

Salem College

Undergraduate Handbook

2025-2026



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FOREWORD FROM THE PRESIDENT



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

Dear Salem students,

On behalf of the faculty, staff, and administration of Salem College, I welcome you to the 2025-2026 academic year.

We are delighted that you chose Salem College as the home for this phase of your education. All of our faculty and staff at Salem College are committed to delivering a top-notch educational experience that prepares you to change the world and make your community stronger and healthier. We are dedicated to expanding your knowledge, enhancing your skills, and supporting your growth both inside and outside the classroom.

The Salem community is strong, diverse, empowered, and supportive. As we start the next academic year, we remain true to our founding mission and core belief in the value and impact of women's education to prepare the next generation of leaders who will make the world a better, healthier and more equitable place. And we look forward to your contributions to the community and your support of its values.

Thank you for being part of the Salem College community. Best wishes for a wonderful academic year.

Yours,

Gary Daynes, PhD
Interim President

INTRODUCTION

Salem College's Student Handbook serves as a guidebook to Salem College. While you may not need all of the information contained in this handbook presently, this Handbook is meant as your first source when your need for this information arises.

As such, the Handbook contains information about Salem College, its history, the services it provides, the procedures and policies that it abides by, and the administration, faculty, and staff members that can assist you throughout your Salem journey.

The Salem College community is one built on the foundational principles of integrity, justice, courage, respect, and care. Upholding the principles of this community requires all of its members to understand the responsibilities, rights, and privileges that come with participation in this community. It is, therefore, the responsibility of all Salem College students to become familiar with the contents of this Handbook. Observance of the principles and procedures described in this Handbook enable Salem to thrive as a community where each student can find wellness and success.

Whether this year marks the beginning of your path at Salem or whether it marks another step, Salem College has prepared this handbook to make sure that you are well-equipped for the journey ahead.

Welcome to Salem, or, welcome back!

NOTICE: The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, Salem College reserves the right to make changes at any time without prior notice. The College provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability, which may otherwise be incurred.

The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant or student and the Trustees of Salem College. The University reserves the right to change any of the provisions, programs, rules or regulations whenever university authorities deem it necessary

The policies and regulations of Salem College may be amended from time to time by action of the responsible bodies. Therefore, the documents in this handbook are subject to change during the academic session. Because of the likelihood of these changes, the official policy is the online version of the Undergraduate Student Handbook found on this [webpage](#).

UPDATES TO THE HANDBOOK

Dear Salem Siblings,

The 2025-2026 Salem College Undergraduate Handbook has been updated to include current information and policy changes.

These updates include:

- Updates to the ESA policy, pg 37
- Information about Atrium Health Services and Counseling, pg 83

We hope the handbook will serve you as a resource and as a guide to being a successful part of the Salem College community.

WHO WE ARE



SALEM COLLEGE MISSION STATEMENT

Salem College, a women's college grounded in the liberal arts, values its students as individuals, develops their leadership potential, and prepares them to create healthier and more equitable communities.

VISION STATEMENT

Salem College is the premier women's college committed to advancing equity in health and in our society.

CORE VALUES

Our values are aspirational and interconnected. They are dynamic expressions of our commitments to one another as members of the Salem College community and the larger world as we strive to live them every day.

Intellectual Curiosity

We are fervent about cultivating an environment where a love of learning and thirst for knowledge are the driving forces.

Intentional Community

Community is created when we are purposeful in nurturing connections, collaboration, creativity, care, courage and the regard for each person's unique contributions. We affirm that the health of the individual and the health of the community are interdependent.

Equity and Belonging

We believe our community is strengthened by the diversity of its members, by our intentional efforts to welcome all who are part of the Salem community, by the sense of belonging that they feel, and by the equitable outcomes of our work.

Innovative Spirit

Our ethos of courage and resilience, exemplified by Salem's founders, fuels each generation of Salem students and graduates to be change-makers in their own time.

Courageous Leadership

The Salem community provides students with both buoyant support and the challenge to be fiercely courageous. With confidence in our individual and collective strengths, we claim the responsibility to make a meaningful difference in the world around us, each in our own unique ways.

Honor and Integrity

At Salem College, our Honor Code calls us to live, learn, and lead with integrity. To do so is to act with love - embracing the shared stewardship of our community and purposefully demonstrating our convictions to the greater world.

HISTORY

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

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

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

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

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

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

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

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 current College seal. The Moravian Bishop at that time, Edward Rondthaler, interpreted the three Greek letters - Gamma, Kappa, Delta - to mean knowledge and virtue. The scroll symbolizes learning; the wreath, victory; and the section above the scroll and wreath represents Pilot Mountain (a mountain near Winston-Salem) and stands for strength. The four points of the shield symbolize the four corners of the earth from which the class had come.



GAMMA KAPPA DELTA- ΓΚΔ

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

ALMA MATER

First Verse:

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

CHORUS:

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

Second Verse:

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

CHORUS

Third Verse:

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

CHORUS

SCHOOL MASCOT

Spirits



SCHOOL COLORS

Blue and Yellow



SALEM IMPACT

Building on the commitment of Salem's founders to the education of women, the Salem Impact provides an innovative and rigorous liberal education. In a community devoted to scholarly inquiry, students participate in disciplinary and interdisciplinary courses and merge knowledge and practice through experiential learning. The dynamic examination of concepts, ideas and opinions broadens students' perspectives, awakens their intellectual curiosity, and challenges them to put learning to work in the real world. The Salem Impact program equips students with knowledge, skills and competencies necessary to excel in a liberal arts institution and to make connections across space, time and disciplines. The Salem Impact program educates the whole person, realizes individual potential, fosters intellectual curiosity, develops leadership skills and cultivates women of change.

All Salem Impact courses are informed by a commitment to producing scholars who have learned how to learn. Salem graduates know how to learn because they know how knowledge is organized, how to find and evaluate information and how to put information to use to assist others in learning. Completing the Salem Impact indicates that Salem graduates are prepared for lifelong learning in a global community.

STUDENT WELLNESS

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

Programs are sponsored by various offices and student organizations throughout the year on one of the eight dimensions of wellness: physical, emotional, intellectual, occupational, environmental, financial, spiritual, and social.

THE EIGHT DIMENSIONS OF WELLNESS

- Physical Wellness: Movement or physical activity, healthy consumption, sleep and rest, and prevention of illness and chronic diseases.
- Emotional Wellness: Awareness, acceptance and sharing of our feelings in a productive manner.
- Intellectual Wellness: Engagement in creative and mentally stimulating activities, expansion of our knowledge and communicating knowledge to others.
- Occupational Wellness: Personal fulfillment from our studies, jobs, or our chosen career fields while maintaining balance in our lives.
- Environmental Wellness: Understanding of the dynamic relationship between humans and their environment.
- Financial Wellness: The active pursuit of financial knowledge, planning, and goal setting.
- Spiritual Wellness: The journey towards peace, harmony, and finding meaning in life.
- Social Wellness: Positive relationships and connections with society and the creation of a support network.

SALEM TRADITIONS

HONOR CODE SIGNING

During Fall Orientation, all new, incoming students participate in an Honor Code Ceremony wherein the Honor Code is presented to the President and signed by each new, incoming student. The Honor Code is then displayed in Main Hall to symbolize the commitment that each Salem student makes to abiding by the Honor Code.

TRADITIONS WALK

During the Honor Code Signing, new, incoming students enjoy a brief walk leading to a ceremony and introduction to the history of Salem Academy and College. This is a symbolic beginning of one's journey as a Salem student. Students share a similar walk as seniors during Senior Week to symbolize the conclusion of their Salem journey. All students are welcome.

OPENING CONVOCATION

Held in Hanes Auditorium on the day before Fall Semester classes start in August, 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 full-time undergraduate students. Nice attire is encouraged.

BIG SIB/LITTLE SIB

First-year undergraduate students have the option to receive a "Big" in August before Fall Fest. Bigs serve as mentors and introduce their Littles to life at Salem. Transfer students also have the option to receive a "Big" or to be a "Big," depending on their class standing. Contact Big/Little co-chairs or the Office of Student Engagement/Activities if you have any questions.

FALL FEST

This September day of competition among the classes begins with a breakfast spirit rally and themed decorating contest in the Refectory. It continues with a parade contest at Bryant Hall patio and concludes with a song and skit extravaganza in Hanes Auditorium. A true celebration of the Salem Spirit! Listen for the cheering to begin in early fall. Classes are suspended that day.

Contact the Fall Fest co-chairs or the Office of Student Engagement/Activities for more information.

FALL LAWN

The first student party of the year, held on-campus in early September or the beginning of October. Nice attire is encouraged.

HISPANIC HERITAGE MONTH

Hispanic Heritage Month is celebrated in October at Salem College. Faculty, administration, staff and students collaborate on celebratory displays and events throughout the month. The celebration culminates in Fiesta and Dia de Muertos at the end of the month. All members of the Salem community, regardless of ethnicity, are welcome and encouraged to participate in the events.

SEMI-FORMAL

Semi-Formal is held in November at an off-campus venue. Semi-formal attire is encouraged.

CANDLE TRIMMING

In November, Residence Life and Student Activities sponsor a gathering for seniors to trim candles with red crepe paper for the Christmas Candlelight Service.

CHRISTMAS CANDLELIGHT SERVICE

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

REFECTORY HOLIDAY DINNER

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

OFF CAMPUS ASSOCIATION HIGH TEA

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

RELAXATION WEEK

The Campus Activities Board (CAB), SGA, Office of Student Engagement/Activities, Student Health Services, and the Counseling Center sponsor stress-relief and celebratory programs, such as a Midnight Breakfast and Student Center “takeover,” prior to exams.

BLACK HISTORY MONTH

Black History Month is celebrated at Salem during four weeks of campus and community activities in February. At the culmination of the month, Salem students, faculty, and staff collaborate in the production of the Black History Month finale. All members of the Salem community are welcome and encouraged to participate in the activities.

FORMAL

Formal is held in March at an off-campus venue. Formal attire is encouraged.

BIG/LITTLE SEND-OFF

In April, the sophomore class hosts a special event and program for all undergraduate students to honor their Big Sibling class. Nice attire is encouraged.

SUSAN E. PAULY CELEBRATION OF ACADEMIC EXCELLENCE

Held in April, this annual celebration showcases student work across the disciplines and features new faculty research. Classes are canceled on 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 full-time undergraduate students. Business attire is encouraged.

SPRING COCKTAIL

Spring Cocktail is held in April, on or off-campus. Nice attire is encouraged.

LEADERSHIP BANQUET

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. All students are welcome. Nice attire is encouraged.

FOUNDERS DAY SENIOR TRADITIONS WALK

On the day of the Founders Day Convocation, seniors robe and meet in front of Main Hall at 7:00 A.M., accompanied by the Chaplain, President, and the Moravian brass band for a walk to the class tree. This event symbolizes the beginning of the Commencement events. A special breakfast is served in the Refectory. Nice attire is encouraged.

FOUNDERS DAY CONVOCATION

Founders Day Convocation is held in April in Hanes Auditorium. Seniors robe and wear funny glasses for the event. Attendance is mandatory for full-time undergraduate students. Nice attire is encouraged.

HONORS CONVOCATION

The ceremony marking the formal end of the academic year is held in Hanes Auditorium during the last week of classes in May. 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 full-time undergraduate students. Nice attire is encouraged.

SENIOR COMMENCEMENT WEEK

Back Porch Party

This event is in honor of all graduating seniors on the afternoon of the last day of exams. Garden party attire is encouraged.

The Ceremony of Names

A ceremony, which doubles as a rehearsal for Commencement, is an opportunity for students to provide the Dean of the College's pronunciation of their names. Attendance is mandatory for all graduating seniors. Nice attire is encouraged.

Commencement

Commencement is held on the first Saturday after the end of exams. It is usually held in the May Dell. Graduates are required to robe for the Commencement service. Nice attire is required.

THE HONOR TRADITION

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

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

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

THE HONOR CODE

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

As a responsibility to my honor community:

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

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

PRIVILEGES OF THE HONOR CODE

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

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

EMERGENCY INFORMATION



EMERGENCY INFORMATION

MAJOR INCIDENT RESPONSE PLAN

Salem College maintains an Emergency Operations 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 SYSTEMS

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

TELEPHONE MESSAGING SYSTEM

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

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

CONTAINED AREA EVACUATION

If a building or cluster of buildings requires evacuation, building occupants should evacuate to an assembly area, which is away from the building and away from emergency service vehicles.

Locations include Hanes Auditorium at the Elberson Fine Arts Center, Corrin Refectory, Bryant Hall/Gym area, Salem Square, May Dell, or the Salem Academy Auditorium.

CAMPUS-WIDE EVACUATION

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

MENTAL HEALTH CRISIS/EMERGENCY RESOURCES FOR CARE

A mental health crisis/emergency is defined as having current, active thoughts of suicide or homicide and a plan to act on these thoughts. Mental health crisis/emergency resources are available 24/7 by calling 9-1-1 and asking for the Behavioral Evaluation and Response Team in Winston-Salem. An individual can also seek emergency care through local emergency departments at Forsyth Medical Center, Baptist Medical Center, or Old Vineyard Behavioral Health. Residential students may request assistance in accessing these services by contacting their Area Coordinator at 336.399.5652.

RESPIRATORY ILLNESSES/COMMUNICABLE DISEASES POLICIES

As part of our health leadership focus and our institutional emphasis on wellness, Salem College is committed to meeting any global health challenge that should arise, keeping our students, faculty, and staff members safe. To do so, the following policies lay out the responsibilities that all community members must abide by for the health, safety, and wellness of each campus constituent if and when a Communicable Disease Watch is declared on campus.

COVID-19/FLU VACCINATION

Salem College encourages any student who resides in on-campus housing, is enrolled in in-person classes, or participates in any campus-sponsored events, to consult with a health professional as to whether annual COVID-19 and/or flu vaccinations are right for them.

However, Salem College currently does not require students, regardless of their on-campus, or residential status, to submit proof of COVID-19 vaccination.

MASKING

In the event of a communicable disease outbreak, Salem College will follow masking recommendations and requirements set forth by the City of Winston-Salem.

- This policy is subject to change based on recommendations from the city and community transmission levels.

Individuals are encouraged to assess their personal risk level and make individual decisions regarding masking.

- Salem College will remain a *mask-friendly* campus and expects all individuals to respect others' personal masking preferences.
- If deciding to mask, cloth face coverings, including gaiter-style, bandanas, and mesh, should be refrained from use.

Masking may be *required* in Student Health Services for anyone being seen for sick symptoms, regardless of whether Salem College is under a Communicable Disease Watch status.

COVID-19 AND RESPIRATORY ILLNESS GUIDELINES

- Students with symptoms of a respiratory virus, such as fever, chills, fatigue, cough, runny nose, headache, or other symptoms, should stay home and away from others.
- Per CDC guidelines, students may return to normal activities when, for at least 24 hours, **both** are true:
 - Your symptoms are getting better overall **AND**
 - You have not had a fever (and are not using fever-reducing medication (i.e., tylenol, ibuprofen, etc).
- When students return to normal activities, CDC guidelines recommend you take added precaution **over the next 5 days**, as detailed below:
 - Take steps for cleaner air: opening windows to bring in fresh air, purifying indoor air, and gathering outdoors
 - Practicing good hygiene: cover your coughs and sneezes and wash or sanitize your hands often, and regularly clean frequently touched services
 - Wear a properly fitting face mask
 - Avoid crowds and take part in physical distancing as much as possible
 - Antigen tests can be used for screening before gathering with others

Students with symptoms of a respiratory illness and awaiting test results **are not permitted** to attend in-person classes, eat in the Refectory or Cafe, or attend campus-sponsored events, until, as stated above, they have overall improvement in their symptoms and they are fever-free for 24 hours without the use of fever-reducing medications (i.e. tylenol, ibuprofen, etc).

Student Health Services will provide surgical masks, by request. On-campus students should promptly report the development of new, worsening, and/or concerning symptoms to Student Health Services.

For the health and wellbeing of our campus community, any student who tests positive for a communicable disease is expected to voluntarily report their diagnosis to Student Health Service at 336-721-2713 or email health.services@salem.edu. Students who reside on campus and who

test positive for COVID-19 will be contacted by Student Health Services one day after their positive test to review symptoms.

CONTACT TRACING

It will be the sole responsibility of the student to notify individuals they have been in contact with after being diagnosed with COVID-19.

- Students are required to follow state and federal reporting guidelines for communicable diseases.
- In the case of COVID-19, Students are encouraged, but not required (unless otherwise specified by the local, state, or federal government) to notify their contacts immediately to prevent further spread.
- Students who need assistance identifying close contacts or have been notified as being a close contact, may contact Student Health Services with questions or concerns.

TESTING

- Student Health Services accepts walk-in patients during clinic hours of operation. However, any student who needs to be seen in Student Health Services for sick symptoms is encouraged to *first call or email to schedule an appointment* to be seen.

CLASSROOMS, EVENTS, AND GATHERINGS

Individuals are encouraged to assess their personal risk level and determine their need for physical distance, when in classrooms or other indoor places of gathering. When a student is symptomatic or feeling poorly, they should contact their faculty members to inform them.

Occupancy numbers will be determined by the space capacity of the setting.

COVID-19 vaccination is encouraged, but not required, to attend in-person events.

CAMPUS VISITORS

Residence hall and campus visitors will follow the policy as outlined in the student handbook.

CODE OF STUDENT CONDUCT & GENERAL COLLEGE POLICIES



CODE OF STUDENT CONDUCT

POLICY STATEMENT

By choosing to attend Salem College, each student accepts responsibility for promoting the wellbeing of the Salem community. Each student is expected to adhere to the Code of Student Conduct and all Salem College policies. Failure to do so may result in response from Salem College up to and including separation from the College.

In keeping with the Honor Tradition at Salem College, each student is expected to show respect for their community by behaving with honesty, integrity and civility. Salem College encourages student freedom and exploration coupled with personal accountability and responsibility for individual decision making and the consequences of action. 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 held responsible for the policy violations for which the student was present.

APPLICABILITY OF THE POLICY

The Code of Student Conduct applies to all students currently enrolled, students whose enrollment has been interrupted but intend to return, or who have indicated an intent to enroll at Salem College, as further defined in the Definitions section of this Policy, at the time the conduct occurs (including on campus, study abroad locations and off campus).

The Code of Student Conduct (the “Code”) applies to conduct by individual students and Recognized Student Organizations that occurs on College premises, at College related activities or facilities, and to off-campus conduct when it is reasonably perceived to pose a significant risk to the safety of the campus community or of disruption to the programs of the College, an imminent threat of harm to the safety of the student or others, or reflects on a student’s fitness to continue in the academic program in which the student is enrolled. The Code applies to all conduct, whether it occurs in person or by way of electronic systems. Within the sound discretion of the Office of Student Support or the Dean of Students, the College may respond to reports of violations through a conduct meeting or through administrative actions (see Interim Administrative Action).

Students of Salem College are not only members of the academic community but members of the larger society of Old Salem, Winston-Salem and beyond. Thus in their actions with the College and conduct while a student, they retain the rights, protections, responsibilities and guarantees that are held by all residents of the United States. Salem College students are not immune to prosecution by local, state, or federal enforcement agencies, whether or not the College takes action on an alleged violation.

Alleged violations of the Salem Academy and College Sex Discrimination, Harassment, and Related Sexual Misconduct Policy will be reported to the Title IX Coordinator (titleix@salem.edu or (336) 917-5550) (See Title IX)

In addition to the conduct processes set out in this Code, students’ conduct may also be subject to review for (1) violation of professional standards related to an academic program (that are not

otherwise covered by the academic Honor Code Policies); (2) conduct standards associated with Athletics; (3) conduct standards associated with recognized student organizations; (4) Housing Agreement terms and conditions; (5) eligibility to participate in other College sponsored programs.

GENERAL PROVISIONS

Students who are alleged to have assisted others in violating any provision of the Code are subject to the same response under this Code as those persons alleged to have committed a violation.

Students who are alleged to have known of a violation of any provision of this or the Honor Code but failed to report it within 7 days may also be subject to conduct processes.

Students are responsible for the activities that occur in their residence hall rooms and/or the shared living spaces in residence halls, the Student Center, academic spaces, grounds or outside venues at which Salem College conducts business. Students are responsible for ensuring that all guests know and behave consistently with this Code while in residence halls or on campus. Any person involved in an incident who is not an assigned occupant of the room or residence hall where the incident occurred will be deemed a “guest” under this Code. All assigned occupants of a room may be subject to the same sanctions under this Code as the actual violators.

Attempts to violate this Code, including unsuccessful attempts, are prohibited and are subject to the same response under this Code as are actual violations.

PROHIBITED BEHAVIOR

OFFENSES AGAINST PERSON

Any conduct or action that causes physical harm or endangers the health or physical safety of any person; or

- places another person in reasonable apprehension of physical harm or danger to their health or physical safety or to the health or safety of another, including through written or verbal conduct or implied threats.
- 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.
- 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.
- 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.

- a. Sexual harassment is addressed specifically in a separate policy. (See "College Policies: Sex Discrimination, Harassment, and Related Sexual Misconduct Policy")
 - b. 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:
 - a. Endangers the mental or physical health or safety of a student (whether intentional or not);
 - b. Negatively impacts academic performance; or
 - c. 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.
- 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.

PROPERTY OFFENSES

- Destroying or vandalizing 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.

- Unauthorized or inappropriate use of College services, property, or the property of others
- Theft or other unauthorized possession of property or services 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.
- Chalking- Chalking without permission is prohibited on campus property. Activities that involve chalking must occur under faculty supervision at all times and as part of a faculty-led activity for a course. Chalking is only permitted on the patio between Bryant Hall and the swimming pool. All vertical surfaces are off-limits. The chalk used in all chalking activities must be water-soluble. All symbols and/or words chalked onto campus property must refrain from using profanity and/or discriminatory language or graphics. Violations of this policy may result in loss of the privilege to request chalking permission for future coursework and/or in disciplinary action for students through the appropriate College channels such as the Honor Council.

PUBLIC ORDER/COLLEGE ORDER OFFENSES

- Creating a fire, safety, or health hazard.
- Impeding or obstructing an investigation, or failing to identify oneself or to comply with the directions of College officials, their authorized agents, or local police agencies acting in the performance and scope of their duties.
- Classroom Disruption Offenses: Students who disrupt a classroom, laboratory, or other environment in which educational or research activity takes place may be subject to action under this Code. Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. For purposes of this provision, the classroom extends to any setting where a student is involved in work toward academic credit or satisfaction of program-based requirements or related activities.
- Littering.
- Conveying information that the student knows or should know to be false, by actions such as lying or being dishonest, forging, altering, or causing any false information to be entered into College record or to be presented at a College proceeding or to a College Official.
- Knowingly destroying evidence in connection with a matter being reviewed under this Code or any other College policy or procedure.
- Possessing, providing, distributing, selling, or manufacturing any form of false College, federal, or state-issued identification.
- Impersonating any College Official.
- Gambling, which includes bookmaking or pool setting for profit, promoting or setting up a lottery for money or property, or winning or losing money or other valuables by play or hazard at any game.

- **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.

OTHER OFFENSES

- **Violation of College policies:** Students, student organizations, and their respective guests are prohibited from violating College policies. Students are responsible for knowing and behaving consistently with all College policies, including any modifications thereof. College policies may be reviewed in the section entitled 'General Policies' contained within this Student Handbook.
- **Violation of Law:** A violation of any local, state, or federal civil or criminal law is a violation of this Code, even if the specific conduct prohibited by the law is not listed above. Violation of law conduct will be regarded as a violation of this Code regardless of whether the offense is prosecuted in a court of law. In most cases, where conduct that may constitute a violation of law is being prosecuted by state or federal authorities in a criminal process, the College will proceed with the student conduct process, even if the criminal case is not wholly resolved. Intermediate administrative actions, such as interim suspension, may be imposed pending an investigation and/or prosecution. The outcome of a criminal process does not dictate the outcome of the College student conduct process.

GENERAL POLICIES

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 available.

ACADEMY STUDENTS

Salem College students are not allowed to spend the night in the residence hall at the Academy and Academy students are not allowed to spend the night in College Residence Halls.

ALCOHOL, DRUG, AND TOBACCO USE POLICIES

ALCOHOL USE POLICY

Salem College prohibits the unlawful possession, use, or distribution of alcohol by students. Salem College strives to create a campus atmosphere in which students have a sense of responsibility for their behaviors, including the use of alcohol and other drugs. The consumption of alcoholic beverages is a concern of all constituents of the community (students, faculty and staff, trustees, administration).

Salem College expects to operate in accordance with the laws of the State of North Carolina. Possession and consumption of alcoholic beverages by anyone under twenty-one years of age is forbidden by the State of North Carolina. The use, sale, and possession of alcoholic beverages on campus is subject to this law. Salem College students, guests, and organizations are expected to be familiar with the Salem College alcohol policy and to operate within that policy (See the full Alcohol Use policy in Appendix A for additional information)

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

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

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

DRUG USE POLICY

Salem College prohibits the unlawful possession, use, and distribution of illegal drugs or other controlled substances and drug paraphernalia and the abuse of any legal drug by students. The misuse of prescription medication is a form of abuse of legal drugs prohibited by this policy and includes the taking of medication in ways other than as prescribed by a medical provider and providing or selling prescription drugs to others. Under applicable law, anyone who is found to have manufactured, sold, delivered, or possessed with intent to manufacture, sell, or deliver a controlled substance is subject to imprisonment and possible fines [N.C. Gen. Stat. § 90-95 and 21 U.S.C. § 841]. Students who fail to comply with applicable law and Salem College policy

related to the possession, use, and distribution of illegal drugs or other controlled substances or drug paraphernalia or the abuse of any legal drug will be subject to judicial action or administrative review by the Office of the Dean of Students and disciplinary sanctions for violations of these standards of conduct, up to and including expulsion and referral for criminal prosecution by law enforcement officials.

SMOKING AND USE OF TOBACCO POLICY

As of June 2024, Salem College is a tobacco free campus. Smoking and the use of other tobacco products, including electronic cigarettes, vaping, and smokeless tobacco, is not permitted anywhere on Salem's campus. **There are NO designated areas where tobacco may be used.**

ANIMALS

No person may bring an animal onto the University campus, except for:

- a. Service Animals and Service Animals in Training as defined in the following sections as provided in the following section.
- b. Approved Emotional Support Animals (ESAs) in on-campus housing after having followed the procedures outlined below.

SERVICE ANIMALS

According to the Americans with Disabilities Act (ADA), Service Animals are defined as dogs, any breed and any size, that are trained to perform a task directly related to a person's disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Some State and local laws also define service animals more broadly than the ADA does. Information about such laws can be obtained from the relevant State attorney general's office. (www.ada.gov)

In making such a Service Animal or Service Animal in Training assessment and determination, the 504 Coordinator (student requests) will consider the following factors:

1. Whether the handler has sufficient control of the animal;
2. Whether the service Service Animal is housebroken; and
3. Whether the Service Animal's presence in specific campus facilities compromises legitimate safety requirements that are necessary for safe operation.

Students with service animals should provide appropriate documentation and register them with

The Office of Student Accessibility Services through the Student Accessibility Services Registration Form.

For service animals, handlers must abide by all federal, state, and local laws regarding animal care. For example, Forsyth County ordinance requires dogs to be registered and vaccinated; therefore, students who possess these animals must provide copies of registration and vaccination tags to the Office of Student Accessibility Services and to the Office of Residence Life, in the case of residential students.

Handlers of service animals must remove all animal waste from all indoor and outdoor spaces. Students should consult with residence life staff members in order to determine the appropriate method and areas for disposal of animal waste. If an animal causes any damage to indoor or outdoor spaces on campus, the student will be responsible for all repair and cleaning costs.

A service animal may be removed from campus if the animal's behavior poses a direct threat to the health and safety of others or if the handler is not providing appropriate care and control of the animal. In accordance with the ADA, if a service animal is out of control and the handler does not take effective action to control it, staff may request that the animal be removed from the premises. (www.ada.gov).

In order to accommodate students who experience discomfort or allergies due to animals, students with service animals may be relocated to another residential space.

SERVICE ANIMALS IN TRAINING

A Service Animal in Training is an animal in training to become a Service Animal when the animal is accompanied by a person who is training the Service Animal and the animal is wearing a collar and leash, harness, or cape that identifies the animal as a Service Animal in Training.

Emotional Support Animals

An Emotional Support Animal (ESA) is an animal prescribed to a student with a disability by a healthcare or mental health professional to play a significant part in the student's treatment process (e.g., in alleviating symptoms of that individual's disability). An ESA does not assist a person with a disability with their activities of daily living and does not accompany a person with a disability at all times or to locations on campus other than in the student's assigned on-campus housing unit. An approved ESA may live with a student in their on-campus housing only if approved in advance according to the procedures provided in the section below.

Students may bring an Emotional Support Animal (ESA) into their assigned on-campus housing only upon approval by the Office of Student Support. Having an ESA in on-campus housing without approval is not permitted.

To initiate a request to bring an ESA into assigned on-campus housing, a student must submit the following forms: Student Medical Release Form, Student ESA Request Form, Healthcare Provider ESA Request Form, Healthcare Provider Rules and Regulations Acknowledgement, ESA Veterinarian Form, and ESA Roommate Agreement.

The Healthcare Provider ESA Request Form, Healthcare Provider Rules and Regulations Acknowledgement, and ESA Veterinarian Form must be by a completed qualified medical professional and veterinarian, as well as by the student petitioning for an ESA. Likewise, the ESA Roommate Agreement must be completed by the petitioning students' roommates and suitemates, if any.

These forms must be submitted in a timely manner to the Office of Residence Life for review following the process outlined in the Campus Animal Policy. This policy is available in the Student Handbook while the forms are available upon request from the Office of Residence Life. Upon receipt of an ESA request form, The Dean of Students and the Office of Residence Life staff will:

1. review the submitted request;
2. meet with the student to discuss the ESA request;
3. notify the student about whether the ESA request is approved; and
4. if the ESA is approved, explain to the student the expectations and requirements for keeping an ESA in on-campus housing.

Subsequently, if the Office of Student Support staff approves the ESA, staff will notify the student of the approval of a student's request for an ESA in on-campus housing. Office of Residence Life officials will process the request and counsel the student on the expectations and requirements of an owner/handler of an approved animal, and as appropriate, will assign the student on-campus housing.

Emotional Support Animals, specifically, will remain in the ESA owner's assigned room. They are not permitted in

1. Other student's rooms.
2. The common areas of the residential facilities
3. Common areas such as classrooms, academic buildings, administrative buildings, barriers, libraries, dining services areas, fitness center, pool, etc.

Handlers of emotional support animals must remove all animal waste from all indoor and outdoor spaces. Students should consult with residence life staff members in order to determine the appropriate method and areas for disposal of animal waste. If an animal causes any damage to indoor or outdoor spaces on campus, the student will be responsible for all repair and cleaning costs.

An emotional support animal may be removed from campus if the animal's behavior poses a direct threat to the health and safety of others or if the handler is not providing appropriate care and control of the animal. In order to accommodate students who experience discomfort or allergies due to animals, students with emotional support animals may be relocated to another residential space.

PETS

For health and sanitation reasons, no pets are permitted on Salem College property or in the residence halls, with the exception of fish. Fish are allowed provided they are kept in an aquarium no larger than five gallons; the container is cleaned regularly, and no illegal species are kept. Pets of guests are also prohibited. An official of the Forsyth County Humane Society

and/or the Forsyth County Animal Control Shelter will remove all pets found from campus. The name of any student who is in violation of the pet regulation will be reported to Residence Life. Students will be responsible for any charges associated with cleaning, extermination, or damages resulting from the pet. All stray animals seen on campus must be reported immediately to Public Safety. Students are not to handle or feed stray animals, as they may be dangerous and/or carry a disease.

RESIDENTIAL EMOTIONAL SUPPORT ANIMAL POLICIES

1. The ESA owner agrees to abide by all other residential policies. An exception to the animal policy made under this ESA Policy does not constitute an exception to any other College policy.
2. Under North Carolina law, all dogs must wear a rabies tag at all times.
3. The ESA will remain in the ESA owner's College assigned room. The ESA is not allowed in common areas of residential facilities, or other areas of the College including but not limited to classrooms, academic buildings, administrative buildings, the student center, libraries, dining service areas, fitness center, or pool.
4. ESAs must be under the control of the owner at all times, and the ESA owner must have full control of the animal at all times, using a leash, harness, crate, etc. when outside of the ESA owner's personal residence hall room.
5. The ESA owner is solely responsible for the animal's well-being, care, and cleaning. This may include but is not limited to regular feeding, bathing, grooming, daily care, fire alarm response, and veterinary care.
6. The ESA owner must comply with all applicable laws regarding the keeping of an animal and is responsible for ensuring that the ESA does not disrupt the residential community.
7. The ESA may not be left unattended overnight in the residential facilities to be cared for by another student. The ESA must be taken by the owner if they leave campus for a prolonged period.
8. When ESAs are left unattended in a student's room, they are required to be stored in a crate, carrier, or kennel. This containment will allow Salem College officials to have access to residential facilities for maintenance and other routine tasks without posing a risk to the animal or employees.
9. All ESAs must be "house broken" or litter box trained. Small animals must be caged and not be loose in the student's room.
10. ESAs must be taken out of the building by way of the shortest and most direct path and must be maintained under standard restraints, such as a carrier or leash when outdoors, in public areas, or in transit.
11. Fecal matter deposited on College grounds or in residential facilities must be removed immediately and disposed of properly.
12. The ESA owner's residence may be inspected for fleas, ticks, pests, and/or damage to the residential facilities once a semester or as needed. The ESA owner will be notified of the inspection in advance. If fleas, ticks, or other pests are found during the inspection, the residence hall will be treated using approved fumigation methods by a College-approved

pest control service. The ESA owner will be billed for the expense of any necessary pest control service.

13. The ESA must use flea/tick preventative as frequently as prescribed by the veterinarian.
14. The College may remove or require the removal of the ESA that poses a threat to the health or safety to others on campus, disrupts the educational environment of the College and/or residential community, or if the owner does not comply with the ESA Owner rules and responsibilities as laid out in this document.
15. The owner will be financially responsible for expenses incurred above a standard cleaning or repairs to the residential premises, including losses, liability, claims, and harm to others caused by the ESA.
16. The owner will hold the College blameless in the event the ESA goes missing. College staff are not responsible for the retrieval of the ESA in the event that the animal escapes or becomes lost.
17. The owner must notify the Office of Residence Life in writing if the ESA is no longer needed as an ESA, or is no longer in the residential facilities. To replace a previously approved ESA, the owner must submit a new request to the Director of Student Advocacy, Conduct, and Compliance.
18. Applications for ESAs must be renewed yearly.

EMOTIONAL SUPPORT ANIMAL REQUIREMENTS

1. The animal must be at least one year old.
2. The animal must be vaccinated for Rabies and any other veterinarian recommended vaccinations and have a microchip. Vaccination records must be updated yearly.
 - a. Dogs- Rabies, Canine Parvovirus, Distemper, Canine Hepatitis
 - b. Cats- Rabies, Panleukopenia (feline distemper), Feline Calicivirus, Feline Herpesvirus Type 1 (rhinotracheitis)
3. The animal must be prescribed by a qualified healthcare provider.
4. The animal must use a flea/tick preventative as recommended by a veterinarian.
5. The ESA owner must have a pre-existing relationship with the animal.

CHALKING

Chalking without permission is prohibited on campus property. Activities that involve chalking must occur under faculty supervision at all times and as part of a faculty-led activity for a course.

Chalking is only permitted on the patio between Bryant Hall and the swimming pool. All vertical surfaces are off-limits. The chalk used in all chalking activities must be water-soluble.

All symbols and/or words chalked onto campus property must refrain from using profanity and/or discriminatory language or graphics. Violations of this policy may result in loss of the

privilege to request chalking permission for future coursework and/or in disciplinary action for students through the appropriate College channels such as the Honor Council.

COMMENCEMENT REGALIA

Seniors who wish to process with their class for commencement must wear their cap and gown. Individuals who do not have the proper regalia for commencement will not be permitted to participate in the ceremony.

SALEM COLLEGE COMMUNICATIONS AND MEDIA

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

PUBLIC SPACES & EVENTS

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

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

COMPUTER USAGE

Salem Academy and College ("Salem") recognizes the value of computers, networks, email, the Internet, and other electronic resources (collectively, "Electronic Resources") to improve student learning and to enhance the administration and operation of its schools.

Electronic Resources include any computer, computerized device, peripheral device, software, computer network, electronic communication carried by computer network, Internet access, telephone, mobile device, domains, or electronic infrastructure or files, regardless of whether it is used for administration, research, teaching, or other purposes, which is owned, leased, operated, or maintained by Salem Academy and College.

In support of the mission and goals of the institution, Salem requires the responsible use of Electronic Resources and implements the Salem College Computer Usage Policy which can be found here for the purpose of establishing general guidelines for students, employees, and guests regarding the acceptable use of Electronic Resources owned, leased, operated, or maintained by Salem. This policy may be supplemented and reviewed in conjunction with other specific use policies for printing, passwords, wireless network usage, email, computer lab usage, domain development, and other functions as established by Salem to govern the use of Electronic Resources.

DISCIPLINARY ACTION

Violations of this policy by students will be addressed by the student conduct and administrative hearing processes stated herein in the Student Handbook.

Salem has the right to suspend or modify computer access privileges and passwords and to examine files, accounting information, printouts, tapes, and any other material that may aid in

maintaining the integrity and efficient operation of its Electronic Resources. Users whose activity is viewed as a threat to the operation of Salem's Electronic Resources, who abuse the rights of other users, or who refuse to cease behavior that violates this policy may have their user privileges revoked.

COMPUTER LAB ACCEPTABLE USE POLICY

Salem Academy and College ("Salem") recognizes the value of computers, networks, email, the Internet, and other electronic resources (collectively, "Electronic Resources") to improve student learning and to enhance the administration and operation of its schools.

Electronic Resources include any computer, computerized device, peripheral device, software, computer network, electronic communication carried by computer network, Internet access, telephone, mobile device, domains, or electronic infrastructure or files, regardless of whether it is used for administration, research, teaching, or other purposes, which is owned, leased, operated, or maintained by Salem Academy and College.

In support of the mission and goals of the institution, Salem requires the responsible use of Electronic Resources and implements this policy for the purpose of establishing general guidelines for students, employees, and guests regarding the acceptable use of Electronic Resources owned, leased, operated, or maintained by Salem.

DISCIPLINARY ACTION

Violations of this policy by students will be addressed by the student conduct and administrative hearing processes stated in the Student Handbook. Employees in violation of this policy will be subject to appropriate disciplinary measures by the supervisory authority to which the employee is subject. Violation of local, state, or federal laws, rules, or regulations result in civil or criminal proceedings.

Salem has the right to suspend or modify computer access privileges and passwords and to examine files, accounting information, printouts, tapes, and any other material that may aid in maintaining the integrity and efficient operation of the system. Users whose activity is viewed as a threat to the operation of the Electronic Resources of Salem, who abuse the rights of other users, or who refuse to cease behavior that violates this policy may have their user privileges revoked.

DIGITAL COPYRIGHT INFRINGEMENT POLICY

Salem Academy and College ("Salem") recognizes the value of computers, networks, electronic mail, the Internet, and other electronic resources (collectively, "Electronic Resources") to improve student learning and to enhance the administration and operation of its schools.

Pursuant to the Higher Education Opportunity Act of 2008 ("HEOA") (Pub. L. 110-315) which amended the Higher Education Act of 1965 ("HEA"), Salem as an institution of higher education is committed to taking reasonable steps to deter the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property. This policy includes compliance information and a plan designed to deter the unauthorized distribution of copyrighted material by users without unduly interfering with the educational and research use of Salem's Electronic Resources.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

CONVOCATION ATTENDANCE

Full-time undergraduate students are required to attend three academic convocations each year: Opening Convocation, Founders Day Convocation, and Honors Convocation. 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 while performing their job, such as in the case of a refusal to identify oneself, or refusing to schedule or attend a meeting with a staff member, is considered failure to cooperate with a college official and may result in disciplinary action.

DEMONSTRATIONS AND PROTEST POLICY

Salem College believes that the exchange of ideas is vital to the academic, cultural, and social life of the College. The College is also committed to operating in a manner that supports the health, safety, and welfare of all members of the College community and protects College property. The College respects the right of each community member to participate in the daily

activities of the College (such as attending class, programs, and meetings) and to be free from coercion and harassment and, therefore, prohibits disruptive conduct on its premises that interrupts its proper operations. Thus, the College has adopted this Demonstrations and Protests Policy (this “Policy”).

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, including guests of current students, 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.

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

- 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.
- 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.
- No Demonstration may violate fire code regulations or safety requirements for any space or location the Demonstration occupies.
- 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 (no less than forty-eight (48) hours before such a Demonstration) of the planned Demonstration as set forth below and may identify preferred location options for consideration. The Chief of Public Safety will notify the Demonstration organizer(s) of the approved location.
- No Demonstration may harass, abuse, threaten, or intimidate any person or coerce any person to participate in the Demonstration.
- 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.

- 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.
- Demonstrations may not take place on Reading Day or during the final exam period.
- No Demonstration may involve overnight tenting or camping.
- No Demonstration may involve the promotion or sale of commercial merchandise.
- No Demonstration may involve the solicitation of any person for monetary gain or other commercial purposes.
- No Demonstration may charge admission to participate.
- No Demonstration may otherwise violate any College rules, policies, or procedures or any applicable laws or regulations.

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:

- the name, cell phone number, and e-mail address of the current student(s) organizing the Demonstration;
- the date and time of the Demonstration;
- a general description of the Demonstration; and
- the expected number of participants.
- Notifications of intended Demonstrations submitted without complete information as requested in this section will be returned to the registrant(s) for completion and may be resubmitted.

Recognizing that there may be times when students wish to react quickly to rapidly changing current events, Salem College will consider reasonable requests for exceptions to the 48-hour notice on a case-by-case basis. In such situations, students must provide the requested information to the Chief of Public Safety, who will work with the Dean of Students to consider and address the request.

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 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.

RESPONSIBILITIES

Any student(s) who organize(s) a Demonstration shall be responsible for:

- Cleaning College property following the Demonstration; and
- 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.

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.

GENERAL PARTY/EVENT PLANNING POLICY

This policy 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. The event planning committee or person must have their event approved by the Office of Student Engagement or their club/organization advisor. For more information on the approval process, please reach out to the Office of Orientation, Student Engagement, and Intercultural Education at student.activities@saalem.edu or consult the Student Organization Manual.

EVENTS WITH ALCOHOL

Students or student organizations wanting to hold organized campus functions with alcohol in approved designated drinking areas must have the event approved by the Director of Orientation, Student Engagement, and Intercultural Activities. Alcoholic beverages may be served to students of legal age under special circumstances at the discretion of the administration, such as Commencement festivities. The purpose of the alcohol policy is to:

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

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

GUESTS

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

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, unless otherwise specifically advertised. 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.

HEALTH RECORD REQUIREMENTS

Salem College requires that all undergraduate students provide completed health forms which include a current physical exam by a licensed medical provider. Students also are required to provide a complete and updated immunization record that is in compliance with North Carolina state law. Any student participating in intercollegiate sports is required to obtain clearance from their physician prior to their arrival on campus.

Students who withdraw and return after one or more academic year(s) will be required to re-submit all health forms and records for the sake of maintaining current records. The guidelines for completing the immunization record can be obtained online and from Health Services. A complete immunization record is required for all new and incoming students. Records must be submitted within the first 30 days of class. Per NC state law, students can be dropped from classes if they remain non-compliant with the required immunization records. Students should refer to the [NC immunization branch](#) website for additional information.

HOVERBOARD AND SKATEBOARD 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. All use of skateboards is banned from the Salem Academy and College campus.

INCLEMENT WEATHER

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

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

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.

MEDICAL WITHDRAWAL

- Students who are unable to complete coursework despite being provided with reasonable accommodations should pursue a medical withdrawal. Needs clarification about distinguishing between leave of absences and withdrawal.
- Students who pursue a medical withdrawal must withdraw from all courses. Not in our lane.
- The student will receive a W in all classes and will 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 Dean of 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. Would check into this. This is HIPAA protected information. Perhaps medical documentation would be sufficient to include a note from the student's treating provider(s).
 - If the student is receiving financial aid, they must consult with the financial aid office, and then acknowledge and agree to the impact of the withdrawal on the student's satisfactory academic progress, financial aid eligibility, and financial obligations to the College.
 - Once the letter and documentation have been received and the student has acknowledged receipt of the financial aid office's review of their situation, the Dean will provide an answer in no less than 5 business days.
 - Students must then vacate residence halls within 24 hours and may not attend campus events unless expressly invited to do so by college administration.
- Students who wish to be readmitted after a medical withdrawal must receive written clearance from a medical provider that they are cleared to return to campus and classes.

- Students must communicate with their professors during this time and keep their professors as well as Salem College informed of any changes.
- Salem College reserves the right to withdraw a student consistent with the withdrawal policies found in the current version of the Student Handbook.

MEDICAL RETURN TO CAMPUS POLICY

In order to ensure students' safety and well-being on campus, any student returning to campus after a major medical event including but not limited to surgery, hospitalization, or a life-threatening medical emergency, Salem College has a medical return to campus process. This process was created to ensure, in consultation with the student and the student's medical care providers, that the student will be able to function effectively in the autonomous student environment at Salem College and provide an opportunity to review any reasonable accommodations a student may need.

For more information, contact deanofstudents@salem.edu.

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE

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

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

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

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

Note: In order to avoid jurisdictional conflicts when an off-campus student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Public Safety department will assist external authorities with these investigations as requested.

PROCEDURE FOR DESIGNATION OF CONFIDENTIAL EMERGENCY CONTACT INFORMATION

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

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

PROCEDURE FOR OFFICIAL NOTIFICATION FOR MISSING STUDENTS

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

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

2. Upon determination the student is missing by the Department of Public Safety, the Dean of Students Office will:
 - Notify the person(s) identified by the missing student as the confidential contact within 24 hours of making the determination that the student is missing;
 - If the missing student is under the age of 18, and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the College within 24 hours of the determination that the student is missing;
 - Inform other College departments, such as the Registrar and Department Chair of the courses in which the student is enrolled, as needed; and
 - Initiate whatever other action is deemed by the College to be appropriate and in the best interest of the missing student under the circumstances.

STUDENT NOTIFICATION OF POLICY

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

PARENTAL NOTIFICATION

Salem College reserves the right to notify parents or guardians of 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.

POLITICAL AND CAMPAIGN ACTIVITIES

Salem Academy and College values its faculty, staff, and students and is committed to providing an environment that supports the expression of diverse political views. However, due to the Academy and College's tax-exempt status, the institution is prohibited from engaging in certain types of political activity. The Internal Revenue Code prohibits all 501(c)(3) organizations from directly or indirectly participating, or intervening, in any political campaign on behalf of (or in opposition to) any candidate for elective public office. This prohibition applies to all campaigns, including those at the federal, state, and local levels. Violations may result in denial or revocation of tax-exempt status as well as other risks, including federal or state government lawsuits, audits, and investigations.

The following guidelines and restrictions apply to campus involvement in political campaigns. Salem Academy and College does not lease its facilities for political or campaign events.

1. Recognized student organizations and student groups may plan political or campaign activities but must discuss their plans with the Dean of Students. Student organizations may advocate publicly a position on a political issue, provided the organization clearly identifies itself and makes it clear in any public statement that it does not represent or speak for the Academy and College.
2. The Director of Communications, in consultation with the Office of the President, interprets and applies Salem's political policy. All questions on whether planned activities are consistent with the Academy and College's obligations should be addressed directly to the Director of Communications.
3. If Salem Academy and College should hold a public forum involving several candidates for public office, the Academy and College should ensure that the forum is not operated in a way that would show bias for or against any candidate. Salem Academy and College is a community of honor that respects individual opinions. All events must be conducted in accordance with the institution's Honor Code.
4. Other than student organization meetings or class sessions, any events that have been approved to be held on the Salem campus that are attended by candidates for public office must be open to the general Academy and College community. An "open" event is defined as one for which no fewer than one-half the available seats or spaces are available to the general Academy and College community based on a non-biased distribution of tickets on a first-come, first served basis.

POSTING POLICY

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

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

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

GENERAL POSTING REQUIREMENTS

1. Postings must contain a contact name and telephone number or email address for the organization or individual.
2. Except as otherwise stated in this Policy, postings are only allowed on Community Bulletin Boards mounted by Salem for the purpose of promoting campus activities, events, and programming. Items may not be posted directly on the walls in the Refectory or other campus buildings. Any exceptions to this requirement about posting locations must be approved by the Director of Student Life (for Academy students), the Director (for college students), or Vice President for Administration (for employees).
 - 2.a. Digital postings must be submitted to student.activities@salem.edu at least a week in advance of the event. Pending approval of the Director of Orientation, Student Engagement, and Intercultural Education, digital advertisements for events will be circulated on the Student Center Monitors
 - 2.b. Postings are permitted on the glass entryway to the Student Center, provided they are affixed with clear office tape, and are removed per the stipulations found in this policy.
3. Postings must not harass, abuse, insult, degrade, or threaten any person or group of persons or contain content that is harassing, abusive, insulting, obscene, or threatening.
4. All student postings must be approved by the Director of Student Life (for Academy students) or the Director of Student Engagement (for College students), and all postings must be made on designated Community Bulletin Boards or on the glass paneling of the Student Center entryway.
5. Prior to posting, student postings must be stamped for approval by the Director of Student Life (for Academy students) or Director of Student Engagement (for College students) and contain an expiration date as determined by the Director Student Life (for Academy students) or Director of Student Engagement (for College students). (For postings on

Departmental / Administrative Bulletin Boards, Campus News Bulletin Boards, and Residence Hall Bulletin Boards, please see the alternate requirements described below in paragraphs 11, 12, and 13.)

- 5.a. Postings must be submitted to the Director Student Life (for Academy students) or Director of Student Engagement (for College students) for approval at least 48 hours in advance of any requested date to post.
 - 5.b. Postings should be stamped for approval before copies are made to ensure that all posted copies contain the approval stamp and expiration date.
 - 5.c. The expiration date for a posting will be based on the later of (i) the date of the scheduled event advertised by the posting, or (ii) two weeks after the posting is approved by the Director Student Life (for Academy students) or Director of Student Engagement (for College students).
 - 5.d. In order to prevent clutter, postings must be removed within 24 hours after the expiration date by the organization or individual responsible for creating and posting the item.
 - 5.e. Student Life (Academy) and Student Affairs (College) reserve the right to reject publicity material if it is deemed inappropriate or if it fails to comply with the posting guidelines.
- 6. Postings should not be posted in a manner that cover other postings.
 - 7. Postings may be affixed to bulletin boards only with push-pins or thumbtacks.
 - 8. Sandwich boards and other freestanding postings, such as banners, are subject to the requirements described in this policy and may only be placed in locations approved by the Director Student Life (for Academy students) or Director of Student Engagement (for College students).
 - 9. The defacing of approved postings is prohibited. The removal of unapproved or expired postings as described in Section B. does not violate this Section A.8.
 - 10. Postings announcing specific events may not exceed 8.5" X 14". All other postings may not exceed 8.5" X 11" without prior approval from the applicable official designated in this policy.
 - 11. Departmental / Administrative Bulletin Boards are reserved for use by Salem Academy and College faculty, staff, and administrators for the display of materials directly related to academic, administrative, or arts-related programming, resources, activities, and events. The approval of an expiration date for postings on departmental bulletin boards will be determined by the department chair or department administration (for College employees) or the Director of Curriculum (for Academy employees).
 - 12. Campus News Bulletin Boards are reserved for use by Salem Academy and College for the display of materials directly related to public relations. The approval of and expiration date for postings on campus news bulletin boards will be determined by the Office of Administration for staff in other offices who may wish to post on these bulletin boards.

13. Residence Hall Bulletin Boards are reserved for use by Salem administrators and Residence Life staff for the display of materials directly related to administrative information for Salem students and residential life programming, activities, and events at Salem.
14. Bulletin boards may not be mounted on Salem property without the prior approval of the Vice President for Administration.
15. Only students and employees are allowed to post materials on Salem property.
16. The requirements described in this policy do not apply to bulletin boards that are owned by faculty and located inside faculty offices.

EXPIRATION AND REMOVAL OF POSTINGS

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

REPORTING AND ENFORCING POSTING VIOLATIONS

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

PUBLIC SAFETY POLICIES, PROCEDURES, AND SERVICES

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 staff includes 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 or e-mail at publicsafety@salem.edu.

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

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.

ESCORTS

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

FIRE DRILLS/ALARMS

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

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 Locked Doors and Lockouts Policy in Residential Policies section for information on residence hall lock-out fines.

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.

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.

REPORTING CRIMINAL ACTIVITY

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

- Going to the Office of Public Safety, located in the lower level of Main Hall
- Calling the Office of Public Safety at (336) 917-5555
- Emailing publicsafety@salem.edu
- Utilizing the link on the Public Safety website for confidential reporting. Confidential reporting is for non-emergency incidents.
- Calling the confidential reporting line at (336) 917-5550. Confidential reporting is for non-emergency incidents.

PARKING CONDUCT RULES AND REGULATIONS

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

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

The following parking conduct rules and regulations shall apply to all students, guests, and visitors. These parking conduct rules and regulations are in place and enforced twenty-four hours a day, including breaks, Commencement, and holidays. Students will be notified of the violation and fine through campus mail, the US Postal Service, or by placing the notification on the vehicle.

VEHICLE REGISTRATION

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

Failure to Register fine. In such a case, a temporary registration can be obtained by visiting the Public Safety office.

Student vehicle registration fee: \$100

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

BICYCLE AND MOTOR SCOOTER RULES AND REGULATIONS

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

Bicycles should be placed in a bicycle rack. Racks are located behind Babcock Residence Hall, underneath the back porch of Main Hall, and at the Elbersen Fine Arts Center parking lot.

Bicycles should not be parked on sidewalks or under stairwells. Students riding motor scooters should follow the parking conduct rules and regulations.

PARKING FOR VISITORS AND GUESTS OF STUDENTS

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

Any visitor who drives to campus must register their vehicle with the Public Safety department immediately upon arriving at 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 Elbersen Fine Arts Center (EFAC) parking lot and "The Pit" parking area, which is located near the tennis courts at the rear of the campus, are the only areas where students are permitted to park while school is in session. Residential students are assigned to the EFAC, tennis courts, or Pit parking. Juniors and seniors are allowed to park in EFAC, tennis courts, or Pit parking, while all other residential students are assigned to tennis courts or Pit parking. Students who are not assigned to EFAC parking but park in the EFAC lot will be fined. Residential students are not allowed to park in the following areas:

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

a parking fine for parking in the Old Salem Historic District on Sunday morning (\$50 fine). Front campus/Historic District consists of the following streets: Church Street, Blum Street, West Street, Academy Street, Walnut Street, Race Street, and Main Street.

3. Residence Life Parking (\$15): These areas are located behind Strong Residence Hall, across from the Physical Plant and beside Gramley Residence Hall in clearly marked parking spaces.
4. Faculty/Staff Parking (\$15): These areas are located at Physical Plant, Inspectors House, Bryant Hall, Shoher House, and all other posted areas.
5. Institutional Parking (\$15): This area is located behind Corrin Refectory and behind the pool and gymnasium areas.
6. Disable Parking (\$250): These areas are very limited; therefore, any student needing special permission to use disabled 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. Operating or parking a vehicle on a pedestrian path, sidewalk, or grass will be fined (\$15)
9. Failure to stop or otherwise heed the instruction of a Public Safety officer will be fined (\$50) (This violation includes moving cones to park.)
10. Operating a vehicle without responsible regard for safety will be fined (\$15) (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.)
11. Failure to register a vehicle will be fined (\$25)
12. Sleeping in a vehicle: \$50 and/or probation. No student may sleep in a vehicle for reasons of personal safety.

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.

OFF-CAMPUS STUDENTS

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. Off-campus students are permitted to park in the Inspector's House and Shoher House lots on weekends and after 5:30 pm, Monday–Friday.

LOADING AND UNLOADING

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

PARKING CONDUCT APPEALS

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

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

UNPAID PARKING CONDUCT FINES

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

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 Associate Director of Student Activities and Orientation for assistance in coordinating the logistics for the event with the appropriate offices on campus.

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

Salem is a residential college. Thus, all full-time undergraduate students are required to live on campus unless they receive an exemption from the residential requirement. Exemptions may be given to students who live locally with immediate family and in other limited circumstances when warranted. Salem does not provide housing for family members of students.

Degree-seeking students must be enrolled full-time (12 or more credits) in order to live on campus. If a degree-seeking student is part-time, their situation will be reviewed on a case-by-case basis by the Office of Residence Life, and depending on available space, the student's circumstances, and the student's plans for subsequent semesters, the student may be approved to continue living on campus. In consultation with the Dean of Students and Dean of the College, the Office of Residence Life reserves the right to ask students to depart the residence halls if students' conduct creates an unsafe environment for themselves and/or other residents. Students must contact the director of residence life to discuss their situation.

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

APPLIANCES

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

BABYSITTING

Babysitting is prohibited in the residence halls.

CANDLES/INCENSE

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

COLLEGE CLOSING—END OF TERM AND VACATION PERIODS

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

Residence Life will inform students of residence hall closing dates and times. At the end of the spring term, all students except graduating seniors, Resident Assistants, Marshalls, Honor Council, Judicial Council, and Appeal Board members must leave campus within twenty-four hours after their last exam, and no later than 10:00 am the morning following the last day of exams. All other students must leave campus by 5:00 pm on the day of Commencement. All students failing to leave by their appointed time will be assessed a \$100 per day late checkout fee.

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

DECORATIONS

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

EXAMS

VISITATION

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

QUIET HOURS

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

FIRE SAFETY AND FIRE SAFETY EQUIPMENT

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

HALLWAYS

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

HEALTH AND SAFETY INSPECTIONS

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

KEYS

Each student will be issued a room key and new students an entry card upon check-in. Loss of your room key or other key issued by the College will result in a \$75 fine. Loss of an entry card will result in a \$15 fine. Any key issued by the College is not to be duplicated. Duplicating keys

will result in disciplinary action. Any lost key or entry card should be reported immediately to the Area Coordinator (AC) or Public Safety. For the safety of everyone living in your building, your key should never be given to anyone for their personal use. Each key remains the responsibility of the person to whom it was issued.

LOCKED DOORS AND LOCKOUTS

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

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

Students should keep keys and ID cards accessible and ensure they are locking their doors at all times. Public Safety will unlock rooms and buildings for Salem College students twenty-four hours a day, seven days a week (not including periods when residence halls are closed). During daytime hours, students should check with Residence Life prior to calling Public Safety. Access will be granted if the student lives in the room and can provide proof of identification with their Salem student ID. Each time a student is “locked out,” they will be fined. Lockouts during break periods (when residence halls are closed) are \$25. When a Public Safety officer or AC arrives to unlock the door, they will ask for proof of identification and issue a room lockout citation. This fine is similar to a parking citation and must be paid at the Business Office.

PERSONAL BELONGINGS

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

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

PREGNANCY

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

QUIET HOURS

The quiet hours policy is in effect to provide an atmosphere in which students can sleep and study in their rooms without disturbances. Quiet hours are times when reasonable quiet noise

levels must be maintained. Quiet hours are Sunday-Thursday, 10:00 pm–8:00 am; and Friday and Saturday, 11:00 pm–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 9:00 pm–10:00 pm.

RESIDENCE HALL/ROOM SEARCHES

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

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

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

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

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

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

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

ROOFS, LEDGES AND ATTICS

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

ROOM ASSIGNMENTS

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

ROOM CARE EXPECTATIONS

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

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

1. Each student room will be evaluated when the student arrives on campus in the fall and evaluated a second time when the student leaves campus. A fee schedule for damages is listed on the room condition report that each student will sign at the time of both room evaluations.
2. When a student leaves a room, it must be in the same condition as it was when the student checked in.
3. No adhesive tape of any kind may be used on the walls.
4. No nails, thumbtacks, or pins of any size may be used on the walls or doors.
5. When two or more students share a room, the cost of damages in the room will be divided equally among the occupants of the room unless one student claims responsibility for all or part of the damages.
6. Fees for any damages should be paid to the Business Office at the time of check-out. Payment for damages will be deducted from the deposit of seniors only. In the event that a

student fails to make payment and the damage exceeds the deposit, the grades and transcripts of that student will be withheld until the bill is cleared with the Business Office.

7. All walls and woodwork are painted in colors designated by the College administration. No other paint may be used, and no permanent fixtures may be added to the walls or murals painted on the walls.
8. Students are financially responsible for abuse or damage to College property.

ROOM CHANGES

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

SINGLE ROOMS

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

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

A student who is informed by a Residence Life staff member that they are getting a roommate should have their room prepared for a roommate to move in. If the roommate is declined, the student will be charged \$1500 for the semester (for both semesters if the assignment happens in the fall) to maintain the room as a single. **This charge will not be prorated based on the date that the roommate is assigned.** Residence Life reserves the right to ask students who find themselves without a roommate during the year to move in with another student who also does not have a roommate.

STORAGE

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

STUDENT INJURY OR DISTRESS

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

UNAUTHORIZED ENTRY

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

USE OF RESIDENTIAL FACILITIES

The use of all facilities within the residence halls is expressly limited to residential students, unless otherwise specified during an event wherein commuters are invited to use residence hall facilities such as Applicant Overnight or Commuters at Night.

VACATION SIGN-IN

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

VISITATION POLICY

The rights of a student to study or sleep outweigh the right of a roommate to have visitors and/or socialize in the room with a visitor. Cohabitation with non-roommates or patterns of extended visitation are not allowed. Cohabitation is defined as guests sleeping/staying in the room which infringes on the rights and privacy of residents in the living area. This policy also applies to cohabitation by Salem students other than the official roommate. All visitors can stay for no longer than 72 hours.

1. Bahnson House, Bitting Hall, Clewell Hall, Gramley Hall, and South Hall, all have visitation privileges, as dictated by the College, 8am-midnight daily.
2. Guests are allowed in the lobbies of residence halls from 8:00 am–12:00 am, seven days a week.
3. For the safety and security of all residents, guests must be signed in and out by their hosts at the central location provided in all residence halls. This policy includes all non-residential students and all guests—regardless of gender and age. Guests can only be signed in to a residence hall by a resident of that particular hall. Guests must carry identification and remain in compliance with College policies at all times. The AC should be made aware of overnight guests.
4. All residence hall guests are required to complete the Residence Hall Only - Guest and Visitor Safety Acknowledgement.
5. Salem students must escort their guests at all times. Each Salem student is responsible for letting Public Safety and Residence Life know when any unescorted guest is present in the halls or a student's room at any time.
6. Guests may be entertained in rooms and lounges only, not in stairways or halls. Guests may be entertained in the Student Center during posted hours of operation, provided they are accompanied by a Salem student.
7. Students must register their guests with Public Safety for a temporary parking sticker.

8. Students may not give guests entry cards, keys, or the door combination or leave their room unlocked to provide guest access.
9. Hosts are responsible for their guest's behavior and will be subject to disciplinary action if their guest violates a Residence Life or College policy. In cases where a guest is causing a disturbance, the student may have their visitation rights limited or restricted completely.
10. During break periods, visitation is not allowed.
11. Visitation for an entire residence hall can be suspended for the following reasons:
 - a. Any single violation of regulations that can be shown to have jeopardized the security of any Salem student.
 - b. Any pattern of violations of regulations that can be shown to have interfered with the privacy of others or with the rights of the minority to be protected from the practice of the majority vote.
 - c. Any pattern of failure to report infractions of rules or any behavior in connection with the policy that threatens to bring discredit upon Salem College.
12. Repeat violators of the visitation policy will be sent before the Judicial Council.

SEX DISCRIMINATION, HARASSMENT, AND RELATED SEXUAL MISCONDUCT

Salem prohibits discrimination and harassment on the basis of sex, including sexual assault, dating violence, domestic violence, and stalking. Salem strongly encourages the prompt reporting of, and is committed to timely and fair resolution of, complaints of sex discrimination and harassment, including Sexual Harassment and Non-Title IX Sexual Misconduct as defined in the Salem Academy and College Sex Discrimination, Harassment, and Related Sexual Policy. The Sex Discrimination, Harassment, and Related Sexual Misconduct Policy is incorporated into this Handbook by reference and applies to any allegation of sex discrimination and harassment made by or against a student or employee of Salem or a third-party, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity. Concerns or complaints of sex discrimination or harassment should be reported to the Title IX Coordinator pursuant to the Sex Discrimination, Harassment, and Related Sexual Misconduct Policy and will be resolved in accordance with the grievance procedures contained therein.

The [Sex Discrimination, Harassment, and Related Sexual Misconduct Policy](#) is available via this link, by visiting the [Salem College Title IX webpage](#), and by contacting the Title IX Office (Telephone: [\(336\)-917-5550](tel:(336)-917-5550), Email: titleix@salem.edu).

SOCIAL MEDIA POLICY

Social media sites, such as Instagram, TikTok, X (formerly known as 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.

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:

- For security purposes, never share confidential information online.
- Use stringent privacy settings online and be sure to check them regularly.
- 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.
- Be aware that archival systems are able to retrieve deleted online information. Search engines can find changed or deleted information years after posting.
- Be mindful that information you post online may become available to future employers and graduate and professional school admissions officers.

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.

SUNBATHING

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

STUDENT ACCESSIBILITY SERVICES AND ACCOMMODATION REQUESTS

Salem is committed to protecting students with qualifying disabilities and providing them with equal access to the College's academic, social, and recreational programs. In accordance with all applicable laws, any student who has a physical or mental impairment that substantially limits one or more major life activities is eligible for reasonable accommodations.

Students who choose to disclose a disability and to request accommodations may do so at any time during the academic year. All requests are evaluated on a case-by-case basis and students should begin the request process by completing the registration form on the [Student Accessibility Services website](#).

In cases where a disability is not obvious, students should be prepared to submit documentation that supports the need for any requested accommodations. Documentation is treated confidentially and must come from a licensed professional in the field of the student's particular disability. Documentation must come from a licensed professional who has the credentials to evaluate and diagnose in the area of the student's disability. Provided a student's documentation meets established guidelines, it may come from any number of relevant, licensed professionals. Among those professionals are medical care professionals, mental health professionals, psychologists, and psychiatrists.

Documentation should:

- Be current (generally, no more than three years old, but may vary depending on the nature of the disability for which accommodations are sought).
- Be on the letterhead of a qualified, licensed treating professional (e.g., medical doctor, psychologist, neuropsychologist, psychiatrist, etc.).
- Include a diagnosis of the current disability.
- Indicate how the diagnosed disability affects a major life activity.
- Describe how the disability affects academic performance (as applicable).
- Include diagnostic assessment/testing results related to the disability (as applicable).
- Identify any specific accommodation(s) recommended by the qualified, licensed treating professional.

While Salem reserves the right to determine the appropriateness of all documentation, there may be some instances in which students can satisfy requirements with documentation from another

institution of higher education. Additionally, Student Accessibility Services (SAS) can review Individualized Education Plan (IEP) or Section 504 plan documents students had in place during high school. However, neither IEP nor 504 plans transfer to college. As a result, students who wish to request accommodations during college should be prepared to provide documentation which includes the information specified above.

Each student who requests accommodations can expect to receive a notification from Student Accessibility Services once evaluation of their supporting documentation has been completed. Students who are eligible for services will then engage in an interactive process with SAS. **The process is focused on ensuring that the student has equal access to the College's academic, social, and recreational programs and receives the reasonable accommodations to which they are entitled in a timely manner.**

While accommodations are specific to the documented needs of individual students, some of the more common reasonable accommodations in higher education are:

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

Students who have questions about the process associated with having an animal on campus are also encouraged to complete the registration form on the [Student Accessibility Services website](#). Registrations should indicate whether the animal is an emotional support animal or a service animal.

Student Accessibility Services is located in the Grace Siewers Room on the 2nd Floor of Gramley Library.

Students may upload supporting documentation with their registration form, bring a hard copy to the Student Accessibility Services Office, or mail a copy to:

Student Accessibility Services
Salem College
601 South Church Street
Winston Salem, NC 27101

TITLE IX AND DISABILITY SUPPORT SERVICES FOR PREGNANT STUDENTS

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

- Allows pregnant students to continue to participate in classes and extracurricular activities.
- Excused absences due to pregnancy or childbirth for as long as the student’s doctor directs is necessary.

- Allows pregnant students additional time to make up missed work and attendance / participation credits for pregnancy and childbirth-related excused absences. Alternatives for making up missed work may include retaking a semester or allowing the student additional time in a program to continue at the same pace and finish at a later date.
- Allows pregnant students to return to the same academic and extracurricular status as before any medical leave due to childbirth or pregnancy.
- Provides pregnant students with the same special services it provides to students with temporary medical conditions, including independent study options.
- Provides pregnant students with reasonable adjustments such as a larger desk and permission to make frequent trips to the restroom when necessary due to pregnancy.
- Prohibits harassment based on sex, including because of pregnancy or related conditions. Any such concerns should be reported to the Title IX Coordinator pursuant to the Salem Academy and College Sex Discrimination, Harassment, and Related Sexual Misconduct Policy.

In accordance with Title IX, Salem College does not:

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

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

A student seeking accommodation for a pregnancy-related disability may be required to submit documentation of the disability consistent with any request for accommodation based on disability. Salem will work with pregnant students to develop reasonable accommodations. Students should coordinate with the Title IX Coordinator (Telephone: [\(336\)-917-5550](tel:336-917-5550), Email: titleix@salem.edu) and the Dean of Undergraduate Studies (Dr. Kendra Wise – Telephone: [336-721-2742](tel:336-721-2742), Email: kendra.wise@salem.edu) on any pregnancy-related needs covered by Title IX and with the Director of Academic Support and Disability Services (Ida Turner Davis – Telephone: [336-721-2822](tel:336-721-2822), Email: ida.davis@salem.edu) on any students' pregnancy-related complications potentially requiring accommodation. Students are encouraged to contact these Salem Colleges resources early in their pregnancy to receive assistance with school-related planning and preparations. Salem College supports pregnant students in continuing their studies.

TRAVEL POLICY

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

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

VENDORS

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

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

WEAPONS

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

GUIDELINES FOR PERSONAL WEB PAGES

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 ensure that all contents of web pages related to Salem College are compatible with the Honor Code and other policies of Salem College and with local, state, and federal laws. This requirement includes links to other pages.

GUIDELINES FOR PERSONAL WEB PAGES

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

- 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.
- Are offensive, pornographic, obscene, or threatening.

- Are for private financial gain or compensation not relevant to the mission of the College or otherwise in violation of any College policies.
- Intimidate or single out individuals or groups for degradation or harassment in violation of College policies or federal or state law.
- 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.

WORK ORDERS

For work orders pertaining to residential areas students should complete a work order using the Operations Hero system. For emergency work requests in the residential buildings between 7pm and 7am, please contact the RA on Call (336-837-5005). For all other emergency work requests, students should contact Public Safety (336-917-5555).

For requests pertaining to student activities, students should contact the Office of Student Engagement at student.activities@salem.edu for details. For emergency work requests after regular business hours, students should contact Public Safety (336-917-5555).

RIGHTS & RESPONSIBILITIES OF SALEM COLLEGE STUDENTS

STUDENT RIGHTS

SAFETY

Students at Salem College have the right to learn in a safe campus community. This right can be exercised by contacting the Public Safety Director at 336-917-5555 or at publicsafety@salem.edu.

NON-DISCRIMINATION

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



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

**As an all-girls school, Salem Academy admits only female students as permitted by law. As a women's college, Salem College admits students who were assigned female at birth or identify as a woman in its undergraduate program as permitted by law. In its graduate programs, Salem College does not restrict admission on the basis of sex or gender identity/expression.*

This right can be exercised by contacting the Title IX Coordinator at 336-917-5550 or by email at titleix@salem.edu.

STUDENT RECORDS

Salem College complies with the Family Educational Rights and Privacy Act (FERPA), which affords certain rights to students and/or their parents:

- The right to inspect and review the student's education records after receipt of a request by Salem;
- The right to request the amendment of the student's education records that the student believes are accurate or misleading;
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent; and
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Salem to comply with the requirements of FERPA.

These rights can be exercised by contacting the Registrar referenced in the Undergraduate Handbook at 336-721-2619 or at registrar@salem.edu.

FINANCIAL AID

A student has the right to review all materials in their financial aid record except parental financial reports.

This right can be exercised by contacting the Director of Financial Aid at 336-721-2808 or by email at financialaid@salem.edu.

ACTIVISM AND DEMONSTRATIONS

Students have the right to gather and demonstrate in accordance with parameters outlined in this Handbook, other policies, and below.

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 (no less than forty-eight (48) hours before such a Demonstration) of the planned Demonstration as set forth below and may identify preferred location options for consideration. The Chief of Public Safety will notify the Demonstration organizer(s) of the approved location.
5. No Demonstration may harass, abuse, threaten, or intimidate any person or coerce any person to participate in the Demonstration.
6. No Demonstration may discriminate against any Demonstration participant based on race, creed, color, religion, age, sex, gender, national origin, sexual orientation, disability, or veteran status.
7. No Demonstration may use a public address system or any other form of sound amplification device. Demonstration noise level will be monitored and enforced by the Office of Public Safety.
9. Demonstrations may not take place on Reading Day or during the final exam period.
10. No Demonstration may involve overnight tenting or camping.
11. No Demonstration may involve the promotion or sale of commercial merchandise.
12. No Demonstration may involve the solicitation of any person for monetary gain or other commercial purposes.
13. No Demonstration may charge admission to participate.
14. No Demonstration may otherwise violate any College rules, policies, or procedures or any applicable laws or regulations.

This right can be exercised by contacting the Director of Public Safety at 336-917-5555 or by email at publicsafety@saalem.edu.

RIGHTS OF AN ACCUSED STUDENT IN HONOR CODE AND JUDICIAL CONDUCT PROCEEDINGS

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

- A. To be notified in writing of any accusation made against themher.
- 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.

This right can be exercised by contacting the Director of Student Advocacy, Conduct, and Compliance by email at elijah.sigler@saalem.edu, or the Dean of Students at 336-917-5895 or by e-mail at deanofstudents@saalem.edu.

Rights of students accused of violations of the Sex Discrimination, Harassment, and Related Sexual Misconduct Policy can be found in the Sex Discrimination, Harassment, and Related Sexual Misconduct Policy.

This right can be exercised by contacting the Title IX Coordinator at 336-917-5550 or by email at titleix@saalem.edu.

STUDENT RESPONSIBILITIES

RESPONSIBILITY TO KNOW REGULATIONS

It is the responsibility of each student to know the regulations and policies of the College. A student is expected to comply with college policies, as with all laws and regulations of the city, state, and nation.

SOCIAL RESPONSIBILITY

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

GRIEVANCE POLICY AND PROCEDURE

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

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

GENERAL GRIEVANCE POLICY

GRIEVANCE POLICY

Salem College is committed to receiving and addressing student complaints and grievances in a clear and timely manner with respect to all parties involved. The offices to which specific complaints/grievances should be directed are included in the Salem College Student Handbook and the College Undergraduate Catalog and can also be found at this [Student Concern Form](#).

Not every student complaint/grievance results in a formal, written complaint/grievance. When students encounter a problem or concern, they are encouraged to resolve concerns themselves, first by talking directly with the College personnel involved. If resolution is not reached, students should direct their problem or concern to the appropriate office, listed below. If there is a concern regarding resolving an issue directly with the parties involved, students are encouraged to seek assistance from staff in the Office of the Dean of Students at deanofstudents@salem.edu.

GRIEVANCE PROCEDURE

If you need guidance navigating this process, the staff in the Office of the Dean of Students can assist. The Office of the Dean of Students can be reached by email at deanofstudents@salem.edu.

Please field concerns regarding the issues listed below to appropriate resources

Issue	Resource
Disability/Accommodation Concerns	officeofstudentsupport@salem.edu
Student Conduct Concerns	deanofstudents@salem.edu elijah.sigler@salem.edu
Title IX/Sexual Harassment Concerns	titleix@salem.edu
Health Related Concerns Including COVID-19	health.services@salem.edu
Grade Appeals/Faculty Concerns	deanofcollege@salem.edu
Appeal of Honor Council Rulings	deanofcollege@salem.edu
Housing Concerns	residencelife@salem.edu
Financial Aid Appeals	financialaid@salem.edu

To submit concerns not addressed in the list above, students should log into their student account and submit the [Student Concern Form](#), which will be reviewed by the Office of the

Dean of Students. Following the submission of this form, the concern reported will be routed to the appropriate staff member for review.

Depending upon the nature of the concern, the staff member processing the request may ask that all parties involved meet to mediate the situation and find a reasonable solution.

If you were unable to resolve a complaint through the institution's grievance procedures, you may 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 on the [North Carolina Department of Justice's website](#).

FEDERAL REGULATIONS

CAMPUS SECURITY ACT OF 1990

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

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

NOTICE OF NONDISCRIMINATION

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

Discrimination and harassment are antithetical to the values and standards of the Salem community; are incompatible with the safe, healthy environment that the Salem community

expects and deserves and will not be tolerated. Salem is committed to providing programs, activities, and an education and work environment free from discrimination and harassment. Salem is also committed to fostering a community that promotes prompt reporting and fair and timely resolution of those behaviors.

**As an all-girls school, Salem Academy admits only female students as permitted by law. As a women's college, Salem College admits students who were assigned female at birth or identify as a woman in its undergraduate program as permitted by law. In its graduate programs, Salem College does not restrict admission on the basis of sex or gender identity/expression.*

Inquiries concerning discrimination or harassment based on a protected characteristic or status other than sex should be referred to the Director of Human Resources and Benefits, Orielle Hope, at hr@salem.edu or [336-917-5721](tel:336-917-5721) (for employees), Head of School, Kris Porazzi Sorrells, at kris.sorrells@salem.edu or [336-917-5524](tel:336-917-5524) (for Academy students), or Dean of the College, Brett Woods, at brett.woods@salem.edu or [336-917-5546](tel:336-917-5546) (for College students). Inquiries concerning sex discrimination and harassment should be referred to the Title IX Coordinator at [336-917-5550](tel:336-917-5550) or at titleix@salem.edu.

SECTION 504 AND AMERICANS WITH DISABILITIES ACT (ADA)

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

STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) was passed and put into effect in January, 1975. The purpose of the law is to protect the College student against the wrongful use of personal information and permit the student to know what material is maintained in their educational record. The law provides that information from student educational records may be released without prior consent of the student in such instances as:

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

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

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

The student may challenge any data in their educational record that they consider inaccurate or misleading or in violation of the privacy or other rights of the student. The student shall file a written challenge with the dean of the College. A committee made up of the dean of the College and two members of the Academic Council, to be appointed by the dean of the College, will review and rule on any challenge. The College is permitted to make public certain “directory information,” which may include name, home, and residence hall address, home and school email addresses, photo, date and place of birth, major, co-curricular activities, dates of attendance, previous institutions attended, degree, and awards. It is Salem College’s policy not to release lists of student names and addresses or telephone numbers to outside parties with the exception of state and federal agencies or as required by law. Any student who wishes to place a further privacy hold on the release of directory information must notify the registrar in writing.

TITLE IX

The Salem Academy and College Sex Discrimination, Harassment, and Related Sexual Misconduct Policy contains all institutional procedures concerning Title IX, including the process for reporting and receiving assistance in response to incidents of sex-based harassment, sexual assault, dating violence, domestic violence, stalking, and other forms of prohibited sexual misconduct. The resolution of all Title IX grievances will be facilitated by the Title IX Coordinator. Students with knowledge about a known or suspected incident of sexual misconduct are encouraged to promptly report the incident to the Title IX coordinator at (336)-917-5550 or at titleix@salem.edu. The Title IX Office is located on the second floor of the Strong Hall. Students may alternatively or in addition seek confidential support by contacting the Novant Health Counseling Services Clinic or Novant Health Student Health Clinic, as these are not mandated reporters.

RECORDS MAINTAINED AT SALEM COLLEGE

ACADEMIC

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

Once a student graduates, a notation is made on the transcript record regarding the graduation date, the degree received, the major(s) and minor(s), the final cumulative grade point average

(both Salem and overall), and any graduation honors received (College honors, Latin honors, or departmental honors).

SECTION 504 AND AMERICANS WITH DISABILITIES ACT

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

ATRIUM HEALTH COUNSELING SERVICES

Confidential counseling is provided virtually by a licensed behavioral health professional. Both individual counseling and group therapy are available, as well as personalized health coaching.

Health Coaching

Students can connect with a certified behavioral health coach for free coaching sessions by phone. Coaches are trained to address possible contributing factors for anxiety and depression, such as:

- Poor nutrition
- Long-term or chronic stress
- Life transitions
- Inactivity
- Sleep problems
- Grief and loss

Students also have access to a 24/7 behavioral health call center and crisis support.

To get connected, students can email: SalemCounseling@AdvocateHealth.org or call: **336-713-7028**.

ATRIUM HEALTH STUDENT HEALTH SERVICES

Salem Student Health Services is located in the Clewell Residence Hall basement. Salem Academy and College partners with [Atrium Health](#) to provide students with easy access to high-quality health and wellness services.

An on-site registered nurse provides sick visits, first aid care, health education and more.

For extended hours and enhanced care, our near-site clinic provides additional services such as annual wellness exams, vaccinations, testing for sexually transmitted infections, and chronic condition management.

Services are provided by a team of Atrium Health clinicians including a registered nurse, advanced practice provider (physician assistant or nurse practitioner), and a certified medical assistant.

The care team can collaborate with your primary care physician and/or specialists as needed to help you achieve your best possible health outcomes.

Locations & Hours

Campus Location

Salem Health Services
Clewell Hall
601 S. Church Street
Winston-Salem, NC, 27101

Monday – Friday
9 a.m. – noon

Near-site Location

LiveWELL Care
575 N. Patterson Avenue
BioTech Place, Suite 148
Winston-Salem, NC 27101

Monday – Friday
8 a.m. – 4:30 p.m. (*Closed 11:30 a.m. – noon*)

When a student enters Salem College as a new student, they should provide all health information forms and updated vaccination records to the Student Health Services team. In the fall of each succeeding year, the student is encouraged to update the information as needed.

FINANCIAL AID

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

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.

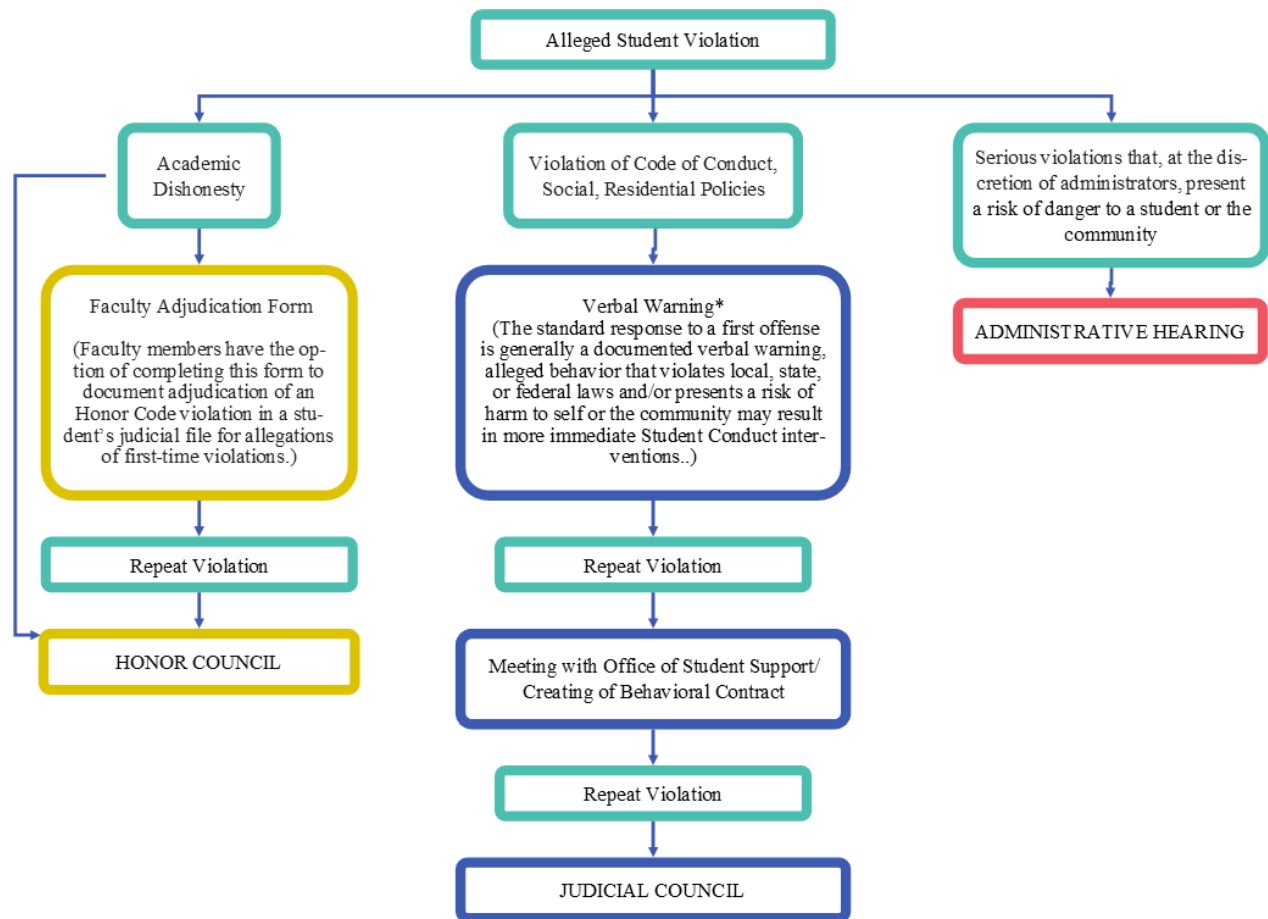
STUDENT CONDUCT PROCEDURES



STRUCTURE OF STUDENT CONDUCT BODIES

The administrators, faculty, staff, and students involved in Student Conduct at Salem College are generally organized into the following bodies:

1. Dean of Students/Office of Student Support
2. The Honor Council
3. The Judicial Council
4. Administrators charged with conducting Administrative Hearings



THE OFFICE OF STUDENT SUPPORT

The Office of Student Support exists as a resource to students. The office supports students needing assistance in areas that go beyond the normal scope of the college, such as food insecurity, housing insecurity, and transportation insecurity, among others. The office serves as a liaison, connecting students to on-campus and community support services ranging from academic assistance to community, food, and housing services. Additionally, this office assists with individual crisis, group crisis, and emergency situations, providing mediation and other informed behavioral interventions to assist students in resolving conflict. Finally, this office

adjudicates and investigates student conduct and behavior assessment cases in conjunction with other institutional departments and entities.

For conduct inquiries, please email officeofstudentsupport@salem.edu.

For support inquiries, please email deanofstudents@salem.edu.

THE HONOR COUNCIL

The Honor Council is a body of students dedicated to hearing and adjudicating cases of alleged academic dishonesty and other violations of the Honor Code.

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, and the chair of the Judicial Council. Members of the Executive Board of the Student Government Association may step in should any of the student members of the Judicial Council not attend a hearing.

A non-voting faculty representative from the Faculty Advisory Board must be present at all Honor Council hearings. The Director of Student Advocacy, Conduct, and Compliance Dean of Students or their designee from the Student Affairs staff serves in an advisory capacity to the Honor Council and must be present at all Honor Council hearings.

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

The Honor Council has the right to turn over any case to the Dean of Students.

THE JUDICIAL COUNCIL

The Judicial Council is a body of students dedicated to hearing and adjudicating cases of alleged social or residential violations of the Code of Conduct, or other college policies.

The Judicial 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 Judicial 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, and the chair of the Honor Council. Members of the Executive Board of the Student Government Association may step in should any of the student members of the Judicial Council not attend a hearing.

A non-voting faculty representative from the Faculty Advisory Board must be present at all Honor Council hearings. The Director of Student Advocacy, Conduct, and Compliance, or the Dean of Students, or a designee from the Student Affairs staff must be present in an advisory capacity at all Judicial Council hearings.

The Judicial Council has the right to turn over any case to the Dean of Students.

ADMINISTRATORS CHARGED WITH CONDUCTING ADMINISTRATIVE HEARINGS

The administration (the Dean of Undergraduate Studies, the Director of Academic Advising and the Dean of Students, or appointed designees) will hear cases of the most serious nature that, at the discretion of administrators, present a risk of danger to a student or the community, such as (but not limited to) including alleged violations of the following policies: weapons, drugs, hazing, harassment, and other cases of an urgent nature.

The Title IX Coordinator will facilitate resolution of cases related to allegations of sex discrimination, harassment, and related sexual misconduct (See '[Title IX Office](#)').

INTERIM ADMINISTRATIVE ACTION

Administrative Actions are interventions imposed on a student by the Dean of Students, Director of Student Advocacy, Conduct, and Compliance or Executive Director of Residential Life (or any designee) when there is a significant student behavioral or health and safety concern that requires immediate intervention to preserve and support the general welfare and academic experience of the student and/or College community. Generally, a student's status is not altered prior to a conduct meeting and subsequent appeal process.

Except in extraordinary circumstances, such as incarceration, prior to taking administrative action, the student will receive written notice of an administrative hearing. The student will have the opportunity to respond to and be informed of administrative action that is being considered. Actions taken may include, but not be limited to: No Contact Order, No Trespass Order, Interim Suspension or any other approved sanction. The Dean of Students or designee may also recommend the student have a consultation with specific offices or services.

Interim Suspension: Where preliminary information demonstrates that a student's continued presence on campus would pose a significant threat to the health or safety of other persons within the College community, the student may be suspended on an interim basis. Except in an extraordinary circumstance, the Dean of Students (or designee) will communicate with the student before instituting the interim suspension. The effect of an interim suspension is immediate separation of the student for all academic and other activities of the College and a hold is placed on the student's ability to register for future courses until the matter is resolved with the College. If the outcome of the student conduct process does not result in a separation from the College, measures will be taken to assist the student in mitigating any negative academic impact resulting from being placed on interim suspension.

OFFICE OF STUDENT SUPPORT CONDUCT PROCEDURES

REPORTING VIOLATIONS

Any student, Salem College public safety officer, or member of the College staff, faculty, or community may report any alleged violation of this Code or any other College policy to the Office of Student Support. The Office of Student Support will collect all information and reports prior to proceeding with the conduct process. The Office of Student Support reserves the right to proceed with the student conduct and resolution process as deemed in its discretion necessary to preserve the safety and wellness of Salem community members. Further clarification of terms used within this section can be found in Appendix B.

NOTIFICATION

While the standard response to a first offense is generally a documented verbal warning, alleged behavior that violates local, state, or federal laws and/or presents a risk of harm to self or the community may result in more immediate Student Conduct interventions. Verbal warnings will be taken to last only the duration of an academic year.

In cases wherein a documented, verbal warning is issued, the Office of Student Support will ensure that the student alleged to have committed a violation (hereafter, “the Respondent”) receives notice of the alleged violation and documentation of the warning. When a meeting is necessary at the discretion of the Director of Student Advocacy, Conduct and Compliance, the Director will make every reasonable effort to schedule said meeting in a timely manner, so that Respondent has a fair opportunity to respond to the alleged violations and provide additional necessary information regarding the alleged violation.

The Complainant will be provided notice (when a written incident report is not available or when there is no other written documentation appropriate) and be given opportunity to provide their perspective. The OSS office will always provide an alternative resolution opportunity such as mediation or facilitated dialogue and parties will be provided with restorative practices for resolution by mutual consent.

Once the OSS receives notification of an alleged violation, Respondent and Complainant (if applicable), will receive a notification letter sent via student email account. The notification letter will include:

- Date of the alleged violation
- College policy(ies) reported to be violated
- Date/Location of conduct meeting
- Date to respond if the conduct meeting needs to be rescheduled

CONDUCT MEETING PROCEDURES

PRELIMINARY PROVISIONS

Conduct Meeting Facilitators. All conduct meetings are heard by the Director of Student Advocacy, Conduct, and Compliance or their designee, which may include but is not limited to the Dean of Students or Director of Residence Life.

Impartiality. The facilitator shall remove themselves from serving if they have an actual conflict of interest or believe they cannot remain impartial. Complainant or Respondent may seek removal of the facilitator if they believe there is an actual conflict of interest. The student must submit a written statement to the Chief Campus Culture Officer and Vice President for Equity, Diversity & Inclusion, within 24 hours notice of the alleged violation, identifying the conflict of interest and requesting a change in facilitator. If the Chief Campus Culture Officer and Vice President for Equity, Diversity & Inclusion determines that the challenged facilitator has an actual conflict of interest, that facilitator will be removed from serving in that capacity. All efforts will be made to conduct the meeting at the appointed date and time.

Scheduling Conduct Meetings. All conduct meetings will be scheduled expeditiously, taking into account the student's academic schedules and the availability of the Director of Student Advocacy, Conduct, and Compliance or the designated facilitator. Any requests for conduct meetings to be rescheduled must be emailed to the Director of Student Advocacy, Conduct, and Compliance no later than the date listed in the notification letter. The requesting party must include the reason for the request to reschedule. The Office of Student Support retains the decision to grant the request but the requests will not be granted if:

- An extension would make the conduct meeting impractical
- The College's interest is deemed too great to postpone the conduct meeting
- If the Director of Student Advocacy, Conduct, and Compliance determines that it is most convenient to the conduct process.

The College may, due to an administrative need, extend the conduct meeting beyond 20 academic days or hold a conduct meeting during a vacation period. If Respondent withdraws (including medical withdraws) from the College before the conduct meeting, the Office of Student Support retains discretion to proceed with a conduct meeting to resolve the matter and Respondent will be provided written notice and communication at the contact information provided upon withdrawal.

If Respondent fails to attend the conduct meeting, except when there are exigent circumstances (including but limited to serious illness, injury, or another emergency), the proceeding will be escalated to judicial council or administrative hearing.

All scheduling rules apply for judicial and administrative hearings. If Respondent fails to attend a judicial or administrative hearing, the hearing will proceed and a finding will be reached based on all available evidence. Failure of Respondent to appear will not be considered evidence of responsibility.

Personal Support Person. Respondents and any Complainant may bring a Personal Support Person who is College Employee to the conduct meeting. Respondent and/or Complainant must notify the Director of Student Advocacy, Conduct, and Compliance or designated Facilitator no less than 3 working days prior to the conduct meeting of their intent to have a Personal Support Person present and the Personal Support Person's name. Those who wish to bring a Personal Support Person must complete and submit a FERPA waiver prior to the conduct meeting. The

Personal Support Person's role is to advise the student and the Personal Support Person may not speak for or on behalf of the Respondent or Complainant.

Documents to be Presented. Respondent is welcome to bring any supporting documentation to be considered for deciding their responsibility in the alleged violation for conduct meetings. If Respondent fails to appear and the conduct meeting is escalated to judicial council or administrative hearing, the policies for supplying documents will be supplied in the notification letter.

Conduct Meeting Facilitator Discretion. The determination of admission of any testimony or documents is reserved for the Director of Student Advocacy, Conduct, and Compliance or designated Facilitator. The Director of Student Advocacy, Conduct, and Compliance will take into consideration all circumstances, testimony and documents deemed relevant. Respondent and Complainant are responsible for bringing any supporting documentation or witnesses to the conduct meeting at the time provided in the notification letter.

Multiple Respondents. If an incident results in more than one student being asked to respond to alleged violations of the Code, the Director of Student Advocacy, Conduct, and Compliance reserves the right to request that all meetings be combined. Students reserve the right to request a separate conduct meeting, which will be granted for good cause shown.

Closed Conduct Meetings. All conduct meetings are closed to protect the privacy of all participants. Complainant, Respondent, and their respective Personal Support Person may be present throughout the meeting. Any witnesses will only be present during their own testimony.

Conduct Meeting Record. Conduct meetings are not recorded. The behavior contract or decision letter serves as documentation of the information presented and decision reached.

Maintaining Order. The Director of Student Advocacy, Conduct, and Compliance or designated Facilitator is responsible for maintaining a safe and orderly environment. All steps will be taken to ensure that all participants feel safe and respected during the conduct meeting. Any disruptive or disrespectful comments or actions by any participant will not be tolerated and the individual will be asked to leave the meeting. The Code applies to any student participant during conduct meetings and any violation may result in a conduct meeting for the violating individual.

Presenting Information and Witnesses. Conduct meetings are not judicial council or administrative hearings. Respondent and Complainant are welcome to present any relevant information and witnesses to the alleged violation. Only the Director of Student Advocacy, Conduct, and Compliance or designated Facilitator may ask witnesses questions for clarification purposes only. If Respondent or Complainant have any questions for the purposes of clarification they may ask to speak with the Director of Student Advocacy, Conduct, and Compliance or designated Facilitator, who will decide which, if any questions should be asked.

Remote Testimony. A Complainant who has experienced an alleged offense that impacts their safety or wellbeing including violent offenses or offenses involving threats of violence or

non-physical abuse, may provide testimony via electronic means, so that there is no face-to-face contact with Respondent.

Anonymous Information and Information Received Outside of Conduct Meeting. The Director of Student Advocacy, Conduct, and Compliance or designated Facilitator will not accept or hear any outside information coming from an anonymous source nor will any information be considered in the determination of the outcome of the conduct meeting.

Relevant Information. The Director of Student Advocacy, Conduct, and Compliance or designated Facilitator will decide whether to allow or consider provided information. The Rules of Evidence used in courts of law are not followed in the student conduct process. Generally, the Director of Student Advocacy, Conduct, and Compliance will agree to hear information that is relevant to the subject matter of the conduct meeting and is fair and reliable under the circumstances of the case. Character testimony is generally not considered relevant.

Standard of Review. The Director of Student Advocacy, Conduct, and Compliance or designated Facilitator will determine whether Respondent is “responsible” or “not responsible” for the alleged violation. Respondents will be presumed “not responsible” until determined by a preponderance of evidence standard. A preponderance of evidence is reached when the Director of Student Advocacy, Conduct, and Compliance or designated facilitator concludes that, based on the information presented, it is more likely than not that Respondent violated the Code as outlined in the alleged violation(s).

Close of Conduct Meeting. After the Conduct Meeting has concluded, further information will not be considered in the decision.

Conduct Meeting Decision. If Respondent has been found “responsible” for violating the Code, Respondent will work with The Director of Student Advocacy, Conduct, and Compliance or designated Facilitator to develop a Behavior Contract, allowing respondent to work towards resolution of the violation.

Behavior Contracts. Respondents has the right and responsibility to determine accountability for their behavior choices. The development of a behavior contract provides the Respondent with the opportunity to find restorative measures that encourage reflection on violations of the Code. Behavior Contracts may not be appealed, however, remain modifiable at any time if Respondent schedules a follow-up meeting with the Director of Student Advocacy, Conduct, and Compliance . If a Respondent violates the terms of the Behavior Contract, Respondent will be referred to judicial council or administrative hearing.

BEHAVIOR CONTRACT RESOLUTIONS

RESOLUTION DESCRIPTIONS

The Office of Student Support seeks to provide students with the appropriate tools and resources to manage conflict and conduct. All Behavior Contracts are developed in collaboration with the student to reflect upon actions that violate the mission, vision and values of Salem College. Resolutions are never created for punitive purposes but provide opportunities for students to seek

appropriate resources, communicate needs and actively engage in problem solving. Students will be provided with the opportunity to utilize self reflection and reflect on the impact to others within their community as a way to create impactful change and transformation of behavior.

- Possible Resolution Outcomes- In lieu of a judicial council hearing, students will be provided with reflective opportunities for meaningful resolution and active engagement of the Salem Community. If a student fails to complete resolution outcomes or participate in restorative resolution, the student will be referred to the Judicial Council.
 - Write a reflective paper on how the behavior impacts wellbeing of self, Salem College community, roommate, classmate, etc.
 - Collaborate with the Director of Residence Life to design a residence hall board about conflict resolution or corresponding topic to be displayed in your residence hall
 - Coordinate with the Director of Residence Life and Facilities to schedule a communal space cleaning day
 - Write an apology letter to the department or person that the behavior negatively impacted
 - Write a thank you note to a department on campus that keeps Salem College safe and functioning
 - Reminding students of the resources available on campus and in the community.
 - Other options as determined by the student and the Director of Student Advocacy, Conduct and Compliance.

- Alcohol and Drug Violations

All alcohol violations will be broken down into mild, moderate and severe categories and will receive the following resolution requirements. The Director of Student or designated Facilitator reserves the right to modify or add to any resolution requirements for the purposes of encouraging a student's health and wellbeing or for the safety of those within the Salem College Community.

- Mild- A mild alcohol violation consists of either partaking in underage drinking or possession of alcohol in residence hall, but not the combination of both
 - No possession or consumption of alcohol
 - Submit to additional room search within the academic year
- Moderate- A moderate alcohol violation consists of an underage student possessing and partaking in drinking but not becoming intoxicated or causing a disruption while intoxicated
 - No possession or consumption of alcohol
 - Submit to additional room search within the academic year
 - Reflective Assignment- 2 page reflective paper, collaboration with Residence Life to develop a bulletin board or student program for the residence hall, 2 community service hours with Student Support.
- Severe- A severe alcohol violation consists of any underage student possessing excessive amounts of alcohol (more than 1 six-pack or 3-4 bottles of alcohol), becoming disruptive in their residence hall or on public display (in person or through social media outlets), or drinking underage at establishments within our community.

- No possession or consumption of alcohol
 - Submit to additional room search within the academic year
 - Reflective Assignment- 2 page paper, collaboration with Residence Life to develop a bulletin board or student program for the residence hall, 2 community service hours with Student Support.
 - Not allowed to attend any social campus events.
- All drug violations will be considered severe (unless otherwise determined by the Office of Student Support) and will be escalated for administrative hearing pending any aggravating and mitigating circumstances.

FACTORS CONSIDERED IN DETERMINING RESOLUTION REQUIREMENTS

AGGRAVATING FACTORS

- Does Respondent have a past student conduct history (maintained by the Office of Student Support)?
- Did the Respondent commit multiple policy violations during the incident?
- Did the incident result in significant injury or harm to another person, property, or the College community? Does a continued risk of the same exist?
- Is there an indication that conduct was premeditated?
- Did the behavior continue after an intervention (e.g. request or demand the behavior cease) on part of Complainant, College or Public Safety?
- Did Respondent seek to threaten or purposefully intimidate Complainant, or others involved in the conduct process? Was the incident motivated by an individual's involvement in the filing of a complaint (e.g. retaliation)?
- Was there an active attempt to conceal or hide the incident?
- Was Respondent in a position of authority over, or in relation to, Complainant? A position of authority may include, but is not limited to, a team captain or officer of a club in which Complainant is a member or where Respondent is serving in a supervisory capacity such as a Resident Advisor?

MITIGATING FACTORS

- Is there convincing evidence that Respondent's ability to think rationally at the time of the incident was impaired by serious personal circumstances? Note: the consumption of alcohol or other drugs by Respondent at the time of an incident is not a mitigating circumstance. Does Respondent demonstrate a clear understanding of the impact that their behavior has had on oneself and the community?
- Has the Respondent taken steps to sincerely address their behavior, or otherwise educate themselves in relation to the behavior of concern?
- Was the behavior committed in self-defense or in defense of others only after all other reasonable attempts at de-escalation were exhausted? (Choosing to respond to violence with violence does not necessarily constitute self-defense).

FAILURE TO COMPLY WITH RESOLUTION REQUIREMENTS

If Respondent fails to comply with resolution requirements set out in Behavior Contracts by the specified deadline, the Director of Student Advocacy, Conduct, and Compliance or designated

Facilitator will notify the Judicial Council or Dean of Students to escalate the matter to judicial hearing or administrative hearing as deemed appropriate.

HONOR AND JUDICIAL COUNCIL

REPORTING VIOLATIONS TO HONOR COUNCIL

A. Self-reported violation

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

B. Violation reported by a student

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

C. Violation 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.

D. Violations of Social and Residential Policies

Rather than reporting these to Judicial Council directly, any student, Salem College public safety officer, or member of the College staff, faculty, or community may report any social or residential violation of this Code or any other College policy to the Office of Student Support, who will determine in conjunction with campus administrators as appropriate which Student Conduct body should respond.

RIGHTS OF AN ACCUSED STUDENT IN HONOR AND JUDICIAL COUNCIL HEARINGS

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

- A. To be notified in writing of any accusation made against them.
- 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.

HONOR AND JUDICIAL COUNCIL HEARING PROCEDURES

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 them, as well as their rights as an accused student. The written notification also will include the time, date, and location of the preliminary hearing. The purpose of the preliminary hearing is for the chair and secretary to allow the accused to respond to the charges made against them 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 them, 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 themselves from the proceedings related to that case.

HONOR COUNCIL AND JUDICIAL COUNCIL FULL HEARINGS

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

1. The accuser (if one is present), accused, and the accused's advisor (if there is one) enter the room. All parties involved in the hearing are introduced to each other, the Council Chair reads a summary of alleged events and charge(s), and the hearing begins.
2. The accused gives their account of the case, followed by questions from the Council.
3. The accuser gives their account of the case, followed by questions from the Council. If the accuser is not present, the chair will read the accuser's written statement and the Salem College staff incident report(s).
4. The accused may then question the accuser(s) if present. The Council may interrupt with questions.
5. Once the accused is finished, the accuser(s) , if present, may question the accused.
6. If there are witnesses for the accused, they will come in individually to give their testimony and answer questions from the Council, the accused, and the accuser. Witnesses may submit signed testimonies if they are unable to be present.
7. Once all the witnesses for the accused have testified individually, the witness(es) against the accused will testify following the procedure stated above.
8. The accuser, accused, witnesses, 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 lower than probation, the student will receive notification of the Council's decision within three business days of the hearing.
11. If the Council finds the student responsible and recommends a sanction of probation or higher, the Faculty Advisory Board will convene at the earliest time possible to review the decision. The student will receive written notification of their sanction as soon as possible within 3 business days following the Faculty Advisory Board's review of the case.
12. The Student 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.

HONOR COUNCIL 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 or may ask the student to write a brief (no longer than five pages double-spaced)

assignment reflecting on the infraction or an apology to parties aggrieved. 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 disciplinary status sanctions:

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

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

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

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

Suspension-Held-in-Abeyance: This sanction is given when a student is found responsible for a violation of a very serious nature but who, in the Council's judgment, should be allowed to continue their coursework at Salem. A sanction of Suspension- Held-in-Abeyance may entail a loss of social privileges for the length of the sanction, as well as appropriate educational assignments and/or a punishment to fit the violation based on the decision of the Council. Loss of social privileges will include all College-sponsored social events, such as events sponsored by SGA and CAB, and visitation privileges. A student who is on Suspension-Held-in-Abeyance may lose the privilege of membership in campus clubs or organizations, holding a campus leadership position, or participating in intercollegiate athletics. A student who is on suspension-held-in-abeyance may lose the privilege to take self-scheduled exams and must contact the Dean of Students to make arrangements to have their exams proctored in an administrative office.

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

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

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

JUDICIAL COUNCIL SANCTIONS FOR HONOR CODE INFRACTIONS

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

For students who develop a behavioral plan, any additional disciplinary action will be placed on hold for the duration of the semester or completion of the behavioral contract. If a student violates or is in willful noncompliance with their behavioral plan or with mediation, the student will be referred to the Judicial Council for an official hearing.

If the Judicial Council determines that the appropriate disciplinary action involves a sanction, the student is expected to follow and comply with the deemed sanction. If the student violates or is in willful noncompliance with the sanction, they will be referred to public safety for additional disciplinary measures.

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

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

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

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

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

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

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

Mediation: Mediation is a form of alternative dispute resolution. A mediator (Director of Student Advocacy, Conduct, and Compliance or appropriate designee) will serve as a third party to coordinate a structured meeting aimed at resolving an interpersonal conflict and crafting a solution for those involved. Outcomes from mediation can range from verbal agreements between students who resolve misunderstandings, behavioral contracts for students that outline specific guidelines for the student to demonstrate the ability to abide by Salem College Policies and Procedures, and reminders regarding additional student resources.

Substance Abuse Assessment: The Council may refer the student to the Director of Student Advocacy, Conduct, and Compliance's office for arranging a substance abuse assessment by a health professional, either on campus or in the local community, or by electronic means.

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

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

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

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

Suspension-Held-in-Abeyance: This sanction is given when a student is found responsible for a violation of a very serious nature but who, in the Council's judgment, should be allowed to continue their coursework at Salem. A sanction of Suspension- Held-in-Abeyance may entail a loss of social privileges for the length of the sanction, as well as appropriate educational assignments and/or a punishment to fit the violation based on the decision of the Council. Loss of social privileges will include all College-sponsored social events, such as events sponsored by SGA and CAB, and visitation privileges. A student who is on Suspension-Held-in-Abeyance may lose the privilege of membership in campus clubs or organizations, holding a campus leadership position, or participating in intercollegiate athletics. A student who is on suspension-held-in-abeyance may lose the privilege to take self-scheduled exams and must contact the Dean of Students to make arrangements to have their exams proctored in an administrative office.

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

Suspension: This sanction is given when the student is found responsible for a violation of an extremely serious nature or repeat violation of the Honor Code , Code of Conduct, or other college policy. The student must leave campus within twenty-four hours unless they decide to

appeal the decision. A student who chooses to appeal should continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal. Once the sanction has been served, the student is free to return to Salem. If a student chooses to take classes while serving this sanction, no credits will be transferable back to Salem. Suspension remains on the student's judicial record for two years after graduation.

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

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.

PROCEDURES FOR APPEALING A JUDICIAL COUNCIL OR HONOR COUNCIL DECISION

Filing an Appeal: The accused student must inform the chair of the Appeal Board (Dean of the College) in writing concerning the basis on which the appeal is being made and the reasons why they deem a case worthy of hearing by the Appeal Board. The student must file this formal written appeal within seventy-two hours after the student receives written notification of the decision of the Honor Council or Judicial Council.

Convening the Appeal Board: The chair of the Appeal Board will notify the Honor Council chair or Judicial Council chair regarding the basis for the appeal and will convene the Board. A formal

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

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

Decision of the Appeal Board: Should the Appeal Board uphold the original sanction; the sanction becomes effective as soon as the student receives written notification of the decision. Should the Appeal Board render a different sanction, the student will be notified in writing of the sanction and its stipulations. The Appeal Board cannot render a more severe sanction than that of the Honor Council or Judicial Council.

APPEAL TO THE PRESIDENT

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

ADMINISTRATIVE HEARINGS

RIGHTS OF AN ACCUSED STUDENT IN ADMINISTRATIVE HEARINGS

A student accused of a violation deemed at the discretion of the College to warrant an administrative hearing has the following rights:

- E. To be notified in writing of any accusation made against them.
- F. To have a hearing.
- G. 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.
- H. To appeal the decision of the hearing body.

PRELIMINARY PROCEDURE FOR ADMINISTRATIVE HEARINGS

The Dean of Students or designated appointee will notify the accused student in writing of any accusations made against them, as well as their rights as an accused student. The written notification also will include the time, date, and location of the hearing, as well as a Responsibility Form.

If the accused student accepts responsibility for the charges, the Dean of Students or designated appointee will call a meeting of the Administrative Hearing Board as soon as possible to determine the appropriate sanctions for the violations.

If the accused student accepts no responsibility or limited responsibility, the Dean of Students or designated appointee will make every reasonable effort to schedule a hearing with the accused within one week of the reporting of an infraction.

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

HEARING PROCEDURE FOR ADMINISTRATIVE HEARINGS

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

1. The accused and the accused's advisor (if there is one) enter the room. All parties involved in the hearing are introduced to each other, and the hearing begins.

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

PROCEDURES FOR APPEALING AN ADMINISTRATIVE DECISION:

An accused student who believes that a case handled by an administrator has violated their rights, did not follow proper procedure, or that the decision (handling and/or sanction) reached was not based on evidence or reason shall have the right to appeal. Students wishing to appeal must do so in writing within seventy-two hours of receiving written notification to the Vice President for Academic and Student Affairs and Dean of the College at deanofcollege@salem.edu.

MEDICAL AMNESTY

The health and safety of every student at the College is of utmost importance. The College recognizes that students who have consumed substances may hesitate to report incidents or call for help due to fear of potential consequences for their own conduct. The College expects students to report such prohibited conduct and to call for help for anyone who needs assistance. A student bystander acting in good faith who discloses any incident of prohibited conduct under these procedures to a Salem official or EMS/9-1-1, shall not be subject to action under the College Code of Conduct for violation of alcohol and/or substance use occurring at or near the time of the commission of the prohibited conduct. While no disciplinary action will be taken, Salem reserves the right to take steps necessary to address health and safety concerns for the individual and the community.

ADMINISTRATIVE ACTIONS-REGISTERED STUDENT ORGANIZATIONS

If an organization violates the College Student Handbook, administrative order, or Federal, State or Local law or regulation, it is subject to disciplinary action. Student organizations sponsoring and participating in special events take responsibility for ensuring campus facilities and grounds utilized for events are cleaned and in the original condition received. Organizations will be charged for any special cleaning required as well as items damaged or removed from facilities.

Individuals will be held responsible for any disturbances or damages caused on campus or to the surrounding areas of Old Salem. Offenses will be handled by the Judicial Council or administratively. Should no individual claim responsibility for damages of disturbances, the entire group will be held responsible.

Should the entire group be deemed to be responsible the Director of Student Engagement may suspend the organizations privilege to post, table, assemble, program, fundraise, reserve spaces, or participate in College events. Other sanctions may be enacted as deemed appropriate by the Director Student Engagement. In addition the student organization may be reported to Student Conduct.

STUDENT CONDUCT RECORDS

Records to be maintained under this policy will be maintained by The Office of Student Support. Additionally, certain notification letters and incident reports will be maintained to comply with the Jeanne Clery/Campus Security Act. All Behavior Contracts remain confidential and property of Salem College. Behavior Contracts are not considered to be part of Salem College's official student record. Student conduct record information may be shared for any reason allowed under the Family Educational Rights and Privacy Act (FERPA).

TRAINING/EDUCATION

Training on conduct processes will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

CAMPUS LIFE



CAMPUS RESOURCES

BRYANT HALL COMPLEX

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

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

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

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

BUSINESS OFFICE (LEHMAN HALL)

Business Office Website
businessoffice@saalem.edu
(336)-917-5470

The Controller's Office serves the students, faculty, and staff at Salem Academy and College. The Office accounts for, reports on, and safeguards Salem's financial resources in a manner that supports the Institution's mission and community. The Office manages the functions of general accounting, accounts payable, student accounts receivable, financial reporting, endowment accounting, gift and fixed assets accounting, and manages the procurement card (Pcard) program.

CORRIN REFECTORY

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

Meal Plan Options: Students must choose a meal plan prior to Fall term. An All Access Unlimited Meal Plan is offered for residential students. This includes 7 meal exchanges per week in the Student Center Café and \$200 Salem Bucks per semester. For commuter students, please visit the [Harvest Table](#) site for more information on meal plan options.

Take-out: All students are encouraged to dine in the Refectory, and when schedules do not permit, Green Eco ClamShell (take-out) containers are required. Each new residential student receives an initial reusable to-go container at no charge from the dining hall during a designated time frame, usually the first full week of classes. Replacement containers are available for \$5. Residential students are issued one container to be used for their four years at Salem College. Other members of the Salem community may purchase a reusable to-go container for \$5.

To-go containers are intended for taking meals out and should not be used in the dining hall. Students may exchange their dirty container for a clean one at the Harvest Table kiosk when they swipe in for their meals. Students should bring in and exchange their containers, fill containers with food, and exit the dining hall. Only the to-go containers should be used to take food out of the dining hall. No dishes, glasses, or silverware will be permitted to leave the dining hall.

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

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

Boxed Meals: Dining Services will provide a boxed meal if a student must be off campus during regular meal hours. Boxed lunch forms are available at the Harvest Table kiosk and should be turned in to the kiosk forty-eight hours prior to needing the meal.

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

ATRIUM HEALTH COUNSELING SERVICES

Confidential counseling is provided virtually by a licensed behavioral health professional. Both individual counseling and group therapy are available, as well as personalized health coaching.

Health Coaching

Students can connect with a certified behavioral health coach for free coaching sessions by phone. Coaches are trained to address possible contributing factors for anxiety and depression, such as:

- Poor nutrition
- Life transitions
- Sleep problems
- Inactivity
- Grief and loss

- Long-term or chronic stress

Students also have access to a 24/7 behavioral health call center and crisis support.

Counseling and coaching are provided at **NO COST** to students. Call 336-713-7028 to get connected.

ATRIUM HEALTH STUDENT HEALTH SERVICES CLINIC

The Atrium Health Student Health Services Clinic is located in the basement of Clewell Residence Hall and is available for all Undergraduate and Graduate students. Student Health Services, in partnership with Atrium Health, is staffed by an advanced practice provider (PA or NP) and a certified medical assistant. The on-site APP will assess, diagnose, and treat a variety of common minor illnesses or injuries. This service is confidential and, with the exception of the cost of prescription medication (if indicated), is provided at no cost to students. This may need to be adjusted-it is currently true, however, it is subject to change and students may be required to show insurance in future-can discuss at the upcoming meeting. Students can visit SHS when feeling unwell, have an injury, or need assistance with community referrals.

Students should call 336-713-7027 to make an appointment.

When students need medical assistance outside of on-site clinic hours, they may use the LiveWELL clinic located at:

575 N. Patterson Avenue
BioTech Place, Suite 148
Winston-Salem, NC 27101

On-Site clinic hours are Monday-Friday 9am-12pm. LiveWELL clinic hours are Monday-Friday 8 a.m. – 4:30 p.m. (*Closed 11:30 a.m. – noon*).

DEAN OF THE COLLEGE

The Office of the Dean of the College is open to all students for consultation concerning academic regulations and requirements at Salem. The Dean of the College can be reached by emailing deanofthecollege@salem.edu.

The Dean for Undergraduate Studies, also located in Main Hall, is available to assist students with academic advising and planning.

DEAN OF STUDENTS

The Office of the Dean of Students is open to all undergraduate 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, and is reachable at deanofstudents@salem.edu.

DEPARTMENT OF PUBLIC SAFETY-MAIN HALL

Public Safety

publicsafety@salem.edu

(336) 917-5555 or 5555 from a campus phone

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

TITLE IX OFFICE

Title IX

titleix@salem.edu

(336)-917-5550

The Title IX Officer is Nicole Hundt, Executive Director of Residential Life. Her office is located in Clewell and provides support, information, and resources for students who have questions or concerns regarding sexual misconduct, including sex-based harassment, sexual assault, relationship (dating and domestic) violence, and stalking. Please refer to the Salem Academy and College Sex Discrimination, Harassment, and Related Sexual Misconduct Policy and the Title IX web page of the Salem College website for additional information regarding the Title IX Office, how to report a grievance, and support resources available for students both on and off campus. Non-mandated confidential reporting resources on campus include the Atrium Health Student Health Clinic and the Atrium Health Counseling Services.

INTERNATIONAL STUDENT SERVICES

International Student Services

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 P/DSO provides assistance with F-1 visa regulation compliance and immigration matters in accordance with SEVIS.

New and returning international students are required to attend a mandatory orientation scheduled on the first day of classes at the beginning of each term to confirm their enrollment.

Students MUST provide the P/DSO with copies of all the following in order to confirm attendance and to receive an updated I-20:

- Valid F-1 Visa (new students only)
- Initial I-20 matched to SEVIS record (new students only)
- Passport
- I-94 arrival record
- Admittance letter of enrollment
- Financial Aid confirmation
- New U.S campus/residence address
- Full tuition payment of the semester
- Upload required immunizations into Magnus

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 P/DSO.

The DSO will assist students with on-boarding into residence life, travel to and from the airports, arranging travel to securing a social security card # and other student life issues.

THE LUCY ROSE CENTER OF GLOBAL LEADERSHIP & CAREER INNOVATION, STUDENT CENTER

Lucy Rose Center for Global Leadership & Career Innovation

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

The Center's primary goal is to help students develop and implement educational, career, and employment decisions that will enable a lifetime of success. We offer individual appointments for career counseling, internship placement, experiential learning opportunities, as well as many other career and graduate school resources. These services and resources are delivered in ways designed to reinforce the personal, social, and intellectual development fostered by a liberal arts education.

LIBRARY SERVICES

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

Library Services

library@salem.edu

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

Library Hours: library.salem.edu/hours

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

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

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

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

STUDENT SUCCESS CENTER

The Student Success Center (SSC) is located in Gramley Library and includes the Writing Center, QUEST Tutoring Services, and the Office of Academic Support and Student Accessibility Services. The SSC is a comprehensive hub that fosters academic excellence and personal growth. The Writing Center offers faculty-directed and peer-supported personalized assistance to help students refine their writing skills and confidently tackle assignments. Adjacent to this, the QUEST Tutoring Center also provides peer-support in targeted and various subjects, ensuring students receive the help they need to excel in their coursework. Additionally, the Office of Academic Support and Accessibility Services is dedicated to ensuring that all students have equal access to academic opportunities, providing tailored support for those with special needs. Gramley Library services enhance research and study capabilities, offering access

to a wealth of resources and quiet study spaces. Together, the library and the SSC create an inclusive environment where every student can thrive and achieve their educational goals.

OFFICE OF THE REGISTRAR- MAIN HALL

Office of the Registrar
registrar@salem.edu
(336) 721-2618

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 a written application for the degree with the Office of the Registrar by submitting the Diploma Information Form. Undergraduate 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. Upon receipt of the senior letter, the student must confer with her advisor and affirm in writing that she understands the remaining graduation requirements.

OFFICE OF CAMPUS CULTURE AND CARE

jamilla.young@salem.edu

The Office of Campus Culture and Care offers opportunities for students to connect and engage with each other through educational and culturally enriching programming experiences. They conduct educational workshops for students, faculty and staff that foster cultural competence, empathy, and communication. They also host our annual Celebration of Diverse Graduates.

OFFICE OF CONDUCT & STUDENT SUPPORT

The Office of Student Support exists as a resource to students. The office supports students needing assistance in areas that go beyond the normal scope of the college. The office serves as a liaison, connecting students to on-campus and community support services ranging from academic assistance to community, food, and housing services. Additionally, this office assists with individual crisis, group crisis, and emergency situations, providing mediation and other informed interventions to assist students in resolving conflict. Finally, this office adjudicates and investigates student conduct and behavior assessment cases in conjunction with other institutional departments and entities. This office may be reached via email at officeofstudentsupport@salem.edu.

PACKAGE AND MAIL SERVICES - PHYSICAL PLANT AND STUDENT CENTER

Packages: Residential students receiving packages will receive email notification from Mail Services that their packages are available for pickup (with proper identification) in the Mail Center, located in the Physical Plant building (bldg #19), during posted business hours.

Your address format should look like this:

Your **FIRST and LAST Name**
c/o "Salem College" or Salem Academy", box # _____
Building: Physical Plant, bldg 19
601 S CHURCH ST
WINSTON SALEM, NC 27101

Please **do not include** the name of your Residence Hall.

Incoming Mail: A combination-lock mailbox is assigned (free of charge) to each boarding student, and each will receive an email with this info and instructions. Students keep the same boxes throughout their years at Salem.

Outgoing Mail/Packages: Mail or packages that already have proper postage (stamps, pre-paid shipping labels) can be brought to the Mail Center and picked up there from a variety of carriers (USPS, FedEx, UPS). If you need a package and contents weighed before creating your shipment, we can weigh it and provide you with that info at the Mail Center. Students are responsible for providing their own postage and shipping labels. Stamps can be purchased at the Mercantile or online. Shipping labels can be prepared and paid for online and printed by the student.

RESIDENCE LIFE

Residence Life
residencelife@salem.edu

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

ROBERT E. ELBERSON FINE ARTS CENTER (FAC)

Fine Arts Center

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

RONDTHALER SCIENCE BUILDING

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

STUDENT ACTIVITIES-STUDENT CENTER

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The mission of the Office of Student Activities and Orientation is to develop students' unique leadership potential, prepare them for a productive life in a diverse world, and onboard students for a successful college career at Salem College. The Director of Student Activities and Orientation offers training for student leaders and assists student organizations with event planning for our richly diverse campus community. The Office of Student Activities and Orientation also plans Orientation for all new students and assists first year students with questions they have about navigating college life.

STUDENT CENTER

Located in the heart of campus, the Student Center features a café/coffeehouse, great room, student affairs/activities suite, and student mailboxes on the main level. The Lucy Rose Center for Global Leadership & Career Innovation, 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

Student organizations are managed by the Office of Student Activities and Orientation. The regulations that govern these organizations can be found in the Registered Student Organization Manual. Please email sydney.bowen@salem.edu for a copy.

STUDENT ORGANIZATIONS *LEADERSHIP AND SERVICE ORGANIZATIONS*

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

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

Student Government Association (SGA): The Student Government Association is the governing body for undergraduate students. SGA meetings (a/k/a “Town Hall”) are held on the second Tuesday of the month during the fall and spring semesters in Hanes Auditorium. Attendance is mandatory for full-time undergraduate students. Missing more than three meetings without an excuse and failing to pay the fine thrice could result in an Honor Council violation. A copy of the Student Government Association Constitution is posted on the Salem College website.

Off Campus Association (OCA): The Off Campus Association (OCA) is an organization for off-campus undergraduate 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.

MULTICULTURAL ORGANIZATIONS

Black Student Union: The Black Student Union (BSU) is a group formed to provide support (academic, social, moral, etc.) for students who are African American. BSU also sponsors cultural events and activities implemented through unity, hoping to continuously bridge the gap among students, as well as other cultural clubs on campus. All Salem students are welcomed and encouraged to join BSU and participate in its events.

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 welcomed and encouraged to join HOLA and participate in its events.

ONUA: ONUA is the coordinating organization for multicultural programming groups on campus. Members focus on promoting diversity and multicultural awareness and oversee the coordination and sponsoring of activities and projects that promote multicultural awareness within the Salem College community.

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 students are welcomed and encouraged to join Open Up and participate in its events.

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. All other interested students are encouraged to become members of the General Board.

SPECIAL INTEREST ORGANIZATIONS

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.

PERFORMING ARTS AND FINE ARTS ORGANIZATIONS

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 all undergraduates, including both residential and non-residential students.

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.

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!

POLITICAL AND ACTIVIST ORGANIZATIONS

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

RELIGIOUS, SPIRITUAL, AND SECULAR ORGANIZATIONS

Salem College supports the spiritual wellbeing of its students through relationships with campus ministers from a variety of faith traditions. You can find a full listing of our campus ministers online.

ACADEMIC INTEREST ORGANIZATIONS

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 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.

Alpha Sigma Lambda: Alpha Sigma Lambda, the premier and largest chapter-based honor society for adult learners.

Beta Beta Beta: Beta Beta Beta is the national biological honor society

Kappa Delta Pi: Kappa Delta Pi is an international honor society in education that is dedicated to scholarship and excellence.

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..

Phi Alpha Theta: Phi Alpha Theta, the international history society, encourages and recognizes outstanding achievement in this field of study.

Pi Gamma Mu: Pi Gamma Mu, founded in 1924, is an international social science honor society that recognizes achievement in the social sciences.

Pi Kappa Lambda: Pi Kappa Lambda is the most prestigious national college honor society in music.

Sigma Beta Delta: Sigma Beta Delta is the international honor society in business, management, and administration

Sigma Tau Delta: Sigma Tau Delta is the international English Honor Society.

Theta Alpha Kappa: Theta Alpha Kappa is the national honor society for theology and religious studies.

APPENDICES



APPENDIX A: ALCOHOL USE POLICY

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

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

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

- Recreation rooms in residence halls (in common spaces where all students and guests present are 21 years of age or older)
- Students' private rooms in residence halls
(only in rooms where all students and guests present are 21 years of age or older)

- Student Center Café and patio (only during approved hours of service)

Alcoholic beverages may be allowed for special events in the following areas, if approved by the Dean of Students:

- Club Dining Hall
- Back Porch of Main Hall
- Corrin Refectory
- May Dell
- Bryant Hall Complex
- Pleasure Grounds (Lily Pond Terrace)
- Student Center (Great Room, Meeting Rooms, Huber Lobby, Student Center Plaza, and Pauly Plaza)
- Clewell Patio (bricked patio area only, not including adjacent walkways)
- FAC Lobbies

MISUSE OF ALCOHOL- Misuse of alcohol will not be tolerated. Misuse shall include but is not limited to:

- Compromising personal health and safety
- Hazing
- Drinking games
- Endangering or damaging the reputation of the college
- Infringing upon the rights of others
- Disrupting the life of the community (e.g., public intoxication)
- Possessing or consuming alcohol under the age of 21
- Possessing alcohol paraphernalia (empty bottles, corks, caps, etc.) in its original, usable form under the age of 21
- Aiding and abetting a minor in the consumption or possession of alcohol
- Use of fake ID to consume or acquire alcohol

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

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

listing of potential disciplinary sanctions, please see the sanctions described in this Handbook. This policy is administered by the Office of the Dean of Students.

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

APPENDIX B: DEFINITIONS PERTAINING TO STUDENT CONDUCT

Personal Support Person: A current faculty or staff member of the College community (who is not a family member) chosen by the Complainant or Respondent to provide personal support through the student conduct process. The Personal Support Person must have no other role (such as a witness) and may not speak on behalf of or otherwise represent their advisees. Personal Support People may not be lawyers (unless permitted when related to filed and pending criminal charges). If Respondent is allowed to have a lawyer present as a Personal Support Person, Complainant may also have a lawyer as an Personal Support Person if Complainant chooses. Respondent and Complainant are responsible for any attorneys' fees incurred.

Complainant: The individual who has been the subject of an alleged conduct violation prohibited by this Code. Salem College will serve as Complainant for alleged violations that do not involve a Complainant, or where the subject of the alleged conduct is not a College community member or is otherwise unwilling to proceed but the College has determined that the alleged violation should result in a conduct meeting.

Educational Activities: Any act or event sponsored or organized by Salem College, including its administrative, academic departments and recognized student organizations.

Conduct Meeting Facilitator: The Director of Student Support & Conduct shall act as the primary facilitator in student conduct meetings. The Dean of Students or another designated professional staff member who is trained and qualified to resolve conduct violations shall serve as a backup facilitator.

Recognized Student Organization: At Salem College, a Registered Student Organization is any organization or chapter of an organization—whether allocated or not—that has been formally approved to operate with Salem College's permission.

Respondent: A student who is being asked to respond to alleged violation(s) of the Student Code of Conduct.

Student: Any person registered for, enrolled in, intending to enroll, or intending to continue to enroll in courses or auditing any course(s) at Salem College. Examples include but are not limited to, students who are enrolled but not taking classes due to an academic break, medical leave/withdrawal, suspension or other approved personal leave; students who were enrolled at the time of the alleged

violation; persons who demonstrate an intent to enroll by making initial deposit or payment to Salem College or registering for courses; and students participating in any study abroad program.

College Official: Any person employed by Salem College and acting on behalf of the College.

Witness: Any person who has relevant, direct knowledge of the alleged conduct violation. Character witnesses are considered irrelevant and are not permitted. A person who serves as a witness may not serve in any other capacity during the conduct meeting (ex: Personal Support Person). Witnesses shall be present only during their own testimony.

Conduct Meeting: A conduct meeting is the initial step in the student conduct process. Respondents will receive notice of an alleged violation and a meeting date and time. Respondents will meet with The Director of Student Advocacy, Conduct, and Compliance or designated Facilitator to discuss the alleged violation and review supporting documents or witness testimony before making a determination of “responsible” or “not responsible.” If the Respondent is found “responsible,” the Director of Student Advocacy, Conduct, and Compliance will work in collaboration with Respondent to find a restorative track for acceptable resolution requirements (Behavior Contract).

Behavior Contract: Agreement between Respondent and the Office of Student Support outlining resolution requirements that offer reflective and restorative opportunities for accountability.

Judicial Council Hearing: A formal procedure made up of a group of student representatives from Salem College that review and determine if Respondent should be found “responsible” or “not responsible” for an alleged violation of the Student Code of Conduct and given authority to determine appropriate sanctions. Students are typically referred to the Judicial Council after violating the terms of their behavior agreements. Unlike behavior contracts, Judicial Council outcomes are reportable.

Judicial Council: A group of elected student representatives that are given authority to hear student cases and determine if Respondents should be found “responsible” or “not responsible” for an alleged violation of the Student Code of Conduct. The Director of Student Advocacy, Conduct, and Compliance is the advisor for the Judicial Council. Judicial Council is made up of the Judicial Council Chair, Secretary, and Class Representatives (all classes are entitled to a representative but not required to elect one) and an Off-Campus Student Representative. The Judicial Council Chair also serves on the Student Government Association.

Administrative Hearing: A formal procedure made up of a group of members of administration and staff that review and determine if Respondent should be found “responsible” or “not responsible” for an alleged violation of the Student Code of Conduct and given authority to determine appropriate sanctions. Administrative hearings are conducted by the Dean of Undergraduate Studies, the Dean of Students, and the Director of Advising and Retention. Should any of the above need to recuse themselves or are otherwise unavailable, the Dean of the College, the Vice President of Campus Culture, the Director of Student Support & Conduct, the Director of Residence Life, and the Director of Orientation, Student Engagement, and Intercultural Activities are all able to substitute for one or more of the administrative hearing officers, provided they are available and otherwise uninvolved in the alleged violation.