



Salem College  
Student Handbook  
2017-2018

## Message from the President

It is my great pleasure to welcome you to the Salem College 2017–18 academic year. As members of the Salem community you are part of the distinguished Moravian tradition that affirms the potential of each student and recognizes the importance of rigorous education in the arts and sciences for women of all backgrounds, beliefs, and experiences. During your time as a student here you will solidify an appreciation for the value of intellectual curiosity and the acquisition of knowledge, and you will develop leadership skills that will prepare you to serve humankind. The legacy of sisterhood that has bolstered the strength of this school for generations will become the hallmark of the friendships that you will make as a Salem student and throughout your life.

I look forward to getting to know each of you and to sharing in your quest for knowledge and in your commitment to serve the community and the world. As we begin Salem's 245th year together, let us do so with confidence, knowing that as members of the Salem College community we are also members of the oldest continuously operating women's educational institution in the country.

Sincerely,

D. E. Lorraine Sterritt, PhD

President

Dear Salem Siblings,

On behalf of the 2017-2018 Student Government Association (SGA) Executive Board, I extend a warm welcome to all of you. This year will be full excitement and new opportunities.

To the Class of 2020: You're in college now and you will be making many different decisions from joining clubs and organizations and deciding what classes to take in order to get a feel of the various majors here at Salem. Your first year will be full of exciting adventures to partake in and creating relationships that will last throughout your experience here at Salem. Your professors, students, and other faculty here will make the best of your time. Welcome to Salem College!

To the Class of 2019: My sister class, you made it through your first year, and you probably understand some of the ropes now. You'll be immersed in either declaring your major or creating the best cooler for your "big" on Fall Fest. You may have already created new experiences and relationships, but you will continue this and keep pushing out of your comfort zone! Continue to be the change you want to be at Salem and everywhere else.

To the Class of 2018: You're going to be a big! You'll realize the importance of a big is not only to give gifts to each other, but to also be role model to a first year coming in. This person will be looking to you for guidance with classes, majors, friends, and adventures to partake with you. Be the role model you were meant to be! You are probably much more experienced in everything at Salem and have been growing as a person and student. You realize the difficult duties of being a student as well as being involved with so much at Salem. Your academic and leadership skills will be advantageous to you in the near future so continue to move forward!

To the Class of 2017: This is it, this is our senior year! We all have worked so hard to get the point we are now and it will pay off once we get that degree in May! We have grown as individuals and our relationships with our professors, friends, and other faculty and staff at Salem have helped make us who we are today. This will be a difficult year, however we will be able to push through and understand our full potential. We will miss everyone here who has had such a huge impact on our four years. We will make it through and show the world how Salem students work!

To every student here, challenge the world and yourself. Salem is at your side no matter what, as well as everyone you care for. Be the leader you were meant to be and the SGA Executive Board will be with you each step of the way! Have an amazing year!

From, Misbah Khan

SGA President

2016-2017

Dear Fellow Fler Students,

Welcome to Salem College and to the Martha H. Fler Center for Adult Education! I am honored to serve as president of the Fler Leadership Council Executive Board for 2016-17. Whether you are a new or returning student, I want to invite you to get involved with the Fler Leadership Council, of which you are automatically a member just by being a Fler student.

The wonderful thing about Salem College is the diversity of our school and the camaraderie among all Salem students. Fler students are an important part of our Salem College community. Do not hesitate to join clubs, choral groups, and honor societies, and to partake of all the opportunities Salem has to offer for your own personal growth.

The Fler Executive Board will host events throughout the year, and we hope you will join us when we meet and mingle with other Fler students. There are also many opportunities to volunteer, such as at Fler Center information sessions and orientations. Please check InfoMail, a weekly enewsletter created specifically for Fler students, as it will keep you informed of upcoming events and deadlines.

If you have any questions, concerns, or would just like to talk, feel free to email me at [melissa.thompson@salem.edu](mailto:melissa.thompson@salem.edu), or slip a note in the suggestion box in the Fler Center office. Let's make this the best year ever as we move forward in our academic journey!

Best wishes,

Melissa Thompson

Additional FLC Board Members

Chasity Sullivan-Vice President

Mitzie Woisin-Secretary/Treasurer

Kim Turner-Kendricks, Elizabeth Kilpatrick, Pat Berryhill-Members-at-

large

## 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 continuously operating educational institution for girls and women in the United States. Its tradition of rigorous education for women and responsibility to the community found its roots in the convictions of our eighteenth-century Moravian forebears, who believed that girls and women were entitled to the same education as boys and men. Although this belief was almost unheard of in Colonial America, the citizens of Salem overlooked the conventions of their era and opened a school for girls in 1772—four years before the Declaration of Independence. Responding to an invitation from the leaders of Salem, sixteen women and girls walked 500 miles from Bethlehem, Pennsylvania, to what we now know as Winston-Salem in order to join the new community and to open the school. Among those intrepid women was Sister Elisabeth Oesterlein, who was appointed the school's first teacher.

In its early years, Salem was led by the unmarried women of the Moravian community, who were known as “Single Sisters.” The Single Sisters were economically self-sufficient, another rarity for women in the eighteenth century. From its inception the school has embraced every qualified student regardless of color, creed, or social standing. In 1785, the first African American student enrolled at Salem. In 1826, the school welcomed its first Native American student, Sally Ridge, who was the daughter of a Cherokee chief. Jane Ross, the daughter of another Cherokee chief, was also a student at Salem, but in 1838, she left the school to join her family on the Trail of Tears.

Today, Salem College has the most racially and ethnically diverse student body of any local institution. The inspiring mission of the Single Sisters has continued for nearly two hundred and fifty 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, 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.

## MORAVIAN BLESSING

*Come Lord Jesus, our Guest to be,  
And bless these gifts bestowed by Thee.  
Bless our loved ones everywhere  
And keep them in Thy loving care.*

## 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, and 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

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

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

## ΓΚΑ GAMMA KAPPA DELTA

In recent years, Salem students have claimed the Greek letters Gamma, Kappa, and Delta from the seal to represent Salem sisterhood. 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 sisterhood.

### PROGRAMS OF DISTINCTION AT SALEM COLLEGE

The *Salem Signature* is Salem's general education program, a foundation of required academic experiences that introduces students to the liberal arts and supports the development of such academic skills 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 over their four years, using a variety of courses that will instill in students Salem's essential values: excellence, community, and responsibility to one's self and to the world.

In addition to disciplinary courses in science, mathematics, language, humanities, arts, and social sciences, the *Salem Signature* includes, for traditional age students, interdisciplinary and experimental courses: the first year seminar and global awareness seminar for first year students; a service learning seminar in the sophomore year; an internship; and courses in wellness, physical education, and women's studies. The *Signature* 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, such as: Who will feed the world? or How does technology shape our society? Students in the Fler Center follow a slightly different model for the *Salem Signature* with these same goals.

**LEADERSHIP SALEM** is a three-tiered comprehensive leadership program for traditional students that celebrates women as leaders and provides opportunities to distinguish your college experience. You may choose from a variety of personal and professional leadership development programs including Success@Salem, iLEAD, and the BB&T Emerging Leaders program to enhance your abilities and reach your highest potential.

The **LEADERSHIP SALEM** program offers you opportunities to participate in seminars and workshops on topics that complement the curricular content of the Salem Signature program, such as building cross-cultural relationships and making ethical decisions. At the end of your four years, you will find the power to lead with self-assurance and authenticity and discover the ripple effect that your leadership can have on the world around you.

### WOMEN'S WELLNESS

A Salem College education fosters a way of living that encourages holistic health that is supportive of academic and personal success and fulfillment. Wellness programs at Salem promote positive behavior 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. Some of the most popular wellness activities include campus bikes, which are available for loan from the Student Center Information Desk; weekly yoga classes; Deans' Walks on Friday afternoons; and Women in Nature (WIN) hikes and trips to state and national parks.

### SALEM TRADITIONS

#### **Evening Walk to God's Acre (Orientation Weekend)**

Accompanied by orientation leaders, new students make an evening walk into God's Acre to the grave of Sister Elisabeth Oesterlein, founding teacher of Salem College, for a brief ceremony and introduction to the history of the College. The College president and chaplain lead this first ceremonial walk to symbolize the beginning of one's time at Salem. Students walk to God's Acre again on Founders Day at the end of their senior year to symbolize the conclusion of their Salem experience. 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-age students. *Nice attire is expected.*

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

In addition to the Fall Lawn Party, the Campus Activities Board 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, casual 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 in the month of April (on or off-campus), features a live band. *Nice attire is encouraged.*

### **Big Sis/Lil Sis (September)**

Traditional age first-year students (under age 23) have the option to receive junior “Big Sisters” before Fall Fest. Big Sisters serve as mentors and introduce their Little Sisters to life at Salem. Transfer students have the option to receive a “Big Sis” or to be a “Big Sis,” depending on their class standing. Contact Big/Little co-chairs Kelli Powers or Samantha Werts 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 spirit and sisterhood! Listen for the cheering to begin in early fall. Contact Fall Fest chair Jennifer Vitarelli for more information. *Classes are suspended.*

### **Family Weekend (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 for the Christmas Candlelight Service.

### **Christmas Candlelight Service (December)**

This longstanding Salem holiday tradition celebrates our Moravian heritage and features performances by student choral groups. Hundreds of friends of the College attend this annual event in Hanes Auditorium, which culminates with the lighting of Moravian candles. Not to be missed! *Nice attire encouraged.*

### **Moravian Traditions Dinner (December)**

Students who attend the Christmas Candlelight Service are invited to the fellowship hall of Home Moravian Church for a holiday dinner, featuring homemade Moravian chicken pie, and to celebrate the unique culinary traditions associated with our institutional heritage.

### **Refectory Christmas Dinner (December)**

On the Monday before exams begin, Dining Services provides a holiday feast for the Salem community. *Nice dress 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 off campus students in the 1970s, this tradition provides an opportunity for residential students and off campus students to celebrate the end of the semester together.

### **Exam Stress Relievers (December/May)**



The Order of the Scorpions places Krispy Kreme doughnuts in the Refectory during finals, as a campus morale booster and for good luck on exams. The Campus Activities Board, 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. The Black History Month Worship Service (sponsored by the Office of the Chaplain, BADU, and ONUA) features the InterVarsity Gospel Choir and student speakers who read the liturgy and scripture. On the final weekend in February, Salem students, faculty, and staff collaborate in a production of the Black History Month finale—a celebration of arts and culture.

#### **Fleer Senior Gathering (March)**

This event for all graduating Fleer seniors is held in the Rondthaler-Gramley House. 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 Sister class. *Nice attire 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 age students. *Business attire 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 her first official remarks. All students are welcome.

#### **Senior Class Walk to God’s Acre (April)**

Seniors robe and meet early on the morning of Founders Day on the steps of Main Hall. Seniors process with the president, chaplain, and deans to Sister Oesterlein’s grave in God’s Acre and place a flower on her gravestone. Afterward, the seniors plant a class tree on campus with each senior allowed to add a personal memento as the ground is replaced around the tree. A special breakfast is served in the Refectory.

#### **Founders Day Convocation (April)**

Celebration in honor of Elisabeth Oesterlein, founding teacher of Salem Academy and College. Seniors wear graduation gowns and sunglasses and process to the Convocation in the May Dell (Hanes Auditorium in case of rain). The sophomore class processes ahead of their sister class. Attendance is mandatory for all traditional age students. *Nice dress encouraged.*

#### **Honors Convocation (May)**

The ceremony marking the formal end of the academic year is held in Hanes Auditorium on the last day 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 age students. *Nice dress encouraged.*

#### **Senior Commencement Week (May)**

##### **Back Porch Party**

Given by Fleer Center staff and students in honor of all graduating seniors on the afternoon of the last day of exams. *Garden party attire encouraged.*

##### **Senior Lovefeast**

Held at Home Moravian Church on Thursday afternoon before Commencement. Seniors do not wear robes for this event. *Nice dress 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.

##### **Commencement**

Held in the May Dell on Saturday morning (Hanes Auditorium in case of rain). Graduates robe and receive a daisy before they cross the stage to get their diploma.

### **Champagne Brunch**

Members of the senior class, their families, and guests are invited to attend a buffet brunch in the Refectory immediately following Commencement. *Nice dress encouraged.*

## **Major Events Calendar 2016-2017**

August 13	Student Leader Move-In (OLs, RAs, SGA)	January 2	Jan Term Begins
August 13-20	Pat Rather Leadership Week	January 16	MLK Day
August 20	New Student Move In	January 27	Jan Term Ends
August 21-23	New Student Orientation/Advising	January 30	Classes Begin
August 23	Opening Convocation	February 2	Black History Month Worship Service
August 24	Classes Begin	February 2-5	Vagina Monologues
August 24	Movie in the May Dell	February 10-13	Scholarship Weekend
August 26	Fall Fest Kick-Off Party	February 16	Black History Month Panel
September 3	CAB Fall Lawn Party	February 25	CAB Formal (Off Campus)
September 12-16	Fall Fest Spirit Week	February 24	Black History Month Finale Program
September 21	Fall Fest	March 18-26	Spring Break
October 10-11	Fall Break	April 13	Sophomore-Senior
October 21-23	Fall Admissions Visit	April 17	Easter Holiday
November 4-6	Family Weekend	April 22	Spring Cocktail
November 5	International Dinner Show	April 25	Academic Day of Excellence & Leadership Banquet
November 19	CAB Semi-Formal (Off Campus)	April 28	Founders Day Convocation
November 23-27	Thanksgiving Holiday	May 10	Honors Convocation & Late Night Breakfast
December 1	Christmas Candlelight/ Moravian Traditions Dinner	May 11	Reading Day
December 6	Late Night Breakfast	May 20	Commencement
December 7	Reading Day		

## 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 [tommy.williamson@salem.edu](mailto:tommy.williamson@salem.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 [tommy.williamson@salem.edu](mailto:tommy.williamson@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.

## EVACUATION ASSEMBLY AREAS

### 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

### I. THE HONOR TRADITION

The Honor Tradition is a vital and unifying aspect of the Salem College community that 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. By accepting a place in our community of scholars, each student assumes full responsibility for her actions in all phases of her life at Salem. The Honor Tradition encompasses responsibility for maintaining academic integrity, as well as the expectation that students abide by North Carolina law, uphold College policies, and treat all members of the community with civility and respect.

The Honor Tradition is longstanding at Salem College and is highly regarded by students, faculty, staff, and the administration. Perpetuating such a tradition is made possible in the community because each individual student is expected to be personally accountable for the impact of her actions on herself 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 lives by it.

## II. 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.

## III. 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.

## IV. HONOR CODE VIOLATIONS DURING SELF-SCHEDULED FINAL EXAMS

- A. If a student witnesses cheating during self-scheduled exams, she should report the violation to one of the co-chairs in accordance with the Honor Code.
- B. 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.
- C. 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.
- D. 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.

## V. 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.

## VI. 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 her designee from the student affairs staff serves in an advisory capacity to the Honor Council and must be present at all Honor Council hearings.

The 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.

#### VII. 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 her 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 she contacts the Honor Council chair. She also should encourage the accused student to contact the Honor Council chair to report her 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.

#### VIII. 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 assistant dean of students, in conjunction with the Judicial Council and Residential Coordinators (RCs), 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 assistant dean of students. 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 assistant dean of students 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: alcohol, 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 Residential Coordinators (RCs) will handle first-time and minor alleged violations of the Residence Life policy, such as visitation and quiet hours infractions. The administration (student affairs deans for traditional students; Flee Center deans for Flee 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. Student affairs deans will handle cases related to allegations of sexual misconduct.

#### IX. 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 Sexual Misconduct Policy for information on the rights of students accused of sexual misconduct.

#### X. 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 her 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 her 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.

#### XI. 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 her 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 her account of the case, followed by questions from the Council.
3. The accuser gives her 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 her 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.

## XII. HEARING PROCEDURE FOR ADMINISTRATIVE HEARINGS

If a student fails to appear for her administrative hearing without a valid excuse, the student affairs administrator(s) or Fleeer Center administrators will hear the evidence presented in her 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 her 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 Fleeer Center office will inform appropriate offices and/or faculty members of any sanctions issued to an undergraduate student on a need-to-know basis.

## XIII. 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 in the dean of students office until graduation. The Council advises the student to learn from this experience as she reflects on the importance of her 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 she has 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 insure 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 in the dean of students office 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 her 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 she appeals the decision (see “Suspension”). Suspension-Held-in-Abeyance stays on a student’s judicial record in the dean of students office 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 she decides 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 in the dean of students office 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 she appeals 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 in the dean of students office.

#### XIV. SANCTIONS FOR COLLEGE POLICY AND STUDENT CONDUCT INFRACTIONS

The College deems serious any 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, not punitive. Failure of a student to fulfill her 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 her 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 assistant dean of students 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 her 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 XIII.)

**Probation:** (See section XIII.)

**Suspension-Held-in-Abeyance:** (See section XIII.)

**Suspension:** (See section XIII.)

**Expulsion:** (See section XIII.)

#### XV. 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.

#### XVI. APPEAL PROCESS FOR JUDICIAL CASES

An accused student who believes that the Honor Council or Judicial Council violated her 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 her 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 a Residential Coordinator must do so by contacting the assistant dean of students in writing within twenty-four hours of receiving written notification of her 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 she deems her 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 her appeal. The Board may ask her 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, she is 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 she was not treated justly by the Appeal Board, she 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 her 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. Her 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 provides guidelines for and promotes the responsible and ethical use of the shared computing resources of Salem College. It is in the best interests of the community as a whole that computing resources be used in a manner which protects the equipment and the rights of all users.

This general policy applies to all computer and computer communication facilities owned, leased, operated, or contracted by Salem College. This policy covers usage of word-processing equipment, microcomputers, minicomputers, mainframes, and associated peripherals and software, regardless of whether used for administration, research, teaching, learning, or other purposes. This policy extends to any use of campus facilities to access computer facilities elsewhere.

Those responsible for campus computing facilities not administered by Information Technology may have additional regulations consistent with this policy to control their use. System administrators are responsible for publicizing any additional regulations concerning the authorized and appropriate use of the equipment for which they are responsible.

### I. Basic Principles:

Cheating, stealing, making false or deceiving statements, plagiarism, vandalism, and harassment are just as wrong when done in the context of computing as they are in all other aspects of conduct.

Individuals should use only those computing facilities they have been authorized through ordinary channels to use.

**Specifically, but not exclusively, users may not:**

1. Attempt to gain unauthorized access to any computer on campus.
2. Give their account information to any other individual.
3. Use the computer access privileges of others.
4. Use the computer for commercial activities without prior written permission.
5. Use applications which affect bandwidth to the extent they inhibit or interfere with the use of the network by others, such as chain letters and spamming (the sending of mass unsolicited email either off campus or to Salem College addresses).
6. Give lab combinations to other users or admit people who are not students, faculty, or staff.
7. Access, copy, or modify the files of others without their explicit written permission.
8. Participate in illegal use of any kind, including the illegal copying of licensed software, texts, or music. This restriction includes making copies of commercial applications and the sharing and downloading of music files. Not only are these practices illegal, but they expose Salem to potential virus infections since illegal sites are not necessarily monitored for virus activity.
9. Interfere with the normal operation of computing systems or the legitimate use of computing facilities by authorized users (the transmission of extremely large files of a non-business/academic nature may be considered interference).
10. Violate the restrictions for computing systems they use, on or off campus.
11. Attempt to subvert the restrictions associated with campus computing facilities.
12. Use electronic media to harass or threaten others, either on or off campus, in any way.
13. Connect network devices or running network services on any PC. Network devices, such as hubs and wireless access points, should not be installed on a network, as they can disrupt regular network traffic. Additionally, PCs should not be set up to share files with others. This act could be construed as illegal file sharing and also potentially exposes your personal files to others (including hackers).

**Users should:**

1. Take reasonable measures to protect account information, lab combinations, and any other information related to access to Salem data resources.
2. Use best practices for securing their computer accounts.
3. Use strong passwords, ie, passwords that are at least eight characters long and contain upper-case, lower-case, and numeric characters.
4. Create a password that is not the same as your login name, first or last name, or any word that would be easy to guess.
5. Remember your password. Do not write it down.
6. Lock your workstation if you are going to leave it for longer than a few minutes (ctrl + alt + del, then k, for Windows XP workstations).
7. Use proper Netiquette when communicating. Be polite. Do not write or send abusive messages to others. Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
8. Honor and protect the privacy of yourself and others. Do not reveal addresses, passwords, phone numbers, or any other personal information.
9. Report any defects in the system to the IT department via the Helpdesk website.
10. Understand use of the network for school work shall take precedence over personal use.
11. Utilize current anti-virus software. Anti-Spyware also is recommended.
12. Conserve resources like paper, toner, and other supplies. Save files to the various storage devices at your disposal. Only print when necessary.

**II. Disciplinary Action:**

Reasonable suspicion of a violation of the principles or practices described in this policy statement may result in disciplinary action. This action will be taken by appropriate institutional channels, such as the administration, 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.

Users should have no expectation of privacy when using Salem's systems. While administrators do understand and respect the right of privacy of users and the confidentiality of their data, system administrators have the right to suspend or modify computer access privileges, and to examine files, passwords, accounting information, printouts, tapes, and any other material that may aid in an investigation or maintain the integrity and efficient operation of the system. Users whose activity is viewed as a threat to the operation of a computing system, who abuse the rights of other users, or who refuse to cease improper behavior may have, at the very least, their user privileges revoked with or without notice. In the event that access to a system is revoked, users may be provided a copy of their files.

**III. Anti-virus Software Requirement:** Students are required to use current anti-virus software. Anti-Spyware is also recommended. Commercial anti-virus applications like McAfee, Symantec, and Kaspersky cost approximately \$50/year. AVG (<http://free.avg.com/>) and AVAST! ([http://www.avast.com/eng/avast\\_4\\_home.html](http://www.avast.com/eng/avast_4_home.html)) have free anti-virus software. These programs can be downloaded at no cost for individual use and provide adequate protection against infection.

Installing anti-virus software is an extremely important responsibility for all members of the Salem College community of scholars. An infected computer not only has a negative impact on the performance of the PC, but important data may be lost. An infected computer also may reduce the performance of the College network and negatively affect other institutions if the virus generates large volumes of email.

**IV. Computer Lab Policy:** The computer labs are provided by Salem to give students a suitable environment for academic work. While personal or recreational computer activities are not prohibited, they certainly have a lower priority than academic work. Therefore, students should be respectful of the needs of other students and defer non-academic computer use to times when the labs are less busy.

The computer labs are for the use of current Salem students, faculty, and staff only. **Children, friends, and relatives are prohibited from using these resources at any time.**

Food is prohibited, but drinks with lids are acceptable. Students should clean up after themselves and remind others to do so. You should leave the workstation and lab areas clean for those who follow. You should also shut down the computer when you leave to ensure protection of your data.

It is difficult for students to concentrate when someone in close proximity is having a conversation on a cell phone or has the volume on their headphones turned up so that others nearby can hear them. Students should be respectful of other students by setting cell phones to vibrate when in the labs and leaving the room to take or make calls. Students should keep music at a volume that will not disturb others.

The PCs in the lab are a limited resource. Students should not occupy a PC by leaving it logged in when they go elsewhere for extended periods of time. Other students may need the equipment for their academic work. If a PC is not utilized for fifteen minutes, and another student is waiting to use it, lab assistants will log-off and allow the waiting student to use it. This practice affirms the principle of being respectful of the needs of other students.

Students are expected to understand that the lab assistant's job is to keep the labs running smoothly, alert the IT department to technical problems, and assist with ensuring that the guidelines above are observed by everyone. Students are expected to cooperate with lab assistants when asked to adhere to these basic rules.

Wireless connectivity on campus is reserved for Salem students, faculty, and staff.

#### CONVOCATION ATTENDANCE (REQUIRED FOR TRADITIONAL AGE STUDENTS)

Traditional students (under age 23) are required to attend three academic convocations each year: Opening Convocation, Founders Day Convocation, and Honors Convocation. Fler 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 (Effective April 24, 2017)

### A. Purpose

Salem College recognizes 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. 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.
8. Demonstrations may take place only between 9 am and 9 pm.
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, cellphone 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 individual contact information and the additional information requested in this section will be returned to the registrant(s) for completion and may be resubmitted.

### 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 Flee Center Deans

for Fleeer 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.

#### **DRUGS**

Cases involving illegal possession, use, or sale of drugs or drug paraphernalia, such as hookah pipes, are subject to criminal prosecution as well as being heard administratively. The abuse or misuse of prescription drugs by any student is prohibited. Abuse and misuse of prescription drugs includes taking medication in ways other than prescribed and providing or selling drugs to others. Any student involved in illegal or misused drugs on campus will be subject to a penalty up to, and including, expulsion. The administration of the College reserves the right to notify the parents of a traditional age student if she has been involved in a drug violation.

#### **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 (2015-16 *Salem College Student Handbook*), judicial review of Honor Council rulings ("Appeal Process for Judicial Cases," 2015-16 *Salem College Student Handbook*), 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 (2015-16 *Salem College Student Handbook*).

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 cocurricular issues) or with the associate dean for 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 associate dean for 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, she 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: [www.ncdoj.gov/complaint](http://www.ncdoj.gov/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 insure 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: Student 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. Special needs or medical problems should be noted on the health form and brought to the attention of the director of health services. Any student participating in intercollegiate sports is required to obtain clearance from her physician prior to her arrival on campus.

All Fler 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 Fler office, and in the Health Center. The completed record must be received and approved by the director of health services BEFORE the student will be allowed to attend class. Staff members are available to accept immunization records and to answer questions during clinic hours: Monday through Friday, 8:30 am–12:00 pm and 1:00–4:00 pm



## 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](http://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.

## INTERCOLLEGIATE ATHLETICS

Please see the *Student Athlete Handbook*, which is available through the Department of Athletics and Physical Education or online at [www.salemspirits.com](http://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

The purpose of this missing student policy is to establish procedures for the College's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies 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 Public Safety department or assistant dean of students as soon as possible so that an official determination may be made about whether or not the student is missing.

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 or designee no later than twenty-four hours after the time 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 the Public Safety department, dean of students, and residence life. The administration of the College reserves the right to notify the parents of a student if she has been determined to be missing.

For those 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 no more than twenty-four hours after the student is determined to be missing.

### **Procedure for official notification for missing students**

1. The Public Safety department and residence life staff will gather all essential information about the residential student from the reporting person and from the student's acquaintances. Appropriate campus staff will be notified to aid in the search for the student. Appropriate staff will include the Residential Coordinator on-call, the assistant dean of students, and the dean of students.
2. If the above actions are unsuccessful in locating the student within twenty-four hours, or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the student will be determined to be a missing student.
3. Within twenty-four hours after a student is determined to be missing, (1) the dean of students or designee will notify the emergency contact per the emergency contact process, and (2) the chief of Public Safety or designee will notify the



appropriate local law enforcement agencies for assistance. In addition, the administration of the College reserves the right to notify the parents of a student if she has been determined to be missing.

#### 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 the assistant dean of students. 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

Posting is considered to be any information tacked, tied, taped, or stapled to any surface on campus. It is an expectation that all members of the Salem Community will adhere to the policy and will aid in removing expired and improperly posted notices.

Where is it permissible to post items?

- Bulletin boards
- Cork strips
- Brick and concrete

Items posted on other surfaces will be removed and discarded.

How is it permissible to post items?

- On bulletin boards, you may use staples, thumbtacks, or push pins.
- On other items, you may use masking tape, thumbtacks, or scotch tape.

NO DUCT TAPE OR PACKAGING TAPE may be used on any posting.

Where is it *not* permissible to post items?

- Trees
- Sidewalks
- Iron railings
- Lamp posts
- Benches and furniture
- Signs and concrete monuments
- ALL painted surfaces; all natural wood-finished items
- Glass doors or windows
- All outside entrances and doors to all facilities

Size of posted items:

- Items announcing special events, parties, lectures, and regular meetings may not exceed 11" x 17."
- Items of general information may not exceed 8 ½" x 11."

Within the Residence Halls:

- Bulletin boards are mounted in the entrance to each residence hall, and all notices will be restricted to these bulletin boards.
- Items posted on other surfaces will be removed and discarded.

As much as possible, all expired or improperly posted items will be recycled. Postings must be removed within twenty-four hours after the event has taken place. Items left longer than twenty-four hours post-event may be removed and discarded. Salem assumes no responsibility for retaining posted information.

Persons and groups in violation of this policy may be assessed all or part of the costs of removal and repair of damage.

#### RESEARCH PROJECT APPROVAL

The policy for students wishing to conduct research may be found on the Salem College website.

## 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.

## Student Sexual Misconduct Policy

### I. STATEMENT OF COLLEGE POLICY

Salem College reaffirms its belief that the quest for knowledge can only flourish in an atmosphere free from sexual misconduct, and is committed to providing a safe learning, living, and working environment for all members of the Salem community. This policy prohibits specific behaviors that violate Title IX of the Education Amendments of 1972 (“Title IX”), and Title VII of the Civil Rights Act of 1964 (“Title VII”), and requires Salem College to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

Salem College does not tolerate sexual misconduct, including but not limited to, sexual assault, sexual harassment, domestic violence, dating violence, and stalking. All forms of sexual misconduct are acts of aggression, are therefore prohibited, and Salem College will take all necessary action to prevent such behavior. It is the responsibility of every member of the Salem community to foster an environment free of sexual misconduct. All members of the Salem community are encouraged to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Salem College will support and assist community members who take such actions.

The College will take immediate action to eliminate sexual misconduct, prevent its recurrence, and address its effects. Anyone can be a perpetrator or victim of sexual misconduct and, therefore the policy is gender neutral. Anyone alleged to have violated this policy is subject to a Title IX investigation. Depending on the results of the investigation, someone in violation of this policy may be subject to an administrative hearing.

Salem College students should report suspected sexual misconduct to the Title IX Coordinator, Erin Adams, Assistant Vice President for Administration at 336-721-2702 or [erin.adams@salem.edu](mailto:erin.adams@salem.edu). Ms. Adams’ office is on the second level of the Inspector’s House, located at the corner of Church and Academy Street. In the event the Title IX Coordinator is unavailable, contact one of the deputy coordinators, Anna Gallimore, Vice President for Administration, at 336-721-2852 or [anna.gallimore@salem.edu](mailto:anna.gallimore@salem.edu), or Cheryl Hamilton, Director of Payroll and Benefits at 336-721-5329 or [cheryl.hamilton@salem.edu](mailto:cheryl.hamilton@salem.edu).

### II. JURISDICTION AND SCOPE: TO WHOM THIS POLICY APPLIES & WHEN

This policy applies to all Salem College students. Students should also use this policy to report sexual misconduct violations by anyone on campus including faculty, staff, and third parties such as contractors. The College process for resolving sexual misconduct is based on the respondent’s relationship to Salem College. Respondents who are students will find their rights, responsibilities, and hearing procedures in this policy. Respondents who are faculty will find their rights, responsibilities, and hearing procedures in the Faculty Handbook. Respondents who are staff will find their rights, responsibilities, and hearing procedures in the Personnel Manual.

Salem College reserves the right to investigate alleged sexual misconduct involving its students regardless of where the misconduct allegedly occurred or who was involved.

### III. DEFINITIONS[1]

Complainant: student, employee, or third party who presents as the victim of any sexual misconduct under this policy, regardless of whether that person makes a report or seeks action under this policy.

Dating violence: any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the victim’s statement and in consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

Domestic violence: any crime (felony or misdemeanor) committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

Fondling: touching the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Respondent: student, employee, or third party who has been accused of violating this policy.

Sexual assault is a form of sexual harassment that involves having or attempting to have sexual contact with another person without consent.

Sexual contact is any intentional touching or penetration of another person's clothed or unclothed body, including, but not limited to the mouth, neck, buttocks, anus, genitalia, or breast, by another person with any part of the body or any object in a sexual manner. Sexual contact also includes causing another person to touch their own body or another person's body in the manner described.

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

- submission is made an express or implied term or condition of employment or status in a class, program, or activity;
- submission to or rejection of the behavior is a factor in an employment or educational decision (such as hiring, promotion, or grading a course);
- the conduct has the purpose or could be reasonably judged to have the effect of interfering with a person's work or educational performance; and/or
- the conduct has the purpose or could be reasonably judged to have the effect of creating an intimidating, hostile, or offensive environment for work or learning.

Examples of sexual harassment include, but are not limited to: physical assault; direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, or grades; direct propositions of a sexual nature; a pattern of sexually explicit statements, questions, jokes, or anecdotes not related to classroom material; touching, patting, hugging, or brushing against a person's body; remarks of a sexual nature about a person's clothing, body, sexual activity, or previous sexual experience.

Sexual intercourse: any penetration, however slight, with any object or body part, performed by a person upon another person. Sexual intercourse includes (a) vaginal penetration by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

Sexual misconduct: sexual assault, sexual harassment, dating violence, domestic violence, stalking, and/or any other form of unwanted sexual behavior.

Sexual offenses: any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Stalking: intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for their safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to: repeatedly following another person; repeatedly committing acts that alarm, cause fear, or seriously annoy such other person and that serve no legitimate purpose; and repeatedly communicating by any means, including electronic means, with such person in a manner likely to intimidate, annoy, or alarm them.

Statutory rape: nonforcible sexual intercourse with a person who is under the statutory age of consent.

#### IV. CONSENT

Sexual misconduct can be prevented if consent is obtained prior to sexual activity. Salem College defines consent to sexual activity as mutual agreement or willingness to participate in sexual activity. The willingness to engage in sexual activity must be clearly communicated by mutually understandable words or actions. The decision to engage in sexual activity must be freely and actively given by all participants.

Consent must be clear and unambiguous.

Consent may not be implied by silence, lack of active resistance, or passivity.

Consent may not be implied by prior sexual activity between the parties, or by prior sexual activity with other parties.

Consent for one sexual act does not imply consent for other or different types of sexual act.

Consent is not effective consent if it is obtained by force, coercion, intimidation, manipulation, or threats.

Consent may be withdrawn at any time. If one party communicates withdrawal of consent to the other party, then the sexual activity must cease.

Someone who is incapacitated cannot consent.

Under North Carolina law, consent may never be given by a person who is:

Under the age of 16

Mentally disabled. This means that the person has a mental disorder that either: (1) prevents the person from being able to evaluate the nature of his or her conduct; (2) prevents the person from being able to resist the sexual act; or (3) prevents the person from being able to communicate unwillingness to engage in the sexual act.

Unconscious

Physically unable to resist the sexual act or to communicate unwillingness to engage in the sexual act. It is important to note that this inability to resist or communicate unwillingness may result from the use of alcohol or drugs. Therefore, a person may not engage in sexual activity with another individual if the person knows, or reasonably should know, that the other individual is incapacitated by the use of alcohol or drugs. Being intoxicated or under the influence of drugs does not eliminate the requirement for obtaining effective consent to sexual activity.

Any sexual act that violates North Carolina criminal laws is not consensual, and in some instances the statutes specifically state that consent is not a defense. North Carolina sex offense laws are found in Chapter 14 of the North Carolina General Statutes.

#### V. REPORTING SEXUAL MISCONDUCT

Salem College encourages everyone who has experienced sexual misconduct to tell someone what happened. Our primary concern is to provide immediate medical and emotional assistance. Decisions about initiating a formal complaint can be made after the victim seeks immediate help.

Victims are strongly encouraged to report sexual misconduct, but are not required to do so. When sexual misconduct is reported, Salem College will provide victims with written notice of existing and available counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available in the community and on campus. Personally identifiable information about victims will not be included in any publicly available record-keeping, including the reporting and disclosure of crime statistics.

##### **A. Medical Amnesty Policy**

Students may request medical amnesty when the student sought emergency medical attention for themselves or medical assistance was sought for them related to drug or alcohol consumption. If medical amnesty is requested, the student must successfully complete a substance abuse assessment and/or intervention program.

This policy is applicable to the student in need of medical attention and other students seeking medical attention on behalf of another person. In the case of a student seeking medical attention on behalf of another person, the reporting student will not

receive disciplinary action for seeking help, but may be required to complete a substance abuse assessment and/or intervention program.

The Dean of Students will review and decide all requests for medical amnesty. If medical amnesty applies, the student will avoid disciplinary action. Amnesty only extends to campus judicial processes, and does not protect students from criminal or civil penalties. This policy also does not protect students who repeatedly or blatantly violate the Student Code of Conduct. The Dean of Students has discretion to sanction repeat offenders.

The medical amnesty policy also does not protect students from other concurrent conduct violations, for example, destruction of property or assault that may have occurred during the same incident.

#### B. Options for seeking immediate medical and emotional assistance

(below this section, each option is discussed in detail including whether the option is confidential)

Winston Salem Police Department: 911

Salem College Public Safety: (336) 917-5555

Notify a Residential Coordinator (RC)

Notify a Residential Assistant (RA)

Go to the hospital: Forsyth Medical Center (336-718-5000); or

Wake Forest Baptist Medical Center (336-716-2011)

Getting a forensic examination at the hospital does not require filing a police report. This is a confidential exam.

To maintain confidentiality, do not give the hospital your home address if you do not want information sent to your home address. Do not give ID cards (such as insurance cards) with your home address to the hospital if you want to keep that address confidential.

Call Family Services' 24-hour crisis line at (336) 722-4457

Preserve all physical evidence. Even if a victim is undecided about initiating a formal complaint, they should save their clothing. It is preferred that victims do not remove their clothing. If you have done so, put items in a paper bag, and take them with you to the hospital. Do not bathe, shower, go to the bathroom (if possible), brush your teeth, smoke, comb or brush your hair, eat, or drink.

#### C. Options for Reporting Sexual Misconduct

##### Option 1 - Confidential Reporting and Support

This option allows a student to confidentially report an incident.

Students may call the following confidential resources:

Salem Counseling Services: 336-721-2625

Salem Health Services: 336-917-5591

Salem Chaplain's Office: 336-917-5087

Family Services: 336-722-4457

available 24/7; provides victim advocates who support the victim in making decisions throughout the process; does not require filing charges

Students may report the misconduct anonymously via the reporting telephone line at 336-917-5550 or the anonymous reporting website (link from the Title IX webpage at [www.salem.edu/about/title-ix](http://www.salem.edu/about/title-ix)).

Contact a student affairs staff member or Salem Public Safety. If there is an immediate threat to the campus community, a campus alert may be issued with no information identifying the victim.

If the victim chooses not to pursue charges initially, they may change their mind later.

### Option 2 - College Title IX Investigation

This option allows a student to report sexual misconduct through the Salem College Title IX investigation process. Call the Salem Title IX Coordinator, Erin Adams at 336-721-2702.

The College will conduct a prompt, thorough, and impartial inquiry into any reports of sexual misconduct.

Following the Title IX investigation, the Title IX Coordinator will determine if the information gathered merits charges against the respondent. If so, the matter will be referred for an administrative hearing.

### Option 3 - Criminal Investigation

This option allows a student to report criminal law violations directly to law enforcement. A student may wish to pursue criminal action in addition to, or instead of, making a report under Salem's sexual misconduct policy.

Call the Winston Salem Police Department

Emergencies: 911

Non-emergencies: 336-773-7700

Investigation is conducted by the police with cooperation from Salem Public Safety and the Title IX Coordinator.

The Office of the County District Attorney decides whether to initiate a criminal prosecution.

Any prosecution occurs in the criminal courts. The College will cooperate with law enforcement as requested and appropriate, and abide by lawful orders.

### Option 4 - Pursue Both College and Criminal Investigation

If more than one option is pursued, they may occur simultaneously.

Internal and criminal adjudication processes occur independently.

A Salem College investigation may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

D. Legal advice. Legal advice may be available from the Winston-Salem Police Department, Family Services, or a student's personal attorney.

## VI. FILING A COLLEGE TITLE IX COMPLAINT

Students who believe they have been victims of sexual misconduct within the Salem community should file a complaint with the Title IX Coordinator:

Erin Adams

336-721-2702

[erin.adams@salem.edu](mailto:erin.adams@salem.edu)

Office: Inspector's House located at the corner of Church and Academy Street

The Title IX complaint should be delivered to Ms. Adams as soon as possible after the incident occurred, preferably within 30 days. The Title IX Coordinator or will oversee any investigation related to Title IX matters.

Anonymous complaints. Salem College accepts anonymous complaints (those where the complainant does not identify themselves), but an anonymous complaint will not be the basis for action through the student conduct process. If the complainant chooses not to participate in an investigation, the College's ability to respond to the complaint may be limited. Anonymous complaints will be reported to Salem College for inclusion in the annual campus crime report. All complaints, with the exception of reports submitted to confidential resources, require that the College investigate.

## VII. INITIAL ASSESSMENT & INTERIM MEASURES

Initial assessment. Once a report or complaint of sexual misconduct has been received by Salem's Title IX office, the Title IX Coordinator or their designee, will conduct an initial assessment to determine if the allegations are potentially a violation of the College's sexual misconduct policy. If the preliminary review indicates a potential violation of Salem's sexual misconduct policy, the Title IX Coordinator, or their designee, will begin an investigation.

Interim measures. Upon notice of a Title IX investigation, complainants and respondents may immediately request interim measures of protection. Salem College may institute certain interim measures (see below) in an attempt to maintain safety and security during a Title IX investigation. Note also that North Carolina criminal law grants certain interim protective measures to alleged crime victims. Further information about criminal law interim measures can be obtained from the Winston-Salem Police Department (336-773-7700).

The following interim measures are available through Salem College:

1. No-Contact Order: An order issued by the Chief of Salem College Public Safety to the complainant and/or respondent banning interaction and communication with the other party, either directly or through others (e.g., family members, friends, professors, etc.). The goal of the No-Contact Order is to allow both the complainant and respondent, to the extent possible, to continue their academic and social activities while avoiding contact during the investigation. The No-Contact Order can be as detailed as necessary, including specific plans of where the complainant and respondent may be at specific times.
2. Modified Academic/ Extracurricular/ Transportation/ Dining/ Work/ Residence Arrangements: A change in the relevant arrangements for the complainant and/or respondent to avoid contact between the two. Furthermore, modifications may be necessary for the students' academic schedules, extracurricular activities, transportation, dining, work, and/or residence arrangements.
3. Increased security: The College may provide increased monitoring, supervision, or security.
4. Interim suspension for the respondent: Should the Title IX Coordinator, in consultation with the Vice President of Academic and Student Affairs/Dean of the College, Office of Student Affairs and/or Dean of Students and Public Safety determine that a threat to the health and/or safety of the campus community exists, an interim suspension may be applied for the respondent pending the Title IX Coordinator's investigation, and resulting administrative hearing (if any).

Requests for interim measures should be made to the Title IX Coordinator. Salem College will maintain as confidential any accommodations or protective measures provided to victims so long as it does not impair the ability to provide such measures.

Academic support. Students involved in a Title IX Investigation having difficulty maintaining their academic status should speak with the Title IX Coordinator who can provide information about academic support services. Information about how to apply for a leave of absence is available from the Associate Dean for Undergraduate Studies. Salem College will work with students to address concerns about loan repayment terms and conditions. Student financial aid information can be obtained from the Director of Financial Aid, Paul Coscia (336-917-5577).

## IX. TITLE IX INVESTIGATION

Salem College will provide a prompt, thorough, and impartial investigation and resolution into any reports of sexual misconduct. The investigation and any resulting administrative hearing will be conducted by those who receive annual training on issues related to VAWA crimes, how to conduct an investigation, and a hearing process that protects victim safety and promotes accountability.

During an investigation, the Title IX Coordinator or their designee will attempt to meet with the complainant, the respondent, and any witnesses. The Title IX Coordinator may also work with Public Safety and other campus offices to obtain additional available information.

When a case also involves criminal charges, the Title IX Coordinator will cooperate with Winston-Salem Police and the Forsyth County Prosecutor's Office. The Title IX investigation may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

Investigations should generally be completed within 60 days after the complaint is delivered to the Title IX Coordinator. This time period is subject to extension for good cause.

Privacy considerations. The College will attempt to obtain consent from the complainant before beginning an investigation. However, the complainant's concerns about privacy must be balanced against the College's need to investigate and take action in situations where the alleged behavior impacts the interests and safety of the College community (which can include, but is not limited to, the involvement of violence, the use of weapons, or repeat offenders).

If Salem College determines that there is a continuing threat to the safety of members of the Salem community, it may have to issue a timely warning regarding the incident. The complainant's name will never be released as part of the timely warning.

If the complainant chooses not to participate in a Title IX investigation, the College's ability to respond to the complaint may be limited. The Title IX Coordinator will notify the complainant that the College intends to proceed with an investigation, but that the complainant is not required to participate.

Advisor. The complainant and the respondent may each be assisted by one advisor of their choice during the Title IX investigation. The advisor's role is to provide advice to the student throughout the investigation. The advisor is not permitted to question the other parties, witnesses, or Title IX Coordinator during the investigation. The advisor may not be someone who was a witness to the events at issue.

Preponderance of evidence. During the investigation, Salem College uses a preponderance of the evidence standard in determining whether to charge someone with sexual misconduct. This standard means that the offense is more likely than not to have occurred.

Once an investigation has been concluded, the Title IX Coordinator will determine if the information gathered merits charges against the respondent. If information merits charges, both the respondent and the complainant shall be notified and given information about the administrative hearing process.

## X. ADMINISTRATIVE HEARING

If the investigation results in any charge(s), an administrative hearing will commence. Both the complainant and respondent have equal opportunity to share information with the presiding administrative officer(s) before a determination on responsibility and sanctions are made. For traditional undergraduates, the administrative hearing is usually, but not always, conducted by the Dean of Students and the Assistant Dean of Students. For graduate students, the administrative hearing is usually, but not always, conducted by the Director of Graduate Studies. For Fler Center students, the administrative hearing is usually, but not always, conducted by the Dean of the Fler Center.

Advisor. The complainant and the respondent may each be assisted by one advisor of their choice during the administrative hearing process. The advisor is not permitted to present information or question the other parties, witnesses, or administrative officer(s) at any time. The advisor may not be someone who was a witness to the events at issue.

Summary of relevant information. Prior to an administrative hearing, the complainant and respondent will each be given a summary of the relevant information gathered by the Title IX Coordinator and/or the administrators. Witness names may be redacted to protect confidentiality.

General administrative hearing procedure:

1. The complainant, respondent, and their advisors (if any) enter the room, unless the parties have chosen to be shielded from each other. The administrative officer(s) may accommodate any student(s) with concerns for personal safety, well-being, and/or fears of confrontation during the hearing by providing separate facilities and/or by permitting participation by other means such as videoconference or Skype. If separate facilities are requested, the administrative officer(s) will provide separate options to both the complainant and respondent.
2. The administrative officer(s) read the Title IX Coordinator's charges against the respondent.
3. The complainant is given an opportunity to testify. The complainant is not required to participate in the hearing. The complainant may submit a written statement to the administrative officer(s) in advance of the hearing in lieu of, or in addition to, testifying.
4. The respondent is given an opportunity to testify. The respondent is not required to participate in the hearing. The respondent may submit a written statement to the administrative officer(s) in advance of the hearing in lieu of, or in addition to, testifying. If the respondent chooses not to attend the hearing, the administrative officer(s) will hear the evidence presented in his or her absence, and make a decision based on available evidence.
5. The administrative officer(s) have the opportunity question the complainant and respondent.



6. The complainant and respondent will not be permitted to ask questions directly of one another. The complainant and respondent may submit questions to the administrative officer(s) in advance that they would like to ask of the other party. The administrative officer(s) will screen the questions and ask appropriate and relevant questions.

7. Witnesses, if any, will enter the hearing room individually, give statements, and then answer questions from the administrative officer(s). Witnesses may submit signed testimonies if they are unable to be present. Witnesses may be individuals who have seen and/or heard the incident and individuals to whom the complainant and/or respondent may have spoken to about the incident. Because the focus of the hearing is on facts, character witnesses are not used within this process. It is possible for both the complainant and the respondent to identify the same witnesses.

8. The complainant and respondent may submit questions to the administrative officer(s) in advance to be asked of the expected witnesses. The administrative officer(s) will screen the questions and ask appropriate and relevant questions.

9. The administrative officer(s) end the hearing.

During the administrative proceedings, Salem College uses a preponderance of the evidence standard in determining whether someone is responsible for sexual misconduct. This standard means that the offense is more likely than not to have occurred.

Outcome and Sanctions. Following the hearing, the administrative officer(s), taking all statements and evidence into consideration, will deliberate and determine responsibility and then determine appropriate sanctions, if deemed necessary. The administrative officer(s) will issue a Notice of Outcome in writing to the complainant and respondent simultaneously, and typically within three business days of the hearing, subject to extension for good cause. The Notice of Outcome explains the evaluation of responsibility and sanctions (if any) to the parties.

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/restitution: Money paid as punishment; reimbursement for damages or misappropriation of property.

§ Relocation of residence: The student may be relocated from their current residence hall room to another room on campus or to live off campus with a parent or guardian.

§ Permanent no contact order: The student may be required to stay away from the complainant until both parties graduate.

§ Class reassignment: The student may be removed from current academic classes to prevent contact with the complainant.

§ Loss of social privileges: The student loses all visitation 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 the Student Government Association or the Campus Activities Board.

§ Loss of visitation: The student may not have any guests on Salem College property or at Salem-sponsored off-campus events for a designated period of time.

§ Community service: The student is assigned a set number of hours to serve the community.

§ Substance abuse assessment: The student may be required to complete 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. Students may be required to write a reflection paper, make a presentation, or complete a special project intended to learn from their behavior.

§ Written warning: The student is warned, in writing, that continuation or repetition of the prohibited conduct may cause more severe disciplinary action. The student is advised to learn from their experience as they reflect on the importance of their behavior and its impact on the Salem community. The warning is put on the student's judicial record until graduation.

§ Probation: Exclusion from participation in privileged or extracurricular activities for a definite period of time. Probation is designed by the administrators and likely includes a combination of the sanctions listed here such as loss of social privileges for the length of probation and/or educational assignments, and a punishment to fit the violation. The sanction of probation remains on a student's judicial record until graduation.

§ Suspension-held-in-abeyance: Exclusion from classes and other privileges for a definite period to be enforced should another violation occur. This sanction is given when a student is found responsible for a violation of a very serious nature but who, in the administrator'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 administrator's decision. If the student is found responsible for any other violation by the administrators 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 24 hours. Suspension-Held-in-Abeyance stays on a student's judicial record until the student graduates.

§ Suspension: Exclusion from classes and other privileges for a definite period of time. The student must leave campus within 24 hours. 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: Termination of student status indefinitely. The student must leave campus within 24 hours. A student who is expelled following a Title IX administrative hearing may not return to Salem's campus for any reason, including alumnae events. The sanction remains on the student's judicial record permanently.

The administrators will inform appropriate offices and/or faculty members of any sanctions on a need-to-know basis. Failure of a student to fulfill their sanctions by the date specified will result in an automatic reappearance before the administrative officer(s).

In cases where a criminal investigation is also pending, the College's determinations or sanctions will not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules are later dismissed, reduced, or resolved in favor of or against the criminal law defendant.

Disclosure of outcome. The Family Educational Rights and Privacy Act of 1974 (FERPA) permits the College to disclose the outcome of the administrative hearing to the complainant without prior written consent of the respondent when the disclosure is to a victim of an alleged perpetrator of a crime of violence including physical sexual misconduct. Furthermore, FERPA permits the college to notify the complainant of any sanctions assigned to the respondent if those sanctions apply to the complainant.

## XI. APPEALS

The complainant and respondent each have one opportunity to appeal a decision and/or any sanction(s) issued by the administrative officer(s). Appeals must be submitted in writing to the Vice President for Academic and Student Affairs/Dean of the College within 24 hours of receiving written notification from the administrative officer(s). The outcome of the appeal will be provided in writing to both the complainant and the respondent when such results become final. Any change to the results that occurs prior to the time that such results become final will be provided in writing to both the complainant and respondent simultaneously.

Any sanctions imposed by the administrative officer(s) will remain in effect pending the outcome of an appeal.

## XII. NO RETALIATION

No official, employee, student or agent of Salem will retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights under Salem's Sexual Misconduct Policy or Campus Security Policies.

Retaliation against an individual who in good faith reports sexual misconduct or any criminal activity, or participates in an investigation or proceeding involving sexual misconduct or any criminal activity, is strictly prohibited. An individual who is subjected to retaliation (e.g., threats, intimidation, reprisals, or adverse educational action) because the person (a) made a report of sexual misconduct, in good faith, (b) assisted someone with a report of sexual misconduct, or (c) participated in any manner in an investigation or resolution of a report of sexual misconduct, may make a report of retaliation to the Title IX Coordinator for investigation.

## XIII. RECORDS

Records kept by Salem College are confidential, and identifying information about the victim is kept confidential to the extent permissible by law. Neither the publically available crime log nor timely warnings option include victim's names.

## XIV. EFFECTIVE DATE

This policy is effective as of August 9, 2016.

This policy applies to all reports of sexual misconduct occurring on or after the effective date of this policy. Where the date of the alleged sexual misconduct precedes the effective date of this policy, the definitions of misconduct in existence at the time of the alleged incident(s) will be used. The procedures under this policy, however, will be used to investigate and resolve all reports made on or after the effective date of this policy, regardless of when the incident(s) allegedly occurred.

This policy may be updated at any time. To view a current version, please visit Salem College's Title IX webpage.

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[1] These definitions may differ from North Carolina laws. North Carolina criminal statutes are found starting in Chapter 14 of the North Carolina General Statutes.

#### 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
- Small patio area on far side of McHugh Sisters Flats parking lot

#### 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.

#### STUDENT HEALTH INSURANCE

Due to the Affordable Care Act, everyone is expected to have health insurance. Please take the time to double check your insurance plan to make sure it will cover care in North Carolina. If it does not, you may wish to look into getting insurance through the federal insurance exchange ([www.healthcare.gov](http://www.healthcare.gov))

#### SUBSTANCE ABUSE

In accordance with the Drug-Free Schools and Communities Act (P.L. 101–226), the following information is provided in order to outline Salem College’s Substance Abuse Policy:

1. The consumption of alcohol by people under 21 and the illegal possession, use, or sale of drugs is strictly prohibited and is subject to judicial action on campus by the Judicial Council or the administration, as appropriate, as well as prosecution off campus by local authorities.
2. According to North Carolina General Statute §90-5 and Title 21 of the United States Code, anyone who is found to have manufactured; sold; or delivered or possessed with intent to manufacture, sell, or deliver a controlled substance is subject to imprisonment and possible fines. Chapter 188 of the North Carolina General Statutes outlines the penalties for violations of alcoholic beverage consumption and distribution. Penalties may also include imprisonment and/or fines. Offices on campus are available to serve as resources for the campus community regarding counseling, treatment, or rehabilitation programs. Health services and counseling services can provide limited treatment, counseling, guidance, and referrals. Information regarding community agencies also is available.

#### Salem Academy and College Student Travel Policy

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

Salem maintains handbooks for student travelers and a separate handbook for program directors, and both include extensive information about travel guidelines and policies. The program director’s handbook details emergency response procedures.

##### I. General Requirements

Advance written approval. Salem-sponsored student travel must be approved in writing by the appropriate member of Salem’s administration in advance. Single-day trips do not require written approval, but students or legal guardians must always sign the appropriate liability waiver. 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 travel by athletic teams is approved by the College Athletic Director.

Salem College international travel is approved by the Coordinator of Study Abroad. January Term programs are approved in coordination with the Jan Term Committee.

Salem College travel for extracurricular purposes is approved by the College Dean of Students.

##### **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 funds; or

is awarded course credit; or

is organized by a formal Salem group such as a class or club; or

is a part of a program, conference, or other event whereas an individual is traveling and representing Salem at another site.

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 person stated above as the Salem employee authorized to approve Salem-sponsored travel.

Salem-sponsored group travel within the United States must have at least one faculty or staff program director, and may be required to have an additional program director depending on the number of students traveling or length of travel.

Salem-sponsored group travel to international destinations must have one faculty or staff program director and a second program director (who is not a Salem student) who is willing and able to chaperone students.

College students traveling in groups of four 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 Coordinator of Study Abroad to ensure regular communication between the student and Salem.

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

Required use of travel agency. Salem-sponsored international travel must be planned through an approved travel agency. Faculty and staff may request an exception to this policy or suggest another agency, but such request must be made well 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 person/office named under general requirements. The request will then be submitted to the office of the Vice President for Administration for administrative review and approval.

At this time, approved travel agencies are:

WorldStrides, Camille Garcia, (434) 982-9702

Team USA Tours, Pamela Harris, (866) 832-6887

World Cultural Tours, Wilmington NC, (910) 509-1703

American Express Travel

AAA

Aladdin Travel, Rebecca Woltz, (336) 768-1680

Sofia Travel, Adam & Blake Sparks, (214) 493-3027

Orientation. Students who are traveling with Salem may be required to attend orientation sessions, classes and/or pre-departure meetings. It is the student's responsibility to make arrangements to attend any mandatory meetings prior to travel. Failure to attend may result in the student's inability to participate. All student travelers must complete a required pre-departure orientation session for international travel.

Liability waivers. All travelers are responsible for their own safety when traveling, whether or not their activities are funded by Salem or awarded credit by Salem. Each student traveler and non-employee traveler must sign and submit Salem's liability waiver before the scheduled trip. If the student is under the age of 18, the liability waiver(s) must also be signed by a legal guardian.

Health insurance. During trip planning, students and staff planning to travel must confirm insurance coverage with a health insurance provider.

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-sponsored international travel requires the purchase of travel insurance which includes cancellation insurance. Approved travel agencies are aware of this requirement, and may choose to coordinate travel insurance for all travelers.

Additional travelers. There are occasions when students who are not receiving academic credit for a specific trip are allowed to travel with the group. This is also true for adults such as parents, and non-employee Program Directors who accompany trips. These travelers are required to complete Salem's sexual harassment training, Title IX training, and must complete a Salem criminal background check form prior to travel at their own expense, and Salem's administration will review the results. All travelers are held to the same code of conduct.

Register with the State Department. Students who are U.S. citizens should register with the U.S. State Department prior to international travel via the Smart Traveler Enrollment Program (STEP). Students enrolled in a Salem-sponsored group trip (such as a January Term trip) will be registered by the Program Director.

## II. Cancellation of travel

U.S. State Department warnings and alerts. The U.S. State Department issues a travel warning when it wants you to consider very carefully whether you should travel to a specific country. Examples of reasons for issuing a travel warning might include an unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. The U.S. State Department issues a travel alert for short-term events they think you should know about when planning travel, such as an election season that is likely to have many demonstrations or an outbreak of a health-related concern such as H1N1.

Automatic cancellation. When a U.S. State Department travel warning 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 go forward after removing from the itinerary the country that is subject to the travel warning. Students are not permitted to participate in independent studies or internships in countries with travel warnings.

Supervising faculty may apply for a waiver of this policy by contacting the Academy Head of School or the College's Coordinator of Study Abroad, who will submit the request to the Vice President for Administration. Travel warning waivers are granted to programs, not countries; if there are multiple programs traveling to the same country, each program director must apply for a waiver independently.

When a program is underway and a U.S. State Department warning has been announced for the first time, the program will be reviewed by the Vice President for 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.

If travel plans include connections through cities on the State Department warning list, even though the final destination is considered safe, the program director will rebook travel through cities not on the warning list.

Salem does not issue student refunds for cancelled trips.

Academy policy. Regardless of whether a State Department warning or alert is issued, Salem reserves the right to evaluate the potential danger for Academy students on 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 student refunds for 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, apartments, 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 webpages 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 Webpages**

All publishers of personal webpages 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 webpages. All webpages 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 webpages 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.

## ACADEMIC PRIVILEGES AND RESPONSIBILITIES

### ACADEMIC REGULATIONS

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 associate 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 her advisor by consulting with the associate 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. She must be especially accurate in the documentation of work and/or ideas which are not her 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 Center for Learning Enhancement (917-5381) 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 her or his 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 her responsibility to meet with her 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 associate 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. In the same way, the Health Center does not write excuses for missing class due to illness.

#### 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 her transcript if she drops 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 she drops the course before the published deadline. Students are responsible for monitoring their course registration on the Student Information System 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 associate 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, her 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 her 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 she is 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 College physician, director of counseling services, dean of students, or dean of the Flee Center for Adult Education, could not remain without danger to her 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 associate 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 she wishes 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**

It is the intention of Salem College that traditional students (under age 23) graduate within four years of their matriculation. Salem College will provide institutional financial aid for eligible students during those four years. In addition, the College requires that all traditional students live on the campus for those four years or live at home with their families. Salem College

does not provide institutional aid or housing for students after the fourth year of enrollment (eight regular semesters of full-time enrollment). A traditional student who has not completed her coursework after eight regular semesters at Salem will live off campus and be charged as a Fleeer student. Any student who wishes to retain her status as a traditional student after eight regular semesters must apply to the dean of the College for an exemption.

#### 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.

#### SERVICES FOR STUDENTS WITH DISABILITIES

In accordance with the Americans with Disabilities Act (ADA), Salem College seeks to provide reasonable accommodations for individuals with documented disabilities. A student with a learning disability should seek assistance through the Office of the Associate Dean for Undergraduate Studies. When the student presents the appropriate documentation, the Office of the Associate Dean for Undergraduate Studies will work with the student to make reasonable accommodations within the confines of the College's program. In the past, such accommodation has included referral for tutoring and extended time limits on tests.

Appropriate documentation must include testing results and recommendations from a licensed professional in the field of the student's particular disability. The report must be no older than three years or have been prepared during the student's undergraduate career, and must include the current status of the disability. The documentation should relate how the student's disability affects her in the post-secondary setting. It is the responsibility of the student to contact the director of academic support early in the academic term for assistance. Once the student opens a file in the Office of Academic Support, the director and she will complete a contract outlining those accommodations recommended in the student's documentation. It is the student's responsibility to share the information in the contract with her faculty.

Because Salem is an historic institution, not all facilities are easily accessible to the mobility-impaired. Food service is accessible. Limited housing and classroom facilities are available. All administrative and library services can be provided. Interested applicants should discuss their individual needs with the associate dean for undergraduate studies so that adequate preparations can be made to facilitate attendance.

#### 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](http://www.salem.edu/transcripts). Detailed information can be found at [www.salem.edu/transcripts](http://www.salem.edu/transcripts).

### FEDERAL REGULATIONS

#### CAMPUS SECURITY ACT OF 1990

The Clery Act (Campus Security Act of 1990) dictates that students have a right to know about public crime committed on college campuses. In accordance with this act, Salem College publishes and distributes an annual Campus Security Report by October 1 of each year. The intent of the act is to inform prospective students and prospective employees about campus crime and to provide timely notice to the campus community about crimes that are considered to pose a threat to safety. The Office of Public Safety is required to maintain a public log of all reported crimes and submit their crime statistics to the US Department of Education.

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.

#### AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with 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 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 her 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 she seeks 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 her 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 her educational record that she considers 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, cocurricular 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

See the Student sexual misconduct policy for the Title IX policies and procedures. No employee is authorized to investigate or resolve sexual misconduct complaints without the involvement of the College's Title IX coordinator. The title IX coordinator Faculty, staff, or students with knowledge about a known or suspected incident of sexual misconduct must report the incident to the Title IX coordinator Erin Adams, assistant vice president for administration and Title IX coordinator, at (336) 721-2702 or [erin.adams@salem.edu](mailto:erin.adams@salem.edu). In the event the Title IX coordinator is unavailable, contact the deputy coordinator, Anna Gallimore, director of administration, at (336) 721-2852 or [anna.gallimore@salem.edu](mailto:anna.gallimore@salem.edu), or at the office located in the Inspector's House at the corner of Church and Academy Street to report cases of suspected sexual misconduct, sexual violence, relationship violence (dating or domestic), or stalking.

#### NOTICE OF NONDISCRIMINATION

Salem College does not discriminate on the basis of race, color, national origin, \*sex, \*gender identity/expression, sexual orientation, age, religion, or disability, or any other category protected by applicable law in the administration of any of its educational programs and activities. As a women's college, Salem College admits only women in the traditional undergraduate College. The College graduate programs and the Fler Center programs admit both women and men. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

As a women's college, Salem College admits only female students in its traditional-age undergraduate program as permitted by las. In\*its continuing education (Fler Center) and graduate programs, Salem College does not restrict admission on the basis of sex or gender identity/expression. The following persons have been designated to handle inquiries regarding the Non-Discrimination Statement:

Erin Adams, Title IX Coordinator  
(336) 721-2702

Inspector's House  
601 South Church Street  
Winston-Salem, NC 27101

## 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).

### ADA

Documentation related to the Americans with Disabilities Act (ADA) submitted by the student and records of service by the College are maintained by the director of academic support.

### 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, she submits a health information form to the Health Center. In the fall of each succeeding year, the student is requested to update the information if there have been changes in her physical condition. These forms are kept in the Health Center, and notations are added of any sickness or medical problem handled by the Health Center during each school year. The files are closed to all except the school physicians and staff. Upon a student's graduation, medical information is kept for a period of ten years in the Health Center. Immunization records are kept indefinitely.

### 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 her 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 (NDSL) 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 her 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

#### I. ALCOHOL USE POLICY

Salem College strives to create a campus atmosphere in which students have a sense of responsibility for their behaviors. 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 expected to comply with North Carolina State Laws concerning alcoholic beverages and with the Salem College Alcohol Use Policy. Failure to comply with North Carolina State Laws and the Salem College Alcohol Use Policy presents a safety and health risk and constitutes a serious offense that will be handled accordingly. The policy is administered by the Judicial Council in conjunction with the Office of the Dean of Students and the Faculty Advisory Board.

Any student or guest who violates North Carolina law or the Salem College alcohol policy automatically assumes personal responsibility for her actions. This may include criminal charges or prosecution from law enforcement officials.

North Carolina Law allows possession and consumption of beer, wine, ale, and other alcoholic beverages by those people 21 and over ONLY. North Carolina State Law states that a person less than 21 years of age may not purchase, attempt to purchase, or possess alcoholic beverages, including malt beverages, fortified or unfortified wine, liquor, or mixed drinks [G.S. 18-B 302 (b)(2)]. Those underage persons who aid or abet other minors to violate the above prohibition are subject to a fine up to \$500 and/or six months in jail [G.S. 18-B 302 (b)(1)]. Upon conviction of this offense, the Department of Motor Vehicles shall revoke the operator’s licenses (G.S. 20-17.3).

Persons who are over 21 years of age who aid and abet underage persons to purchase, attempt to purchase, or possess malt beverages or unfortified wine are subject to fines up to \$2,000 and/or two years in jail [G.S. 18/B 302 (c)(2)].

Anyone who sells or gives any alcoholic beverages to persons under 21 violates G.S. 18-B 302 (a)(1) or (2). It is unlawful to obtain or attempt to obtain alcoholic beverages by using false or fraudulent identification [G.S. 18-B 302 (e)]. Lending one’s identification to another who would use it to purchase alcoholic beverages is also prohibited [G.S. 18-B 302 (f)]. Anyone convicted of using fraudulent identification or lending an ID to an underage person to purchase alcoholic beverages shall have their driver’s license revoked for one year [G.S. 18-B 302 (g)] and (G.S. 20-17.3).

If a person who is 19 or 20 years of age possesses, purchases, or attempts to purchase malt beverages or unfortified wine, the maximum fine is \$25, and the violation is not a crime but only an “infraction” [G.S. 18-B 302 (1)].

The administration of the College reserves the right to notify the parents of a student if she has been involved in an alcohol violation.

#### **A. Designated Drinking Areas**

Consumption of alcohol by people over 21 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 are:

1. Recreation rooms in residence halls (in 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 and older)
3. Rondthaler Gramley House
4. Strong Friendship Room
5. Fogle Flats common spaces
6. Patio behind McHugh Sisters Flats (patio next to the building, only)

7. Student Center Café and patio (alcohol purchased from café, only during approved hours of service)
8. Alcoholic beverages may be allowed for special events in the following areas, if approved by the dean of students:
  - a. Corrin Refectory
  - b. May Dell
  - c. Bryant Hall Complex
  - d. Pleasure Grounds
  - e. Student Center Great Room, meeting rooms, and Pauly Plaza
  - f. 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
10. Alcohol abuse

**C. Violations by Organizations**

If there is a violation of North Carolina Alcohol Laws 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.

**II. SALEM COLLEGE GENERAL PARTY/EVENT PLANNING POLICY**

**Student Event Registration Process**

All Salem College student events must be registered with the director of student activities **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 director of student activities 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 director of student activities to plan the logistics of the event. All requests for facilities, tech requests, physical plant needs, etc, must be processed by the director of student activities 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. Insure 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 insure 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 insure 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.
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 their Residential Coordinator. It is recommended that a student does not have more than eight people in her 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 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 Public Safety "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.

## E. Fogle Flats Party Policy

Fogle Flats residents must comply with the following procedures to register parties **two weeks prior to an event**, in an effort to insure responsible party planning, participation, and use of facilities:

1. All registered parties must conform to North Carolina state law concerning the possession and consumption of alcoholic beverages, and to the Salem College Alcohol Use Policy, which designates all on-campus parties must follow BYOB guidelines (see "Alcohol Control Options: BYOB").
2. All events with more than ten guests present in a flat will constitute a party and therefore require party registration. Flats occupants are responsible for monitoring any gathering (planned or unplanned) in their flat which has not been registered. It is the students' responsibility to restrict attendance in their flat.
3. All party sponsors must conform to the Salem College Student Event Policy.
4. All party sponsors must notify in writing and seek approval from the assistant dean of students and their neighbors in Fogle Flats at least two weeks prior to the event.
5. All party sponsors are required to contact the chief of Public Safety **at least two weeks prior to the event** for guidance in obtaining and paying for security for the party if there are twenty-five or more guests, or when two or more flats are having a party on the same night.
6. Students will be required to have one or more Fogle Flats residents checking IDs of guests at the door. Students checking IDs may not drink alcohol.
7. Each flat resident is allowed to sign in and assume responsibility for a maximum of five guests, up to a maximum of thirty guests per flat at a given party. Parties must be held in common spaces.
8. Alcohol may not be taken into the Fogle Flats parking lot.

The assistant dean of students will investigate reports of undisclosed parties, late disclosure of parties, exceeding capacity, or violations of Salem College Policy and/or North Carolina state law, which may result in sanctions such as the loss of all visitation privileges, and/or a loss of privileges to stay in Fogle Flats, and relocation to central campus.

## SUNBATHING

Sunbathing is allowed **ONLY** on Babcock Beach, the 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 activities 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 handled by the assistant dean of students and dean of students, in conjunction with the Judicial Council. See “Social Responsibility” section.

#### I. AIR CONDITIONERS

Air conditioners are permitted in student rooms only with documentation by a physician stating that it is medically necessary. This documentation must be on file in the Office of Residence Life prior to the air conditioner being installed. The unit should be 110 volts and not more than 8,000 BTU. All air conditioners must be supplied by the student. Physical Plant and Residence Life staffs are not responsible for installation or maintenance. Air conditioners are not permitted in windows on front campus due to Old Salem Historical District regulations. In addition, no window units are allowed in Bahnson, South, Bitting, Fogle Flats, or McHugh Sisters Flats. These halls have central air conditioning.

#### II. 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 fat fryers, or George Foreman grills are allowed. Halogen lamps 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.

#### III. BABYSITTING

Babysitting is prohibited in the residence halls.

#### IV. CANDLES/INCENSE

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

#### V. 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 will be closed. Also, no visitation will be permitted during these break periods.

The assistant dean of students will inform students of residence hall closing dates and times. At the end of the spring term, all students except graduating seniors, Resident Assistants, marshals, Honor Council, Judicial Council, and Appeal Board members must leave campus within twenty-four hours after their last exam, and not 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 insure 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.

## VI. 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.

## VII. EXAMS

### A. Visitation

Regarding Fall semester, visitation ends at midnight before Reading Day and resumes the first day of January Term. 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.

### B. 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 (9:30–10:30 pm).

## VIII. 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 RC 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 her fellow students in danger and will be subject to disciplinary action, up to and including legal action.

## IX. FOGLE FLATS, LEINBACH HOUSE, AND MCHUGH SISTERS FLATS

Fogle Flats, the Leinbach House, and the McHugh Sisters Flats are considered on-campus housing, and residents are responsible for all rules and regulations thereof (ex. Student Parking Regulations, College Closing, etc.).

All residents of these buildings are required to attend an orientation session at the beginning of the academic year with a Residence Life staff member regarding the management of their facilities and should refer to their contract for specific policies. Fogle Flats residents should refer to the Salem College General Party/Event Planning Policy section for the "Fogle Flats Party Policy."

## X. HALLWAYS

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

## XI. HEALTH AND SAFETY INSPECTIONS

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

## XII. KEYS

Each student will be issued a bedroom key and an entry card upon check-in. (In some halls, other keys may be issued as well). 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 RC. For the safety of everyone living in your building, your key should never be given to anyone for their personal use. The key remains the responsibility of the person to whom it was issued.

### XIII. 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 insure the safety of the residents. Exceptions are made for moving in and out of the residence hall 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. 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 their RC 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,” she will be fined as follows:

Lockouts	\$5
Lockouts during break periods (when residence halls are closed)	\$25

When a Public Safety officer or RC 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.

### XIV. MALE HOUSING

Male housing may be an option for overnight guests based on availability of space on campus. Male housing will be available on a “first come, first serve” basis. Students wishing to register guests in male housing should check out a key with Public Safety. All male housing guests and their vehicles must be registered with Public Safety. Male guests may stay in male housing up to three days in a given week. Contact the RC on call for more information.

### XV. PERSONAL BELONGINGS

Regardless of whether a student lives in on-campus housing or off campus, 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 her 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 her belongings, any personal items left will be discarded.

### XVI. 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 health services and the assistant dean of students to develop a plan of support for their pregnancy. Under no circumstance may infants live in residence hall facilities.

### XVII. 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, 1:00–10:00 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 9:30–10:30 pm.

### XVIII. 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 a Residential Coordinator will do a room-to-room search. Once the visitor is located, the search will cease.

#### XVIX. ROOFS AND LEDGES

Under no circumstances are residents or their guests permitted on residence hall roofs or ledges 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.

#### XX. 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 assistant dean of students reserves the right to relocate students as necessary.

#### XXI. 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, each residential life staff inspects 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.

#### XXII. 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 a Residential 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.

#### XXIII. SINGLE ROOMS

Students who choose a single room will pay an additional \$850 per semester. If a student finds herself in a single room, not by choice, she has the following options:

1. Secure her room as a single room by paying the single room fee.
2. Move in with someone else who has an empty spot in her 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 she is getting a roommate should prepare her room for the roommate to move in. If the roommate is declined, the student will be charged \$850 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 pro-rated 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.

#### XXIV. 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.

#### XXV. 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 return. If a staff member cannot be contacted immediately, contact Public Safety.

#### XXVI. 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.

#### XXVII. 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.

#### XXVIII. 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, Gramley Hall, Fogle Flats, Leinbach House, South Hall, McHugh Sisters Flats, and Strong Honors House all have twenty-four-hour visitation privileges, seven days a week.
2. Babcock Hall and Clewell Hall have twenty-four-hour visitation privileges on weekends only. Visitation for Babcock Hall and Clewell Hall is as follows:  
Monday–Thursday: Noon to midnight  
Friday–Sunday: Visitation begins at noon on Friday and ends at midnight on Sunday.
3. For the safety and security of all residents, guests must be signed in and out by their hostesses 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 at all times. The RC should be made aware of overnight guests so that they may be located in the event of an emergency.

4. Salem students must escort their guests at all times.
5. Guests are allowed in the lobbies of residence halls from 10:00 am–2:00 am, seven days a week.
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. All guests are limited to a maximum three-day stay on campus per seven-day week. If a student wishes to entertain a guest more than three consecutive nights per each seven-day week, she must get permission from the assistant dean of students and written consent from her roommate or suitemates.
8. Students must register their guests with Public Safety for a temporary parking sticker.
9. Students may not give guests entry cards, keys, or the door combination or leave their room unlocked to provide guest access.
10. Hostesses are responsible for their guest's behavior and will be subject to disciplinary action if their guest violates a residence life or College regulation. In cases where a guest is causing a disturbance, the student may have her visitation rights limited or restricted completely.
11. During break periods, visitation is not allowed.
12. 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.
14. Each Salem student is responsible for letting Public Safety and the RC know when any unescorted guest is present in the halls or a student's room at any time.
15. No guests under the age of eight will be permitted to stay overnight in the residence halls.

## 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](mailto: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 escorts to all students. Escorts are performed on foot and occasionally by golf cart. Escorts are provided for any student who is concerned for her safety when walking alone on campus, especially at night. Officers will escort students who are sick and unable to walk to the Health Center. 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 walked. 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 Residential 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: \$TBD annually

**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 her 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 his/her 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 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, Fogle Flats residents, and McHugh Sisters Flats residents 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/Historic 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, she will be fined. If a student is parked on front campus on Sunday morning, she will receive a parking fine for parking in the Old Salem Historic District on Sunday morning (\$50 fine).** Front campus/Historic District consists of the following streets: Church Street, Blum Street, West Street, Academy Street, Walnut Street, Race Street, and Main Street.
- 3. Residential Coordinators' 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, Shober 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.

- 8. Health Center/Medical Staff Parking (\$50):** During the hours of 7:30 am–4:30 pm, Monday through Friday, students are prohibited from parking in the Health Services medical parking in front of Lehman Hall.

#### 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. Parking in medical staff parking - \$50.00**
- 6. Operating or parking a vehicle on a pedestrian path, sidewalk, or grass - \$15.00**
- 7. Failure to stop or otherwise heed the instruction of a Public Safety officer - \$50.00** (This violation includes moving cones to park.)
- 8. 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.)
- 9. Failure to register a vehicle: \$25**
- 10. Parking in a handicapped space: \$250**
- 11. 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 she receives. Each student who files an appeal must do the following, or the appeal is invalid:

- The student must complete the online parking appeal form, found on the College website.
- The appeal is reviewed and voted on by 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.
- 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

#### BICYCLE CHECKOUT

##### **Student Center**

Bicycles are available to students for one day or weekend checkout through the Student Center. Bikes, locks, and safety helmets may be checked out from or returned to the Student Center during business hours. Students must present their College ID at time of checkout. All equipment is available on a first-come, first-served basis.

## BOOKSTORE

Student Center, Lower Level

Regular Store hours: Monday—Thursday 9:30 am–5:30 pm\*

Friday 9:30 am–5:00 pm

Saturday 11:00 am–3:00 pm

Sunday Closed

\*Extended store hours during the first week of each term. Bookstore hours are subject to change throughout the year. Please visit: <http://www.salem.bncollege.com> for hours during start of classes, student breaks, and summer sessions.

## BRYANT HALL COMPLEX

**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. It may be used for sunbathing; however, bathing suits are not allowed in any other area of Bryant Hall.

**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.

Students have access to Bryant Hall twenty-four hours a day, though access to some space may be limited during special events. The building usually remains unlocked until 10:00 pm, but students may enter the building through card access. For security reasons, no door may be propped open, and access cards must never be given to non-students.

## BUSINESS OFFICE

Lehman Hall

Student banking hours: 10:30 am–12:30 pm, Monday through Friday. A BB&T ATM is located in the Student Center for students' banking needs twenty-four hours a day. 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 and Academic Support Services. The Writing Center offers free, individualized help with every stage of the writing process and is located in the Center for Learning Enhancement behind Main Hall. Tutoring sessions can be arranged by appointment. Hours are posted online. More information can be found at <http://www.salem.edu/academics/support/writing-center>.

## 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.

## CENTER FOR WOMEN WRITERS

The Center for Women Writers provides an opportunity for writers to express their creativity in conversation, in workshops, in community, and in College courses and through readings, lectures, and other special programs. The Center encourages participation by everyone interested in writing, in various genres of expression, and in the publication process.

## CORRIN REFECTORY

The Refectory is an all-you-care-to-eat dining facility that features deli, vegetarian, pizza, pasta, grill, 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. If a meal plan is not indicated, then one will be assigned. There will be a two-week period at the beginning of Fall and Spring terms in which a student can switch her meal plan. For more information, available dates to select your meal plan options, or to pre-load Spirit Dollars onto your Salem ID card, please visit the Dining Services website at [www.salem.campusdish.com](http://www.salem.campusdish.com).

**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 timeframe, 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, exchange, 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 insure a respectful atmosphere for everyone (i.e., shoes, no bathing suits). For special dinners, such as Thanksgiving and Christmas, nice dress is encouraged.

**Refectory Serviceware:** China, glasses, and flatware are expensive to replace and should not to 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.

#### COUNSELING CENTER

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.

#### 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 associate dean for undergraduate studies is available to assist students with academic advising and planning.

#### DEAN OF THE MARTHA H. FLEER CENTER FOR ADULT EDUCATION

Main Hall

The dean and staff of the Fleer Center provides admissions, advising, and student services for undergraduate degree, certificate program, and special admission Salem students who are age 23 and older. 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

Shober House

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 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

Telephone (336) 917-5555. Officers are available twenty-four hours a day, seven days a week. Public Safety provides student IDs and vehicle registration. On campus, dial extension 5555.

## HEALTH SERVICES

### Clewell Hall Lower Level

The Health Center provides traditional age students (under age 23) with care for acute illness, information and education on women's health issues, and referrals to offsite physicians and specialists. Health Services is open Monday—Friday, 8:30am—12:00 pm and 1:00—4:00 pm. Appointments to see a physician may be scheduled by calling the Health Center. If a student needs medical attention after hours, she should notify her residence life staff member or contact Public Safety in case of an emergency.

The Health Center staff *does not* write excuses for missing class due to illness. The staff will notify the associate dean for undergraduate studies regarding a student's medical appointment, if requested.

Fleer and graduate students do not pay a health fee and are not eligible for services through the Health Center.

## INTERNATIONAL STUDENT SERVICES

### Shober House

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), 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.

### LIBRARY SERVICES: <http://www.salem.edu/library>

The Salem College Library System consists of two libraries: the Dale H. Gramley Library, located on South Church Street, and the Rudolph Fine Library, located in the Elberson Fine Arts Center. The libraries house approximately 159,000 volumes in support of the College curriculum, an additional 57,000 electronic books, and access to seventy-nine licensed databases with over 24,150 periodical titles represented in full text.

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

**EFAC Library Main Desk:** (336) 721-2738

### **Gramley Library Hours:**

Monday–Thursday 8:30 am–1:00 am

Friday 8:30 am–8:00 pm

Saturday 10:00 am–8:00 pm

Sunday 1:00 pm–1:00 am

CARD ACCESS ONLY on weekends and after 6:00 pm on weekdays.

### **EFAC Library Hours:**

Monday–Thursday 8:00 am–10:00 pm

Friday 8:00 am–4:30 pm

Saturday CLOSED

Sunday 2:00–10:00 pm

**Borrowing (from Salem and other libraries):** Students may use WorldCat Local, Salem's online catalog and discovery system, to search for books, movies, journals, and other materials in the Salem libraries, as well as items owned by other libraries worldwide. Use your Salem ID card to check out materials. To place online requests for materials held by other libraries, use the

online Interlibrary Loan request form. By demonstrating that you are a current Salem student, you may also borrow books directly from eleven area academic libraries, including the C.G. O’Kelly Library at Winston Salem State University, the Semans Library at the UNC School of the Arts, and the Z. Smith Reynolds Library at Wake Forest University. Winston Salem State University and the UNC School of the Arts are within walking distance, and the student affairs office runs weekly shuttles with an option for the Z. Smith Reynolds Library. Check the Salem Library website to learn more about the Triad Academic Library Association (TALA) and the borrowing policies of participating libraries.

**Lending Policy & Fines:** Most library materials circulate for fourteen to thirty days. Movies and laptops circulate for seven days, sound recordings for three days. The library does not charge fines for overdue materials with the exception of reserve items, movies, laptops, interlibrary loan materials, and sound recordings, and items considered lost. The fine for overdue reserve items is \$1 per hour. The fine for overdue laptops is \$1 an hour. Fines for overdue movies, interlibrary loan materials, and sound recordings are \$1 per day. Overdue notices are sent through Salem email as a reminder, but borrowers are responsible for returning or renewing materials on time. Borrowers will be charged the replacement cost and the processing fee for unreturned materials. All unpaid accounts are turned over to the Business Office and Registrar at the end of each term. See “**Borrower Responsibility**” for additional information on fines and borrowing privileges.

**Online Access/Printing/Copying:** Gramley Library contains a large room with computers for student use and online access. Additional computers are available throughout the library as well as two copiers, a scanner, a fax machine, and a black-and-white printer. The EFAC Library also provides several computers, a scanner, and a black-and-white printer. Both libraries are Wi-Fi-enabled. Please refer to the handbook section, “**College Policies, Computer Usage**” for additional guidelines and responsible use of computer resources.

**Private and Group Study Areas:** Two group study areas with widescreen monitors and laptop connections are located on the second floor of Gramley Library. Students may reserve these spaces up to three hours per week. Additional group and private study spaces are located throughout Gramley Library. The EFAC Library also provides study space on its main floor.

**Instruction, Research, and Support:** Library instruction and research assistance are available to individuals as well as to classes. The Public Services Librarian and the EFAC Librarian provide research support by appointment Monday through Friday, 8:30 am–5:00 pm. Evening reference librarians are available Sunday through Thursday, 6:30–9:30 pm, on a first-come, first-served basis. For more information, please call (336) 917-5420 or visit the library website.

**Reserve Materials:** Most materials that are placed on reserve for specific courses are available at the circulation desk at Gramley Library. Music and art course reserve items are available at the EFAC Library circulation desk. Reserve items at both libraries circulate for three hours and must remain in the holding library.

**Borrower Responsibility:** It is the responsibility of the borrower to take note of due dates and return or renew materials on time. When items are considered “lost,” borrowers are billed according to each item’s material type and circulation policy. Books and scores are considered lost after thirty days past the due date. Movies, sound recordings, laptops, and reserve items are considered lost after seven days past the due date. Patrons will be charged a replacement and processing fee for lost or damaged materials, including interlibrary loan materials. Library privileges are also suspended at this time. Failure to pay these fees may jeopardize class registration and the availability of transcripts.

**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.

Policies and regulations may be amended as needed by the Director of Libraries.

#### OFFICE OF THE REGISTRAR

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 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. Fleer 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
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 8:00 am–4:30 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

### Shober House

The Office of Residence Life is responsible for the administration, coordination, and staffing of the six residence halls, the Bahnson House, Fogle Flats, and McHugh Sisters Flats. Professional Residential Coordinators (RCs) 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 RCs 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 RC 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-GRAMLEY GUEST HOUSING

The Rondthaler-Gramley House, built in 1888 and located in the heart of the Salem campus, was home to former Salem presidents Rondthaler and Gramley and their families until the early 1970s. The house was later used as the Salem education department and Orton Learning Center for children with learning disabilities. In the mid-1980s, the house was renovated and is now used for entertaining alumnae, parents and other guests of the College. Students may call the Office of Institutional Advancement at 721-2607 for overnight rates and reservations for family members.

### 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.

### SHUTTLE SERVICES

The Office of Student Activities operates shuttles to area shops, restaurants, grocery stores, and the Z. Smith Reynolds Library at Wake Forest University. The shuttles run at posted times each week during the academic terms. See MySalem for times and destinations.

## SPIRITUAL 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 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 Activities 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 Activities 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 the in 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 Activities 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 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 holds monthly Leadership Council meetings and social activities for adult students.

#### **Fremdendienerin**

Fremdendienerin is a German word meaning "one who serves strangers." This student organization is affiliated with the Office of Admissions. Members are chosen from the student body. Fremdendienerin is responsible for records concerning prospective students. Members assist the admissions office with events, host students overnight, and contact students as needed. Honor Guides or tour guides are selected from within the organization and are specially trained. Chairs are chosen each year from the junior and senior class. The group meets monthly. See the dean of admissions for more information.

#### **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.

#### **Salem Leadership Connection**

The Salem Leadership Connection is a mentoring organization that provides college success information and coaching to students who are the first in their families to go to college or who come from historically-underrepresented backgrounds.

#### **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. Fler students are welcome to attend as non-voting guests. The SGA office is located on the upper level of the Student Center.

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

### MULTICULTURAL ORGANIZATIONS

#### Asian Student Association

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.

#### **Black Americans Demonstrating Unity (BADU)**

Black Americans Demonstrating Unity is a group formed to provide support (academic, social, moral, etc.) for students who are African American. BADU 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!

#### **ONUA\***

ONUA 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

#### **Club Sports**

Students interested in club sports, please see the *Club Sports Handbook* which is available through the Department of Athletics and Physical Education. A student may also make an appointment with the director of athletics to discuss club sport options for a particular year.

### **Salem Cheer**

The Salem College Cheerleading Team is a club sport dedicated to providing positive support for the athletic teams. Team members participate in various fundraising events and volunteer for organizations as appropriate to support the team and the Salem community. The cheerleaders work hard to improve recognition, respect, and loyalty to Salem College and promote fan and student morale and excitement appropriate to support the team and the Salem community. Tryouts are held in the fall and the spring semesters.

### **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.

## 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 an 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 Fleeer 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](mailto: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.

### **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.

#### **Stop Child Trafficking Now (SCT Now)**

Stop Child Trafficking Now (SCT Now) is a service organization dedicated to raising awareness about the injustice of child trafficking globally and domestically in the United States. Students take action through community education, fundraising, and event coordination.

#### **Young Americans for Liberty (YAL)**

The Salem College Young Americans for Liberty is an organization that supports the ideas of economic freedom to provide for one’s life, social freedom to choose how to lead one’s life, and intellectual and academic freedom to enrich one’s life. This founding belief welcomes limited government conservatives, classical liberals, and libertarians who believe that the individual owns her or his body and is therefore responsible for one’s actions, and that society is a responsibility of the people, not the government.

## RELIGIOUS ORGANIZATIONS

#### **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 Franciscan priest serves as the full-time campus minister at Wake Forest and is available to Salem students. Students may join others from the area for Sunday mass at Wake Forest University’s campus, dinners on Wednesdays, retreats in the fall and spring, spring break service trips, service weekends, and more.

#### **The Circle (Nature-Based Religions)**

The Circle provides an open forum to students with non-traditional beliefs, with a focus on nature-based religions. The Circle hosts a variety of events and activities of fellowship, and encourages dialog between students interested in traditional and non-traditional religions.

#### **Episcopal Student Fellowship (ESF)**

Episcopal Student Fellowship is a group on campus that brings together Episcopalians and others who are interested for fellowship, programming, and growing in God's diverse

Kingdom.

#### **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. As a College that has a religious heritage, consideration of religious and ethical values is an important part of its tradition.

#### **Intervarsity Fellowship**

Intervarsity is an interdenominational group which hosts large group meetings, small group Bible studies, prayer meetings, and retreats.

#### **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 students meet regularly for fun, fellowship, and service. 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.

**Spirit to Spirit**

Spirit to Spirit is a multicultural, non-denominational group of students who meet weekly for Bible study. They seek to explore all aspects of Biblical womanhood through spiritual support, character and leadership development, and community outreach.

**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**

Chaplain	Rev. Dr. Amy Rio	(336) 917-5087	amy.rio@salem.edu
Chaplain Intern	Kaye McDaniels		mcdalk15@wfu.edu
Chaplain Intern	Marisa Fraley		marisa.fraley@salem.edu
Episcopal Campus Minister	Rev. James Franklin	(919) 360-9282	jamesdfranklin@gmail.com
Presbyterian Campus Minister	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		frmarcelamadi@yahoo.com
InterVarsity Campus Minister	Emily Lyles	(336) 788-7331	emily.lyles@salem.edu
Moravian Campus Minister	Rev. Doug Rights	(336) 722-8126	drights@mcspp.org

Hillel/Jewish campus minister	Dr. Gail Bretan	(336) 758-4056	bretangh@wfu.edu.
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## 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 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.