life and the Dean of Students Office, in conjunction with the Judicial Council. See “Social Responsibility” section.

APPLIANCES

Any appliance with an open heating coil (ex. hot plate) is absolutely prohibited due to potential fire hazards. No electrical appliances such as toaster ovens, deep fryers, or George Foreman grills are allowed. Halogen lamps and string lights also are not permitted. Students should unplug appliances after use and should be especially careful with heat element appliances such as irons, curling irons, etc. Refrigerators that do not exceed six cubic feet and use less than four amps of power are permitted. Refrigerators must be plugged directly into the wall or be the only appliance on a heavy-duty extension cord with a surge protector. Microwaves are provided in each residence hall and are not permitted in student rooms.

BABYSITTING

Babysitting is prohibited in the residence halls.

CANDLES/INCENSE

Candles and/or incense are not permitted in any residence hall on campus due to the fire hazard they create.

COLLEGE CLOSING—END OF TERM AND VACATION PERIODS

The residence halls at Salem College will remain open throughout the academic year, except for the Winter Break period. The residence halls will be open during Fall Break, Thanksgiving Break, and Spring Break; however, the Refectory and Cafe will be closed. No visitation will be permitted during these break periods.

Residence Life will inform students of residence hall closing dates and times. At the end of the spring term, all students except graduating seniors, Resident Assistants, Marshalls, Honor Council, Judicial Council, and Appeal Board members must leave campus within twenty-four hours after their last exam, and

no later than 10:00 am the morning following the last day of exams. All other students must leave campus by 5:00 pm on the day of Commencement. All students failing to leave by their appointed time will be assessed a \$100 per day late checkout fee.

All residents must officially check out of their room prior to departure from their building. Prior to checking out, residents must remove all belongings and ensure the room is in good order (swept, trash removed, original furniture in place and set up as it was at the beginning of the academic year). Specific instructions for the checkout processes will be made available to students prior to closing. During a checkout appointment, a staff member will evaluate the condition of the room, noting any damages, trash, missing items, and/or cleaning concerns. The resident will be notified of the assessment and of any possible charges or bills related to the room's condition. Each violation will be handled as an individual fine. Failure to properly complete a checkout will result in a \$25 improper checkout charge. Students who need to enter their residence halls during Winter Break will be charged \$25.

DECORATIONS

Students are encouraged to decorate their rooms; however, painting of walls, ceilings, or doors is prohibited. The use of nails, scotch tape, or other materials that may damage the wall, ceiling, or floor surfaces of any room is not permitted. Students will be held responsible for any damages to the room and will be billed for the cost of repairs. For fire safety purposes, students may not have Christmas-type or string lights of any kind (including battery-operated), candles, cut live greenery, artificial greenery or trees, or extension cords. Decorations may not cover more than 20% of any wall, and residents may have only one bulletin board (no larger than 14"x20") and Residence Life-provided door decorations on the outside of the door.

EXAMS

Visitation

Regarding Fall semester, visitation ends at midnight before Reading Day and resumes the first day of Spring Semester. In the case of Spring semester, visitation ends at midnight before Reading Day and will resume for seniors after the last exam period through Commencement. It will resume for underclassmen on the first day of classes the following semester.

Quiet Hours

Twenty-three-hour quiet hours will be in effect starting at 7:00 pm on the night before Reading Day and continuing throughout the last exam period. Noise will be permitted only during Happy Hour (9:00pm–10:00 pm).

FIRE SAFETY AND FIRE SAFETY EQUIPMENT

In case of a fire alarm or drill, all students must leave the building at once. Students are not permitted to re-enter the building until instructed to do so by the Area Coordinator or Public Safety. Students refusing to vacate or returning before they are told to do so will be subject to disciplinary action. Any student who activates a false alarm or tampers with fire safety equipment (ex. fire extinguishers and door alarms) is placing the lives and safety of their fellow students in danger and will be subject to disciplinary action, up to and including legal action.

HALLWAYS

For safety reasons, all hallways must be kept clear of items at all times. If the hallways are not kept clear, responsible students may be fined until the items are removed.

HEALTH AND SAFETY INSPECTIONS

Halls will be periodically inspected by staff members to ensure that there are no fire hazards, and/or illegal or restricted items. Any illegal or restricted items in plain view will be documented and confiscated, and appropriate judicial proceedings will be initiated.

KEYS

Each student will be issued a room key and new students an entry card upon check-in. Loss of your room key or other key issued by the College will result in a \$75 fine. Loss of an entry card will result in a \$15 fine. Any key issued by the College is not to be duplicated. Duplicating keys will result in disciplinary action. Any lost key or entry card should be reported immediately to the Area Coordinator (AC) or Public Safety. For the safety of everyone living in your

building, your key should never be given to anyone for their personal use. Each key remains the responsibility of the person to whom it was issued.

LOCKED DOORS AND LOCKOUTS

Anyone entering or leaving a residence hall entry door or combination door who purposefully unlocks the door or props the door is subject to disciplinary action. These doors are locked to ensure the safety of the residents. Exceptions are made for moving in and out of the residence hall during the beginning and end of semesters and during breaks.

Any person found to be using a key or tampering with locks to access a room that has not been officially issued to them will be subject to the College judicial process. Any student who enters a room (occupied or unoccupied student room, storage room, attic, etc.) without permission to access the room from the Office of Residence Life will be subject to the College judicial process.

Students should keep keys and ID cards accessible and ensure they are locking their doors at all times. Public Safety will unlock rooms and buildings for Salem College students twenty-four hours a day, seven days a week (not including periods when residence halls are closed). During daytime hours, students should check with Residence Life prior to calling Public Safety. Access will be granted if the student lives in the room and can provide proof of identification with their Salem student ID. Each time a student is “locked out,” they will be fined as follows:

Lockouts during break periods (when residence halls are closed) \$25

When a Public Safety officer or AC arrives to unlock the door, they will ask for proof of identification and issue a room lockout citation. This fine is similar to a parking citation and must be paid at the Business Office.

PERSONAL BELONGINGS

Salem College does not provide insurance coverage for the personal belongings of its students. This type of insurance should be arranged by the student or their family. It is a standard provision of a homeowner’s policy to provide insurance for the personal belongings of students while they are temporarily in residence away from the insured home.

In exceptional cases in which personal items are packaged and shipped to a student, the student will incur the cost. If the College determines that a student is no longer attending the college and/or has abandoned their belongings, any personal items left will be discarded.

PREGNANCY

Students who are pregnant or become pregnant during the academic year may continue living in the residence halls but are strongly encouraged to notify the Director of Residence Life, Commuter Engagement, and Retention and the Title IX Coordinator to develop a plan of support for their pregnancy. Under no circumstance may infants live in residence hall facilities.

QUIET HOURS

The quiet hours policy is in effect to provide an atmosphere in which students can sleep and study in their rooms without disturbances. Quiet hours are times when reasonable quiet noise levels must be maintained. Quiet hours are Sunday-Thursday, 10:00 pm–8:00 am; and Friday and Saturday, 11:00pm–10:00 am. All other hours are courtesy hours during which you must show respect for your neighbors by maintaining a reasonably quiet atmosphere. During exam periods, twenty-three-hour quiet hours are in effect, with a Happy Hour nightly from 9:00pm–10:00 pm.

RESIDENCE HALL/ROOM SEARCHES

Students who live in College residences are assured of the privacy of their rooms and freedom from the admission into or search of their rooms by unauthorized persons. However, the College is obligated to maintain responsible surveillance of the residential areas to promote an environment consistent with the aims of an academic community and to ensure compliance with state law, federal law, and College policies. The College reserves the right to notify outside authorities of any suspected criminal activity occurring on campus and to proceed with criminal charges in addition to campus sanctions. When room searches are deemed necessary, a reasonable attempt may be made to notify students in advance of the search so they may be present, if possible, in accordance with the procedures outlined in sections A–C.

A. Room Searches may be conducted under any of the following circumstances:

1. Consent of the occupant.
2. Exigent circumstances which include, but are not limited to, suspected criminal activity in progress, emergency situations or immediate threats to the preservation of the building, and safety of the occupant(s) and/or residential population.
3. When an outside door is found unlocked or the possibility exists of a breach in security.
4. With presentation of written or verbal authorization from the Dean of Students (or persons designated to act as the dean's representative) upon reasonable suspicions of violations of Residence Life policy or North Carolina state law or federal laws. Authorization to search will specify the reason for the search.
5. Presentation of a search warrant by law enforcement officials.

B. Salem College values student privacy and follows specific procedures in determining whether a room should be searched for College Residence Life policy violations or illegal activity. Reasonable suspicion may include:

1. Detection with the senses (seeing, smelling, hearing) of what is suspected to be College Residence Life policy violations or illegal activity.
2. An informant reports to a Residence Life staff member or to Public Safety that a specific resident or residents are violating College Residence Life policies or engaging in illegal activity. The credibility of the claim will be determined. If possible, other sources will be used to confirm the information. The informant shall be apprised that knowingly providing false information is a violation of the Salem College Honor Code and would be pursued as such.

C. When it is reported to Public Safety that a visitor is inside a residence hall after visitation hours

Public Safety and Residence Life will do a room-to-room search. Once the visitor is located, the search will cease.

ROOFS, LEDGES and ATTICS

Under no circumstances are residents or their guests permitted on residence hall roofs, ledges, or attics of any kind. Students found violating this policy will be subject to immediate disciplinary action, which may include relocation of residence, as well as other sanctions.

ROOM ASSIGNMENTS

Although every effort is made to honor specific room, roommate, and residence hall assignments and requests, space limitations and high demand for specific halls may prevent honoring all requests. All assignments are made without regard for race, color, creed, religion, national origin, military veteran status, political affiliation, or sexual orientation. The Director of Residence Life, Commuter Engagement and Retention reserves the right to relocate students as necessary.

ROOM CARE EXPECTATIONS

Although the College respects the privacy of individuals, the College administration reserves the right to inspect, maintain, and repair College property. When the College closes for vacation times, Residential Life staff members inspect the rooms in order to determine if windows are closed, lights are turned off, appliances are disconnected, and to make sure that there are no fire policy violations or safety violations. Any illegal or restricted items in plain view will be documented and confiscated, and appropriate judicial proceedings will be initiated. Students will be fined when their rooms are not left as instructed. Occasionally during the year, students will be asked to prepare their rooms for the exterminator. Specific instructions will be given to students concerning room preparation.

In order to guarantee that rooms are cleaned and protected from abuse, students are expected to adhere to the following guidelines:

1. Each student room will be evaluated when the student arrives on campus in the fall and evaluated a second time when the student leaves campus. A fee schedule for damages is listed on the room condition report that each student will sign at the time of both room evaluations.
2. When a student leaves a room, it must be in the same condition as it was when the student checked in.

3. No adhesive tape of any kind may be used on the walls.
4. No nails, thumbtacks, or pins of any size may be used on the walls or doors.
5. When two or more students share a room, the cost of damages in the room will be divided equally among the occupants of the room unless one student claims responsibility for all or part of the damages.
6. Fees for any damages should be paid to the Business Office at the time of check-out. Payment for damages will be deducted from the deposit of seniors only. In the event that a student fails to make payment and the damage exceeds the deposit, the grades and transcripts of that student will be withheld until the bill is cleared with the Business Office.
7. All walls and woodwork are painted in colors designated by the College administration. No other paint may be used, and no permanent fixtures may be added to the walls or murals painted on the walls.
8. Students are financially responsible for abuse or damage to College property.

ROOM CHANGES

Room changes are not permitted during the first two weeks of classes each semester. If students experience problematic situations in their living environment, they are encouraged to contact a Residence Life staff member. In most cases, room changes will be approved by an Area Coordinator once students have completed a mediation process. When students are approved to change rooms, they shall receive a key from Residence Life and must complete and submit the proper paperwork for their new room to Residence Life staff.

SINGLE ROOMS

Students who choose a single room will pay an additional \$1500 per semester when not encouraged by the College. If a student finds themselves in a single room, not by choice, they have the following options:

1. Secure their room as a single room by paying the single room fee.
2. Move in with someone else who has an empty spot in their room.
3. Keep the space open in the event that a student is placed in the room.

A student who is informed by a Residence Life staff member that they are getting a roommate should have their prepared for a roommate to move in. If the

roommate is declined, the student will be charged \$1500 for the semester (for both semesters if the assignment happens in the fall) to maintain the room as a single. This charge will not be prorated based on the date that the roommate is assigned. Students who find themselves without a roommate during the year may be asked by a Residence Life staff member to move in with another student who also does not have a roommate.

STORAGE

General student storage areas are not provided in the residence halls. All College furniture must remain in the residence hall rooms and common areas. Salem College does not assume responsibility for any personal property, nor does it carry insurance to cover loss of personal property. Over the summer, all personal items must be removed. Any personal items left will be discarded.

STUDENT INJURY OR DISTRESS

A student should notify a Residence Life staff member in cases of serious personal injury, illness, or emergency. If a student goes to the hospital, a Residence Life staff member should be notified as soon as possible and upon the student's return. If a staff member cannot be contacted immediately, contact Public Safety.

UNAUTHORIZED ENTRY

Students are not permitted to enter, store belongings, or reside in rooms that are not officially assigned to them by Residence Life. Any student found to be occupying an unassigned room may be charged for two residences.

VACATION SIGN-IN

The purpose of vacation sign-in is to provide an accurate list of students who are remaining on campus over scheduled breaks in case of an emergency. All students should sign in with Residence Life staff when remaining on campus for a scheduled break.

VISITATION POLICY

The rights of a student to study or sleep outweigh the right of a roommate to have visitors and/or socialize in the room with a visitor. Cohabitation with non-roommates or patterns of extended visitation are not allowed. Cohabitation is defined as guests sleeping/staying in the room which infringes on the rights and

privacy of residents in the living area. This policy also applies to cohabitation by Salem students other than the official roommate.

1. Bahnson House, Bitting Hall, Clewell Hall, Gramley Hall, and South Hall, all have visitation privileges, as dictated by the College, 8am-midnight daily.
2. Guests are allowed in the lobbies of residence halls from 8:00 am–12:00 am, seven days a week.
3. For the safety and security of all residents, guests must be signed in and out by their hosts at the central location provided in all residence halls. This policy includes all non-residential students and all guests—regardless of gender and age. Guests can only be signed in to a residence hall by a resident of that particular hall. Guests must carry identification and remain in compliance with College policies at all times. The AC should be made aware of overnight guests.
4. All residence hall guests are required to complete the [Residence Hall Only - Guest and Visitor Safety Acknowledgement online](#).
5. Salem students must escort their guests at all times. Each Salem student is responsible for letting Public Safety and Residence Life know when any unescorted guest is present in the halls or a student's room at any time.
6. Guests may be entertained in rooms and lounges only, not in stairways or halls. Guests may be entertained in the Student Center during posted hours of operation, provided they are accompanied by a Salem student.
7. Students must register their guests with Public Safety for a temporary parking sticker.
8. Students may not give guests entry cards, keys, or the door combination or leave their room unlocked to provide guest access.
9. Hosts are responsible for their guest's behavior and will be subject to disciplinary action if their guest violates a Residence Life or College policy. In cases where a guest is causing a disturbance, the student may have their visitation rights limited or restricted completely.
10. During break periods, visitation is not allowed.
11. Visitation for an entire residence hall can be suspended for the following reasons:

- a. Any single violation of regulations that can be shown to have jeopardized the security of any Salem student.
 - b. Any pattern of violations of regulations that can be shown to have interfered with the privacy of others or with the rights of the minority to be protected from the practice of the majority vote.
 - c. Any pattern of failure to report infractions of rules or any behavior in connection with the policy that threatens to bring discredit upon Salem College.
13. Repeat violators of the visitation policy will be sent before the Judicial Council.

PUBLIC SAFETY

The Public Safety Department's fundamental duty is to serve the Salem community and provide a safe educational and work environment. The department strives to achieve this goal through proactive patrol, investigation of incidents, victim assistance, and educational programs. Officers provide campus coverage twenty-four hours a day, seven days a week, and 365 days a year. The office is located on the ground level behind Main Hall.

Public Safety officers respond to calls for service including when the safety of any student, faculty, staff, or visitor has been or could be threatened. If officers need additional support, they request assistance from professional staff, the Winston-Salem Police Department, the Winston-Salem Fire Department, and Forsyth County Emergency Medical Services.

The department is staffed with eleven employees, including a chief of Public Safety. Public Safety promotes safety and educational programming for the benefit of the Salem community.

Public Safety maintains written reports, parking conduct rules and regulations, parking appeals and vehicle registration, and identification cards.

Read this information carefully. If you have any questions, please call the Public Safety Department at (336) 917-5555 or x5555 on campus.

EMERGENCY CONTACTS

Anyone experiencing an emergency situation on campus should contact Public Safety immediately (336) 917-5555). If the Public Safety officer determines professional staff, Emergency Services (EMS), the Winston-Salem Police Department, and/or the Winston-Salem Fire Department need to be contacted, the Public Safety officer will obtain assistance.

REPORTING CRIMINAL ACTIVITY

Campus safety is a community effort at Salem. Students and guests are strongly encouraged to report suspicious incidents and any criminal activity they become aware of as soon as possible. Students may report suspected criminal activity on campus by:

- Going to the Office of Public Safety, located in the lower level of Main Hall

- Calling the Office of Public Safety at (336) 917-5555
- Emailing publicsafety@salem.edu
- Utilizing the link on the Public Safety website for confidential reporting. Confidential reporting is for non-emergency incidents.
- Calling the confidential reporting line at (336) 917-5550. Confidential reporting is for non-emergency incidents.

ESCORTS

Public Safety offers safety escorts to all students. Escorts are performed on foot and occasionally by golf cart. Escorts are provided for any student who is concerned for their safety when walking alone on campus, especially at night. For students who need emergency medical services during safety escorts, Public Safety will alert paramedics and/or contact other appropriate Salem officials for support. Escorts are not provided for transportation of personal items. Students requesting an escort must call (336) 917-5555 and advise the officer who they are, where they are located, and the location to which they would like to be escorted. Students are encouraged to wait inside a building until a Public Safety officer arrives. Students waiting in vehicles are asked to leave their parking lights on to signal the responding officer.

LOCK-OUTS

Public Safety is available to assist any student, faculty, or staff member who may become locked out of a facility to which they would reasonably have access. Identification is required for access to all facilities. Access will not be granted to individuals not assigned to a particular room. See Lock-Out Policy in Residence Life Policies section for information on residence hall lock-out fines.

FIRE DRILLS/ALARMS

Each residence hall is expected to pass a fire drill each semester. The Public Safety Department and Area Coordinator schedule the drill in compliance with all applicable fire code regulations. A time is chosen when the majority of residents will be in the building. Each building has three minutes to successfully complete the drill. If the drill is not successful, another drill will be attempted. The fire drills will continue unannounced until successfully completed. Ensuring the safety of students is the goal.

MANDATORY SAFETY MEETINGS

Each residence hall resident is expected to attend a safety meeting at the beginning of each semester. Meetings are designed to discuss issues and concerns students may have and such issues as sexual assault, domestic violence, personal safety, alcohol, and illegal drug use.

LOST AND FOUND

Lost and found items are maintained in the Office of Public Safety. The items turned into lost and found will be disposed of every three months. These items will be either donated or destroyed.

COLLEGE IDENTIFICATION CARDS

Hours for the ID process will be posted at the Office of Public Safety. Students do not need to call and schedule a time for an ID. Students must bring a driver's license or some other form of picture ID before a college ID will be made. Without these forms of ID, students will not receive a Salem College identification card. The fee for a replacement card is \$15. The \$15 fee can be waived if the ID card has been stolen, and a law enforcement report number has been provided

PARKING CONDUCT RULES AND REGULATIONS

Salem College determines and enforces parking conduct rules and regulations. These regulations are designed to promote safety on and around campus; provide adequate parking for all students, faculty, staff, and visitors; and address parking needs of Old Salem residents and visitors, Home Moravian Church, and the Salem Congregation.

Salem College parking, traffic, and safety regulations are rules of conduct issued and enforced by Public Safety. Salem's regulations are separate and apart from any North Carolina state laws or Winston-Salem city ordinances, which are enforced by state or city law enforcement agencies. If a violation of a Salem regulation also constitutes a violation of a city ordinance or state law, a student may be subject to a fine by Salem in addition to any penalty assessed by the city or state.

The following parking conduct rules and regulations shall apply to all students, guests, and visitors. These parking conduct rules and regulations are in place and enforced twenty-four hours a day, including breaks, Commencement, and

holidays. Students will be notified of the violation and fine through campus mail, the US Postal Service, or by placing the notification on the vehicle.

VEHICLE REGISTRATION

Vehicle registration is required immediately upon arrival on campus. Students should register and pay by using the vehicle registration link located on the Salem College website. Vehicle registration is NOT complete until a sticker is displayed on the rear of the vehicle. (Convertibles may place the sticker on the front lower right of the windshield.) The sticker should be placed on the left side (driver's side) of the rear bumper or the lower left side of the rear windshield. If any vehicle other than the originally registered vehicle is brought to campus, a temporary parking permit must be obtained immediately upon arriving on campus to avoid receiving a Failure to Register fine. In such a case, a temporary registration can be obtained by visiting the Public Safety office.

Student vehicle registration fee: \$100

Failure to register your vehicle may result in a \$25 fine every forty-eight hours until the vehicle is registered.

BICYCLE AND MOTOR SCOOTER RULES AND REGULATIONS

Salem College encourages registration of bicycles and scooters. There is no charge for registering. Registration forms are available on the Public Safety webpage.

Bicycles should be placed in a bicycle rack. Racks are located behind Babcock Residence Hall, underneath the back porch of Main Hall, and at the Elberson Fine Arts Center parking lot. Bicycles should not be parked on sidewalks or under stairwells. Students riding motor scooters should follow the parking conduct rules and regulations.

PARKING FOR VISITORS AND GUESTS OF STUDENTS

Each student is responsible for the conduct of their guests, including parking conduct rules and regulations. If a guest or visitor violates any parking conduct rules or regulations, the student hostess will be fined for the violation committed by the guest or visitor.

Any visitor who drives to campus must register their vehicle with the Public Safety department immediately upon arriving to campus. They will be issued a temporary parking pass and must follow the parking conduct rules and regulations.

TOWING POLICY

Salem College has the authority to tow, at the owner's expense, any vehicle on campus that is in violation of the parking conduct rules and regulations.

VEHICLE SEARCHES

Upon suspicion of violation of College policy or local, state, or federal law, Public Safety reserves the right to search vehicles parked on campus property for evidence inside the vehicle.

RESIDENTIAL STUDENT PARKING CONDUCT RULES AND REGULATIONS

The Elberson Fine Arts Center (EFAC) parking lot and "The Pit" parking area, which is located near the tennis courts at the rear of the campus, are the only areas where students are permitted to park while school is in session. Residential students are assigned to the EFAC, tennis courts, or Pit parking. Seniors are allowed to park in EFAC, tennis courts, or Pit parking, while all other residential students are assigned to tennis courts or Pit parking. Students who are not assigned to EFAC parking but park in the EFAC lot will be fined. Residential students are not allowed to park in the following areas:

1. Fire Lanes (\$50 fine): The brick roadway that goes through the center of campus (starting between Single Sisters House and South Residence Hall and traveling past Corrin Refectory) is a fire lane. Any student parking on either side of this roadway is subject to being fined. Any student parking in any fire lane, including in the Historic District, is subject to being fined.
2. Front Campus/Historical District of Old Salem (\$15 fine): Parking is not permitted on front campus for residential students. If a student chooses to park on front campus, they will be fined. If a student is parked on front campus on Sunday morning, they will receive a parking fine for parking in the Old Salem Historic District on Sunday morning (\$50 fine). Front campus/Historical District consists of the following streets: Church Street, Blum Street, West Street, Academy Street, Walnut Street, Race Street, and Main Street.

3. Residence Life Parking (\$15): These areas are located behind Strong Residence Hall, across from the Physical Plant and beside Gramley Residence Hall in clearly marked parking spaces.
4. Faculty/Staff Parking (\$15): These areas are located at Physical Plant, Inspectors House, Bryant Hall, Shoher House, and all other posted areas.
5. Institutional Parking (\$15): This area is located behind Corrin Refectory and behind the pool and gymnasium areas.
6. Handicapped Parking (\$250): These areas are very limited; therefore, any student needing special permission to use handicap spaces must bring documentation from a doctor or a member of the administration before Public Safety will temporarily grant permission to use the parking spaces.
7. Loading Zones and Maintenance Hill (\$15): At no time are students allowed to park in these areas.

OFF-CAMPUS STUDENTS

Fleer and other off-campus students are permitted to park on front campus in the Historic District. However, they are not exempt from parking penalties if they park in restricted areas. They also are subject to North Carolina state laws and Winston-Salem city ordinances. Fleer and other off-campus students are permitted to park in the Inspectors House and Shoher House lots on weekends and after 5:30 pm, Monday–Friday.

PARKING CONDUCT FINES

All fines must be paid to the Business Office within twenty-one days. If not paid within the twenty-one-day time period, late fees will be added.

1. Parking in the Old Salem Historic District: \$15
2. Parking in the Old Salem Historic District on Sunday morning: \$50
3. Parking in reserved areas - \$15.00
4. Parking in fire lanes - \$50.00
5. Operating or parking a vehicle on a pedestrian path, sidewalk, or grass - \$15.00
6. Failure to stop or otherwise heed the instruction of a Public Safety officer - \$50.00 (This violation includes moving cones to park.)

7. Operating a vehicle without responsible regard for safety - \$15.00 (This violation includes parking in two or more spaces and/or parking too close to another vehicle, preventing the owner from gaining entry into their vehicle.)
8. Failure to register a vehicle: \$25
9. Parking in a handicapped space: \$250
10. Sleeping in a vehicle: \$50 and/or probation. No student may sleep in a vehicle for reasons of personal safety.

LOADING AND UNLOADING

Students may not park in front of campus buildings, except for brief periods of loading or unloading. If it is evident to a Public Safety officer that the student is unloading (clothes or other belongings inside the car), the officer may permit the student to remain there for what the officer deems is a briefly sufficient amount of time. It will assist the officer to know that a student is loading or unloading if the car's flashers are on.

PARKING CONDUCT APPEALS

Any student may appeal any parking conduct fine they receive. Each student who files an appeal must do the following, or the appeal is invalid:

1. The student must complete the online parking appeal form, found on the College website.
2. The appeal is reviewed and voted on by a member of the Parking Appeals Committee. Each student is permitted to appeal an appeals decision once. Once the second appeal is returned to the student, if the second appeal is denied, all fines must be paid in the Business Office.
3. Appeals must be submitted within twenty-one days of receipt of the parking conduct fine. Appeals received outside of that timeframe will not be accepted.

UNPAID PARKING CONDUCT FINES

A hold will be placed on the student's account if parking conduct fines are not paid in full to the Business Office.

CAMPUS RESOURCES

BOOKSTORE

https://bncvirtual.com/vb_home.php?CSID=AZZDW2JTTCUQ2QD2OTMDCCSM&FVCUSNO=10405

BRYANT HALL COMPLEX-Bryant Hall

Students have access to Bryant Hall twenty-four hours a day, though access to some space may be limited during special events. For security reasons, no door may be propped open, and access cards must never be given to non-students.

Fitness Center: The Fitness Center is located on the upper level of Bryant Hall. ID cards are required for access. The Fitness Center houses weights, stair climbers, stationary bicycles, and treadmills, as well as other equipment. See webpage for hours.

Pool: The pool is located inside Bryant Hall on the lower level and is used for meets, practices, and classes, as well as for recreation. Locker rooms equipped with bathrooms, showers, and lockers are located near the pool. See webpage for hours.

Patio: The Bryant Hall Patio, located between the gym and the pool, has outdoor seating and picnic tables and is available for informal student use.

Guests: Salem students may entertain guests in Bryant Hall at any hour; however, for safety reasons, no one is allowed to sleep in the building. Students should not be alone in the building. Students are encouraged to notify Public Safety when they are in the building late in the evening. A campus phone is available in the stairwell on the main level of Bryant Hall.

BUSINESS OFFICE-Lehman Hall

Student banking hours: 10:30 am–12:30 pm, Monday through Friday. The Business Office is available to students for cashing checks during posted banking hours. There is a \$25 charge for all returned checks.

CENTER FOR LEARNING ENHANCEMENT-Main Hall Annex

The Center for Learning Enhancement (CLE) houses the Writing Center. The Writing Center offers free, individualized help with every stage of the writing process and is located behind Main Hall. Tutoring sessions can be arranged by appointment. Hours are posted online. More information can be found at www.salem.edu/scwc.

CENTER FOR WOMEN IN BUSINESS

The Center for Women in Business gives students a distinct advantage in the marketplace through promoting Salem as the intellectual and physical center for the region's professional women and serving as a vital hub, linking our students with professionals in outlying business, government, academic, and philanthropic communities. The Center achieves this goal through multiple pathways, including programs and speaking engagements regarding current topics in business and economics, generating internship opportunities for students, creating mentoring and networking relationships between students and professional business women, serving as a resource center and meeting place for female business leaders, and sponsoring conferences to promote professional development and business leadership.

CORRIN REFECTORY-Corrin Hall

The Refectory is an all-you-care-to-eat dining facility that features deli, vegetarian, pizza, pasta, grill, made-to-order made without gluten station and salad bar options. The Refectory serves breakfast, lunch, and dinner. Students are required to check-in at the register and scan their ID card.

Meal Plan Options: Students must choose a meal plan prior to Fall term. An All Access Unlimited Meal Plan is offered for residential students. This includes 4 meal exchanges per week in the Student Center Café and \$200 Salem Bucks per semester. Include here business or sampling of businesses where Salem Bucks can be used. For commuter students, please visit the Dining Services website at www.salem.campusdish.com for more information on meal plan options.

Take-out: All students are encouraged to dine in the Refectory, and when schedules do not permit, Eco ClamShell (take-out) containers are required. Each new residential student receives an initial reusable to-go container at no charge from the dining hall during a designated time frame, usually the first full week of

classes. Replacement containers are available for \$5. Residential students are issued one container to be used for their four years at Salem College. Other members of the Salem community may purchase a reusable to-go container for \$5.

To-go containers are intended for taking meals out and should not be brought in and exchanged when planning to eat inside the dining hall. Students should bring in the clean containers, unclear about use of the word “exchange” here fill with food, and exit the dining hall. Students are not permitted to fill their own containers with either food or beverages, and dining services reserves the right to confiscate such containers.

Dining Etiquette: Proper attire should be worn in the Refectory to ensure a respectful atmosphere for everyone (i.e., shoes, no bathing suits). For special dinners, such as Thanksgiving and Christmas, nice attire is encouraged.

Refectory Serviceware: China, glasses, and flatware are expensive to replace and should not be removed. This expectation is in keeping with Salem’s Honor Tradition and is a matter of respecting community property. Students found taking Refectory serviceware may be required to perform community service hours in the Refectory (cleaning or washing dishes) and may be charged to replace missing items.

Bag Meals: Dining Services will provide a bag meal if a student must be off campus during regular meal hours. Bag lunch forms are available at the greeter station and should be turned in forty-eight hours prior to needing the meal.

Guests: All non-residential students and guests of students must pay to eat in the Refectory. Please visit the Dining Services website at www.salem.campusdish.com for more information on meal plan options and costs.

COUNSELING CENTER-Gramley Hall 1st floor

The Counseling Center provides assistance to traditional-age students (under age 23) by providing professional and confidential counseling and support for a variety of emotional and personal issues, such as grief and loss, body image and eating concerns, stress management, coping with depression, and other student concerns as needed and requested.

The goal of the Counseling Center is to help meet the psychosocial and developmental needs of our students through on campus support, individual and group counseling, workshops, and educational programs. Professional counselors will demonstrate objectivity and sensitivity in the assessment of student needs and concerns and will make referrals to community professionals, as appropriate.

Fleer students do not pay a health fee and are not eligible for provision of all services offered in the Counseling Center; however, services provided at no fee include workshops and access to the personal development library. Fleer students may receive one free visit to the Counseling Center for assessment and referral to a therapist in the community.

STUDENT HEALTH SERVICES-Clewell Residence Hall Basement

Salem College Student Health Services is located in the basement of Clewell Residence Hall and is available for all Undergraduate students. Graduate and Fleer students may also utilize Health Services for the 2021-2022 academic year, specifically for all COVID-19 related health concerns. For the 2021-2022 academic year, we have partnered with Novant Health in an effort to provide additional part time nursing care and services.

In an effort to keep the Student Health Clinic as safe and germ free as possible, we ask that anyone who needs to be seen for COVID-19 concerns or is exhibiting sick symptoms, please call ahead of time to schedule an appointment with one of our nurses. We are happy to triage your concerns over the phone and then decide what the best plan of care is specific to your needs.

You may reach Health Services at 336-721-2713 Monday - Friday from 8am - 4pm. For after hours COVID-19 related concerns, please call 336-575-3887 to reach a member of our COVID Response Team. **The Health and Wellness Coordinator/Campus Nurse is Jennifer P. Horan, RN.**

DEAN OF THE COLLEGE-Main Hall

The Office of the Dean of the College is open to all students for consultation concerning academic regulations and requirements at Salem. The Dean for Undergraduate Studies, also located in Main Hall, is available to assist students with academic advising and planning.

THE MARTHA H. FLEER CENTER FOR ADULT EDUCATION-Main Hall, First Floor

The Dean for Undergraduate Studies and staff of the Fleer Center provide advising, student services for undergraduate degree, certificate program, and special admission Salem students who are age 23 and older. Adult students [Fleer Students] are admitted through the Admissions Office. Extended hours are offered in the evening during fall and spring semesters to accommodate adult student schedules. See website for extended hour information.

DEAN OF STUDENTS-Student Center

The Office of the Dean of Students is open to all traditional students for assistance with issues pertaining to life outside of the classroom and sponsors women's [SA₃] leadership and wellness initiatives supportive of students' academic success. The dean of students is available to meet with individual students, as well as with student groups and organizations. The dean processes all requests for waivers of the residential living requirement for traditional age students (under age 23) and serves as the advisor to the Honor Council.

DEPARTMENT OF PUBLIC SAFETY-Main Hall

The Office of Public Safety provides safety-related services and support for campus members twenty-four hours per day, seven days per week. Students needing assistance from Public Safety may call (336) 917-5555 (or dial extension 5555 from any campus phone) or visit the Public Safety office located on the lower, rear level of Main Hall. In addition to safety-related services, Public Safety issues student identification cards and administers vehicle registration for approval to park on campus.

TITLE IX OFFICE-Inspector's House

The Title IX Office provides support, information, and resources for students who have questions or concerns regarding sexual misconduct, including sex-based harassment, sexual assault, relationship (dating and domestic) violence, and stalking. Please refer to the Salem Academy and College Sex Discrimination, Harassment, and Related Sexual Misconduct Policy and the Title IX web page of the Salem College website for additional information regarding the Title IX Office, how to report a grievance, and support resources available for students both on and off campus.

INTERNATIONAL STUDENT SERVICES-The Lucy Rose Center of Global Leadership & Career Innovation, Student Center

Salem College welcomes students from all over the world to our campus. International students must comply with US government regulations in order to maintain their F-1 visa status. The director of career and professional development provides assistance with F-1 visa regulation compliance and immigration matters.

New and returning international students are required to report to the director of career and professional development at the beginning of each term to confirm their enrollment. Students should provide the director with copies of all current immigration documents, along with foreign and domestic contact information.

F-1 international students have strict regulations for seeking off-campus employment in the U.S. Unauthorized employment will result in the termination of F-1 visa status. All applications for employment authorization including CPT (Curricular Practical Training), 97 OPT (Optional Practical Training), and employment based on severe economic hardship should be done through the director of career and professional development. International students should contact the director for specific requirements and procedures.

LUCY ROSE CENTER

The Lucy Rose Center for Global Leadership & Career Innovation prepares students for success during and after Salem by encouraging the transformation of knowledge into action. We take a holistic approach to uncover each student's unique potential, cultivate leadership, and foster creativity in preparation for global citizenship and life-long professional development. Students develop plans for their professional journey through numerous activities, including study abroad, internship support, networking events, graduate and professional school admissions sessions, and professional development workshops. In working with the Lucy Rose Center, students develop a deeper understanding and articulation of personal values and approaches to leadership and career development.

The Center's primary goal is to help students develop and implement educational, career, and employment decisions that will enable a lifetime of success. We offer individual appointments for study abroad advising, career counseling, internship placement, experiential learning opportunities, as well as many other career and graduate school resources. These services and resources

are delivered in ways designed to reinforce the personal, social, and intellectual development fostered by a liberal arts education.

LIBRARY SERVICES:

library.salem.edu

LIBRARY SERVICES AND RESOURCES: Please refer to the library website for information regarding overall services and resources available to Salem students.
library.salem.edu

Contact: Email - library@salem.edu

Phone-Gramley Library Main Desk: (336) 721-2649

Library Hours: library.salem.edu/hours

Note: CARD ACCESS ONLY on weekends and after 5pm on weekdays

Library Policies & Procedures: It is the student's responsibility to understand and abide by all library policies and procedures. Please refer to the library webpage - <http://library.salem.edu/policies-procedures/> - for library policies and procedures regarding borrowing, course reserves, interlibrary loan, over dues, fines, etc. Students may email library@salem.edu for clarification and/or assistance.

Technology: Gramley Library contains a large room with desktop computers for student use and online access. A copier, scanner, and black and white printer are also available for student use. Wi-Fi is available throughout the library. Please refer to the handbook section, "College Policies, Computer Usage" for additional guidelines and responsible use of computer resources

Library Decorum: Any disruptive or disorderly student will receive a warning. If the conduct persists, the student will be escorted from the library. Repeated disorderly conduct will result in a referral for student judicial action. Please refer to the handbook section, "College Policies, Disruptive/Disorderly Behavior" for further information.

Library policies and procedures may be amended by the Director of Libraries as needed. Please refer to the library website for the most current information - library.salem.edu/policies-procedures

OFFICE OF THE REGISTRAR-Lehman Hall

The Office of the Registrar assists students with registration procedures, requests for transcripts, enrollment verification letters, transfer credit, and summer school. Most information about student coursework such as academic standing, GPA, and transferred credits are available to the student online via SIS, within the secure MySalem portal. In order to graduate, students must make written application for the degree with the Office of the Registrar by submitting the Diploma Information Form. Traditional-age seniors will automatically receive a senior letter, outlining the remaining requirements for the degree, at the beginning of the fall semester of their senior year.

For students in the Martha H. Flier Center for Adult Education, the Office of the Registrar will generate a senior letter upon receipt of the Diploma Information Form. Upon receipt of the senior letter, the student must confer with her advisor and affirm in writing that she understands the remaining graduation requirements.

PACKAGE AND MAIL SERVICES-Main Hall and Student Center

Deliveries: Residential students receiving deliveries will receive notification via email and may pick up their deliveries (with proper identification) in the package room in the basement of Main Hall, during specified hours.

Address for packages: Name c/o Main Hall Basement Salem College Box # 601 South

Church St. Winston-Salem, NC 27101-5376

Additional Services: Services in the package room for the Salem community include:

1. Postage stamps available for purchase. Cash only please.
2. Postage for packages and over-sized envelopes. Bring your ready-to-mail items to the mail room for postage rates.
3. Fax services
4. Color copies

Mail room services are cash only.

Hours: Monday—Friday 9:00 am—4:00 pm (closed 12:00—1:00 pm)

Mail: Mail service for all boarding students is in combination-lock boxes located in the Student Center. Boxes are provided at no charge, and students keep the same boxes throughout their years at Salem. A mail tray for campus mail is located in the package room in Main Hall, and campus mail is delivered in the same manner as outside mail. Campus box numbers are available from the Mail Room with a picture ID.

Address for mail: Name

Salem College Box # 601 South Church St. Winston-Salem, NC 27101-5376

RESIDENCE LIFE

The Office of Residence Life is responsible for the administration, coordination, and staffing of the residence halls. Professional Area Coordinators live on campus to provide support and assistance to students living in a richly diverse educational environment. In addition, the halls are staffed with Resident Assistants (RAs). RAs are sophomores, juniors, and seniors who have been selected and trained to help students have a positive and successful college experience. The ACs and RAs coordinate programs throughout the year in each hall to address various aspects of personal wellness in support of students' academic persistence. Students are encouraged to talk to their RA and/or AC regarding any problems or concerns about their living situation or their need for assistance.

ROBERT E. ELBERSON FINE ARTS CENTER (EFAC)

The Elberson Fine Arts Center houses the art, music, and theater departments. Hanes Auditorium, Shirley Recital Hall, the Drama Workshop, student lounge, practice rooms, art studios, computer labs, and galleries are also located in the Elberson Fine Arts Center. Alcohol, food, and other beverages are not allowed in Hanes Auditorium, Shirley Recital Hall, or the Drama Workshop.

RONDTHALER SCIENCE BUILDING

The Rondthaler Science Building houses the science, math, and psychology departments. The PC lab in Room 304 offers general purpose software, as well as software for business/economics, chemistry, physical education, and math classes.

RELIGIOUS, SPIRITUAL, AND SECULAR LIFE

Clewell Hall, Church Street Entrance

Salem College provides for its students, through the resources of the campus community and faith institutions of Winston-Salem, opportunities for worship and religious and spiritual growth. All denominations and faiths are respected and encouraged to be a part of the College community. The religious, spiritual, and secular groups of the broader community cooperate in making their programs and their facilities available to students, both organizationally and through individual denominational campus ministers and religious advisors.

STUDENT ACTIVITIES-Student Center

The mission of the Office of Student Engagement, Orientation, and Intercultural Education is to develop students' unique leadership potential and prepare them for a productive life in a diverse world. The director of student activities offers training for student leaders and assists student organizations with event planning for our richly diverse campus community. The Office of Student Engagement also coordinates Orientation, Family Weekend, and January Term activities.

STUDENT CENTER Located in the heart of campus, the student center features a café/coffeehouse, great room, student activities suite, and student mailboxes on the main level. The campus bookstore, Huber theater, and meeting rooms for clubs and organizations are on the lower level, along with Pauly Plaza, located behind the building in the Lower Pleasure Grounds.

GETTING INVOLVED IN LIFE AT SALEM

Salem College offers students the opportunity for involvement in a variety of activities on campus that complements their academic experience and prepares them for lives of leadership and service. Participation in the activities of our richly diverse community contributes greatly to student satisfaction with their comprehensive educational experience and supports the development of personal and professional skills, including multicultural competencies.

REGULATIONS FOR STUDENT ORGANIZATIONS

Advisor

Each student organization must have a faculty advisor and shall provide the name of the advisor on the registration sheet filed in the Office of Student Activities. Organizations shall select their advisors annually.

In addition to faculty members who are eligible to serve as advisors, Student Affairs directors and full-time, nonexempt staff members may serve in this capacity. Staff members must be approved by their supervisor and an appropriate member of the executive team and may only serve as advisor to one club.

Account Withdrawals

The signature of the student organizations approved members is required by the business office for withdrawals from a student organization account. Approved members must fill out the Student Withdraw Contract Form with the business office prior to any withdrawal.

Constitution

A copy of the constitution of each student organization shall be filed in the Office of Student Activities and in the Student Government Association (SGA) office.

Eligibility

All campus officers shall have a cumulative average of 2.0 or better, and all absolute officers shall have a cumulative average of 2.3 or better. Officers shall be classified according to the provisions of each organization's constitution.

New Organizations

New clubs and organizations may come into active existence after approval by the Legislative Board and the dean of students. Any student who wishes to begin a new club/organization must present the purpose of the club/organization and a copy of the organization's constitution to the Legislative Board. The template for writing a constitution may be obtained from the Executive Board of SGA.

If the club/organization is approved by the Legislative Board, the sponsoring student(s) must submit a proposal letter and a copy of the purpose and constitution to the director of student activities. When the club/organization has been approved by both parties, the proposal must be approved by the dean of students. Following approval by the dean of students, she may recruit members and choose a faculty advisor, and the club/organization will come into active existence. All paperwork shall be filed in the Office of Student Engagement and in the SGA office.

Officers' Notebooks

The director of student activities will issue student organizations notebooks during student organization training meetings. Notebooks must be returned to the director of student activities before the academic year is over.

Officers of budgeted student organizations should keep accounts of all proceedings and events. Updates will be given by officers each month at the Legislative Board. These records include committees, reports, fundraiser reports, budget reports, etc. Failure to keep notebooks current may lead to removal from office.

Officer Training Meetings

All student organizations **MUST** attend one of several student organization officer training meetings conducted within the first month of the fall semester. During this training session, students will receive guidelines and information about how to remain active as student organizations at Salem College.

Any student organization whose officers do not attend a training meeting will not be recognized as an active organization by the College until this requirement has been fulfilled, and the student organization's account will be frozen.

Policy for Soliciting Funds/Contributions from External Sources

Student organizations wishing to solicit funds from individuals, retail businesses, corporations, or foundations must first contact the Vice President for Academic and Student Affairs and Dean of the College to discuss the need for financial support at least six weeks before the need for funding.

The Vice President for Academic and Student Affairs and Dean of the College will decide whether the need is appropriate for fundraising. If so, she will refer the student organization to the Office of Institutional Advancement.

Institutional Advancement will approve the student organization's prospect list, remove any contacts that are conflicts with institutional fundraising and perhaps add to the student organization's list.

Institutional Advancement must approve the draft of any fundraising letter before it may be sent from a Salem organization.

Institutional Advancement will assist the student organization with receiving and depositing gift checks so that the donor will receive an official Salem receipt and an acknowledgement from an appropriate administrator in addition to the organization's acknowledgement.

Appropriate forms to be filled out before each meeting are available from the Office of the Dean of the College and the Office of Institutional Advancement.

LEADERSHIP AND SERVICE ORGANIZATIONS

Ambassadors

The Ambassadors is a student organization affiliated with the Office of Alumnae Relations. The members (juniors and seniors) are chosen from the student body with a maximum membership of twenty. The members serve as volunteers for alumnae and development events on campus throughout the year and attend alumnae events as appropriate as special guests and/or volunteers. Sophomore students are invited to apply for membership in the spring.

Fleer Leadership Council

The Fleer Leadership Council serves as the student government group for all Fleer students. The Fleer Leadership Council Executive Board plans and meets as needed to plan Fleer student events throughout the academic year.

Rotaract Club

Rotaract is an international organization of service clubs for college students that fosters leadership and professional development, encourages high ethical standards in business, and promotes international understanding and peace.

Student Government Association (SGA)

The Student Government Association is the governing body for traditional age undergraduate students (under age 23). SGA meetings are held on the second Tuesday of the month during the fall and spring semesters in Hanes Auditorium. Attendance is mandatory for traditional students. Flier students are welcome to attend as non-voting guests. The SGA office is located on the upper level of Gramley Library.

A copy of the Student Government Association Constitution is posted on the Salem College website.

MULTICULTURAL ORGANIZATIONS

Open Up

Open Up is the gay/straight alliance at Salem College. Its purpose is to educate members of the Salem community on the topic of sexuality and its effects on people in our everyday society. Open Up is a forum for the exchange of ideas, views, perceptions, and opinions. It provides a safe space for students to share these feelings and experiences without fear of harassment or ridicule. All faculty, staff, and students are invited to be a part of Open Up.

Salem College Democrats

The Salem College Democrats club is affiliated with the North Carolina Federation of College Democrats. The Federation is a division of the North Carolina Young Democrats and offers many of the same opportunities to students. As the Federation handbook states, "students can have a greater impact on the political process in North Carolina than... through any other student organization. The Federation is the officially-recognized college division of the North Carolina Democratic party... and thus can influence politics that shape our lives." Students can participate actively in our political system through the College Democrats.

Salem College Republican Club

The Salem College Republican Club, a member of the North Carolina Federation of College Republicans, offers each student a chance for practical work and experience in the American political system and a new range of social outlets. In addition to campaign work for Republican candidates on all levels, mixers are held with other College Republicans clubs, rallies, guest speakers, and statewide College Republican conventions.

Black Student Union

The Black Student Union (BSU) is a group formed to provide support (academic, social, moral, etc.) for students who are African American. BSU also sponsors cultural events and activities implemented through unity, hoping to continuously bridge the gap between traditional and nontraditional students, as well as other cultural clubs on campus. Open to all Salem students.

Hispanic Organization for Leadership Achievement (HOLA)

The goal of HOLA is to celebrate Hispanic culture and educate the Salem community about the culture, as well as to sponsor activities and projects of service for Salem College and the Hispanic community of Winston-Salem. All Salem students are welcome to join!

International Club

The purpose of the International Club is to foster the interests of Salem students in international affairs, foreign culture, and study abroad. It recognizes the contributions of international students to the Salem community and provides cultural and academic events of an international nature. All Salem students are invited to join!

ONU*

ONU is the coordinating organization for multicultural programming groups on campus. Members are concerned with promoting diversity and multicultural awareness and overseeing the coordination and sponsoring of activities and projects that promote multicultural awareness within the Salem College community.

PROGRAMMING

Campus Activities Board (CAB)*

The Campus Activities Board (CAB) is responsible for sponsoring diverse social and entertainment programs both on-and-off campus. These programs include parties, special events, dances, and entertainment that brings diverse types of performances to campus. CAB is responsible for the Fall Lawn, Semi-Formal, Formal, and Spring Cocktail events. Elected students form the CAB Executive Board; however, all interested students are encouraged to become members of the General Board.

SPECIAL INTEREST ORGANIZATIONS

Off Campus Association (OCA)*

The Off Campus Association (OCA) is an organization for traditional-age, off-campus students. The purpose of this organization is to create an awareness of the activities and opportunities available to students who live off-campus, and to encourage their participation in the life of the College.

Order of the Scorpion

The Order of the Scorpion was established at Salem in the 1920s with the purpose of fostering the true spirit and ideals of the College. Membership of the Order consists of fourteen juniors and seniors who choose to keep their identities anonymous until Commencement. The members of the Order are selected by the current Scorpion members. Members of this order typically have held a leadership position or have been a major part of an organization. The members of this Order display their love for Salem through their actions inside and outside of academics. Their identities are revealed on Commencement day when they paint a silver scorpion on their caps and wear forget-me-nots on the outside of their robes. The Order works to serve the College with no desire of recognition. The Order of the Scorpion completes projects that are vital to the student body, though often small and unknown.

Women in Nature

The Society of Ramblers was created in order to provide a venue for students to participate in outdoor activities. It is the hope of the club that its activities will

promote and encourage well-being and environmentalism among students on campus.

Asian Culture Club

The Asian Student Association is an organization focused on learning about different Asian countries. This organization believes that it is possible to create a diverse and safe atmosphere for students with the same interest to interact and to explore the different cultures that exist in Asia. We also are focused on raising awareness about the unique differences among Asian cultures to eliminate stereotypes. Thus, this organization will limit itself to Central Asia, East Asia, South Asia, Southeast Asia and Western Asia.

PERFORMING ARTS AND FINE ARTS ORGANIZATIONS

Contra Collaborators

The purpose of this club is to connect students to one another and to members of the greater Winston-Salem community through contra dance and to sponsor events made possible by the hard work and generous efforts of people coming together.

SuperTonix

SuperTonix is a cappella choral group open to members of the Chamber Choir and Chorale by audition. Public performances on campus and at other locations will be scheduled each semester. Membership is diverse and draws from all majors. The repertoire includes vocal jazz, college a cappella, pop, and swing choral literature. The SuperTonix are dedicated to creating performances that entertain and represent high-quality choral singing that will thrill listeners of all ages.

The Pierrette Players

The purpose of the Pierrette Players is to stimulate interest in drama as a fine art and to encourage students to participate actively in theatrical productions. The Pierrette Players typically present two productions a year. Any Salem student is eligible to audition for the plays or to work on the production crew. For each production, the Pierrette Players need actresses and seamstresses, as well as artists and students to build sets and work on lighting and sound. The Pierrette

Players also are involved in attending and supporting other theatrical productions in the Winston-Salem area. New members are always welcome!

Art Society

The Salem Art Society is a student organization dedicated to supporting student imagination and creativity, as well as promoting student artists. This goal is achieved through coordination of student art shows and educational opportunities within the arts. The club's aim is to be exceptionally inclusive by attempting to schedule meetings and events to be convenient for Fler and non-residential students.

Chamber Choir

The Chamber Choir is an audition choir dedicated to highly polished performances of the finest repertory for women's voices. This group sings music from all genres and periods of music with the mission of representing Salem in national conferences, international concerts, state and national tours, and all city and College functions.

The Salem Chorale and the Salem Chamber Choir combine to sing larger choral works and to create exciting and eclectic concerts. Concerts include diverse music from Africa, Hungary, Ireland, Scotland, and performances with world-renowned guest artists. Members also will participate in performances throughout the year to celebrate Salem's traditions, including the beloved Candlelight Service held in December. Both music majors and non-music majors are welcome to sing in Salem's choral ensembles. Check the class schedule for rehearsal times. Auditions for both groups are held during the days before classes begin.

Chorale

The Salem Chorale is a non-audition group open to all students at Salem. This group sings music from all genres and is open to both men and women. Emphasis is placed on developing good choral ensemble skills and building vocal techniques by singing music of styles spanning from Renaissance to Jazz.

Dance Company (SCDC) Salem College Dance Company seeks to create an appreciation of modern dance, to develop dance technique and creative ability, and to plan, choreograph, teach, and present concerts. The current members

select new members through auditions held each semester. In the past, SCDC has performed for special campus festivities, and a concert is presented in the Drama Workshop at the end of each semester. Practices with the dance faculty are held weekly. Ghost Ryders Step Team

Established in 2009, the Ghost Ryders' mission is to strengthen and sustain Salem sisterhood through the power of step. By coming together as sisters, creating something new, and thanking God for our strength, we promote the pillars of Salem, its history, and its cultural diversity. As sisters we STEP with a united purpose to expose creativity and expression through performance quality and empowerment of ourselves as individuals and growth as women. We have succeeded immensely over the top and beyond our expectations drawn from others, and we continue to do so.

STUDENT MEDIA

Incunabula*

Incunabula is the arts magazine of the Salem College community. It consists of creative works (art, music, prose, poetry, and photography) submitted by Salem students, alumnae, faculty, and special guests. Incunabula seeks energetic staff members to gather submissions, type, proofread, and edit the magazine.

Membership is open to any Salem student with a desire to promote literature and the arts.

The Salemite*

The Salemite has been serving the Salem community since 1920, originating as a campus newspaper. In 2010, the Salemite transitioned to a new incarnation in digital communications as a WordPress blog at <http://thesalemite.wordpress.com>. In keeping with Salem's tradition of open and thorough communications, the Salemite keeps the campus informed of events, both within and beyond the Square. Opportunities available to staff members include writing articles, selling advertisements, drawing graphics, and taking photographs. The Salemite accepts articles written by any Salem student and currently publishes issues several times each semester. To submit an article or request a staff application, email thesalemite@gmail.com.

Sights and Insights

Sights and Insights is Salem's yearbook. It features photography and written narrative that records the major events of the year. Student staff members are needed for photography, artwork, design layout, and advertising. No previous experience is necessary. For more information, contact the editor.

POLITICAL AND ACTIVIST ORGANIZATIONS

Environmental Concerns Organization (ECO)

ECO is an organization with a mission to inform the Salem community about environmental issues and to inspire positive change. Any Salem College student who is concerned about our environment may join. Feminist Majority Leadership Alliance (FMLA) The Feminist Majority Leadership Alliance (FMLA) is a non-sectarian, non-partisan organization affiliated with the Feminist Majority Foundation. The purpose of FMLA is to study and take action on national, state, local, and campus feminist issues and concerns; to educate the College community about feminist issues; and to create an open and candid space for feminist dialog and experience.

Model UN

Model UN is an organization that educates and helps students learn about international relations, and provides them with a better sense of the world in which we live.

RELIGIOUS, SPIRITUAL, AND SECULAR ORGANIZATIONS

Baptist Student Ministry

The Baptist Student Ministry is a group open to all students and focused on creating community, growing in the Christian walk, asking hard questions of faith, and meeting students where they are in life. In all that we do, our desire is to create safe places to share, support each other, care for one another and grow in this stage of life. We gather weekly to do life together and have fun! Whether you grew up Baptist or have never been involved in church or religion, we invite you to come by and connect with this loving, caring community.

Catholic Student Association (CSA)

Catholic campus ministry, based out of the Wake Forest University campus, serves the needs of Catholic college students in the Winston-Salem college and university community. A priest works with Salem students to support CSA. Mass is offered most Sunday afternoons in Little Chapel, and other programming is offered for spiritual support and fellowship.

Chi Alpha Campus Ministry (Pentecostal/Assemblies of God)

Chi Alpha is a spirit-empowered, multi-ethnic community of prayer, worship, fellowship, discipleship, and mission equipping students to fulfill their purpose in God's global plan.

Several weekly events are offered.

The Circle (Nature-Based Religions)

The Circle is an umbrella spiritual organization designed for students who belong to a nature-based belief set –this can extend from Wicca and New Age Spiritualism to Buddhism and Hinduism. Anyone is welcome who has a spiritual affinity with nature, respect, or worship, as well as those just curious about the beliefs. The club serves as a supportive forum to speak about the issues that we face in everyday life. Meetings are usually held once a month around the full moon.

Episcopal Student Fellowship (ESF)

Episcopal Student Fellowship is a group on campus that brings together Episcopalians and others who are interested in fellowship, programming, and growing in God's diverse Kingdom. It is intentionally welcoming and inclusive.

Hillel

Hillel is the college student organization which supports Jewish life, and operates out of Wake Forest University. A wide variety of weekly programming is offered, with special observances for Holy Days

Interfaith Council

Composed of student representatives from various faith groups, the Interfaith Council coordinates a variety of worship services and campus-wide activities throughout the year to meet together for fellowship, worship, study, and

exploration of religious issues with a particular focus on Interfaith dialogue. We support students learning about other faith traditions, and learning ways to engage and be in community.

InterVarsity Fellowship

InterVarsity is a Christian inter-denominational campus ministry welcoming all students from all backgrounds. The purpose of Salem InterVarsity is to be a Christ-centered multi-ethnic community of people, reflecting His Kingdom. We are a community seeking to know God through study of the Bible, fellowship, worship, and accountability, so that we can nurture and encourage each other to love God and serve His purposes in the world.

Lutheran Campus Ministry

LCM is supported by St. Augsburg's Lutheran Church in downtown Winston-Salem, providing programming and support for any interested student.

Moravian Campus Ministry

Moravian Campus Ministry is supported by Home Moravian Church, also located in the Salem community. Students gather for meals, prayer, and thoughtful conversation. All are welcome to connect with us as we love, learn, and grow together. Students who are not Moravian, but would like to learn more about Salem's heritage, are also invited.

Muslim Student Association

MSA seeks to bring together both Muslim and non-Muslim students to discuss and engage in the Islamic faith and traditions. Monthly discussion-oriented meetings are held, in addition to other activities which seek to educate ourselves and our community on Islam.

Presbyterian Campus Ministry (UKirk)

Presbyterian Campus Ministry (UKirk) meets weekly for discussions about faith and current issues. Retreats are hosted with other Presbyterian college students. Everyone is welcome.

Wesley Foundation (United Methodist)

Wesley Foundation is a Christian organization affiliated with the United Methodist Church, but is open to everyone. The Wesley Foundation has a United Methodist

campus minister who offers a Bible/book study on a weekly basis for anyone who is interested. Opportunities for fellowship, spiritual growth, and personal support and encouragement are all a part of the Wesley experience.

CAMPUS MINISTERS

Role:	Name:	Number:	Email:
Chaplain	Rev. Dr. Amy Rio	(336) 917-5087	amy.rio@salem.edu
Chaplain Intern	Kirby Jones		kirby.jones@salem.edu
Chi Alpha (Pentecostal/Assemblies of God) Campus Minister	Kristin Jenson	(605) 868-6182	kristin.jenson@salem.edu
Episcopal Campus Minister	Rev. James Franklin	(919) 360-9282	jamesdfranklin@gmail.com
Presbyterian Campus Minister/UKirk	Rev. Amanda Davee-Lomax	(336) 575-5340	amandapcm@gmail.com
United Methodist Campus Minister/Wesley Foundation	Rev. Larry Jones	(336) 758-5019	joneslv@wfu.edu
Roman Catholic Campus Minister	Fr. Marcel Amadi		amadimc@wfu.edu
InterVarsity Campus Minister	Karen Hutchins	(336) 239-9509	karen.hutchins@salem.edu
Moravian Campus Minister	Rev. Andrew Heil	(336) 722-6171	aheil@homemorvian.org
Hillel/Jewish Campus Minister	Dr. Gail Bretan	(336) 758-4056	bretangh@wfu.edu.

ACADEMIC INTEREST ORGANIZATIONS

Accounting Club

The Accounting Club's mission is to promote understanding and broaden the appreciation of the accounting profession. The club accomplishes this goal by creating leadership opportunities (club officers), organizing events for professional guest speakers to talk about careers in accounting, networking, internships and mock interviews, volunteerism (VITA), preparing the members for their future careers in accounting, and creating a sense of community for the members within the larger community of Salem College. Membership is available to students who wish to gain a better understanding of accounting. This stipulation includes all accounting majors, business majors, and others who have taken at least two accounting courses. The members are expected to attend all meetings and be active in promoting the club in a professional manner. Activities

are highlighted on Facebook. For membership information, contact salemaccountingclub@salem.edu.

American Society of Interior Design (ASID)

Student chapter membership in ASID offers students the opportunity to become more prepared in the field of interior design through professional interaction and insightful programs. Students attend monthly meetings for speakers, field trips, current updates, and to discuss fundraising. Membership is open to all students and is strongly encouraged for interior design majors.

Salem Pre-Law Society

The Salem College Pre-Law Society is a group of like-minded students with an interest in pursuing legal education or careers. As a group, we have the opportunity to learn more about the law school admissions process, prepare to become competitive applicants to law school, and network with professionals in the legal field.

Student National Education Association (SNEA)

The Johann Comenius Chapter of the Student National Education Association is an organization for students who are planning to pursue a career in education. Programs include discussions and speakers on special topics of interest to educators such as the career ladder and interviewing. The programs are planned with the interest and needs of the membership in mind. Student teachers are required to be members of SNEA. In addition, underclassmen planning to join the education department are welcome. Special programs are open to anyone interested.

ACADEMIC HONOR ORGANIZATIONS

Alpha Alpha Alpha

Alpha Alpha Alpha, also known as Tri-Alpha, is a national honor society for first-generation students. Salem is the Beta Chapter for this organization. Members are able to meet other first-generation scholars from all academic disciplines on campus and to work together to promote academic excellence, create a supportive environment for first-generation college students and mentor younger first-generation students. A 3.2 GPA is required for membership.

Alpha Epsilon Delta

Alpha Epsilon Delta is the only national honor society for premedical students. Alpha Epsilon Delta has a purpose to function as both an honor society and service organization. The Salem College Premedical Honor Society chapter of Alpha Epsilon Delta intends to encourage and recognize excellence in premedical scholarship; to stimulate an appreciation of the importance of premedical education; and through its service component, benefit the entire healthcare community. Membership is open to students with a 3.0 grade point average, as well as Salem alumnae. Faculty participation is welcome.

Alpha Lambda Delta

Alpha Lambda Delta is a first-year honor society. Its purpose is to promote intelligent living and a high standard of learning and to encourage superior academic achievement. A first-year student must have a grade point average of at least 3.5 and must take a full academic load to be admitted to ALD. Students are initiated at the beginning of the fall and spring terms.

Alpha Psi Omega

Alpha Psi Omega is a national honorary dramatic fraternity that offers membership to those students who achieve a high standard of work in dramatics. The organization meets at least twice each term and initiation and induction occur once a year. Students who have completed at least sixty hours on stage and crew work are eligible for membership into the society.

Alpha Sigma Lambda

Alpha Sigma Lambda, the premier and largest chapter-based honor society for full and part-time adult students, was established in 1946 to recognize outstanding scholarship and leadership in adult students pursuing their first undergraduate degree. Alpha Sigma Lambda recognizes students in this population who have taken a minimum of six graded courses in Liberal Arts/Sciences at Salem (not transfer course credits), are drawn from the top 20% of students in the undergraduate degree program (whether full or part time), and have a minimum cumulative GPA of 3.2.

Beta Beta Beta

Beta Beta Beta is the national biological honor society that emphasizes the stimulation of scholarship, dissemination of scientific knowledge, and promotion

of biological research. Regular members of the Beta Alpha chapter must be biology majors of junior standing or above, possess a 3.0 average in all biology courses, and have a 2.67 overall GPA. Associate members must exhibit a strong interest in science and have a 2.67 overall average.

Kappa Delta Pi

Kappa Delta Pi is an international honor society in education that is dedicated to scholarship and excellence. This community of scholars is dedicated to scholarship and excellence in education, the development and dissemination of educational ideas and practices, the continuous growth and leadership of members and inquiry, and reflection on educational issues.

Lambda Pi Eta

Lambda Pi Eta is the national honor society for communications majors. Membership is open to juniors and seniors with outstanding achievement in communication studies. Faculty may also be members.

Marshals

The marshals are selected from the rising junior class by academic standing. They then elect the chief marshal. Marshals must be full-time and in attendance for at least the second semester of the year of appointment. The marshals assist at assemblies, concerts, Commencement, and other College programs. They have various duties, such as handing out programs, planning seating arrangements, leading processions, and creating a positive atmosphere on campus. In addition, the marshals are responsible for seeing that proper assembly behavior is maintained.

Mortar Board

The Arete Chapter of Mortar Board is an honor society for senior women who have demonstrated ability and achievement in scholarship, leadership, and service to the College and community. Mortar Board works to contribute to humanity in College and community life. Members are tapped for the society at the end of their junior year.

Omicron Delta Epsilon

Omicron Delta Epsilon (ODE) is an international honor society that encourages and recognizes academic excellence in economics. Students are required to

have a 3.0 overall GPA and a 3.0 average in at least four economics classes. ODE is committed to advancing the field of economics through dialogue and academic exchange both on and off campus.

Omicron Delta Kappa

Omicron Delta Kappa (ODK) recognizes outstanding juniors and seniors who have demonstrated a high standard of efficiency in collegiate activities and who have inspired others to strive for similar attainment. Members are tapped in the fall and in the spring.

Phi Alpha Theta

Phi Alpha Theta, the international history society, encourages and recognizes outstanding achievement in this field of study. Inductions are held once each term for faculty and students who have completed at least four courses of history with superior grades and who have earned above average grades in all other subjects.

Phi Sigma Iota

Phi Sigma Iota is the national honorary society in foreign languages. It is open to faculty, juniors, and seniors who meet high standards of performance in advanced French, Spanish, and Latin.

Pi Gamma Mu

Pi Gamma Mu, founded in 1924, is an international social science honor society that recognizes achievement in the social sciences. The motto of the society is, "ye shall know the truth, and the truth shall make you free." Membership is open to juniors and seniors who meet its high standards and are in the upper 35 percent of their class through their coursework in history, political science, economics, psychology, and sociology.

Pi Kappa Lambda

Pi Kappa Lambda is the most prestigious national college honor society in music. It recognizes the highest levels of musical achievement and academic scholarship in colleges, universities, and other institutions of higher learning, which must offer music degree programs in one or more fields. Membership is open to juniors and seniors who have demonstrated high academic achievement in music.

Sigma Beta Delta

Sigma Beta Delta is the international honor society in business, management, and administration. Its purposes are to encourage and recognize scholarship and achievement among students, and to encourage and promote personal and professional improvement and a life distinguished by honorable service. Students must be business, economics, or international business majors of junior or senior standing and possess a 3.7 grade point average.

Sigma Tau Delta

Sigma Tau Delta is the international English Honor Society. Its purpose is to promote scholarship in literature and language. Membership of the Alpha Eta Kappa chapter is open to distinguished English faculty and students. An active member must be an English major or minor, have at least a 3.0 GPA in her English courses, and be in the top 35% of her class.

Theta Alpha Kappa

Theta Alpha Kappa is the national honor society for theology and religious studies. Its purpose is to encourage, recognize, and maintain excellence in these fields of study. Theta Alpha Kappa sponsors a scholarly journal which publishes the works of undergraduate students. *Student-budgeted organizations supported by the SGA budget and student activities fees. These organizations meet certain criteria for serving the campus community in order to be eligible for funds provided by SGA.