



BELMONT ABBEY COLLEGE

THAT IN ALL THINGS GOD MAY BE GLORIFIED

2010-2011

Alma Mater

Gather we from far-flung places
Loyal in the bond we share;
Friends of Abbey ever splendidous
Gallant spirits proudly bear.
Voices raised on high are singing –
Bells are chiming to proclaim
Alma Mater! Belmont Abbey!
Sacred do we hold your name.

Dear to us the vast expanse
Of skies that arch your crimson sod;
Dear your mighty spires lifted
Like our hearts to honor God
Let your truth shine forth unfailling:
Let all know your beauty rare.
Hail! O Abbey, Alma Mater –
Hear your praises fill the air.

Belmont Abbey College reserves the right to update the information contained in this handbook at any point during the academic year. For the most updated copy of the Student Handbook please refer to <http://belmontabbeycollege.edu/student-life/student-handbook.pdf>

Table of Contents

MISSION STATEMENT.....	96	RESIDENCE LIFE AND HOUSING	
VISION STATEMENT.....	96	MISSION STATEMENT.....	121
PASSION STATEMENT.....	96	GENERAL INFORMATION.....	121
BEST-AT STATEMENT.....	96	Living facilities.....	121
ACCREDITATION.....	96	Residence life department.....	121
NON-DISCRIMINATION POLICY.....	96	Residential network.....	121
STUDENT RIGHTS AND RESPONSIBILITIES.....	97	Residential requirements.....	122
BENEDICTINE HALLMARKS.....	97	Policies and procedures.....	122
IMPORTANT TELEPHONE NUMBERS.....	98	Abandoned property.....	122
WHOM TO SEE ABOUT WHAT.....	99	Advance room payment.....	122
COLLEGE OFFICES AND SERVICES		Air conditioners.....	122
Academic Assistance & the ARC.....	100	Appliances.....	122
Advising.....	100	Bathrooms/suite hallways.....	123
Athletics.....	100	Behavior and social regulations.....	123
Bookstores.....	100	Breaks.....	123
Campus Ministry.....	101	Cable tv/internet/telephone tampering.....	124
Campus Safety and Police.....	102	Carpets and rugs.....	124
Career Services & Internships.....	102	Change in status.....	124
Channel 17.....	103	Check in.....	124
Co-Curricular Program – Mind, Body & Spirit.....	103	Check-out.....	124
Dining Services.....	104	Class attendance.....	125
Financial Aid.....	104	Common areas & responsibility.....	125
First-Year Symposium.....	104	Consolidations of rooms.....	125
International Studies.....	104	Damages.....	125
Information Technology Services.....	105	Emergency residence hall procedures.....	125
Intramural Sports and Recreation.....	105	Fire drills and alarms.....	126
Library.....	105	Fire safety.....	126
Marketing Department.....	106	Gathering policy.....	126
Mass.....	106	Health & safety inspections.....	126
Post Office.....	106	Housing agreement.....	127
Residence Life.....	106	Keys/controlled access.....	127
Stowe Family YMCA.....	107	Laundry facilities.....	127
Student Life Calendars.....	107	Maintenance requests/work orders.....	127
Theatre.....	107	Meal plan exemptions.....	128
Vice President of Student Affairs.....	107	Personal property insurance.....	128
Wellness Center.....	107	Pets.....	128
GENERAL COLLEGE POLICIES & REGULATIONS		Private/single room.....	128
Alcohol.....	108	Quiet hours/noise policy.....	128
Attire.....	109	Roofs, ledges, and windows.....	129
Assembly policy.....	109	Room care and decorating.....	129
Automobile and parking regulations.....	109	Room assignments/selection.....	129
Bicycles.....	110	Room/roommate changes.....	130
Changes of address.....	110	Safety in halls.....	130
Christian sexuality, statement on.....	110	Search and seizure/entering into a room.....	130
Compliance with college officials.....	110	Smoking/tobacco use.....	131
Computer use.....	111	Storage.....	131
Defamation of college reputation.....	111	Telephone/voicemail.....	131
Disciplinary records.....	111	Visitation.....	131
Drug use.....	111	JUDICIAL PROCESS	
Door use.....	111	Civil law and the student.....	132
Egress/entrances.....	112	Philosophy.....	132
Electronic devices.....	112	Alcohol policy & judicial sanctions.....	132
Emergency and security procedures.....	112	Sanctions and disciplinary status.....	133
Enrollment status.....	113	General procedures.....	133
False information.....	113	Hearing officer.....	134
Family educational rights and privacy act.....	113	Fair process.....	134
Firearm, other weapons, dangerous materials.....	114	Suspensions pending hearing.....	134
Fire regulations.....	114	Appeals process.....	134
Fundraising policy.....	114	Sanctions.....	135
Harassment/offensive behavior.....	114	STUDENT ACTIVITIES & INVOLVEMENT	
Hazing.....	115	Services.....	138
Identification (id) cards.....	115	Recognition of student organizations.....	138
Illegal activities.....	115	Rights of registers student organizations.....	139
Inclement weather.....	116	New student organization recognition process.....	139
Insurance.....	116	Greek expansion.....	139
Intellectual property.....	116	Registration of student organizations.....	139
Keys.....	116	Student organization officers.....	139
Lost and found.....	116	Advisors.....	140
Official summons.....	116	Student organization conduct & responsibilities.....	140
Parental notification.....	116	Formal complaints.....	140
Payment of fees, charges, and fines.....	116	Student organization discipline.....	140
Physical contact/use of force.....	116	Student organization inquiry process.....	140
Posting policy.....	117	Student organization sanctions.....	141
Removal from leadership positions.....	117	Student organization travel.....	141
Scholastic dishonesty.....	117	Liability & safety.....	141
Solicitation policy.....	118	Fundraising.....	142
Social networking.....	118	Advertising & promotional products.....	142
Student conduct.....	119	Posting policy.....	142
Student grievance procedure.....	119	Campus Facility Reservations.....	142
Theft/loss.....	120	STUDENT GOVERNMENT ASSOCIATION CONSTITUTION.....	144
Visiting speakers &/or entertainers.....	120	UNDERSTANDING OF RESPONSIBILITIES STATEMENT.....	148
Withdrawal for medical or psychological reasons.....	120		

“When I speak of Knowledge, I mean something intellectual, something which grasps what it perceives through the senses; something which takes a view of things; which sees more than the senses convey; which reasons upon what it sees; and while it sees; which invests it with an idea”

~John Henry Cardinal Newman, *The Idea of the University*.

MISSION STATEMENT

Our mission is to educate students in the liberal arts and sciences so that in all things God may be glorified. In this endeavor, we are guided by the Catholic intellectual tradition and the Benedictine spirit of prayer and learning. Exemplifying Benedictine hospitality, we welcome a diverse body of students and provide them with an education that will enable them to lead lives of integrity, to succeed professionally, to become responsible citizens, and to be a blessing to themselves and others.

VISION STATEMENT

Belmont Abbey College finds its center in Jesus Christ. By his light, we grasp the true image and likeness of God which every human person is called to live out. We aim to renew that likeness in all dimensions of life for our students and members of our community through curricular and co-curricular programs of excellence and virtue based in the liberal arts as practiced in the Catholic and Benedictine intellectual traditions.

By excellence and virtue, we mean the skills, attitudes and stable dispositions of character that make possible the consistent practice of the good throughout the full range of human pursuits (scholarly, professional, community, personal). Recognizing that each field has its own standards of excellence, we strive to achieve them, led by St. Benedict’s desire *“that in all things God may be glorified.”*

As a Benedictine institution, we find this glory especially revealed in the development of the whole person, guided by the liberal arts, as a responsible steward of the true, the beautiful, and the good. We welcome the talents of everyone, from any background and tradition, who is committed to fostering that development and contributing to the mission of the college. To the members of the Belmont Abbey College community, we offer an environment and community animated by this vision where they may work towards their own full potential.

PASSION STATEMENT

Our passion is sharing a lifelong journey to search for and live in response to truth.

BEST-AT STATEMENT

We can be best in the world at mentoring individuals to mature as stewards of their gifts in mind, body, and spirit.

ACCREDITATION

Belmont Abbey College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation Belmont Abbey College.

NON-DISCRIMINATION POLICY

Belmont Abbey College does not discriminate on the basis of race, color, religion, national and ethnic origin, sex, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic teams, hiring practices, housing assignments, judicial processes, and other school administered programs.

The College intends to foster a campus community where people can work and learn in an atmosphere of respect, dignity, and freedom from discrimination. The College will not tolerate actions that would be construed to manifest bias-related behavior. Violations of this will result in disciplinary action up to and including dismissal from the College.

STUDENT RIGHTS AND RESPONSIBILITIES

Students at Belmont Abbey College, as members of the College community, enjoy certain rights and responsibilities. These rights and responsibilities include:

- Freedom to learn.
- Freedom from harassment or discrimination of any kind.
- The right to be evaluated properly and fairly without any form of prejudice or capricious application of standards or policy.
- Freedom of expression and inquiry within the boundaries imposed by civil law, college policies, and the religious nature of the institution.
- Protection from improper disclosure of confidential information.
- Freedom to be considered for membership in any student organization and to participate in student governance.
- The rights of community.
- The responsibilities to participate fully in the academic life of the College, and within the capacity of each student to pursue wisdom, develop critical judgment and search for truth.
- A responsibility to respect and safeguard the condition and environment necessary to provide the freedom to learn.
- An obligation to preserve the community and protect others from harassment or discrimination.
- An obligation to demonstrate respect for themselves and others, reverence for God and His creation, and responsibility for one's actions and for the welfare of others in the community.



BENEDICTINE HALLMARKS

The specific characteristics that make a college Benedictine, that is, one that is sponsored by monks of the Order of St. Benedict, are described by ten hallmarks to which all Benedictine colleges and universities subscribe: prayer, obedience, stability, discipline, stewardship, humility, community, hospitality, conversatio, and love. You will find these hallmarks interspersed throughout this handbook in a way that reflects how these hallmarks exist in each dimension of a student's life.

This is an extremely important time in a student's life and this booklet was assembled to guide the student in making his or her choices. The handbook is a reflection of student life and a statement of the policies and judicial processes designed to safeguard the common good.

1. **Love of Christ and neighbor**
2. **Prayer:** A life marked by liturgy, lectio and mindfulness
3. **Stability:** commitment to the daily life of this place, its heritage and tradition
4. **Conversatio:** the way of formation and transformation
5. **Obedience:** a commitment to listening and consequent action
6. **Discipline:** a way toward learning and freedom
7. **Humility:** knowledge of self in relation to God, others and creation
8. **Stewardship:** responsible use of creation, culture and the arts
9. **Hospitality:** openness to the other
10. **Community:** call to serve the common good

IMPORTANT TELEPHONE NUMBERS

STUDENT LIFE

Campus Ministry	(704) 461-5094
Community Service	(704) 461-6893
Counseling Center	(704) 461-6877
Greek Life	(704) 461-6780
Health Services	(704) 461-6877
Hintemeyer Leadership Program	(704) 461-6545
Intramurals	(704) 461-6780
New Student Orientation	(704) 461-6780
Residence Life	(704) 461-7371
Student Activities	(704) 461-6780
Student Life	(704) 461-6724

IMPORTANT CAMPUS NUMBERS

Abbey Players (tickets)	(704) 461-6787
Academic Affairs	(704) 461-6728
Academic Assistance	(704) 461-6776 or 6746
Admissions	(704) 461-6665
Alumni/Parent Relations	(704) 461-6889
Athletics	(704) 461-6809
Bookstore	(704) 461-6819
Business Office	(704) 461-6715
Campus Police	(704) 461-6200
Career Services	(704) 461-6873
Catholic Shoppe	(704) 461-5100
The Crusader Newspaper	(704) 461-6832
Education Department	(704) 461-5059
Facilities Reservation	(704) 461-6255
Financial Aid	(704) 461-6718
Food Service	(704) 461-1373
IT Helpdesk	(704) 461-6247
Switchboard	(704) 461-6700
Library	(704) 461-6748
Library Circulation Desk	(704) 461-6737
Post Office/Mail Room	(704) 461-6245
President's Office	(704) 461-6726
Registrar	(704) 461-6733
Student Accounts	(704) 461-6716
Tutoring	(704) 461-6776

EMERGENCY NUMBERS

CAMPUS POLICE	(704) 461-6200
Residence Life On-Call	(704) 913-7799
Emergency 911	
Belmont City Police Department	(704) 825-3792

Gaston County

24 Hour Helpline (Crisis Hotline)	(704) 867-4357
Alcoholics Anonymous	(704) 865-1561
Battered Women's Shelter	(704) 852-6000
County Health Department	(704) 853-5000
Crisis Pregnancy Center	(704) 867-3706
Rape Crisis	(704) 864-0060

Mecklenburg County

Mental Health Hotline	(704) 358-2800
Alcoholics Anonymous	(704) 332-4387
	(877) 233-6853 (toll free)
Women's Shelter	(704) 332-2513
Catholic Social Services	(704) 370-3228
Rape Crisis	(704) 375-9900

WHOM TO SEE ABOUT WHAT

ACADEMICS

Absences from Class	Self-Service Account
Academic Advising	Registrar (<i>Stowe</i>)
Accounts/Payments/Bills	Business Office (<i>Stowe</i>)
Career Information	Career Services (<i>St. Leo's</i>)
Change of Address	Registrar (<i>Stowe</i>)
Drop/Add Classes	Registrar (<i>Stowe</i>)
Internships	Career Services (<i>St. Leo's</i>)
Leave of Absence	Registrar (<i>Stowe</i>)
Learning Disability	Academic Resource Center (<i>Library</i>)
Refunds	Business Office (<i>Stowe</i>)
Scholarships	Financial Aid (<i>Stowe</i>)
Study Abroad	International Studies (<i>Stowe</i>)
Study Skills Workshops	Academic Resource Center (<i>Library</i>)
Transcripts	Registrar (<i>Stowe</i>)
Withdrawal from College	Registrar (<i>Stowe</i>)

OTHER

Address Change	Registrar's Office (<i>Stowe</i>)
Clubs and Organizations	Student Activities (<i>Student Commons</i>)
Commuter Concerns	Student Life (<i>Student Commons</i>)
Computers	IT (<i>Haid</i>)
Complaints/Suggestions	Student Life (<i>Student Commons</i>)
Counseling/Personal Concerns	Wellness Center (<i>Haid</i>)
Flower Delivery Location	Residence Life (<i>O'Connell</i>)
Fees, Tuition, Room and Board	Business Office (<i>Stowe</i>)
Food Service	Cafeteria (<i>Student Commons</i>)
Greek Life	Student Activities (<i>Student Commons</i>)
Health Concerns	Wellness Center (<i>Haid</i>)
Housing Issues	Residence Life (<i>O'Connell</i>)
International Students	International Studies (<i>Stowe</i>)
Lost & Found	Campus Police (<i>RA Hall</i>)
Mail/Postage Services	Post Office (<i>150 Wimmer Circle</i>)
Parking Permits	Campus Police (<i>RA Hall</i>)
Parking Tickets Appeals	Residence Life (<i>O'Connell</i>)
Student Government	Residence Life (<i>O'Connell</i>)
Testing	Academic Resource Center (<i>Haid</i>)
Tutoring	Academic Resource Center (<i>Haid</i>)

COLLEGE OFFICES AND SERVICES

“The whole student comes to college”

~John Dewey, Educator and Philosopher

Academic Assistance & the Academic Resource Center

Library (lower level) - (704) 461-6776; (704) 461-6228

The Office of Academic Assistance (OAA) and the Academic Resource Center (ARC), provide a range of services to help students academically succeed at Belmont Abbey College. Members of the Academic Assistance staff work with the faculty and other staff to provide support services for students with disabilities. Student must make a formal request for such assistance and provide the College with proper documentation. The Academic Resource Center is available for one-on-one academic coaching to students who are experiencing academic difficulties, including students on academic probation. The ARC provides workshops, tutoring services, NCAA II athletic study halls, study groups, peer mentoring, testing services (make-up exams and emergency classroom accommodations), pre-advising, evening services for Adult Degree Students on the Main campus, Sacred Heart Annex, and Charlotte Catholic campus, as well as publishes a “Parents Matter” newsletter.

Advising

Most faculty serve as academic advisors to students. They assist with decisions related to course requirements, academic majors, and career choices; meet with their advisees periodically each semester to explore the students’ needs and interests; assist their advisees with various administrative procedures (i.e., course registration, drop-add, or withdrawal) and generally monitor their advisee’s academic progress. Faculty who teach the First-Year Symposium serve as advisors to the students enrolled in their Symposium sections. The First-Year advisor is especially trained to help students make an effective transition from high school to college and to adjust to the particular academic demands and expectations of Belmont Abbey College. Once a student officially declares an academic major, a professor within the academic department that supports the major will become the student’s new advisor. Students can declare a major after their first semester at Belmont Abbey. We advise students to declare their major(s) by the end of sophomore year. Students who judge that they are not receiving adequate advising may contact the Vice President for Academic Affairs for a review of their concerns.

Athletics

Wheeler Center – (704) 461-6809

Belmont Abbey College is a member of Conference Carolinas, NCAA Division II. Varsity athletic teams include men and women’s soccer, men and women’s cross-country, men and women’s tennis, men and women’s track/field, women’s volleyball, men and women’s basketball, baseball, softball, men and women’s golf, men and women’s lacrosse, and men’s wrestling. The College also offers junior varsity sports in baseball, men’s basketball, and men’s soccer.

The Wheeler Athletic Center houses a gymnasium seating 1,500 spectators, an auxiliary multi-purpose court area, a fitness center, and the Department of Athletics’ offices. Adjoining this building is a large playing field, providing excellent space for outdoor athletics. This area includes tennis courts, baseball diamond, soccer/lacrosse field, practice fields, softball and intramural fields. Belmont Abbey College students may attend all athletic events during the regular season free of charge upon showing their ID cards.

Bookstores

1st Floor St. Leo’s Hall

Barnes & Noble Campus Bookstore

(704) 461-6819

For the convenience of the Belmont Abbey community, a bookstore is available on campus where textbooks, school apparel, gift items, school/office supplies, and snacks may be purchased. Bookstore hours will adjust hours accordingly throughout the year to best serve the Abbey community.

The Catholic Shoppe

(704) 461-5100

The Catholic Shoppe carries a great selection of books for all ages, religious and inspirational artwork, statues, rosaries, jewelry, medals, crosses, crucifixes, prayer and greeting cards, music, DVD’s, sacramental and general gift items. The Catholic Shoppe is owned and operated by Belmont Abbey College.

Monday – Friday 10:00 pm – 4:00 pm

Saturday 10:00 pm – 1:00 pm

Campus Ministry

O'Connell Hall – (704) 461-5094

The office of Campus Ministry has entrusted to it as its primary responsibility the spiritual growth of all members of the College community – students, faculty, and staff. Toward this end, the office of Campus Ministry strives to make visible through its programs the fundamental Christian values professed by Benedictines. These Benedictine values include the primacy of God and the things of God; a reverence for the sacred; an awareness of the profound meaning and dignity of each person's existence, and the importance of loving God as expressed through service to others.

By means of the sacramental life of the Church as well as both public and private prayer, Campus Ministry assists in the ongoing spiritual formation of students of all faiths. It recognizes in everyone the existence of an active as well as a contemplative dimension, and seeks to inspire an appreciation of the rhythm of "prayer and work" which characterizes Benedictine life. Campus Ministry encourages all members of the College community to share actively in the task of building up the Church and the local community by engaging their own special gifts and talents through service, prayer, and recreation.

Catholic and Benedictine, Campus Ministry attempts to create a community of faith in the academic environment. Making every effort to assist students in the formation of a Christian conscience, Campus Ministry helps to enable students in making good moral judgments according to gospel values. Campus Ministry takes an essential part in the Mission of the College and shares in the goal of forming students who profess and live an integrated, authentic Christian life.

Hintemeyer Catholic Leadership Program

The Hintemeyer scholarship program was created to foster the knowledge, habits, and dispositions necessary for students to become exceptional Catholic leaders both on campus and in their broader social and Church communities after graduation. In addition to taking full advantage of a Catholic liberal arts education, Hintemeyer scholars hold leadership positions on campus and participate in regular group meetings, lectures, community worship, retreats, and service work. The program is named in honor of Father Felix Hintemeyer, O.S.B., a monk of Belmont Abbey whose leadership as Prior and Vicar General helped guide the community in its founding years.

Monastic Prayer

In the spirit of hospitality, the monks of Belmont Abbey welcome all join them in their daily prayer. All prayers are said in the Abbey Basilica. Please plan on arriving at least 5 minutes early in order to be seated. Any of the brothers will be happy to guide you through the prayers if you are unfamiliar with monastic prayer.

Schedule of Monastic Prayer

Lauds: 7:00am (Monday - Sunday)

Midday: 11:45am (Monday – Saturday)
12:45pm (Sunday)

Vespers: 7:00pm (Monday-Friday)
5:30pm (Saturday and Sunday)

Eucharist (Mass): 5:00pm (Monday – Friday)
11:00am (Saturday – Sunday)

Sacrament of Reconciliation

Confessions are heard Monday - Friday, 4:15-4:55pm, and Sundays from 10:15-10:45am in the Mary Help of Christians Basilica. Fr. Arthur Pendleton, OSB is also available in the Campus Ministry offices during his office hours and by appointment.

Prayer:

A life marked by liturgy, lectio and mindfulness

We seek to ensure that the design and life of the campus promotes a spirit of transcendence and mindfulness, encouraging all to cultivate a life of prayer appropriate to their own faith. It is our intent to cultivate a fundamental openness to the work of intellectual and personal transformation by connecting study and the fundamental purpose of life.

Campus Safety and Police

Raphael Arthur Hall- (704) 461-6200

Belmont Abbey College takes seriously its commitment to the safety and well being of its students, faculty, and staff. The Campus Safety and Police Department is charged with the responsibility for safety and law enforcement on campus. The department employs a Director, Chief, and several full-time commissioned police officers. There is at least one officer on duty year-round, twenty-four hours a day. Our philosophy towards law enforcement is to *Educate, Protect, and Serve.*

Police officers must successfully complete the State of North Carolina commissioning program at an approved police academy. The training curriculum includes such topics as criminal law and procedures, patrol and investigation techniques, firearms, first aid, and physical training. In-service training programs are used to update and enhance the professional skills of the officers.

Campus Police Officers enforce all Federal, State and Local Laws, and are duly appointed pursuant to Chapter 74G of the North Carolina General Statutes. Campus Police Officers have all the powers, authority, and responsibilities of any municipal officer on property owned or operated by the College, including adjacent public streets. The Campus Safety and Police Department cooperates fully with local and state law enforcement agencies in cases involving both on and off-campus jurisdictions and when the resources of another agency can be used to facilitate the resolution of an investigation.

Students are encouraged to visit our web site to view the annual crime statistics. To access the Campus Safety and Police web site go to: www.belmontabbeycollege.edu into the address bar on your web browser. Once on the BAC website, go to the tab "Student Life," then to "Campus Safety" and then click on the "Campus Crime Report" link, the crime statistics link is located at the bottom of the page.

Lost articles may be claimed or turned into the Campus Police Office. The College assumes no responsibility for loss, damage or theft of student property in any of the College buildings or on the campus. Students are encouraged to carry their own individual property insurance or to check to see if they have coverage under their parents' insurance plan. Students are encouraged to engrave their driver's license state & number on all valuables. Campus Police will also engrave/mark students' property at no cost.

Career Services & Internships

St. Leo Hall 102 - (704) 461-6873

Matt Caporale, Director

Katina Winkley, Assistant Director

The Career Services Center (CSC) is designed to meet the employment and career related needs of the BAC community. These services include career information, planning, counseling, and testing as needed. Job search, internship information, job listings, referrals and assistance with resume writing and interview preparation are provided also. The CSC is here to assist and educate students in how to manage the transition from college to the work world. Drop by or call for an appointment.

Career Counseling

CSC provides career assessment testing combined with individual guidance in selection of majors and career fields.

Career Information

FOCUS – An internet accessible career information program with printable results. See CSC for contact details.

CSC provides resources and materials, as well as contacts, to assist students with finding and analyzing career information.

Majors & Careers

See Career Services for information on various majors and career fields. Find answers to that very important question: "What can I do with a major in...?" CSC can show students how majors and careers are related; and even instruct in non-traditional ways to connect majors and careers.

Internships

How to find and apply for internships: Assistance with application preparation and requirements such as resume and interview skill development. Any student undertaking an internship MUST complete and submit an Internship Contract to CSC.

Job Search Skills/How to Find a Job

What you need to know to find a job/career. Assistance with search tactics and techniques; employer contacts and job postings; as well as alumni contacts and innovative ways to find your career path.

Resume Writing

Visit the CSC to learn how to create and construct a resume from scratch. The CSC will educate you on what a resume should contain, and to write one to win the job interview. Provided are sample resumes and cover letters, handouts, brochures and writing guides, workshops, and critique of rough drafts. Computers, printers, and resume paper are also available for student use,

Interview Skills

Workshops and individual assistance help to prepare students for job interviews. Learn how to dress, what to expect, how to answer and ask interview questions, how to research and prepare, and practice skills through mock interviews.

Recruitment

Career Services regularly invites employers to visit on campus and to interview prospective job candidates. Notification will be sent via email and participation requires submission of resume prior to stated deadline.

Channel 17

Office of Student Activities - (704) 461-6780

Belmont Abbey College uses a closed network channel to distribute information to the Abbey community. The purpose of this channel is to provide students, faculty and staff with the most up-to-date and accurate information about campus activities and events. This channel can be viewed from any television connected to the cable system on campus, by tuning into Channel 17. If you would like to display an advertisement on Channel 17, contact the Office of Student Activities at (704) 461-6780. Once a request has been made, the information will be posted on Channel 17 within 24 hours.

***Stewardship:
responsible use of creation, culture and the arts***

We seek to foster good stewardship of our environment out of respect for God's creation. The world and its resources has been given by God for the sake of all. At every turn we strive to promote the study and practice of the arts, aware of their capacity to bring all to a deeper recognition of the nature and purpose of life itself.

Co-Curricular Program – Mind, Body & Spirit

Patrick Ford (704) 461-6545, Patrick Motter (704) 461-6780, or Erin Nelson (704) 461-6893

Education of a person takes place both in and out of the traditional classroom. The Co-Curricular Program (a successor to the Cultural Credit Program) will focus on four categories that comprise education of the whole person: Mind, Body, Spirit, and Service. Each category provides unique educational opportunities, while demonstrating the connectedness of each activity, as well as displaying the wealth of experience, interest, and knowledge among the college community.

Students are encouraged to complete a set number of activities in each category; those who complete the necessary number of activities will be rewarded for their efforts by receiving a "prize" that will benefit them during their next year at Belmont Abbey College. Further description of incentives will be available through Abbey e-mail updates. Approved MBS events will be posted on the 2nd week of each semester and an update will be sent the beginning of each month.

Attendance at all Co-Curricular programs will be monitored with the use of your BAC Student ID. Be sure to carry your ID with you at all times.

Please contact Patrick Ford (x6545), Patrick Motter (x6780), or Erin Nelson (x6893) with questions about the Co-Curricular Program.

As part of the Co-Curricular program, the service experience is intended to not only broaden students' understanding of the world, but to also see the practical ways in which their own interests and gifts can be utilized for the good of themselves and others.

Approved activities will be listed on www.bac.edu, under Residence Life/Community Service and will be available in the Office of Residence Life. Students may submit a new activity to Erin Nelson, Coordinator of Residence Life, for approval no less than one month before the proposed activity.

Each student, whether working on a project alone or part of a group, must obtain his or her own documentation and is responsible for submitting it, complete, before the semester deadline to Erin Nelson, in the Office of Residence Life.

Students who complete the service requirement of 10 hours or 5 hours and a 5-page service reflection paper (credit for paper contingent upon satisfactory fulfillment of paper guidelines) in Fall semester, and 10 hours of service work in the Spring semester, and register for the non-credit, non-fee, non-lecture SL (101, 102, etc.) course, each semester will receive the added benefit of a printed record of service on college transcripts.

Dining Services

Chartwells (704) 461-1373

Cafeteria - Student Commons Dining Hall - <http://www.dineoncampus.com/belmontabbey/>

Meal times are a great time to take a break, catch up with friends, and relax. Students will need to present their ID Meal Cards or cash in order to gain entrance into the dining hall area. ID Meal Cards are not transferable and may not be used by anyone other than the person to whom they are issued. Students have a variety of standing reservations with different plan options from which to choose. Depending on residency status, resident students are required to purchase a standing reservation. Commuter and faculty may also purchase a standing reservation that fits their needs.

Hours of Operation:

Monday – Friday	Breakfast	7:00 a.m. – 9:30 a.m.
Monday – Friday	Lunch	11:00 a.m. – 1:30 p.m.
Monday – Thursday	Dinner	5:00 p.m. – 7:30 p.m.
Saturday – Sunday	Brunch	9:30 a.m. – 2:00 p.m.
Friday – Sunday	Dinner	5:00 p.m. – 7:00 p.m.

During holiday breaks and non-class days, hours of operation may be reduced. Students are expected to clear their trays and dishes from the dining tables when finished eating. Dishes, glasses, silverware, and trays are to be placed at the proper counter and may not be taken out of the dining hall. Constructive suggestions for improving food services may be referred to the Dining Service Committee. Meals may be taken to sick students upon presentation of both a signed note from the Wellness Center or Student Life office and the sick student's ID meal card.

Holy Grounds – 461-5060

Holy Grounds is the campus coffee shop featuring hamburgers, French fries, and smoothies, in addition to variety of salads, panini sandwiches, Au Bon Pain soup, pastries, and beverages, including “We Proudly Brew” Starbucks coffee.

Hours of Operation (*subject to change throughout the year*):

Monday – Thursday	7:30a.m. – 9:30p.m.
Friday	7:30a.m. – 7:00p.m.
Saturday & Sunday	10:00a.m. – 6:00p.m.

Financial Aid

Stowe Hall 108 – (704) 461-6718

Financial assistance is available for qualified students to help meet the difference between the costs and what they and their families can afford to pay. Through a combination of federal, state and institutional programs, every effort is made to assist students as they attempt to pay for their college education.

First-Year Symposium

St. Leo Hall 104 – (704) 461-6835

The First-Year Symposium provides an introduction to the nature of college education and provides an introduction into the Benedictine mission, identity and resources of Belmont Abbey College. This course is designed to aid first-time students in their transition to college. Through specific assignments and activities inside and outside of the classroom, First-Year Symposium teachers, who also serve as freshmen advisors, inspire students to excel in the liberal arts.

International Studies

Stowe Hall 308C – (704) 461-6789

The Director of International Studies meets with International Students and assists them with transition issues, including questions concerning student visas, work restrictions, and SEVIS. In addition to consultation services,

the advisor encourages interaction among international students, other constituencies of the College, and the local community.

Belmont Abbey College offers semester-long, summer, and short-term study abroad programs to qualified students. The Office of International Studies provides students with assistance and advice in selecting study abroad programs in all academic areas. Students interested in these programs should contact the Director of International Studies. To be eligible for Study Abroad, a student must have junior or senior status and at least a cumulative GPA of 2.5, or the permission of the Vice President for Academic Affairs. A maximum of thirty (30) semester credits may be earned under the study abroad option. The College reserves the right to refuse to accept work done in a program abroad that was not authorized by the Director of International Studies. The cost of the study abroad program (tuition, room, and board) varies depending on the chosen program. Students will be considered enrolled as Belmont Abbey Students and will therefore pay BAC tuition and fees. In addition, Students will pay a Study Abroad Participation Fee determined by the Office of Administration & Finance on the basis of costs associated with each program. Financial aid packages granted by the College may be used to defray the costs of these programs, for semester programs only.

Information Technology Services

2nd Floor of The Haid Ballroom - (704) 461-6247

Belmont Abbey College's computer resources are provided to support the instructional, administrative, public service, and research activities of the College. Computers with academic applications are provided for in 7 lab locations across the campuses. Main campus locations are RSH 214, Library Basement, Library Main Floor, and two science labs (WGS 106 & WGS 216). At Sacred Heart campus a computer lab can be found in ADM 106. In addition, public computers can be found in Holy Grounds and in the Sacred Heart lounge. Please check the IT web site for information on availability and equipment.

Wireless networking is provided in the Student Commons Dining Hall and grounds, the Wheeler Center, Holy Grounds Coffee Shop and patio, the Science Auditorium and much of William Gaston Science, Robert Stowe Hall, and the Library on the Main Campus. Wireless is also provided throughout the Sacred Heart campus Administration building. Students can contact Information Technology (IT) for assistance with any computer network problem for these areas.

IT will attempt to repair personally-owned computers. Diagnostics and software repairs are at no charge, IT does not perform any hardware upgrades or repairs.

Complete information about student IT services can be found at the student support website -<http://abbey.bac.edu> or by emailing helpdesk@bac.edu

Intramural Sports and Recreation

Office of Student Activities (704) 461-6780

It is the goal of the Intramural Sports and Recreation Program to provide opportunity for each student, faculty, or staff member to participate in a variety of wellness, fitness and athletic activities. Activities are designed to accommodate all levels of skill. These programs organize and promote healthy competition between groups and individuals, enhance physical fitness, and foster a spirit of fair play and sportsmanship among participants and spectators.

Who is eligible to participate in the Intramural Program?

Those eligible to take part in the Intramural Sports and Recreation Program include Belmont Abbey College students, faculty, and staff. Alumni and other Guests are NOT permitted to participate in Intramurals. All participants must be able to show Official College ID if asked to do so by Intramurals Staff. Each team roster will be reviewed and approved by a member of the Intramurals and Recreation staff.

Library

Circulation – (704) 461-6737; Periodicals – (704) 461-6739; Reference – (704) 461-6741

The Abbot Vincent Taylor Library contains more than 150,000 print books, 65,000 ebooks (nearly all ebooks have been published since 2000), some 7,000 video DVD's and music CD's, periodicals, and microforms. The main floor houses the new Learning Commons with 30 student access workstations and 10 laptop plug-in carrels with wireless service, Technical Services/Interlibrary Loan Department, Director's Office and a handicapped/public restroom. A web-access online library catalog (Alexandria), the state library database gateway NCLIVE, and more than one hundred academic subject databases are available.

On the lower level are current and back issues of print periodicals, audio-visual materials and equipment. The

Rare Books Room, Benedictine Room, North Carolina Collection, Carter Center Computer Lab, Coordinator of Academic Assistance, and Academic Resource Center are also housed on the lower level. The print collection book stacks are located on both floors.

In addition to book and periodical availability, services include the PILOT Information Literacy instructional program, reference services, interlibrary loans, assistance with online databases, and both wired and wireless Internet access. Photocopiers, scanners, typewriters, and a fax machine are also available. Patrons may check out books for a specified period of time. Proper ID must be presented to the desk attendant upon check out. Books should be returned to the Circulation Desk or the outside book drop.

Reference books may not be removed from the Learning Commons area. Periodicals and newspapers must remain in the Periodicals area. Failure to observe this policy may result in the loss of library privileges and/or other disciplinary action. Patrons will be charged for damaged materials. A handbook outlining library services and policies may be obtained at the Reference Desk.

The Library stays open for a generous schedule of 90.5 hours per week during the school year, placing it in the top 10% of peer small college libraries according to surveys. During the Fall and Spring terms the normal hours of operation for the library (unless otherwise posted) are:

Monday-Thursday 8:00 am – Midnight
Friday 8:00am – 5:00pm
Saturday 10am – 5pm
Sunday 1:30pm – Midnight.

Quiet study is to be respected in the library, and cell phones should be off or rings set to inaudible, and calls should be sent and received in the foyer or outside. Covered drinks are allowed except in designated areas. The library is a tobacco-free building. All library services will cease 15 minutes prior to closing.

A fax machine is available for student use in the Reference Office of the Library ((704) 461-6743). The cost is \$0.10 per page.

Marketing Department

Third Floor, Stowe Hall - (704) 461-6848, 6869, 6777

The Marketing Department is responsible for all publicity about the College or any group associated with the College. All requests for publicity from any organization, group, or individual should be presented to the Marketing Department. Content for any web site associated with or linked to the College must be cleared through this office. The use of the College logo and/or seal must not be manipulated for any purpose and the use of the logo and/or seal in a publication (print or online) must be pre-approved through the Marketing Department.

Students must consult the Marketing Department when releasing to the public information in which the official name of the College is used. Students must also consult the Marketing Department for the use of the College's logo.

Mass

Mary Help of Christians Basilica

Mass is offered at the Basilica the following times: Monday - Friday at 5:00pm, Saturday at 11:00am, and Sunday at 11:00am and at 7:00pm. Everyone is welcome to participate in the celebration of Mass with the members of the surrounding community.

Post Office

150 Wimmer Circle (Former Music Building) – (704) 461-6245

The Campus Post Office is open for mail pickup during the hours Music Building is open. Packages, newspapers, and magazines may be picked up during the hours of 8:00am – 11:30am and 12:30pm – 4:00pm, weekdays. There is no mail delivery on weekends, federal holidays, or College holidays. Important: express (i.e. overnight) deliveries will not be received on weekends.

Residence Life

O'Connell Hall – (704) 461-7371

The Office of Residence Life is responsible for the oversight and management of the student residence halls and apartments. The office is staffed by the Dean of Residential Life, Assistant Director of Residence Life, Area Coordinator, Coordinator of Residence Life and Resident Assistants. The office also oversees room assignments and facilities management of the halls and apartments, as well as assists in the development of students through a

variety of learning experiences. The Residence Life staff provides on-call coverage and carries cell phones for easy contact for emergencies, lock-outs, conflicts, or concerns that cannot wait until regular business hours. Numbers are posted in the living areas. Students should first try to contact the RA on duty in their area. See “Residence Life” sections of this handbook for more information.

Stowe Family YMCA

(704) 822-9622

Belmont Abbey College has partnered with the Stowe Family YMCA (located in Belmont) to provide full membership to all full-time traditional Abbey students. This membership provides students with access to all YMCA services during the academic year. Students must present their college ID to gain YMCA membership and are subject to all rules and policies of the YMCA. Students do not have access to use of the YMCA facilities during summer.

Student Life Calendars

Office of Student Activities - (704) 461-6780

In an effort to keep the Abbey community more aware of the activities available on campus, Belmont Abbey Student Life will be providing online calendars available through the Google App Student E-mail accounts. These calendars are available via the BelmontAbbeyCollege.edu website, under the Student Life tab. All calendars are updated live by member of the Student Life staff. If you have an event you think needs to be added to the calendar, contact Patrick Motter, Coordinator of Student Activities at (704) 461-6780

Theatre

The Haid – (704) 461-6787

Five plays are offered throughout the year (two weekends per play). Students have free admission to the plays by presenting their student ID cards. Plays feature student, faculty, staff, and community performers.

Vice President for Enrollment Management & Student Affairs

Student Life – (704) 461-6724

The Vice President for Enrollment Management & Student Affairs is the chief student life and disciplinary officer of Belmont Abbey College and is responsible for coordinating and supervising all of the departments within the Student Life division. This office is responsible for ensuring that the Student Life program supports the academic and institutional mission of Belmont Abbey College.

Wellness Center

Haid Lower Level – (704) 461-6877

The Wellness Center provides a holistic approach to the care of students by incorporating the whole person including; mind, body and spirit. The Wellness Center works closely with other departments on campus to provide programs and events of interest to students. Programs have been offered in transition to college life, relaxation skills, stress management, assertiveness training, herbal supplements, health fairs, and issues concerning weight. A grant funded smoking prevention program is highly active on campus. There is no charge for most services received in the Wellness Center.

Counseling (704) 461-5081

The Wellness Center Counselors provide short-term counseling on multiple issues and concerns including, but not limited to, depression, self-esteem, grief and loss, anxiety, stress, relationship conflicts, family issues, eating disorders, and substance abuse/dependence.

Our staff aspires to help students enhance their own personal development addressing students' concerns in a caring, compassionate and confidential manner. In extenuating circumstances, referrals can be made to off campus therapists and organizations in the local area.

Health Services (704) 461-6877

The Wellness Center medical staff provides on-site medical care available to students. Available services include diagnosis and treatment of medical conditions, laboratory testing, immunizations, annual flu vaccine, dispensing of over-the-counter medications and prescriptions that may be filled at area pharmacies.

Health Services does not provide excuses for missed classes. Class attendance is a matter between the student and the professor.

The medical staff includes a family nurse practitioner, registered nurses and a consulting physician. Medical records and services are confidential. Information is not released without the student's permission unless

there is an event of serious injury or illness, in which case parents or guardians are notified.

When the Wellness Center is closed, urgent medical needs can be met through the emergency department of Gaston Memorial Hospital or area urgent care centers. Residential students need to notify their Resident Assistant or Area Coordinator. Emergencies should first be called to 911 or campus safety and police (704) 461-6200.

Alcohol and Other Drugs Services Available

There are many services available for counseling, treatment or rehabilitation for students. Students concerned about his/her own or another person's alcohol or other drug usage are encouraged to contact the Wellness Center for confidential advice and referral.

Health Insurance

Medical insurance is required of all full-time students. Belmont Abbey College, through plan administrator Bollinger Inc, provides student health insurance for students that are unable to obtain outside health insurance. Proof of coverage must be on file with the Wellness Center in order to waive the charge for the college provided insurance.

Community: call to serve the common good

A Benedictine community is rooted in a particular place where mutual service is demanded of all without concern for individual reward. We seek to enlist a practical focus on community building. It is our intent to cultivate responsible living that is enriched by local example, grounded in the wisdom of the past and refreshed by the perspectives of others. In so doing, we seek to ensure that students cultivate the disposition to serve others in ever deeper and more expansive ways.

GENERAL COLLEGE POLICIES & REGULATIONS

Belmont Abbey College is a community. Community does not come automatically—it is the result of much work. The individual must act and think deliberatively about the needs of others first. They must suppress his or her will for the good of the whole. In this way, the Student learns how to live in accord with others and how to sacrifice. Paradoxically, the Student finds fulfillment in belonging to the community. In this way, the Student learns important lessons that will enhance his or her ability to be a more loving person now and in the future.

The Student Handbook is published by Belmont Abbey College as a guide for our students to grow within our unique community. Students are strongly encouraged to carefully read all of this publication and understand their responsibilities concerning institutional policies and procedures. While every effort is made to provide accurate and current information, The College reserves the right to change, without notice, information contained in the Student Handbook. All students are responsible reading, understanding, following and supporting the information outlined in this publication. Failure to adhere to or respect any part of the information in this Student Handbook is referable to the judicial system. All questions should be referred to the Student Life staff or the appropriate proxy on campus.

GENERAL POLICIES AND PROCEDURES

1. ALCOHOL

- a. Alcoholic beverages may be consumed by those of legal drinking age at any Belmont Abbey College function approved by The College and in designated areas only. Those who are consuming alcoholic beverages must be prepared to verify their age and should prepare their guests to do so as well.
- b. A person under 21 years of age commits a summary offense if he/she attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any liquor, malt or brewed beverages. The college reserves the right to contact parents of students under the age of 21 for any violation of alcohol policies.
- c. The College's alcohol policy is in accordance with North Carolina State Law. Use or possession of alcohol is restricted to those who are at least 21 years of age according to North Carolina General Statute 18B-300—18B-302. Legal sanctions for the unlawful possession or distribution of alcohol will be those imposed by the Campus Police, the City of Belmont, Gaston County, or the federal government.
- d. Poellath Hall and O'Connell Hall are primarily designated housing for first-year and second-year

students. Therefore, no alcohol is permitted in any area or room of Poellath Hall, O'Connell Hall or any other area that houses first-year students.

- e. Consumption of alcohol beverages is permitted in Cuthbert Allen and Raphael Arthur where assigned residents of that particular room or apartment are of legal age. Because these residential areas often include both those who are of the age of majority and those who are not, it is incumbent upon those whom are 21 or older to maintain control over their residential areas.
 - f. Open Containers: Open containers are not permitted in public areas of Residence Halls (hallways, bathrooms) or outside on campus grounds. This includes walkways, lawn areas, and parking lots around all residence halls and the patios of the Cuthbert Allen Apartments.
 - g. Public intoxication: Public intoxication is not permitted, regardless of the age of the individual. Any individual who enters the campus and indicates signs of intoxication (slurred speech, red eyes, smell of alcohol on breath or clothing, difficulty with motor skills, public urination, etc.) will be subject to disciplinary action. Public intoxication is determined by the College official(s) (Area Coordinators, Campus Police, RAs, etc.) either confronting the individual(s) or by the judicial hearing officer on the basis of witnesses' accounts. While not required, College Officials reserve the right to use breathalyzers in determining whether or not a student is intoxicated.
 - h. Beverages containing grain alcohol are prohibited. All grain alcohol will be confiscated and disposed of.
 - i. Kegs, party balls or other free flowing container are prohibited. All will be confiscated and disposed of.
 - j. Any device or activity that has the primary purpose of consuming alcohol quickly in order to achieve inebriation is prohibited. All devices will be confiscated.
 - k. The amount of alcohol within an approved resident's room can not exceed 72 fl. oz. per person of legal drinking age.
 - l. Presence Policy: Students who are not 21 years of age may not be in the presence of alcohol within residence hall rooms that are allowed to have and/or consume alcohol.
 - m. The person(s) living in the room/apartment where a violation has occurred will be held responsible for any violations of this policy. All persons in attendance will also be held responsible. Guests who are visitors of resident students who violate College policies on alcohol will be removed from campus.
 - n. Displays of alcohol containers, open or closed, whether for decorative or some other purpose, including but not limited to beer bottle collections, beer pyramids, liquor bottles, etc. are not allowed. All empty containers will be treated as "in use." Those residents who are over 21 years of age should dispose of all alcohol containers properly after consumption. Alcohol displays of any kind (posters, lights, signs, etc.) are not permitted in the residence halls.
 - o. Sanctions imposed on students may include suspension, expulsion or referral for violations of the required standards to the judiciary system. The law serves as the guideline for policies and regulations, but the College encourages all members of its community to make informed decisions regarding their personal use of alcohol.
2. **ATTIRE**
- a. Modesty is often *communicated* by dress. Neatness, cleanliness and good taste appropriate to the time, place, and situation are guiding norms for dress on campus. Immodest dress is unacceptable and could be subject to discipline. Discretion of appropriateness lies with the judgment of a college official.
 - b. For reasons of health and safety, shoes and shirts are to be worn at all times in the cafeteria, administrative offices and classroom buildings. Attire that is disrespectful of the College's mission and heritage is not permitted (e.g., t-shirts with disrespectful slogans).
3. **ASSEMBLY POLICY**
- a. Although Belmont Abbey College has the fundamental responsibility to provide clubs and organizations space to assemble and conduct business, it does have the right to limit or restrict time, location and functional use of its facilities.
4. **AUTOMOBILE AND PARKING REGULATIONS**
- a. Parking regulations are subject to change at any time and with adequate communication of those changes. Misuse or excessive violations of the parking rules and regulations may cause parking privileges to be revoked.
 - b. College parking privileges will be granted only to students who have properly registered vehicles, employees of the institution who have properly registered vehicles or individuals who have obtained appropriate authorization. It is the responsibility of the vehicle operator to know and abide by all traffic and College parking regulations. Permits are issued annually in the Campus Police Office. Parking permits and placards must be displayed accordingly at all times that the vehicle remains on the property of Belmont Abbey College.

- c. Obtaining a parking permit does not guarantee the availability of a parking space. Inability to locate an authorized parking space is not considered reasonable cause for violating these regulations.
- d. Only cars with current properly displayed parking permits may park in areas reserved for permit holders. Parking permit holders cannot park in visitor or restricted parking spaces or in parking lots not assigned to them.
- e. It is prohibited to drive motorized vehicles on campus grounds unless authorized by Campus Police.
- f. Campus wide speed limit is 20 miles per hour. Campus Police Officers will utilize speed detection devices at times to ensure compliance and safety. Violations of speed limit or other moving violations are subject to citations.
- g. Pedestrians will be given the right-of-way at all times.
- h. The College assumes no responsibility for damage or theft of or from vehicles while parked on the property of Belmont Abbey College.
- i. Any cars parked illegally or in an unauthorized area are subject to fines, booting, or revocation of parking privileges.
- j. Fines must be paid in the Business Office within one month of the violation. Failure to comply will result in a charge per violation to the student's account. Failure to pay fines may result in student's not being able to register for future classes, or withholding of student's transcripts and/or diplomas.
- k. Appeals regarding parking violations are made to the Dean of Residential Life. Appeals will not be heard based on lack of knowledge of parking regulations, regulations for operation of a motor vehicle on campus, appointment tardiness, or inability to locate an authorized parking space.
- l. Temporary parking passes can be obtained at the Campus Police office for use on a temporary vehicle.

5. ***BICYCLES***

- a. Bicycles may be stored in individual student rooms or apartments. Care should be taken in the storage of bicycles to ensure that the room is not damaged. When provided, bicycles should be stored on exterior bike racks.
- b. Bicycles may not be kept or stored in lounges, hallways, stairwells, or other public areas. For reasons of safety and protection of the facilities, bicycles may not be taken inside of campus buildings.
- c. Bicycles abandoned will be dealt with in accordance with the abandoned property policy.

6. ***CHANGES OF ADDRESS***

- a. Student Life and the Registrar's Office are to be notified in advance by the student when he/she changes his/her home or off-campus address, gets married, or discontinues college.
- b. All changes need to be reported immediately so that the College can notify proper persons in cases of emergency, and correctly mail grade reports, billings and other correspondence.
- c. The procedure for withdrawing from college requires the completion of forms obtained in the Registrar's Office.

7. ***CHRISTIAN SEXUALITY, STATEMENT ON***

- a. In keeping with Belmont Abbey College's Catholic and Benedictine traditions, students are encouraged to develop an appreciation and understanding of, as well as respect for, the teachings of Jesus and the Roman Catholic Church. Because a sincere and complete expression of love through sex requires a commitment to a total living and sharing together of two persons in marriage, Belmont Abbey College believes that sexual union should occur only in marriage. Sexual activity outside of marriage is contrary to the Law of God and the teachings of the Catholic Church, and therefore, not condoned by the College. Other promiscuous behavior, depending on the facts and circumstances of the case, may result in disciplinary action including possible dismissal from the College.
- b. Recognizing the developmental and individual needs of Abbey students, information and counseling about various facets of human sexuality are readily available. The Wellness Center, Campus Ministry, Residence Life, and other members of The College community are sources of support and information.

8. ***COMPLIANCE WITH COLLEGE OFFICIALS***

- a. Students are expected to comply with the directives of College personnel, including Campus Police, Area Coordinators and Resident Assistants, in the performance of their duties.
- b. Any student who abuses or ignores the code of mutual respect and cooperation will be subject to sanction. **Specifically, abusive/defiant language or behavior toward College personnel will not be tolerated.** Any abusive or defiant language, any disrespectful or non-compliant behavior toward College personnel will be subject to sanction. Depending on the degree of seriousness,

such behavior may result in banning from the residence halls, or may possibly result in dismissal from the College.

9. **COMPUTER USE**

- a. The full text of the Computer Use Policy is available at <http://abbey.bac.edu>; click on “Computer Use Policy” on the menu on top of the page.

10. **DEFAMATION OF COLLEGE REPUTATION**

- a. It is a privilege for a student to be a member of Belmont Abbey College. Should a student defame the reputation of the College either in dealings with non-College persons, agencies, and vendors or through inappropriate or irresponsible behavior, then disciplinary action may be warranted. Each student represents the College and is therefore responsible as a member of the Belmont Abbey community for how he/she advertises the image of the College by his/her behavior.
- b. If a student engages in business ventures on behalf of a club or organization of Belmont Abbey College but does not have the authority or has not obtained official permission to do so, he/she may incur disciplinary action and will be held personally accountable for any financial arrangements made by the individual student. Sanctions may include fines to cover payment or restitution for any business agreements engaged by the student.

11. **DISCIPLINARY RECORDS**

- a. According to FERPA (Family Educational Rights and Privacy Act) the Vice President for Enrollment Management & Student Affairs or his designee cannot discuss the disciplinary record of a student unless the student has signed a written release of those records. If a student wishes his/her disciplinary record to be discussed in full with a particular party, s/he must submit and sign a letter to Student Life releasing the Vice President or his designee to discuss the disciplinary record with a particular party. The letter must indicate the specific party (parent, legal guardian, etc.) with whom this record is to be discussed. In the case where a written notification is sent to the parent/legal guardian for an alcohol or other drug offense, the hearing officer in the case is allowed to discuss that particular offense and sanction. A letter of release allows the hearing officer to discuss the entire disciplinary record of the student with the party specified in the letter.
- b. All disciplinary records are kept in the student’s file for a period of five years from the most recent violation. After that point in time the file will be destroyed. Students may review their discipline file in Student Life under the supervision of a College official. However, no other party may review that file without the explicit written permission of that student. No portion of that file may be photocopied or removed from Student Life.

12. **DRUG USE**

- a. The use or possession of illegal drugs or other substances and drug paraphernalia that are illegal under North Carolina law will not be condoned nor tolerated in any of The College’s facilities or property. The College’s drug policy is in accordance with North Carolina State Law. Legal sanctions for the unlawful possession or distribution of drugs or other substances and drug paraphernalia will be imposed by the Campus Police, the City of Belmont, Gaston County, or the federal government. The College reserves the right to impose judicial action for violation of state, local, and federal laws whether on or off-campus.
- b. The College considers any use, possession or distribution of illegal drugs and/or narcotics to be a very serious matter of great concern. It maintains that the student should be fully aware of the legal implications and consequences of illegal drug use, possession or distribution.
- c. Complicity implies that the violator has not used the controlled substance but has been in the presence of others using the controlled substance and has not expressed disapproval, attempted to persuade the users to cease this activity and has not removed him or herself from the situation.
- d. All prescription medications must be in a labeled container and it must be in the possession of the individual for whom it is prescribed.
- e. Displays: The display of drugs, drug paraphernalia, or other illegal substances, whether for decorative or some other purposes, are not allowed.
- f. Violations of this policy will be treated severely. In such matters the nature of any resultant action will be relative to the severity of the danger in which this person either involved themselves or the community. Sanctions for violations of the Drug Policy range from dismissal from the residence halls up to and including expulsion from the College. The College reserves the right to notify parents and/or guardians informing them of the violation. The minimum penalty includes dismissal from the residence halls. The Vice President of Student Affairs serves as the final appeal for removal from the residence halls.

13. **DOOR USE**

- a. It is the responsibility of the entire college community to report propped, unlocked, or damaged doors to the Campus Police Office.
- b. For security and safety of The College community, the propping or attempting to force open

exterior building doors once locked, and entering a building once it has been locked, is prohibited without proper authority.

14. **EGRESS/ENTRANCES**

- a. Obstructing in anyway the safe and efficient egress or entrance ways, narrow corridors, stairwells, exits, and windows is prohibited.
- b. No personal items or College property can be stored in areas needed for easy exit in the case of an emergency.

15. **ELECTRONIC DEVICES**

- a. Cell phones, MP3 players and other electronic devices shall not be used in the classroom, library or in any academic building unless approved by the supervising instructor. Texting and/or using a cell phone as a camera device are not permitted in the classroom. Utilizing a camera phone for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as bathrooms or locker rooms. Taking photographs of any individuals against their will is strictly prohibited.
- b. **The recording of conversations without consent of both parties is prohibited.**
- c. Sanctions for violating the electronic device policy range from a disciplinary warning up to and including expulsion.

16. **EMAIL ACCOUNTS**

- a. Google is the email system in use for students. In addition to email, Google Apps (word processing, spreadsheets, and file storage) are also available. Please visit the IT website <http://abbey.bac.edu> for additional information.
- b. Email is the official means of communication for the College. The College uses this account to notify students of important information on issues relating to campus safety, parking, policies and special events. Faculty often uses this account for coursework and communication. As such, students are responsible for checking their account frequently.
- c. *At minimum, a student should check their Belmont Abbey College email account once a day.* Students are responsible for acknowledging all information distributed in this manner. Failure to read information will not be an accepted excuse for avoiding subsequent penalties.
- d. Email accounts expire if not registered for more than two consecutive semesters
- e. Upon graduation your email account will be converted to firstname.lastname@alumni.bac.edu. This conversion takes place in the summer.

17. **EMERGENCY AND SECURITY PROCEDURES**

- a. Every student and their guest are required to follow the emergency procedures and follow the college official or emergency personnel's instructions.
- b. Failure to leave the facility or respond to instructions will result in a referral to the judicial system.
- c. Fire:
 - i. Know the fire exits nearest you.
 - ii. If you discover a fire, sound the building alarm.
 - iii. When you hear an alarm, ACT!
 - iv. Do not waste time saving things, save your life first.
 - v. Knock on doors on your way out to let others know.
 - vi. Go to the nearest stairwell and exit to leave the building.
 - vii. If in a residence hall students should report to their RA or Area Coordinator at their designated rendezvous location.
 - viii. Don't go back into the building until the staff or fire department has cleared the building.
- d. Tornado/Severe Weather
 - i. If there is a notification of severe weather, proceed to the first floor interior hallway or basement in your area or an interior closet or hallway (away from windows); walk rapidly, but do not run. Assist any student who has difficulty with ambulatory movement.
 - ii. Position yourself on the floor against interior wall away from windows; cover your head with arms. If a window is near your location, cover yourself with a mattress.
 - iii. If you are in an unprotected area, crawl under heavy furniture. Outside, get into a ditch or depression, or lie flat on the ground; protect your head.
- e. Inclement Weather
 - i. The College will use the local media outlets as well as the major networks in Charlotte for weather related bulletins; however, they cannot provide information customized to our campus. As information is made available, college officials will notify you in every manner available, including e-mail, personal contact, Channel 17, and the alarm siren.
- f. Medical Emergency
 - i. For emergencies that are not life threatening, call the Student Health Service for assistance

- during regular business hours.
 - ii. IN CASE OF LIFE THREATENING EMERGENCIES, CALL 911. Then contact Campus Police.
- g. Safety
 - i. Although The College and Belmont are generally considered to be relatively safe places to live, it is important for students, as well as all members of the community, to take responsibility for their own safety and well-being. **Safety is everyone's responsibility**, not just Campus Police.
 - ii. Crime prevention is essentially being aware of your environment and avoiding those situations that could make you vulnerable to crime. We strongly encourage everyone to use common sense and take steps to ensure the safety and security of their belongings, themselves, and others, such as:
 - 1. Lock your room door and carry your keys.
 - 2. Do not open your room door or building door to strangers or let strangers into a building.
 - 3. Do not prop doors open!
 - 4. Do not give your name, address, or phone number to strangers. This includes placing personal information on websites such as facebook.com and myspace.com.
 - 5. When going out, let your roommate, friend, or RA know where you are going and when you expect to return.
 - 6. At night, travel in well-lighted areas. Don't take shortcuts through dark or deserted areas. Walk in groups and avoid walking alone at night.
 - 7. Do not keep large sums of money or items of high monetary value in your room.
 - 8. Avoid advertising your valuables - keep them out of sight in your room.
 - 9. Keep a record of the serial numbers of your personal possessions.
 - 10. Never lend your keys to anyone. You will be held responsible for whatever they do with them.
 - 11. Follow all fire safety regulations.
 - 12. Familiarize yourself with the location of the campus emergency call boxes.
- 18. **ENROLLMENT STATUS**
 - a. The procedure for withdrawing from college requires the completion of forms obtained in the Registrar's Office. Student Life and the Registrar's Office are to be notified in advance by the student when he/she changes his/her home or off-campus address, gets married, or discontinues college. All changes need to be reported immediately so that the College can notify proper persons in cases of emergency, and correctly mail grade reports, billings and other correspondence.
- 19. **FALSE INFORMATION**
 - a. Providing Resident Assistants, Area Coordinators, Campus Police officers or any college official with false information— including but not restricted to false names, false halls, false rooms, false age, false ID, etc., is considered a very serious offense and will result in severe disciplinary sanctions.
 - b. Production, distribution, or use of false IDs is prohibited and will result in severe sanctions including removal from the College.
- 20. **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**
 - a. Belmont Abbey College believes in the protection of confidentiality of student records and the preservation of students' rights to inspect the contents of their educational records. Detail about what is maintained in the educational records, how students may view the contents, and the process for challenging the content is explained in the College Catalogue.
 - b. The Family Educational Rights and Privacy Act of 1974 and its amendments (FERPA) govern the policies about educational records. FERPA provides that parents of a student may have access to all educational records if the student is claimed as a dependent with the Internal Revenue Service. Belmont Abbey College assumes that all fulltime traditional students are dependent unless evidence to the contrary is submitted to the Vice President of Student Affairs. The College assumes that all students enrolled in the Adult Degree Program are independent unless evidence to the contrary is submitted to the Vice President of Student Affairs. The Vice President's Office will notify the other campus offices of this information.
 - c. In the case of a student with divorced parents, where only one parent claims the student as dependent, it is the responsibility of the student to notify the Vice President of Student Affairs and indicate the name and address of the parent claiming dependency of the student. The Vice President's Office will notify the other campus offices of this information.
 - d. Students with any questions about FERPA or any of its provisions as they relate to Belmont Abbey College are encouraged to speak with the Vice President of Student Affairs or the Registrar.

- e. In cases involving alcohol or drug violations the College reserves the right to notify parents for all students under the age of 21.
21. ***FIREARM, OTHER WEAPONS, DANGEROUS MATERIALS***
- Any failure to comply with these rules shall be subject to penalty by local, state, and federal law and referred to the appropriate judicial system.
 - Firearms and other dangerous weapons are absolutely prohibited at all times on all College property.
 - Firearms cannot be stored in vehicles.
 - Weapons include but are not limited to firearms, knives with a longer than 2 inch blade, dangerous weapons, slingshots, explosives, air guns, paintball guns, unapproved inflammable fluids and materials, kerosene heaters, dangerous chemical mixtures, fireworks or propelled missiles or any item which is used in a threatening manner.
22. ***FIRE REGULATIONS***
- Fire Safety and equipment are designed and placed for protection against fire. Misuse of these items (e.g., discharge of fire extinguisher, turning in of false alarms) has on occasion interfered with this protection and endangered both people and property. Students are encouraged to use fire equipment if they believe such use to be necessary, but deliberate misuse when no emergency exists will be looked upon as a serious disciplinary matter and will result in dismissal from the residence halls. Further, a charge of \$100 will be assessed for any individual found tampering with, removing or discharging a fire extinguisher without cause. Students are also reminded of civil law in the area of fire prevention and equipment. Anyone found tampering with the detector will be subject to disciplinary action which may include dismissal from the residence halls.
 - Setting a fire alarm is considered a particularly serious matter and will be dealt with as such. Anyone setting a false alarm or causing a false alarm by tampering with the system will be subject to immediate suspension from the College for a minimum of one year or expulsion.
 - All students must evacuate any building when the alarm has sounded, no matter how many times or how inconvenient it is. Students and/or occupants must evacuate to the designated rally point. Students are not permitted to re-enter the building until instructed by Campus Police. Any student failing to abide by this policy will be sanctioned for failure to comply with a fire alarm. If the fine is not paid within this period of time, the penalty will be increased and/or the student will be required to complete 10 hours of community service.
 - Burning Outside -No person is to start a fire outside except in approved cooking areas with approval from Campus Police. If any person wishes to have a controlled fire in any area other than stated above, a written request must be submitted to the Director of Campus Police.
23. ***FUNDRAISING POLICY***
- The College requires that any organization planning to do fundraising, whether it is for national or local causes, must consult with the College Relations Office so that fundraising conflicts do not occur.
 - Institutional Advancement will also advise all organizations on proper fundraising techniques, and give advice on legal and ethical issues. For further information, please contact the College Relations' office.
24. ***HARASSMENT/OFFENSIVE BEHAVIOR***
- In order to guarantee the well-being of each student, both physically and psychologically, harassment of any nature will not be tolerated. This includes verbal, nonverbal, written, or electronic means of communication. In particular, sexual harassment or any behavior tending to create a hostile environment for individuals of either sex is prohibited.
 - Any student who believes that he/she is a victim of harassment should bring the matter to the Dean of Residential Life immediately. Once a complaint is brought to the Dean's attention, it will be investigated promptly and steps will be taken to end the harassment. The complaint should contain, but is not limited to, date and place of the alleged incident as well as the names, addresses, and telephone numbers of any and all witnesses. All specific facts of the complaint should be given. (Please review the Student Grievance Policy.) The substance of the complaint and the identities of the individuals involved will be held in strict confidence and revealed only on a "need-to-know" basis. The severity of any disciplinary action taken will depend on the seriousness of the incident.
 - All students and College employees are to be treated with respect. Abusive language, including but not limited to, profanity and threats, prank phone calls, racist or degrading language, remarks, or "jokes," unwanted physical contact, or inappropriate sexual language, gestures, or activity are considered harassment and/or offensive behavior. Such behavior degrades the dignity due to all persons and will be dealt with severely.

Love of Christ and neighbor

The “love of learning and desire for God,” so celebrated as part of Benedictine culture, make demands on all and is expansive enough to engage persons from all backgrounds who desire to teach and lead, to serve and to study. Each member of the campus community should be able to count on others’ assistance in pursuing a rigorous and disciplined search for truth.

25. **HAZING**

- a. Hazing is defined as any intentional action taken or created, whether on or off the college campus, that produces mental or physical discomfort, embarrassment, harassment or ridicule. The College does not permit hazing in any form whether voluntary or involuntary, public or private, intentional or unintentional.
- b. Although commonly associated with student membership, initiation or affiliation with an organization, hazing is not limited to the above mentioned. Accordingly, no student, organization, alumni of an organization, administrator, employee, or faculty member of Belmont Abbey College shall condone, encourage, or permit the hazing of any person.
- c. Hazing activities and situations include but are not limited to the following:
 - i. Derogatory, profane, or obscene language
 - ii. Exposure to uncomfortable environments (e.g. extreme temperatures, confined quarters)
 - iii. Creation of excess fatigue
 - iv. Forced consumption of any substance
 - v. Temporary or permanent marring or marking of the body
 - vi. Physical or psychological shocks
 - vii. Publicly wearing apparel which is conspicuous and not normally in good taste
 - viii. Engaging in public stunts or jokes
 - ix. Emotional or physical isolation
 - x. Degrading or humiliating games or activities
 - xi. Sensory deprivation or overload
 - xii. Unreasonably late night or early morning sessions
 - xiii. Academic dishonesty such as cheating or plagiarism
 - xiv. Activities that expose personal values to compromise or ridicule
 - xv. Stunts which have no meaningful relationship to the objectives of the organization
 - xvi. Hazing also includes the forced participation in treasure hunts, scavenger hunts, road trips, or other activities that require participation to travel long distances and find their way back from isolated areas; conduct that is considered a crime by the criminal code of North Carolina or Federal Government; and any other activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the rules and regulations of Belmont Abbey College.

26. **IDENTIFICATION (ID) CARDS**

- a. Each student will be issued one ID card that will be used for their meal plan, library, etc. Admission to activities and use of facilities of the institution such as the library and fitness center may be denied unless the card is presented upon request.
- b. The ID card will be validated for the first semester and for each semester thereafter, but only after the student has received financial clearance from the Business Office.
- c. Students are required to show their ID cards to any member of the faculty, administration, security personnel or official of the College (including the RL staff team) upon request. Refusal to do so will be reported to the Office of Residence Life for disciplinary action.
- d. The student is wholly responsible for the use of his/her ID card. Any student who misrepresents his/her age or identification, mutilates or falsifies the ID card, or lends his/her card to another person will be subject to disciplinary sanction.
- e. A fee of \$25.00 will be charged for a replacement ID card if the original card is lost, stolen or damaged.

27. **ILLEGAL ACTIVITIES**

- a. All students are required to abide by the laws of local, state, and national governments and are subject to disciplinary action from the College for a violation of any law on or off-campus.
- b. Any student abetting or acting as an accessory to a violation of a College policy or procedure will be held accountable for the violation. All Abbey students are obligated to report any violation to Student Life or the appropriate proxy on campus.

- c. The unauthorized taking or keeping in one's possession items of College property (including those items belonging to the College Dining Hall) rented, leased, or placed on campus by the institution, or items belonging to the students, faculty, staff, or guest of the College is prohibited.
 - d. The misappropriation or misuse of student organization funds or property, or the sale of textbooks by any student other than the book owner is strictly prohibited.
 - e. Knowingly furnishing false information to The College is considered fraud. This includes any information asked for or provided to the College for admittance, student employment, or financial aid. Fraud also includes forgery, alteration or misuse of miscellaneous documents, misuse of equipment (including computers), records or identification.
 - f. Destroying, defacing, damaging of College property or property belonging to students, faculty, staff, or guest of the College is prohibited.
28. **INCLEMENT WEATHER**
- a. In case of inclement weather, students should listen to local radio or television stations to learn of class cancellation. The decision to cancel classes is made by the Vice President for Academic Affairs and reported to the news media by the Office of College Relations. Only closings or delays are announced; news that the College is open will not be announced. The College notifies the following:
 - b. Television Stations – WBTV Channel 3, WSOC Channel 9, WCNC Channel 6
 - c. Radio Stations – WBT 1110AM, WFAE 90.7FM, WSOC 103FM
 - d. A “marquee” on the College’s web site, www.belmontabbeycollege.com will carry announcements of closings or delays. Please do not call Campus Police to inquire if the College will be open.
 - e. The College will additionally utilize Channel 17 to communicate any information to the Abbey community.
29. **INSURANCE**
- a. Belmont Abbey College’s insurance policy does not cover personal property in case of accident, theft or fire. It is advisable that students insure their personal property with an insurance company of their choice. *Parent’s homeowner’s insurance will often cover students personal belongings while in college.*
30. **INTELLECTUAL PROPERTY**
- a. For information on the College’s statement on Intellectual Property visit www.belmontabbeycollege.edu/academics.
31. **KEYS**
- a. No student shall possess, make, or have made any key to college property or buildings without proper authority. (See Residence Hall Policies for more specifics on room keys.)
32. **LOST AND FOUND**
- a. The College cannot be responsible for loss due to theft, fire, abandonment, etc., of books, money, clothing and other personal effects. Articles lost or found should be reported to Campus Police immediately.
33. **OFFICIAL SUMMONS**
- a. All students are required to follow the instruction stated in any official summons received from a college official. Disregard for this regulation may result in disciplinary action. Failure to check one’s email and/or campus mailbox for such notices will not be considered an acceptable reason for failure to comply with the summons.
34. **PARENTAL NOTIFICATION**
- a. The College recognizes each student as a responsible adult. However, on certain occasions The College may notify parents or guardians concerning a specific incident or situation. These occasions include violations of the College policy on alcohol and/or other drugs, hospitalization or situations where a student’s health or safety may be in jeopardy. The College is cognizant of the sensitive nature of these occasions and therefore will do so only at the authorization of the Vice President of Student Affairs or Dean of Residential Life.
35. **PAYMENT OF FEES, CHARGES, AND FINES**
- a. Students are required to pay fees, charges, and fines within a specified time.
 - b. Failure to do so will result in the withholding of grades and/or transcripts until the bill is paid in full. The College reserves the right to charge a student’s account for any unpaid fees, charges, or fines. More specific information can be obtained through the Business office or in the catalog.
36. **PHYSICAL CONTACT/USE OF FORCE**
- a. Physical contact/use of force against any person will not be tolerated. Students and employees of the College are entitled to be free of intimidation, fear or the threat of physical contact or the use of force.
 - b. This policy includes intimidation where the offender causes apprehension of harm. Threats and/or intimidation are considered to be any action, explicit or implied, that would cause reasonable

apprehension of harm to a person or property. Such actions include, but are not limited to verbal threats, nonverbal threats, stalking, written threats, telephone threats, email/computer, and any other form of communication that is intended to intimidate, create, imply harm or destroy property.

- c. Violations of this policy could result in severe disciplinary action—including removal from the residence halls, and/or being placed on college probation, or even dismissal from the College.

37. POSTING POLICY

- a. Posted materials may not be affixed to surfaces using packing, 3M, electrical or duct tape. Suggested materials include masking tape or poster tacking.
- b. Unless prior permission is received, materials posted on bulletin boards should be no larger than 11"x17".
- c. Posters and flyers may not be placed or hung from painted surfaces, metal surfaces, windows, ceilings, or doors.
- d. Posted materials may not be placed in outdoor spaces. This includes, but is not limited to: trees, lamp posts, benches, trash cans, or buildings.
- e. Materials may not be placed on vehicles.
- f. Reasonable efforts must be made to not post excessive materials. Multiple and identical signs should not be posted next to one another, as space is needed for all campus events.
- g. Organizations and campus departments are responsible for prompt removal of posted materials. All materials advertising events should be removed within 24 hours of the event.
- h. Complete removal of all posted materials on bulletin board will occur at the conclusion of each semester.
- i. All materials posted on campus are subject to the following content guidelines:
- i. Posting is restricted to the advertisement of events, meetings or involvement/employment opportunities.
 - ii. All posted materials must contain the following: (1) The full name of the sponsoring group {no acronyms}; (2) The time, date and place of the event, if applicable; (3) a contact number or email for more information.
 - iii. Posted materials should make every effort to be inclusive and indicative of the College population. Materials that include demeaning sexual and/or racial connotations, offensive language, or distasteful references will not be approved.
 - iv. No materials advertising or implying the sale or use of alcoholic beverages and tobacco will be approved.

38. REMOVAL FROM LEADERSHIP POSITIONS

- a. Student leaders found responsible for inappropriate behavior; who demonstrate behavior that is not representative of The College; or whose behavior is in direct conflict with the position they hold, may be removed from their leadership position by the Vice President of Student Affairs.

Conversatio:

the way of formation and transformation

Benedictine education seeks to establish intellectual and moral virtues, which may take years to perfect. These habits of mind challenge realities we take for granted and transform students, faculty and staff alike by nurturing learning and generosity over a lifetime.

39. SCHOLASTIC DISHONESTY

- a. In accordance with the moral and academic standards of Belmont Abbey College, scholastic dishonesty of any kind will not be tolerated. Academic dishonesty includes plagiarism (the appropriation of passages from the writing of another as one's own), collusion (improper collaboration with another in preparation of notes, term papers, or other written work), cheating (giving or receiving, offering or soliciting information, or using illicit material in an examination or quiz), or fabrication of sources used in a paper and included in its bibliography.
- b. Stern disciplinary action will be taken against any student who is found guilty of scholastic dishonesty, and penalties levied will be clearly stated in each course syllabus. At the discretion of the instructor, a student may receive a grade of F for the test or paper on which there was dishonesty or the student may receive an F for the entire course. If a student receives an F for a course, the student may not drop the course to avoid the F grade.
- c. If a student is found guilty of an egregious offense, or has demonstrated repeated or habitual scholastic dishonesty, the Academic Dean may bypass the general procedure as outlined in the Student Handbook and either bring the case directly to the Academic Integrity and Discipline

Committee of the College or dismiss the student from Belmont Abbey College without further adjudication.

d. General Procedures

- i. *An instructor who believes a student has committed an act of academic dishonesty must schedule a meeting with the student within ten (10) calendar days after discovery to discuss the alleged violation. If the instructor considers the offense to be unintentional, the student may be given a formal warning accompanied by a course specific sanction (additional assignment, written apology, etc.) or the student may be required to participate in a community service activity.*
- ii. *Most offenses will require more rigorous sanctions. In these cases the instructor will send the work in question to the Academic Dean accompanied by a standard form which will outline the violation and the initial discussion with the student. The Academic Dean will also review any previous violation(s) the student may have on file. Based on the evidence presented, the Academic Dean has the authority to sustain the penalty, increase the penalty, diminish the penalty, or nullify the penalty. The office of the Academic Dean will notify the student upon receipt of the documents from the instructor as well as any change in the original sanction. If the incident in question is an egregious offense as determined by the Academic Dean or if the student is a habitual or repeat offender (file), the Academic Dean may bring the case directly to the Academic Integrity and Discipline Committee or dismiss the student from the College without further adjudication.*

e. Appeal Process

- i. *Students who feel that they have been unjustly accused of academic dishonesty may write a formal letter of appeal and deliver it directly to the Academic Dean. This must be done within ten (10) calendar days following notification from the Academic Dean's office of receipt of the material referred to in the preceding paragraph. A written response from the Chief Academic Officer will be made to the student within one (1) calendar week of receipt of the student's appeal. If the student still feels that he/she was treated unjustly, he/she may write a formal letter of appeal to the Academic Integrity and Discipline Committee within one (1) calendar week of receiving the response from the Chief Academic Officer. This letter must be delivered to the Vice President of Student Affairs who will direct it to the committee. The student's entire disciplinary file will be released from the Academic Affairs Office to the Academic Integrity and Discipline Committee for the adjudication process. The decision of the Academic Integrity and Discipline Committee is final and cannot be appealed.*

40. **SMOKING/TOBACCO USE**

- a. Tobacco is a major health hazard to all those who are exposed to it. The health problems arising from tobacco use are serious, disabling and sometimes fatal. Everyone should be protected from involuntary exposure. Belmont Abbey College is committed to creating a healthy work and study environment for all students, faculty, staff and visitors.
- b. To achieve this goal all tobacco use is banned in any buildings, entrance or exit doorways, or anywhere on the front campus. No smoking or tobacco use is allowed in Smoking can not occur within 30 feet of a building.
- c. It is the responsibility of all members of the College community to observe and comply with this smoke-free policy. *Enforcement of the smoking/tobacco use policy on campus and in college buildings is the responsibility of all members of the college community. Please ask violators to use the nearest designated smoking area.*

41. **SOLICITATION POLICY**

- a. Soliciting by outside agents is prohibited on campus at all times. Student solicitors must obtain prior permission from the Vice President of Student Affairs or his designee.
- b. Handouts, brochures, and fliers for distribution within the residence halls must be approved by the Dean of Residential Life or Assistant Director for Residence Life.
- c. THE PRESENCE OF UNAUTHORIZED PERSONS ANYWHERE ON THE CAMPUS SHOULD BE REPORTED IMMEDIATELY TO CAMPUS POLICE.

42. **SOCIAL NETWORKING: FACEBOOK, TWITTER, AND ONLINE COMMUNITIES**

- a. Students using online social networking services such as Facebook, MySpace, Twitter, etc. are not permitted to post images, photos, video, or narratives online that show violations of the College's alcohol policies, drug policies, or other violations of College policy. Students who post such images or are portrayed in such postings may be found responsible for violating College alcohol and drug policies as well as the College's policy on Defamation of College Reputation.
- b. Cyber communities, online social networking sites offer students the opportunity to connect with peers online. It enables certain types of communication and connects likeminded individuals.

However, actual experience has shown that the risks and negatives associated with these sites can far outweigh the positives. These risks and negatives are real for both students and for the college and include:

- c. Identify theft, Cyber stalking, Damage to the reputation of individuals and the institution, Promotion of illegal, immoral, and college prohibited behavior.
- d. It is in recognition of these dangers, and with desire to protect our students and our college that this policy is enacted.
- e. **All college policies pertain to students and student behavior even when they occur online.** Therefore, as an example, a student that violates a college policy in an online community may face the same disciplinary sanction as a student that violates the same policy in a college residence hall.
- f. Sanctions for violation of these policies will range from warning to expulsion from the college depending upon the severity and/or repetition of the violation as explained in the *Student Handbook*.

***Obedience:
a commitment to listening and consequent action***

Teaching and learning are impossible without obedience, without listening to others with the awareness that no one possesses all truth, or knows everything worth knowing. In intellectual inquiry, obedience means respecting the integrity of disciplinary methods of study and maintaining fidelity to the evidence, wherever it leads. Obedience helps to form an intellectual community, drawing on a number of disciplines, respecting the methodologies proper to each.

43. STUDENT CONDUCT

- a. **Athletic Events**
 - i. The philosophy of the College with regards to athletics is that sport is a vehicle of virtue. Coaches, student athletes, and participants are held to a standard that reflects the values of this philosophy.
 - ii. As leaders, coaches are to display respect in their demeanor and language for their student-athletes, for the game officials, and for the players and staff of the other team.
 - iii. As participants in the athletic event, players are to treat their team, their hosts, and the spectators with respect. Foul language, inappropriate or offensive gestures and ridiculing the opposing team are not acceptable and will be disciplined accordingly. Team members are to demonstrate respect for the accommodations and the environment as well.
 - iv. As spectators of an athletic event, members and fans of the Crusader Community are to demonstrate respect for participating teams, the environment and the rules and regulations of the game. Foul language, inappropriate gestures, inappropriate clothing or ridiculing the opposing team's players in any way (throwing objects, defacing property, etc.) will not be tolerated and will be disciplined by the Student Life and the Athletics Office when appropriate.
 - v. Abbey Athletics encourage students to participate in the RED SEA, our student support group for all athletic events. Students that purchase a Red Sea shirt and wear it to an athletic event will receive exclusive seating, complimentary refreshments and additional benefits depending on the game. To become part of the Red Sea, purchase your shirt from the Athletics Dept.
- b. **Classrooms**
 - i. Learning is an interactive exercise. It requires a degree of openness to other people, other opinions and other ideas. It is expected therefore that a degree of civility be maintained in the classroom. Respect for fellow students and for the professor is required. Disagreement with others is part of the academic enterprise but at no time should such disagreement result in disrespectful or offensive behavior. Use of a cellular phone (voice or text) and/or MP3 player is prohibited while in the classroom. Complaints may be submitted to the Assistant Dean of Students who will confer with the Vice President of Academic Affairs when appropriate.
- c. **Dining Halls**
 - i. The Dining Halls are communal spaces intended for nourishment, relaxation and social interaction. Those who dine are expected to treat fellow students and workers with respect. Offensive behavior, including but not limited to harassment, name-calling, degrading language, remarks or "jokes", will not be tolerated. The throwing of food is unacceptable and

will result in disciplinary consequences. Any complaints related to misconduct in the dining facilities should be submitted to Student Life.

d. **Disruptive or Dangerous Conduct**

- i. Belmont Abbey College strives to balance the concerns for the health and safety of individual students with the educational health and safety needs of the larger campus community. When a student's conduct is disruptive or dangerous to campus life, or in the College's opinion a student's continued presence on campus or participation in an educational program/activity of the College presents a threat to the health/safety of the student and/or other students, the College will take appropriate action. When it is warranted the Vice President, can remove or suspend a student until due process can be carried out.
- ii. In some cases, the Vice President of Student Affairs, may require that the student obtain a psychological assessment from a licensed mental health professional either through the Student Counseling Center or an approved agency, institution or practitioner external to the institution. Recommendations regarding the assessment venue will be made on a case-by-case basis. A student engaging in assessment will be required to sign a release of information authorizing the College to access assessment results and to discuss these results with the health care professional conducting the assessment.
- iii. The College will use assessment information in consultation with the student to determine whether the student can be reasonably accommodated to permit them to participate in College educational programs and activities, including living in the residence halls.
- iv. If a student chooses not to obtain an assessment, the Vice President may ask the student to leave the College or restrict the student's access to educational programs and activities, College services, and or to the College campus.

44. ***STUDENT GRIEVANCE PROCEDURE***

- a. Students who believe that they have been treated contrary to College policies may seek redress through the grievance process. Any student with a complaint, whether that complaint concerns an academic matter, a financial aid decision, or an issue in Student Life, should first address the complaint with the faculty or staff member involved. If a satisfactory understanding or resolution of the concern is not achieved, the student may appeal in writing to the appropriate Director, Vice President.
- b. Academic grievances should be made, in writing, to the Vice President for Academic Affairs, who has final authority in the academic process. Financial aid grievances should be presented to the Director of Financial Aid. A Student Life or Housing grievance should be made to the Vice President of Student Affairs. A written response will generally be made to the student within ten days.
- c. In the event that the student continues to believe a grievance exists in a non-academic matter, the student may appeal to the College Grievance Committee by sending a written appeal to the Grievance Committee in care of the President's Office. The President's Office will forward the complaint to the Chair of the Grievance Committee who will convene the committee in accordance with the requirements of the *College Handbook*.
- d. Appeals of financial aid decisions may be made in writing to a separate Appeals Committee whose procedures are governed by Federal regulations.
- e. Students should understand that the grievance procedure is not an avenue for appealing a disciplinary sanction. There is a separate judicial appeals procedure regarding disciplinary sanctions, as described in the "Judicial Process" section of this *Handbook*.

45. ***THEFT/LOSS***

- a. The College assumes no responsibility for theft, damage, or loss of money, data, valuables or personal property.
- b. We strongly encourage students to check with their family concerning the extent of coverage under their parent's homeowner's/renter's insurance policy.
- c. Report all losses to a staff member who will assist you in contacting Campus Police. For purposes of insurance claims, it is recommended that a police report be filed.

46. ***VISITING SPEAKERS &/OR ENTERTAINERS***

- a. All student organizations wishing to schedule speakers from outside the Belmont Abbey College community must obtain written approval from the organization's moderator, the Coordinator of Student Activities and the Vice President of Student Affairs at least two weeks prior to the event. For more detail see the section "Student Activities" in this Handbook.

47. ***WITHDRAWAL FOR MEDICAL OR PSYCHOLOGICAL REASONS***

- a. There are occasional situations where a student's physical or psychological health is of a nature that action needs to be taken to withdraw from the College. This action could occur if, in the judgment of the College, the condition were such that the student could not benefit from the

academic program; and/or could not benefit from the limited available therapeutic resources of the College; and/or if the student were a threat to self or others; and/or if the student were a disruptive concern to others.

- b. The intent of this policy is to be helpful to the student who appears not to be able to function effectively in the College community for medical or psychological reasons, without infringing on the rights of others in the community. It is also the intent of this policy to provide what help is possible to enable the student to eventually meet their academic goals. Upon appropriate consultation, the Vice President of Student Affairs has the authority to separate a student from the College for reasons of physical or mental health as outlined above. Students separated from the College for reasons of health may not re-enter the College without written clearance given by the Vice President of Student Affairs and will be subject to any restrictions or requirements issued by the Vice President.

RESIDENCE LIFE AND HOUSING

“The typical full-time residential undergraduate spends approximately 15 hours per week in a classroom. The remaining 153 hours of the week in one form or another constitute residential life (and undergraduates do not sleep a lot).”

~Arthur Levine, “Guerrilla Education in Residence Life” in *Realizing the Educational Potential of Residence Halls*

MISSION STATEMENT

The mission of the Office of Residence Life is to create a residential community that supports the College’s mission and Catholic identity, and encourages academic achievement and personal growth within the community formed by the Benedictine Hallmarks. The Office strives to foster a welcoming, diverse, and supportive living and learning community which facilitates and edifies mutual respect, responsibility, integrity, compassion, and generosity as residents develop as holistic citizens.

GENERAL INFORMATION

1. LIVING FACILITIES

- a. Belmont Abbey College residence halls consist of Poellath Hall, O’Connell Hall, Raphael Arthur Hall, and Cuthbert Allen Apartments.
- b. Freshmen students live in Poellath and O’Connell halls which are suite style with eight (8) residents sharing a bath.
- c. Upperclassmen have their choice of living styles:
 - i. Raphael Arthur is suite style with all single rooms with four (4) residents sharing a bath.
 - ii. Cuthbert Allen Apartments are four (4) bedrooms apartments with a combined living room, dining room.
 - iii. Cloister Apartments are off-site apartments where two (2) residents share an apartment.

2. RESIDENCE LIFE DEPARTMENT

- a. The Residence Life Department is made up of professionals and paraprofessional staff members. The RA (Resident Assistant) is a well trained upper-class student who is charged with the daily management of their assigned residential area. Daily tasks include responding to community crisis, maintaining a positive learning atmosphere, development of residential community, and enforcement of College policy. The Assistant Director of Residence Life and the Area Coordinator supervise the RAs. The Assistant Director is responsible for the operations and facilities management of housing as well as the judicial process. The Area Coordinator is responsible for the community development and residence life program management. Additionally, the Residence Life Coordinator manages the Residence Life Office and the student workers therein. The Dean of Residential Life oversees the staff and departmental operation of Residence Life in accordance with national and regional guidelines. All Residence Life staff, when acting in accordance with their position, acts so as a College official.
- b. All residents are encouraged to take an active role in creating community with their roommates, suitemates, floor and building residents, and the rest of the members that make up the Belmont Abbey community. Residence Life staff members are here to assist in creating that community. They will also assist residents in interruption of college policy, understanding of why policy is set, and enforcement of those policies.

3. RESIDENTIAL NETWORK

- a. Time Warner Cable provides high-speed Internet service to Belmont Abbey College resident students. Each room has been wired with either a cable modem or a direct Internet connection (one for each student in the room). Each student needs to provide a personal ethernet cable to connect to the network
- b. Information on connection requirements and troubleshooting can be found at <http://abbey.bac>.

edu under “Residential Students.”

- c. Individual wireless routers will not be supported on the Residential Network.

4. RESIDENTIAL REQUIREMENTS

- a. All unmarried, full-time students must live on campus unless:
 - i. They live within commuting distance of the campus with a parent or legal guardian
 - ii. They are over 22 years when they **begin** classes or are enrolled as an ADP student.
- b. Part-time students are generally not allowed to live on campus unless otherwise approved by the Dean of Residential Life.
- c. Belmont Abbey College residence halls are designed for traditional-age students between the ages of 18 and 24 years. For this reason and the following, the college has the following restrictions:
 - i. Students under the age of 17 are not permitted to live in campus residence facilities without the written consent of their parents/guardians and the Vice President of Student Affairs. Students younger than 17 may lack the maturity and social coping skills required for community living, especially with others who are older in years.
 - ii. Students over the age of 24 are not permitted to live in campus residence facilities without the written consent of the Dean of Residential Life. Students over the age of 24 may reasonably be expected to be less tolerant of the noise and behavior that may accompany younger students.
- d. Residential students are required to purchase a meal plan with Belmont Abbey dining service provider, ChartwellsDining Services.

POLICIES AND PROCEDURES

The following regulations and policies have been established as a means to maximize the comfort, convenience and safety of residents and to express expectations of behavior essential for congenial and productive coexistence in a residence community. Students are responsible for the contents of their assigned rooms, as well as all behavior occurring in their rooms. All policies pertain equally to residence halls and the apartments unless otherwise specified.

1. ABANDONED PROPERTY

- a. The College has the right to take possession of any personal property left in a student’s room after the final checkout dates.
- b. The College has the right to remove and store the property at the owner’s expense after the final checkout dates.
- c. If the property is not reclaimed within (45) forty-five days, the College shall have the right to give away or sale.

2. ADVANCE ROOM PAYMENT

- a. A non-refundable \$300 advance room payment must be paid to the College Business Office prior to a returning student applying for a room for the coming academic year. Proof of payment will be required at time of housing sign-ups for all returning students.
- b. The \$300 advance room payment will be applied to the overall room cost for the coming year.
- c. No advance room payment is required for Summer Session Term.
- d. The room cost for each semester shall be paid in full as outlined by the College Business Office.

3. AIR CONDITIONERS

- a. Window air conditioners have already been installed in Poellath and O’Connell Halls.
- b. Students may install (1) air conditioner per room, as long as an electrical overload does not exist in Raphael Arthur Hall. Air conditioners that use 110 volts and are no larger than 5,000 BTU’s are permitted.
- c. Window air conditioners are not permitted in Cuthbert Allen apartments as these have central air conditioning.

4. APPLIANCES

- a. The capacity of the electrical system in the residence halls is limited, and overloading these systems can present fire and safety hazards.
- b. Use of electrical “octopi” (multiple head plugs) to obtain a greater number of outlets is prohibited as well as use of extension cords. We highly recommend that students purchase a UL-approved multiple outlet that contains its own fuse and has surge protection.
- c. Radios, stereos, computers, desk lamps, small televisions, and other small appliances are permitted, provided the equipment is kept in safe operating condition.
- d. The following items are not permitted in residence halls:
 - i. **Open element appliances (i.e., hot plates, broilers, space heaters, coffee pots immersion heaters, ovens, toasters, or kerosene heaters)**
 - ii. **Power tools**

- iii. *Halogen touchier lamps*
 - iv. *Sun lamps*
 - v. *Outside antennae*
 - vi. *Microwave ovens are not permitted in Raphael Arthur Hall due to the wiring of the buildings and concern for overloaded circuits. Approved microwaves have been placed in the Cuthbert Allen apartments, and students are responsible for keeping these clean. Microwave ovens of any size are permitted in Poellath or O'Connell Halls. Microwaves must maintain reasonable standards of sanitation and cannot be placed in a closet or other enclosure that restricts adequate ventilation.*
 - vii. *Refrigerators no larger than 3.6 cubic feet are allowed in Poellath, O'Connell, and Raphael Arthur. Over long vacation periods (Christmas and Spring Break), residents are expected to clean, defrost, empty and unplug their refrigerators to conserve electricity and prevent the spoilage of food.*
- e. It is critical that users exercise precautionary measures when using appliances. Tampering with electrical systems is prohibited for the safety of all residents and general upkeep of the buildings. Placing cords under an item, such as a rug is prohibited. All Fire Code regulations, which are in accordance with the Belmont Fire Marshal, must be met at all times. Failure to do so could result in the closing of a hall, or a personal fine to those in violation.
 - f. Inspection will occur to insure compliance with said procedures.
5. **BATHROOMS/SUITE HALLWAYS**
- a. The housekeeping staff cleans the bathrooms and suite hallways in the residence halls each week-day in O'Connell, Poellath, and Raphael Arthur Halls.
 - b. In the Cuthbert Allen Apartments the bathrooms are cleaned once per week. Students are requested to keep these areas free of personal items (i.e. not on floors, countertops) to make it possible for the staff to completely clean the area.
 - c. Students who do not meet this request may lose the housekeeping services. Students are also reminded not to flush food or other non-degradable items down toilets and sinks to prevent clogs and damage.
6. **BEHAVIOR AND SOCIAL REGULATIONS**
- a. Any student who, in the judgment of a college official, is potentially harmful to himself or herself and/or others, may be asked to reside off campus or may possibly be dismissed. Re-entry into the residence halls and College will be dependent on whether the individual has been compliant with the medical directives required by the Vice President of Student Affairs in consultation with the Wellness Center staff (if appropriate). Specific documentation from physicians, counselors, and other medical and mental health professionals may be required before admission or re-entry into the residence halls.
7. **BREAKS**
- a. The residence halls close and are not available for occupancy during breaks.
 - b. Checkout times will be posted and properly enforced by Residence Life Staff.
 - c. Break housing will only be offered in extreme cases where the student is obligated to remain on campus. Every attempt to find alternate housing must be made by the student.
 - d. "Request for Break Housing" form must be completed in the Residence Life Office five (5) business days prior to the break. A charge per night requested may be levied.
 - e. If break housing is approved then the following guidelines must be followed or the privilege will be revoked:
 - i. All common areas must be kept neat and clean. Everyone is responsible for their trash by placing it in the appropriate dumpsters.
 - ii. Students are responsible for their own meals.
 - iii. Students may not go into any residence hall other than the one they are assigned.
 - iv. All policies of the Student Handbook must be upheld at all times. Exceptions to policy are as follows:
 - 1. *There can be no visitation or guest during the break*
 - 2. *No Alcohol is allowed*
 - 3. *24-hour quiet hours will be enforced*
 - f. **Regardless of circumstances, no break housing will be available between the fall and spring semesters.**
 - g. When leaving for break, students will be required to follow closing responsibilities that will be distributed via their RA.
 - h. Failure to leave the assigned room in the appropriate condition will result in a fine to be determined by the Dean of Residential Life.

8. CABLE TV/INTERNET/TELEPHONE TAMPERING

- a. Any attempt to utilize either cable or telephone service, when one has not agreed to pay for the service, is a violation of State and Federal law, as well as College policy. Violators will be subject to disciplinary sanction as well as possible criminal charges. Students are responsible for damage caused to Time Warner Cable equipment in their living areas and shall be responsible for all costs to repair or replace the damaged equipment.
- b. Troubleshooting for Voice and Data can be found on the Information Technology web site http://support.bac.edu/students/comm_troubleshooting.php. Report telephone and/or voicemail problems to Information Technology by opening a help desk case or contacting the office at (704) 461-6247.
- c. If you are experiencing problems with cable TV or your internet connection, please contact Time Warner Cable for support. Students are bound by the rules and policies set by Time Warner Cable.

9. CARPETS AND RUGS

- a. Students are permitted to have carpets in their residence hall rooms, but they may not place carpets in the suite hallways. Carpets in the hallways interfere with the Housekeeping staff cleaning these areas.

***Stability:
commitment to the daily life of this place, its heritage and tradition***

We put our energy into cultivating lasting relationships between students, faculty and staff. We do this because we believe that persevering together in the pursuit of wisdom – as opposed to engaging one another only enough to achieve private understanding – builds strong and lasting relationships and makes remarkably powerful growth possible for all.

10. CHANGE IN STATUS

- a. Students who wish to change their residential status (from residential to commuting or commuting to residential) must complete a “change of status” form in the Residence Life Office to apply for consideration.
- b. Changing ones’ status can impact the amount and type of financial aid received. It is strongly recommended that any student considering changing their status inquire what this change could impact their financial aid.
- c. Failure to apply to change ones’ status could result in the student being billed incorrectly.
- d. Approval of requests for housing will be based upon availability of housing and individual circumstances.

11. CHECK IN

- a. All students living on campus are required to go through appropriate check-in procedures at the beginning of the academic term.
- b. Failure to comply with the check-in procedures could result in a student classes being dropped, fine, or referral to the judicial system.
- c. Each residential student is required to complete a Room Condition Report upon check-in to their assigned room. A Room Condition Report (RCR) of the room will be completed by the Residence Life staff and reviewed with the student. The student will sign and date the RCR at check in. Students will be responsible for any change in the condition of the room and its furnishings.
- d. This report will be checked against the condition of the room at check out, and the student will be financially responsible for any damage not cited on the report.
- e. The key registration information is listed at the bottom of the Room Condition Report. It is a record of the keys issued to an individual student. All keys issued must be returned or a replacement fine will be levied.
- f. Every time a student changes rooms, the Room Condition Report must be completed for the new room

12. CHECK-OUT

- a. When occupancy is terminated, obtain a written room clearance from a Residence Life Staff member, who will inspect the room and relieve the occupant of responsibility for the room, its furnishings and equipment, or recommend an assessment against the occupant for damages and missing property. Failure to properly checkout with the Residence Life Staff will result in a fine of \$50 and additional assessment charges for damages and/or missing furnishing, equipment and/or keys.

- b. All students should follow the steps below when checking out of the residence hall:
 - i. Contact their RA or the Residence Life Office to schedule a check-out time when the room can be checked for damages and cleanliness.
 - ii. Remove all personal belongings from the room.
 - iii. Clean the room, sweep the floor, clean out desk and drawers, close and lock windows.
 - iv. Remove all garbage.
 - v. Be sure all college-owned furnishings are returned to their original condition and location
 - vi. Turn in keys to the RA.
 - vii. Sign the check-out forms.
- c. Students will be assessed for all damages, improper check-out, and loss of keys. These charges may be appealed in writing to the Dean of Residential Life within one (1) week of receiving the bill from the College Business Office.
- d. **Improper check-out and key charges are non-negotiable.**
- e. A student who fails to check-out with a staff member will forfeit the damage deposit and the right to challenge any damage or cleaning assessments.
- f. Patience is expected during busy check-out times. Because of the volume of students needing to check out at the close of the semester, the process will be slower but will be handled as quickly as possible.

13. CLASS ATTENDANCE

- a. Since residence halls house students, it is expected that residents regularly attend and participate in the academic life of the College. Lack of class attendance will be a cause for termination of the housing contract without a refund.
- b. As it is a requirement for full-time traditional students not living with immediate family to be residents, termination of the housing contract may also result in separation from the College.

14. COMMON AREAS & RESPONSIBILITY

- a. The lounge and lobby areas are for student use. Only a collective responsibility and respect from all can maintain these areas. Removal of furniture or equipment from a lounge or lobby area is not permitted.
- b. There are occasions when damage occurs in the common area of a suite, apartment, building, or grounds and the individual responsible cannot be determined. In an attempt to discourage vandalism, students and staff will work together to determine the responsible person(s).
- c. Depending upon the circumstances, the Residence Life staff will charge the group of students who share the common area for the damage caused there.
- d. All members of a suite or apartment are jointly responsible for the cleanliness of all common areas, which include bathrooms, hallways, walkways and apartment living rooms, kitchens, and patios. A General Assessment charge will be levied for extensive cleaning or damages.

15. CONSOLIDATIONS OF ROOMS

- a. The College reserves the right to change room assignments to best meet the needs of all students. Traditional aged freshmen are not permitted to have singles. If a student finds themselves in a room without a roommate then they could be asked to move into another room with a roommate.
- b. Students are expected to keep their room ready to accept a roommate at any time and understand that it is their responsibility to keep half (½) the room clean and cleared of personal property. Failure to do so will result in a fine levied.

16. DAMAGES

- a. Students are expected to respect the facilities where they live and to act responsibly. All students will be held accountable for any damage or vandalism caused by themselves or by their guests. This accountability will include costs for repair as well as disciplinary action.
- b. Damage to College property will be charged to whoever is responsible. When damage cannot be identified, any costs may be prorated to the suite, the residence hall or the campus, depending upon the location of the damage.
- c. Students will also be charged for alterations to rooms, equipment, furnishings, and for any extra cleaning necessitated by improper care of the room, furnishings, etc. To prevent such damage charges, students are encouraged to use white poster putty (not thumbtacks, nails, double sided tape, etc.) to hang items on the walls or doors. A list of damage charges is available in Residence Life.
- d. Disciplinary action will be taken if the damage is a consequence of irresponsible conduct on the part of any student. ***Deliberate destruction of College property will not be tolerated. Offenders may be asked to live off campus (banned from halls), or may possibly be suspended.***

17. EMERGENCY RESIDENCE HALL PROCEDURES

- a. Each room is provided with a flip chart containing Emergency Residence Hall Procedures in

regards to various emergency situations. This flip chart must stay in each room and be readily accessible to the occupants of the room.

- b. The residents should familiarize themselves with the information in this document. Failure to follow procedures and/or emergency staff can result in the endangerment to others which could result in disciplinary action.

18. FIRE DRILLS AND ALARMS

- a. Fire drills will occur periodically during the semesters by Campus Police and Residence Life staff. These drills are mandated by the State of North Carolina.
- b. Drills will not be announced and may occur after midnight. Any time a fire alarm sounds, students are required to take the alarm serious and follow procedures.
- c. Students are to follow guidelines listed on the back of their residence hall room door and meet the RL staff in the designated location.

19. FIRE SAFETY

- a. Due to fire regulations, the following are mandated by the Belmont Fire Marshal and set forth by local, state, and federal law:
 - i. Extension cords are prohibited;
 - ii. Multi-plug outlets require surge protection and must be hung 18 inches from the floor;
 - iii. The use in individual rooms of open-coil or open-plate devices such as hot plates, halogen lamps, coffee pots, space heaters, sun lamps, and toasters is prohibited (See Appliances);
 - iv. Placing cords which utilize electricity, including those for telephones, computers, and stereo speakers, under an item such as a rug is prohibited;
 - v. Prohibits the use of open flame or ember devices such as candles, incense or oil lamps.
 - vi. Fire doors cannot be propped open;
 - vii. The use of electric Christmas lights is prohibited;
 - viii. No live Christmas trees are allowed;
 - ix. All approved combustible materials (paint, paint thinner) must be stored in a metal box in a well ventilated area; and
 - x. Sprinkler pipes and heads cannot have anything hanging from them and must have a 24 inch clearance.
 - xi. All pathways/stairwells leading to exits must be clear of all obstructions.
 - xii. Mechanical rooms cannot have any storage items in them.
 - xiii. Fire sprinkler lines, smoke detectors, fire alarms, and fire extinguishers cannot be altered or tampered with in any way.
 - xiv. Students cannot alter or repair electrical equipment or fixtures which belong to the College. Defects in electrical equipment must be reported to the Residence Life Staff immediately.
 - xv. Any wall hangings must be hung at least 18" from the ceiling.
- b. The sounding of false fire alarms and tampering with fire fighting or safety equipment to include extinguishers, smoke detectors, hoses, exit signs, door and fire alarm systems is prohibited.
- c. Failure on the part of any student to follow fire safety policy stated above will result in a fine levied and possible referral to the judicial process.
- d. The Residence Life staff will be conducting periodic fire drills throughout the semester; every student is required to follow the procedure for evacuating the building and follow the staff's instructions. Failure to do so will result in a referral to the judicial system.
- e. No person is to start a fire outside except in approved cooking areas with approval from Campus Police. If any person wishes to have a controlled fire in any area other than stated above, a written request must be submitted to the Director of Campus Police.
- f. Because of fire and public health concerns, cooking is restricted in the residence halls. Use of a personal grill/hibachi in or around living areas/buildings is prohibited.
- g. Students are permitted to grill on permanent units provided by the College. The student(s) using the grill unit is responsible for all clean up.

20. GATHERING POLICY

- a. For reasons of safety and reasonable noise level, students are limited to a maximum of 15 people in a residence area at one time. A residence area is defined as a suite in the Residence Halls or an apartment, including the porch area, in Cuthbert Allen. The maximum number (15) includes the residents of that suite or apartment.
- b. Any gathering where alcohol is present and is in violation of any College policy (noise level, underage drinking, etc.) will be required to disperse and will be documented for disciplinary action, regardless of the number of people present. "Around the world parties" or moving a party from location to location is not permitted.

21. HEALTH & SAFETY INSPECTIONS

- a. The College reserves the right to periodically inventory College property and conduct mainte-

nance, safety, and health inspections of rooms. All rooms, suites, and apartments will be inspected by residence life staff to ensure compliance of health and safety standards twice each semester. This is done to make sure all students are living in a safe and healthy environment.

- b. If a staff member finds that a student is not in compliance with a policy, they will be given 24 hours to rectify the problem or be subject to confiscation of violation item, fined and possible judicial referral. Subsequent failures may result in termination of the housing contract and/or reassignment to a new room.
- c. The staff will not be searching the living areas but making sure that fire safety codes are being upheld, trash is being emptied, clothes are stored properly, and the living areas are being cleaned regularly. The presence of the occupants is optional.
- d. If an item is found that is against College Policies and is illegal in accordance with local, state, or federal law, the Residence Life staff is obligated to confiscate the item with support from Campus Police when appropriate. Additionally, some type of judicial action may be taken.

22. HOUSING AGREEMENT

- a. Every resident student must sign a Belmont Abbey College Residence Hall Agreement before assigned a room. The agreement is for one academic year and expires at the end of the Spring semester. Information on room changes, room deposits, cancellation and general housing policies are included in the agreement.
- b. The College may terminate a student's housing contract for the following reasons, including but not limited to:
 - i. Student enrolled in fewer than 12 credit hours without the Dean of Residential Life's permission.
 - ii. Student's health condition causes group living to be unwise or unhealthy.
 - iii. Student's behavior indicates that he/she cannot abide by the expectations of group living.
 - iv. Student repeatedly violates Residence Hall and/or College policies.

23. KEYS/CONTROLLED ACCESS

- a. Room keys are the property of Belmont Abbey College and may not be duplicated for any reason.
- b. It is the responsibility of each student who obtains a key to make sure that these keys are never loaned or duplicated. The misuse of keys, including the loaning of keys to another individual, will be referred to the college's judicial system.
- c. Students are expected to lock their room and suite doors; apartment residents are expected to lock their room and front doors. Taping open or propping open suite/apartment doors is prohibited as it endangers the entire suite. A student who props a suite/apartment door or prevents it from closing and locking will be referred for disciplinary sanction. If the person responsible cannot be identified, each resident of the suite or apartment will be levied a fine for behavior that endangers others.
- d. If a student is locked out of his/her room, he/she must contact the Residence Life staff member on duty if after the Residence Life Office is closed. A \$5 lock out fee will be charged to the student's account. Students are reminded that responding to a call for a lockout is not an emergency and the staff will respond as soon as possible.
- e. A student who loses his/her key is to report this immediately to the Residence Life Office. The Residence Life Office will make the determination if the lock is to be changed. The student is responsible for the charge of lock change and new keys. A lost key necessitates the changing of five individual locks and new keys for all residents of the suite. Thus, the minimum charge assessed for a lost key in the residence halls is \$250.
- f. For safety and security purposes, keys will be collected when students depart for Christmas and Spring Break.

24. LAUNDRY FACILITIES

- a. Laundry facilities are on the bottom floor of O'Connell Hall and in the first Cuthbert Allen apartment building.
- b. Card operated washing machines and dryers are available for resident students. Students will be issued an unlimited laundry card upon check-in. Replacement of a laundry card will result in a charge.
- c. Students should stay with their laundry to prevent thefts. Students should report any problems with the washers or dryers to the Office of Residence Life.
- d. Students are not to loan their laundry cards to anyone. Any student found doing so will face judicial sanction.

25. MAINTENANCE REQUESTS/WORK ORDERS

- a. All maintenance requests (except Cable TV, Internet and Telephone) are to be reported to the student's RA or the Residence Life Office.

- b. Students should report any maintenance problems as soon as possible so that repairs can be made in a timely manner.
- c. Students are not permitted to make, nor arrange for, their own repairs. Doing so will result in applicable damage assessments and possible disciplinary action.

26. MEAL PLAN EXEMPTIONS

- a. All residents must be enrolled in a meal plan. Exemptions from the meal plans are accepted only in cases of demonstrated health needs. It is the student's responsibility to demonstrate a case for an exemption. If the student needs an exemption from the meal plan he or she must proceed accordingly:
- b. The student must meet with the Director of Dining Services to investigate whether special dietary needs can be accommodated. This is a crucial step and no applications for exemption will be allowed without first discussing dietary needs in detail.
- c. The student must hand in to the Wellness Center a detailed, typewritten and signed application describing his/her medical condition and why such a condition requires exemption from the meal plan. Additionally, a detailed written document from the student's physician outlining why the student requires an exemption must accompany the student's application. *Brief descriptions on a prescription sheet will not be accepted.*
- d. For pre-existing conditions all requests for exemptions to the meal plan must be submitted as soon as the Fall semester begins and no later than the end of the first month of classes. In cases where a condition develops in the course of the academic year, the student must submit the application and the physician's report as soon as possible and no later than two weeks after the diagnosis of the medical condition.
- e. **Exceptions to the meal plan for residential students are extremely rare. It is the student's responsibility to collect as much information as possible for the application process.**

27. PERSONAL PROPERTY INSURANCE

- a. The College strives to maintain adequate security and proper maintenance care, but does not assume responsibility for loss of or damage to students' possessions.
- b. To ensure maximum security and coverage for unforeseen damage, the College encourages families to cover students' possessions on their current homeowner's policy or through renter's insurance.

28. PETS

- a. Because of health and nuisance factors, the only pets allowed in the halls or apartments are non-carnivorous fish, which need to be kept in a regularly cleaned water tank that is no larger than 15 gallons. The pet policy applies to all residents and their guests. The limited space of a residence hall room or apartment is not an appropriate environment for animals. The only exceptions to this policy are guide dogs for the visually impaired or other service dogs.
- b. Any student to have a pet is required to remove that pet immediately and is subject to judicial procedures.

29. PRIVATE/SINGLE ROOM

- a. Raphael Arthur Hall is all single room occupancy. O'Connell and Poellath Halls are double occupancy with specific rooms at triple capacity.
- b. A student who is in a room by him/herself may have a roommate assigned at any point during the year with short notice. The room must be kept "roommate ready" at all times.

30. QUIET HOURS/NOISE POLICY

- a. Residents are expected to respect the right of fellow students to study and sleep in a quiet atmosphere at all times. This is simple consideration of others. Quiet hours are enforced and require that no noise from a room or apartment can be heard outside of that room or apartment. Quiet Hours are:

Sunday-Thursday 10:00 p.m. – 12:00 p.m. All Halls & Apartments

Friday-Saturday 12:00 a.m. – 12:00 p.m. All Halls and Apartments

- b. Raphael Arthur Hall and Cuthbert Allen Apartment Building #1 are designated as "study/continuous 24-hour quiet" living areas. Residents of this hall and apartment building have agreed to maintain a reasonable level of quiet at all times. Students and guests must abide by these quiet hours. Residents may lose the privilege of living in a quiet hall if noise persists.
- c. Students who have repeated violations of the Quiet Hours may have their stereo, television, or other such items removed for the remainder of the year.
- d. A student who is disturbed by noise coming from another room or apartment should request the residents of that area to decrease the noise to an acceptable level. This is an example of the respect necessary in a community living setting. If the request is not respected, the student should contact Residence Life staff for assistance.
- e. During final exams 24-hour consideration hours will be in place for the benefit of studying and

preparing for exams. No noise will be tolerated.

31. ROOFS, LEDGES, AND WINDOWS

- a. Student must consider roofs and ledges of College Housing “off limits”.
- b. Articles are not to be placed on exterior window ledges.
- c. Window screens are not to be removed.
- d. Windows cannot be used for general entrance or exit for a building, unless directed to do so by emergency personnel.
- e. Throwing objects from windows may be dangerous and, therefore, is prohibited.
- f. Screens are not to be removed from their installed position.
- g. Windows cannot be covered by paper, plastic, or any other material at any time.

32. ROOM CARE AND DECORATING

- a. The College shall not be liable for damage to or loss of any property of any kind which may be lost, stolen, damaged or destroyed by fire, water, steam, defective refrigeration, elevators, or otherwise while on the leased premises or in any storage space owned by the College. Therefore, these guidelines should be followed when occupying your room:
 - i. College-supplied furniture and Residence Hall Emergency Guidelines may not be removed from individual student rooms. Therefore, students may not bring their own beds to campus. If a student removes or disassembles any furnishings him/herself, he/she will be charged for any damage or replacement.
 - ii. Room furniture is not permitted on apartment patios or lawn areas, or on lawn areas around the residence halls. Furnishings deemed to be a fire or safety hazard are not allowed in rooms, common areas, apartments, or patios.
 - iii. Each student is responsible for the condition of his/her room and its furniture. All members of the suite are jointly responsible for the condition of the hallway and bathroom, which are considered common areas. Students are expected to keep common areas clear of all personal property and debris.
 - iv. Items left in the hallway or bathroom may be removed and/or thrown away.
 - v. Students are not permitted to paint or wallpaper their room; nor are they permitted to put nails, screws, or hooks into woodwork, walls, or ceilings.
 - vi. Absolutely no drilling into the walls is permitted.
 - vii. Contact paper, decals, and bumper stickers may not be affixed to College property.
 - viii. It is recommended that masking tape be utilized to hang posters and pictures. Additionally, many 3M products are designed for the purpose of causing little or no damage to the walls.
 - ix. Personal lofts, waterbeds or water filled furniture, and wood paneling are not permitted in student rooms.
 - x. Students are not permitted to hang items from their ceiling or sprinkler pipes - this includes plants, netting, blankets, etc.
 - xi. Ceiling tiles serve as a smoke and heat barrier, and may not be removed.
 - xii. Window screens are not to be removed or tampered with, nor may windows be utilized to enter or leave a building.
 - xiii. The outside of room doors and windows are visible to all members of the community, and therefore, decorations should be kept to a minimum. Residents will be asked to remove any offensive or inappropriate materials. Any displays in any location not consistent with the Catholic, Benedictine values deemed inappropriate must be removed immediately. The Residence Life Office also reserves the right to remove offensive items.
 - xiv. Ironing must be done only on an ironing board, not on the floor or other furniture. This is a fire hazard as well as a source of costly damage.
 - xv. A student may not use her room for commercial purposes.
 - xvi. One (1) fifteen (15) gallon fish tank per resident is permitted.
 - xvii. Exterior antennas are not permitted. Tampering with the cable TV system is against College policy.
 - xviii. Students cannot sublet the assigned room to another party, or change rooms without advance approval of the Residence Life Office.
- b. Questions regarding the appropriateness of decorations should be directed to the Residence Life Office.
- c. Students will be assessed for any and all damages to College property for which they are found responsible.

33. ROOM ASSIGNMENTS/SELECTION

- a. Belmont Abbey College believes that residence hall living is an educational experience that contributes to the development of each student. The residential experience provides many

opportunities for students to meet friends develop personal relationships and learn to live and communicate with a diverse group of people. As part of this process, returning students have the option of selecting their own roommates and room location during Room Selection in April. The Residence Life Office coordinates all assignments. Once room assignments have been made students are not permitted to make changes without prior permission of the Dean of Residential Life.

- b. Assignments for new students are completed on a first-come, first-serve basis. Housing information will be mailed to the student in July. A deposit must be paid to the Admissions Office prior to receiving a room assignment. The College's acceptance of an application, contract and advance room payment does guarantee an assignment.
- c. Assignments for returning students are based on lottery. At the time of room selection, students must have registered for the following semester's classes; are required to fill out a housing contract; and must pay a \$300 advance room payment to secure a room.
- d. If the Student fails to occupy their room within twenty-four (24) hours after the first day of classes the room assignment may be cancelled unless proper notice of late arrival is given to the Dean of Residential Life.
- e. Students remain in their same room from fall through spring semester.

34. ROOM/ROOMMATE CHANGES

- a. All room changes must be approved by the Assistant Director of Residence Life.
- b. Room change requests will be considered each semester after the first two full weeks of classes. To request a room change, one must do the following:
 - i. Discuss with your roommate your wish to change and why. If you are having roommate differences, try mediation with your RA or another member of the Residence Life staff. Often what seems to be a major problem can be resolved with early intervention and a little help from staff members.
 - ii. If it is then felt that you must change rooms or roommates, you and your roommate must make an appointment with the Residence Life Office to discuss moving. Both roommates will have to decide on new roommates.
 - iii. Traditional age freshmen are not allowed to remain in a room by themselves and will be asked to move into a room with another roommate.
 - iv. Refer to "Check-out" for proper moving directions.
- c. When changing a room assignment, the student is required to move within 24 hours of the date of move approval by the Assistant Director of Residence Life.
- d. It is the responsibility of the student to move their belongings in a room change.
- e. A student who does not go through this process may be subject to disciplinary action, as well as forfeit the right to challenge any damage charge assessments and could receive a fine.

35. SAFETY IN HALLS

- a. A safe and secure living community for residents is important. The safety of the community is everyone's responsibility, not just the Campus Police. It is important that everyone take the community's safety seriously and look out for each others well being. Any action on the part of a resident that threatens the safety or security of another resident, or his/her property, will result in disciplinary action.
- b. Keep all doors and windows locked when you are out of your room or asleep.
- c. Do not remove screens from your windows.
- d. If you observe a stranger lingering around outside call the Campus Police Department immediately.
- e. Never attach identification information to your key ring.
- f. If you lose your room or building key, notify the Residence Life Office immediately.
- g. Do not block open entrance doors.
- h. Never loan your hall or room keys to anyone.
- i. Be familiar with all emergency procedures and fire exits.
- j. If you return to your room and notice that it has been broken into, do not go into the room. Notify the Campus Police Department immediately.
- k. Solicitors are not permitted. If one comes to your door, contact the Campus Police Department at once.
- l. Never leave anything in the hallway unattended. It only takes a few seconds for a thief to steal your possessions.
- m. When dressing, keep your window blinds closed.

36. SEARCH AND SEIZURE/ENTERING INTO A ROOM

- a. Searches may be made with the permission of the occupant (s) of the room and in their presence, when applicable; or without their permission in cases of extreme emergency. The Vice President

of Student Affairs or the Dean of Residential Life may authorize a room search when there is probable cause and in cases of investigation for suspected violation of College policy, local, state, or federal laws.

- b. Rooms and apartments may be entered by authorized representatives of the College, including but not limited to the Residence Life staff, Maintenance staff, and Campus Police for any of the following reasons:
 - i. Repair or inspect reported or suspected damage
 - ii. Inspection of area and its condition, for compliance with health and safety regulations
 - iii. Inspection of room to insure that the area is vacated during fire drills, emergency situations, and vacation periods.
- c. Investigation and/or enforcement of suspected College policy violation(s). Searches can include looking in and going through personal items within the entirety of the room and adjoining bathroom and closets.
- d. In a non-emergency situation, only the Vice President of Student Affairs or the Dean of Residential Life may authorize a search of a student's room and belongings. Should this occur, the presence and consent of the occupant(s) of the room may be requested but not necessary.
- e. Law enforcement officials with a search warrant have lawful entry to a student's room.
- f. College staff will seize a student's personal items that violate a College policy, local, state or federal law; or any item that is needed as evidence in a judicial case; or that could later cause personal harm.

37. SMOKING/TOBACCO USE

- a. No smoking or tobacco use is allowed in any buildings, entrance or exit doorways or walkways around the residence halls or apartments. Smoking cannot occur within 30 feet of a building.
- b. Each community member is responsible for their own behavior at all times. Enforcement of the smoking/tobacco use policy on campus and in college buildings is the responsibility of all members of the college community. Please ask violators to follow this policy.

38. STORAGE

- a. No personal belongings or furnishings from a residence hall room may be stored in the residence halls due to a lack of storage space.
- b. Belmont Abbey College does not provide storage for personal belongings of students.
- c. Items left by students are presumed abandoned after 45 days and the items then are subject to disposal without notice.

39. TELEPHONE/VOICEMAIL

- a. One telephone number is provided in each residence hall room, and the College provides for local telephone service. Students must provide their own telephone set. Failure to provide a telephone may result in a \$25.00 fine. It is recommended that students use either a calling card or cell phone to place long distance calls. Calls, which are made in such a way that charges are billed to the College, will be assessed to the students' accounts.
- b. Student telephone numbers are not released to the public. Students are responsible for giving their phone number to friends and family members. Students can check their Self Service Account for their phone number or contact Residence Life.

***Hospitality:
openness to the other***

St. Benedict accords special attention to Christ's unexpected arrival from outside in the person of the guest. We strive to extend hospitality to each member of the educational community, especially to those new to the community or coming from other traditions. More broadly, we seek to cultivate curricular and co-curricular ways to recognize the needs and call forth the talents and gifts of persons of differing capacities and dispositions, of diverse races, cultures and backgrounds.

40. VISITATION

- a. Residents may have guests in the residence halls or apartments, as long as they do not infringe on the primary right to privacy of others, and as long as they do not violate College policies, including visitation. It is the responsibility of the host/hostess to familiarize his/her guests with College policies and to escort the guests at all times. The student host/hostess is responsible for the actions of the guest and will be subject to disciplinary action if the guest does violate any College policy. Guests, whether enrolled students or not, may be required to leave any room/apartment/area by a College official if a violation of College policy has or is occurring in that area.

- b. In the interest of a proper orientation to communal living there are different visitation hours for freshmen rooms and for upperclassmen rooms.

Visitation Hours for freshmen rooms:

Sunday – Saturday 12:00 p.m. – Midnight

Visitation Hours for Upperclassmen rooms:

Sunday - Thursday 12:00 p.m. – Midnight

Friday - Saturday 12:00 pm – 2:00 am

- c. Visitation is defined as those times when a resident may have a visitor that is of the opposite sex, whether student or non-student, in his/her residence area. Students who abuse the privilege of visitation will face disciplinary action including, but not limited to the loss of the privilege. Non-Abbey students found on campus outside of visitation hours, or not accompanied by a student host/hostess at any time, may be subject to arrest for trespassing.
- d. Guests of the opposite gender are not permitted to use a suite bathroom unless it is an emergency. In the case of an emergency the guest should only enter the bathroom when the host is present. The host should stand outside of the bathroom and notify other suitemates. At no time should a guest use a suite bathroom without the host's knowledge. Opposite gender guests are not permitted to use a suite shower at any time.
- e. For the safety of everyone, a maximum of 15 people will be permitted in a residence hall suite or apartment at any time. In hosting large groups of people, the occupants of the room must be mindful of others in the community and follow all College policies.
- f. Overnight guests must register with the Resident Assistants on duty and obtain a parking pass from Campus Police if they have a vehicle. Overnight guests staying in the host's room must be of the same gender as the host and must be at least 18 years of age. A student may have no more than two guests at a time with their roommate's approval. Guests may not remain in the residence halls longer than three consecutive days.
- g. Parents are welcome to visit their student at any time, but they are requested to observe the rights of others living in the suite or apartment and to observe the visitation policy.

Humility:

knowledge of self in relation to God, others and creation

Humility is St. Benedict's word for wisdom. It is an accurate appraisal of one's strengths and weaknesses before God, before others and before oneself. We seek to cultivate the exploration of truth in academic disciplines, aware that in a rigorous and wide-ranging pursuit of academic excellence, all participants are freed to discern and cultivate the gifts they possess and thereby contribute to the well-being of all.

JUDICIAL PROCESS

1. CIVIL LAW AND THE STUDENT

- a. The College upholds civil law, whether it pertains to traffic, drugs, disorderly conduct, alcohol, felony or other offenses. Each student is liable to sentence and appropriate penalty when s/he is found guilty of an infraction of law by civil authority or court. The College does not grant—indeed it cannot grant—immunity to a student simply because s/he is a student. Violations of civil law may result in additional sanctions imposed by the College above and beyond those imposed by civil authorities.
- b. Belmont Abbey College, as a private institution, reserves the right to create policies and procedures independent from the legal system and courts of law. Disciplinary policies and procedures at the College are essentially educational in nature and purpose, and thus distinct from legal standards and legal procedures/processes.

2. PHILOSOPHY

- a. Student Life employs a student development approach in handling disciplinary situations. The purpose of the judicial system is to maintain order within the residential and College community, and to foster the development of students in accord with the mission of the college. Judicial hearings are to be educational, with the end result being positive, appropriate behavior. Judicial hearings can be helpful to students in encouraging individual responsibility and self-discipline, and protecting the good of the community.
- b. Disciplinary action for violations against college policies is meant to provide an educational opportunity for the student to learn from the offense and to ensure the good order of the

college and residential community.

- c. Sanctions such as fines and community service are illustrated throughout the *Student Handbook*. This section is meant to illustrate the essential elements of the judicial process that ensures that a fair and impartial hearing of the case has been administered.

3. **ALCOHOL POLICY & JUDICIAL SANCTIONS**

- a. The sanctions listed below are guidelines only. They assume that the only violation is of the alcohol policy. Negative behavior related to the use/abuse of alcohol is not acceptable and additional sanctions should be expected for such. The College reserves the right to impose the sanction(s) deemed appropriate for the offense(s) in all cases. In addition to College judicial sanction, a student may also be subject to the provision and penalties of applicable state laws.
- b. A student who is in the presence of alcohol or the consumption of alcohol by other minors and/or a student that is 21 or older will be held in violation of the College's Presence of Alcohol Policy. Students who are under 21 cannot be present in a living area where alcohol is being consumed.
- c. In the case where one roommate is over 21 years of age and the other roommate is under 21 years of age, no alcohol can be openly present in that room until both roommates are 21.

4. **SANCTIONS AND DISCIPLINARY STATUS**

- a. *Alcohol Violation Sanctions (Consumption / Possession / Presence)*
 - i. 1st offense – Completion of the 3rd Millennium Alcohol Education Course / \$50 fine / Parental notification
 - ii. 2nd offense – \$150 fine or 15 hours of additional community service / Parental notification
 - iii. 3rd offense – \$250 fine or 25 hours of community service / Parental notification / Residence hall probation (College Probation as deemed necessary by the Hearing Officer)
- b. *Hosting Policy (Over 21)*
 - i. 1st Offense – Written warning
 - ii. 2nd Offense – minimum \$50 fine / 3rd Millennium Alcohol Education Course
 - iii. 3rd Offense – minimum \$100 fine / 10 hours of community service / Residence Hall Probation
- c. *Possession of a keg*
 - i. 1st offense – Removal from the residence halls
- d. Accumulation of 3 or more violations of the alcohol policy could result in non-participation in athletic or student activities, Residence Hall Probation or College, Probation. In cases where a student has multiple presence violations and is found responsible for an additional alcohol violation, the hearing officer will look at the totality of the record and the behavior pattern that is emerging. The hearing officer may conclude that the pattern of behavior warrants the sanction of a 2nd or 3rd alcohol violation and the student will receive the corresponding sanction.
- e. Any alcohol will be disposed of by the student in front of a member(s) of the Residence Life staff. Non-residential students who are found responsible for violating the Alcohol policies in the residence halls can be banned from visiting the residence halls for a period of time deemed suitable by the Hearing Officer or indefinitely.
- f. If it has been determined that a student has violated a policy, a sanction or combination of sanctions is imposed. The Hearing Officer determines and issues sanctions, giving consideration to the following: seriousness/severity of the incident, attitude of the person(s) involved, cumulative disciplinary record of the person(s) involved, any special/mitigating circumstances, rights of others in the community

5. **GENERAL PROCEDURES**

- a. Anyone can file an Incident Report if there is reason to believe a policy has been violated. In general, all persons present when a violation of policy occurs are considered to be in violation of the policy (e.g., visitation, alcohol, and noise policies). Incident Reports are submitted to Residence Life.
- b. A pre-hearing may be scheduled when the alleged conduct is very serious. The pre-hearing must be held with the officer hearing the case within 24 hours of notification from Student Life. The purpose of the pre-hearing is to review the charges and the disciplinary procedures. The pre-hearing is not intended to review the content or the merits of the case, but merely the procedural aspects of the judicial process. If the accused does not contact Student Life within 24 hours of notification then a pre-hearing will not be set. It is not necessary to conduct a pre-hearing in order to have a hearing. A pre-hearing is conducted

at the request of the accused or at the behest of the Vice President of Student Affairs or his designee.

- c. Neither parents/legal guardians nor legal counsel may be present at a judicial hearing. Parents and attorneys may meet with the Vice President of Student Affairs or his designee prior to the hearing or after the hearing.
- d. The outcomes of judicial hearings are confidential except when the law requires specific disclosure.
- e. Non-resident Belmont Abbey College students and non-students may be charged for violations of residence hall policies. Residents are responsible for the behavior of their guests.
- f. The rules of evidence in a court of law do not apply to a student judicial hearing. All that is required to establish responsibility is the preponderance of evidence. The hearing officer is not bound to the standards of criminal or civil courts of law.

6. HEARING OFFICER

- a. A hearing may be conducted either by an individual or a panel, depending on the offense, the record of the individual(s) involved and the discretion of the Vice President of Enrollment Management & Student Affairs or his designee. A hearing may be conducted by the Area Coordinator, Director of Residence Life or the Assistant Dean of Students. In appeals to sanctions of dismissal from the College, the Vice President of Enrollment Management & Student Affairs may also hear the appeal. See the Appeals Process section below.

7. FAIR PROCESS

- a. To ensure that the disciplinary process is fair, these guidelines will be followed:
- b. Written notification will occur within 48 business hours of the reported violation, when possible. Judicial letters will be delivered by the Residence Life staff, via campus box, or email or U.S. Mail for non resident students. When possible, the student will receive 24 hours advance written notice of the time and place of the hearing. For more severe charges resulting in possible removal from the residence halls or College, a student will receive 48 hours advance written notice. Students are expected to attend the scheduled disciplinary hearing. Failure to do so will result in a decision without the benefit of the student's testimony. In such cases, the student waives his/her right to review or appeal the decision.
- c. The student shall receive written notification of the finding(s) and sanction(s) as soon as possible after the conclusion of the hearing.

8. SUSPENSIONS PENDING HEARING

- a. In rare cases, the Vice President of Student Affairs, Dean of Residential Life may suspend a student from the residence halls or from the campus pending the resolution of a disciplinary hearing. Suspensions pending a hearing does not assume responsibility before the fact, but is meant to protect all parties in a dispute until a formal decision is made regarding the case. This decision is not subject to appeal and can be made by the Vice President of Student Affairs only. If the resolution of the hearing results in suspension or expulsion from the College then the student has the right to appeal the decision (see Appeals section below).

9. APPEALS PROCESS

- a. Every student has the right to appeal certain sanctions levied against him or her. Some offenses, however, cannot be appealed. These offenses include visitation, smoking, candles and incense, pulling of fire alarms, and attempted or actual violence against oneself or another.
- b. *An appeal hearing is not a re-adjudication of the case. If the student has been found responsible, the student is bound to that judgment.*
- c. All other infractions may be appealed accordingly. Alleged victims of reported incidents are not permitted to appeal judicial outcomes as they relate to the alleged perpetrator unless permitted by law.
- d. If the hearing officer for the case is an Area Coordinator, then the appeal may be made to the Director of Residence Life. The student appealing the decision must submit the appeal in writing to the Director of Residence Life within two (2) business days of being informed of the sanction as defined by the date on the sanction letter.
- e. If the hearing officer for the case is the Assistant Director of Residence Life, then the appeal may be made to the Dean of Residential Life. The student appealing the decision must submit the appeal in writing to the Vice President of Student Affairs within (two) business days of being informed of the sanction as defined by the date on the sanction letter.
- f. If the hearing officer for the case is the Dean of Residential Life, then the appeal may be made to the Vice President of Student Affairs. The student appealing the decision must

submit the appeal in writing to the Vice President of Student Affairs within (2) business days of being informed of the sanction as defined by the date on the sanction letter.

- g. The Vice President of Student Affairs serves as the final authority in all cases resulting in dismissal from the residence halls or lesser sanctions.
- h. A student must appeal a decision on at least one of three grounds:
- i. *Lack of Fair Process*
 - i. The student was not informed of the charges within the appropriate period of time or was not given a hearing. Please note that this ground for an appeal is not dependent on whether the student feels that s/he thought the hearing or the sanction fair, but on whether the process afforded the individual to be informed of the charges beforehand and on whether an opportunity was given for the student to give his/her account of the incident.
- j. *New Information/evidence*
 - i. The student has become aware of new information essential to the case.
- k. *Proportionality between Offense and Sanction*
 - i. The student asserts a lack of proportionality between the sanction and the offense. This ground does not apply simply on the basis on that a sanction is severe. A severe violation will accrue a severe sanction. Rather, the ground applies if the sanction seems disproportionate.
- l. All appeals must be made on at least one of these three grounds. Appeals cannot be made on grounds other than one of these three. **The hearing officer to whom the appeal is made may reject to hear the appeal if insufficient grounds are present.** In such cases the student is bound to the original sanctions levied.

***Discipline:
a way toward learning and freedom***

Discipline is a way of focusing energy and attention on what matters most. In our pursuit of academic excellence we strive to shape all programs to model and call forth personal discipline. The goal is to move from a discipline imposed from the outside to a mature self-discipline in which a person possesses a robust love of learning and, in setting his or her own goals, is able to imagine and pursue the steps necessary to achieve those goals.

10. SANCTIONS

- a. Sanctions imposed for violating the College's *Student Handbook* include, but are not limited to, the following:
- b. Written Warning
 - i. Formal notification that the student has violated policy
- c. Educational Sanction
 - i. The student is required to present a program, attend counseling sessions, write a paper or report, and design a poster or bulletin board or other related activities. For alcohol-related offenses, the student may be required to participate in an alcohol education program. A student may be asked to write a letter of apology to another party by a certain date. Failure to comply by that date will result in further disciplinary sanctions. Students who do not complete the alcohol education program as assigned may be fined in addition to having to complete the program and will be considered in non-compliance with a College official.
- d. Community Service
 - i. The purpose of community service is to give the student opportunity to give back to the community from which he/she detracted through violation(s) of College policy. The student may be required to participate in a prescribed number of community service hours. The type of work, service location and number of hours will depend on the violation. Students who have not completed community service within the designated time period as prescribed by College officials will be subject to possible fines and will be considered in non-compliance with College officials.
- e. Fine
 - i. The College has an established list of fines that may be imposed for violations of College policies or regulations. It should be noted that the fines listed are

minimum and may be imposed in addition to any other sanction that is listed and is appropriate. A full list is available in the Student Life Office, Residence Life Office, and Business Office.

- f. Restitution
 - i. Full payment for the cost of materials and labor for repair or replacement of damaged, destroyed, or stolen College property.
- g. Suspension from No-academic Activities and Athletic Participation
 - i. The student will lose residence hall and/or College privileges for a temporary or permanent period of time (e.g., loss of visitation privileges, loss of privilege to attend campus student activities, loss of privilege to participate on an athletic team, loss of lottery status for residence hall placement for the following year, being barred from residing in or entering a particular residence hall for a period of time, etc.). Loss of privileges also applies for the sanction of non-participation.
- h. Expulsion from Nonacademic Activities
 - i. Permanent separation of the student from all nonacademic activities and functions (i.e. visitation to the Residence Halls/Apartments, activities, sports events, athletics).
- i. Residential Probation
 - i. If found responsible for a violation while on residential probation, the student will be removed from the residence halls. While on residential probation a student may be barred from representing the College in any public function, including but not limited to Student Government leadership, athletics, clubs and memberships in campus organizations. Permission to represent the College while on residential probation must be obtained from Student Life.
- j. Class Only Limitation
 - i. A Judicial Hearing Officer may also limit a student's presence on campus to attendance of classes only. A Hearing Officer may also prevent a student(s) from addressing or communicating with particular parties and/or individuals. This limitation is particularly important in cases where one party has threatened, intimidated, harassed or caused apprehension of harm to another party. Non-compliance with these directives could result in very serious sanctions, including dismissal from the halls or from the College on a temporary (suspension) or permanent (expulsion) basis.
- k. Held in Abeyance
 - i. The Judicial Hearing Officer on rare occasion may relegate a student to be "held in abeyance." To be held in abeyance means that a student who has been on probationary status and is found responsible for a very minor violation may be maintained on probationary status but not dismissed from the residence halls or from the College. Also, under such conditions the Vice President of Student Affairs may lengthen the probationary time period in addition to holding in abeyance. It should be noted that this status is levied at the Vice President's discretion and is rarely applied. Therefore, if an offense is committed while on probationary status then the correlative dismissal is expected.
- l. Residence Hall Suspension
 - i. Separation of the student from the Residence Halls for a specified period of time, with the minimum length of time being one (1) semester or until specified conditions are met. A student suspended from the Residence Halls/Apartments may continue to attend classes. However, he/she shall not be inside of, or in the immediate vicinity of any College Residence Hall/Apartment; this includes all lawn areas, sidewalks, parking lots near the Residence Halls/Apartments, etc.
 - ii. If a student is dismissed from the residence halls then s/he must leave the residence halls within the period of time designated by the Judicial Hearing Officer. The student may apply to the Dean of Residential Life to re-enter the residence halls after the period of dismissal has expired. Dismissal from the Residence Halls automatically bans the student from entering the residence halls. Any entrance to or attempt to enter the residence halls after dismissal will be viewed as trespassing and charges may be pressed against the individual. The Vice President of Student Affairs serves as the final appeal in cases of dismissal from the residence halls. Students dismissed from the Residence Halls are not entitled to any refund for room and board.

- m. Residence Hall Expulsion
 - i. Permanent separation of the student from the Residence Halls. A student expelled from the Residence Halls shall also lose all future visitation privileges. The student may not be inside of, or in the immediate vicinity of any College Residence Hall/Apartment; this includes all lawn areas, sidewalks, parking lots near the Residence Halls/Apartments, etc.
- n. College Probation
 - i. College probation is the second and more serious form of probationary status. If a student is found responsible for a residential or college violation while on College Probation then s/he will be removed from the College either for a period of time (suspension) or permanently (expulsion). While on College Probation a student may not represent the College in any public way. A student may also be banned from the residence halls while on College Probation.
- o. College Suspension
 - i. Separation of the student from the entire College, and all College premises, for a specified period of time, or until certain conditions is met.
- p. College Expulsion
 - i. Permanent separation of the student from the entire College, and all College premises. The Expulsion shall be noted on the student's academic transcript as follows: "Expelled per Student Code of Conduct" and the effective date of the expulsion.
- q. Other than College Expulsion, disciplinary sanctions shall not be made part of the student's permanent academic transcript, but shall become part of the student's confidential record. Upon graduation and written application to the Vice President of Student Affairs, the student's confidential record shall be expunged of disciplinary sanctions other than Residence Hall Expulsion, College Suspension, or College Expulsion. Cases involving the imposition of sanctions other than Residence Hall Expulsion, College Suspension, or College Expulsion shall be expunged from the student's confidential record five (5) years after the final disposition of the case.
- r. All sanctions must be completed within the manner and time stated as part of the sanction. Failure to do so shall result in a more severe disciplinary sanction. It is not uncommon for a student to be assigned community service hours as part of a sanction.
- s. Sanctions for violations of the alcohol policy or for any disciplinary case will vary depending on the case, the record the student has accumulated, the comportment of the student during the disciplinary hearing and the severity of the offense. All violations are cumulative, as the disciplinary record of an individual indicates whether s/he is willing to live according to the standards of the community.

STUDENT ACTIVITIES & INVOLVEMENT

“Students learn by becoming involved”

~Alexander Astin, Achieving Educational Excellence

Our main goal in the Office of Student Activities is to provide extra-curricular activities to all Belmont Abbey students. The activities program is designed to compliment the academic program of studies and enhance the overall educational experience of students through the development of, exposure to, and participation in social, cultural, intellectual, recreational, and governance programs – and we have some fun in the process! College is about so much more than just going to class. What you do in between all the required *stuff* can mean the difference between an average college experience and a GREAT college experience.

SERVICES

The Office of Students Activities complements the classroom experiences by providing channels for students to become actively involved in extra-curricular activities and services. The staff encourages each student to take full advantage of numerous growth and development opportunities existing on and off campus. Our goal is to assist students in becoming well informed, responsible, and contributing members of the Belmont Abbey community. We are here to assist students by helping with the problems, questions, and concerns they may have; by providing services and programs to meet students’ needs; and by encouraging students’ growth and development in the fullest potential.

Ways in which the Office of Student Activities is available to students:

- *Houses all BAC registered students organizations and acts as a liaison, financial manager, resource and approval authority for student organizations and their activities.*
- *Houses Greek organizations and acts as advisor to Greek Council.*
- *Sponsors and plans campus-wide programs such as Orientation, Welcome Week, and Art Week.*
- *Serves as a resource for involvement, service and leadership development opportunities.*
- *Manages facility reservations for all student organizations.*
- *Oversees the Intramural Sports and Recreation Program*
- *Provides poster & banner making supplies to registered clubs and organizations. Including Rolls of colored paper, poster paper, markers & paint.*

RECOGNITION OF STUDENT ORGANIZATIONS

It is the policy of Belmont Abbey College that all student organizations be recognized and registered through the Office of Students Activities. College recognition of student organizations is a *privilege*, not a right. Accordingly, student organizations are expected to meet and maintain certain standards that are in keeping with the mission of the College.

The College reserves the right to monitor all organizational activities and to conduct both regular and periodic reviews of approved student organizations to ensure that ongoing activities remain consistent with the original goals and purpose of the organization.

The College may, at any time, suspend or revoke recognition of a student organization. Furthermore, student organizations that violate College policy or standards of conduct, or conflict with the mission, policies, parties, or goals of the College, or its Catholic, Benedictine traditions and beliefs, may be subject to disciplinary action, including the suspension or loss of College approval.

Recognition of a student organization by the College in no way implies consent or endorsement of the positions or viewpoints espoused publicly or privately by members of the organization. Consequently, student organizations will, at all times, represent themselves in a manner which reflects this policy, using disclaimers or other statements, as may be necessary, which clearly state that the views held by the student organizations are its own and not necessarily the views, opinions, or beliefs of the College, its faculty, administration, staff, or student body.

RIGHTS OF REGISTERS STUDENT ORGANIZATIONS

As a registered student organization in good standing with our office, student group will be granted the following benefits:

- *Use of the College’s name in association with the club or organization in a manner designated by the College.*
- *Use of College facilities, at no charge, provided appropriate scheduling and requesting procedures are observed.*
- *Ability to post events and meetings on campus event calendars*
- *Use of campus bulletin boards and other designated posting areas according to the College’s posting*

policy.

- *The right to request funding from Student Government Association*
- *Use of the club or organization's name to solicit membership on campus.*
- *Inclusion in the Student Activities publications including website.*
- *Ability to receive communications from the Office of Student Activities regarding campus policies, events and opportunities.*
- *Use of the Office of Student Activities materials for Advertising, this includes making copies for official organization use.*

NEW STUDENT ORGANIZATION RECOGNITION PROCESS

A student organization is officially recognized by Belmont Abbey College only when approval is given by the Vice President of Student Affairs. Approval may be given only if the following steps are completed:

1. An individual or group must initiate the recognition process by submitting a completed *Emerging Organization Interest Form* to the Office of Student Activities. Upon the approval of the Coordinator of Student Activities, the emerging organization will be allowed to hold up to three (3) informational/organization meetings.
2. The group must submit a completed *Application for Recognition* and supporting materials to the Office of Student Activities. A complete submission should include the following:
 - A. A written proposal to include:
 - i. *A statement of purpose and goals which are consistent and compatible with the mission and goals of the College and its Catholic, Benedictine beliefs*
 - ii. *A statement demonstrating how the organization would benefit Belmont Abbey College and how its purpose and goals contribute to the overall educational mission of the institution.*
 - iii. *A schedule of proposed activities for the first academic year of its existence along with a statement demonstrating how those activities will contribute to the advancement of the social, moral, cultural, intellectual, and/or spiritual development of its membership and the College community.*
 - B. A draft constitution and bylaws; If applicable, a copy of the constitution & bylaws of national and/or local affiliates.
 - C. A list of at least five (5) currently enrolled Belmont Abbey College student members to include their student identification numbers and signatures
 - D. A completed *Advisor Agreement Form* designating a Belmont Abbey College faculty/staff member as the student organization advisor.
3. The organization's officers and/or members must Petition the Student Government Association. The meeting will include a review of the organizations recognition request and a brief Question and Answer period from the members of SGA.
4. The organization's request for recognition must be approved by the Student Government Association. At that time, the SGA President will forward the request to the Coordinator of Student Activities for his/her approval.
5. The Coordinator of Student Activities will review the request for recognition, consulting as needed with the Dean of Residential Life and the Vice President of Student Affairs, and determine if the organizations should be officially recognized by the college.
6. Notification of the official recognition or denial of recognition will be sent to the organizational president and advisor within 1 week of the petition to SGA. Upon approval, organizations are granted the rights and privileges of official recognition as set forth by the college.

GREEK EXPANSION

Organizations which are deemed social fraternities or sororities by the college may only be recognized through the Expansion Policy set forth in the BAC Greek Council Constitution.

REGISTRATION OF STUDENT ORGANIZATIONS

All recognized student organizations must be registered with the Office of Student Activities in order to be eligible for the rights and privileges afforded to recognized student organizations. In order to remain "active" as a registered organization, student groups must submit a *Registration Update Form* each Fall and at any time in which new officers are elected or appointed. The completed form must be submitted within two (2) weeks of the beginning of the semester or officer elections and be accompanied by a current membership roster and, if applicable, a changed or updated constitution.

STUDENT ORGANIZATION OFFICERS

In order for an individual to be eligible for, elected to, appointed to, or hold office in any registered student orga-

nization, the must meet the following requirements:

- *Must be enrolled as a full-time student at Belmont Abbey College.*
- *Must have a minimum of a 2.2 cumulative grade point average.*
- *Must be in good standing with the college and be under no academic or disciplinary probation.*
- *Must meet all other reasonable academic standards established by the student organization and included in the organization's constitution and/or bylaws.*

Only the officers of an organization (as listed with the Office of Student Activities) may represent the organization in official relations with the college. Only those individuals listed as officers are permitted to reserve space, schedule events, make purchases from campus accounts, and conduct other business on behalf of the organization.

ADVISORS

All registered student organizations are required to have an advisor who is a full-time faculty or administrative staff member at Belmont Abbey College.

An advisor should do the following:

- *Attend executive board and general meetings.*
- *Be aware of and follow policies that govern student organizations.*
- *Encourage and assist the group in setting organization goals.*
- *Be available to the officers of the organization for consultation.*
- *Encourage the officers to maintain accurate records.*
- *Stay up-to-date on what is occurring within the organization.*
- *Assist the officers in understanding their duties and organizing programs.*
- *Advise and consult organization officers on budgets and other financial affairs.*
- *Attend a Moderator Training Meeting on an annual basis.*
- *Provide continuity to the organization's policies, programs, and traditions.*
- *Promote personal growth and leadership development among group members.*

Each faculty/staff advisor is required to sign the *Advisor Agreement Form*. By signing this agreement, the Belmont Abbey College faculty/staff member certifies that he/she will fulfill the duties of a registered student organization advisor to the best of his/her ability.

STUDENT ORGANIZATION CONDUCT & RESPONSIBILITIES

Whether on or off campus, student organizations and their members are representatives of Belmont Abbey College and are expected to act in accordance with the policies outlined in the *Student Handbook*. In addition, student organizations and their members are responsible for complying with applicable local, state and federal laws as well as any national regulations that their organization may have. As such, any student organizations found in violation of these policies may be subject to disciplinary action through the Office of Student Activities.

FORMAL COMPLAINTS

Any member of the faculty, staff or student body may formally submit allegations of student organization misconduct to the Office of Student Activities. A report may be filed by submitting a written statement to the Coordinator of Student Activities that includes specific allegations and supporting details (names, dates, etc.).

STUDENT ORGANIZATION DISCIPLINE

The Office of Student Activities is responsible for addressing violations of Belmont Abbey College policies among student organizations. Complaints and concerns may be resolved through the advisement process or through an informal proceeding with the Coordinator of Student Activities or his/her designee. If deemed necessary, student organization violations may be reviewed through the College's formal judicial procedures as outlined in the *Student Handbook*.

STUDENT ORGANIZATION INQUIRY PROCESS

In the event that the college is presented with information calling into question an organization's compliance with Belmont Abbey College policies, the college may respond to this information by conducting an inquiry. An inquiry enables the college to determine the veracity of the information received and whether the situation warrants further action and/ or investigation. During the inquiry process, a representative of the Office of Student Activities and/or the Division of Student Affairs may ask to speak with current or prospective organization members and/or other members of the college community.

The following protocol shall be observed when a current or prospective student organization member is asked to

Speak with a departmental or divisional representative:

- *The meeting shall be scheduled at a time designated by the College Official at a mutually agreed upon time, if possible.*
- *At the start of the meeting, the student shall be advised of the purpose of the meeting and why his or her presence was requested. The purpose of the meeting shall be to seek information relevant to the subject matter of the inquiry.*
- *The meeting shall be conducted in an informal and civil manner. At no time shall either party engage in threatening or belligerent behavior.*
- *The student may bring a student organization advisor to the meeting. In the event that a student is not yet affiliated with the organization or the advisor is unavailable, a mutually agreed upon student organization advisor or campus faculty/staff member may be utilized. The observer may not be an attorney. The primary role of the third party observer is to serve as a neutral witness. However, either the student or the departmental/divisional representative may confer privately with the third party to ensure the fairness of the inquiry. The third party, however, shall not serve as either party's representative.*
- *Students, as well as student organizations as a whole, are obligated to cooperate with the inquiry. A representative of the Office of Student Activities and/or the Division of Student Affairs may draw appropriate inference from a student's or student organization's failure to respond to an inquiry, and students are reminded that they remain subject to the policies and sanctions set forth in the BAC Student Handbook.*
- *To the extent possible, all participants in the process shall keep the inquiry confidential.*
- *At all times, Belmont Abbey College reserves the right to proceed with a formal judicial investigation of the matter.*

STUDENT ORGANIZATION SANCTIONS

Student organizations found in violation of Belmont Abbey College policy may be sanctioned through the Office of Student Activities and/or the Division of Student Affairs. Possible sanctions may include, but are not limited to, the following:

- ***Censure:*** *Written reprimand to the organization for its violation of specified regulation(s). Further violations of College and/or Student Organization policies may result in additional disciplinary sanctions.*
- ***Disciplinary Probation:*** *Organization's exclusion from participation in privileges or extra-curricular activities as set forth in the notice of disciplinary probation for a specified period of time.*
- ***Restitution:*** *Reimbursement for damages or for a misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for the damage per the discretion of the College.*
- ***Suspension:*** *Revocation of the group's status as a recognized student organization and the privileges associated therewith for a designated period of time and/or until specified performance objectives have been achieved.*
- ***Restrictions:*** *Limitations or parameters placed on the group to utilize College facilities/resources or regarding the manner in which the group may conduct its activities for a designated period of time and/or until specified performance objectives have been achieved.*
- ***Revocation of Recognition:*** *Termination of a student organization's official status as a recognized student organization at BAC, and its funding, for an indefinite period.*

STUDENT ORGANIZATION TRAVEL

Student Organizations who wish to travel more than 25 miles from the college for events and activities must follow the policies and procedures as outlined below:

- Student Organizations must turn in a completed *Travel Request Form* to the Office of Student Activities no less than three (3) weeks prior to travel date. The form must be accompanied by a completed *Travel Waiver* with the signatures for each student traveler.
- Students utilizing privately owned vehicles must complete and sign a *Personal Vehicle Use Waiver* prior to travel.
- Members of student organizations who are traveling to conferences and activities are considered representatives of Belmont Abbey College and are expected to behave accordingly. Student must follow all policies outlined in *Belmont Abbey College Student Handbook* and act in accordance with all local, state, and national laws. Any failure to do so may result in disciplinary action.
- Any accidents, injuries, or incidents occurring while traveling must be reported immediately to the Coordinator of Student Activities.

LIABILITY & SAFETY

In order to ensure the safety of Belmont Abbey College students, it is mandated that student organization representatives notify appropriate College personnel if any serious incident occurs at any student organization event. A “serious incident” is defined as any occurrence in which it is reasonable to believe that a person(s) safety or well-being is at risk or that a individual or group’s behavior may put the safety or well-being of others at risk.

If such an incident occurs, student organizations representatives must immediately contact the Coordinator of Student Activities or his/her designee. If the incident requires that a student be returned to campus, the representative must also contact the Residence Life professional staff member on duty. Student organizations hold the responsibility of ensuring that they have the contact information for all appropriate College personnel.

FUNDRAISING

Student Organizations are permitted to engage in activities or programs to support their student organization and/or community organizations. As a non-profit institution, all fundraising should be for implementing club programs or to raise money for philanthropic causes. It should be noted that all fundraising activities are deemed an “event” and must be registered with the Office of Student Activities

In the event that fundraising activities include the solicitation of businesses and/or external constituents, approval is required by the Belmont Abbey College Development Office. Student organizations must provide a written list (email or hard copy) of potential donors or sponsors to the Assistant to the Vice President for Development and Annual Programs or his/her designee. Before approaching any outside source for donations and/or sponsorship, a signed copy or email of approval from the Director must be forwarded to the Office of Student Activities in conjunction with the *Event Registration Form*.

ADVERTISING & PROMOTIONAL PRODUCTS

Student organizations must promote and publicize their organization and events in a manner that is in accordance with the mission and values of Belmont Abbey College. Publicity and promotional items that utilize the name or trademarks of Belmont Abbey College and/or its registered student organizations (either directly or indirectly) are subject to limitations set forth by the College. Student organizations are responsible for ensuring that any materials produced are in line with College policies.

Advertising and promotional items (including, but not limited to, printed advertisements or publications, t-shirts or other attire, give-aways or favors) may not include the following:

- *Implicit or explicit mention of alcohol products or alcohol consumption.*
- *Words or images that may be deemed offensive, demeaning or in poor taste.*
- *Illicit images, language, inappropriate references or sexual innuendo.*
- *Inappropriate use of Belmont Abbey College trademarks or symbols as defined by the Office of Communications.*

The above list is not meant to be exclusive in nature and other examples of inappropriate actions may be deemed a violation of this policy. The Office of Student Activities reserves the right to interpret the above policy and may hold organizations responsible for the above actions and any others where the spirit of this policy may have been violated. Student organizations found in violation may be subject to sanctions or disciplinary action. If there is any doubt about the appropriateness of a promotion or advertisement of an event or organization, please speak with the staff in the Office of Student Activities.

POSTING POLICY

The promotion of campus events and activities is supported through a college posting policy. The first priority for postings on campus will be activities and events of the college, its departments and recognized student organizations. In the spirit of Belmont Abbey College’s mission as a private institution, the use of posting space for off-campus organizations and commercial groups is limited.

Approval

All posting must bear a stamped approval of the Office of Student Activities. To be approved, posted materials must follow the guidelines placed forth in this policy. Posted materials not conforming to these guidelines will be removed by the Office of Student Activities and organizations violating these guidelines may be assessed for damages and /or risk the loss of posting privileges.

Note: If you bring a copy of the Original for approval, you can make copies in the Office of Student Activities of the Approved posting for free.

Content

All materials posted in these areas are subject to the following content guidelines:

- *Posting is restricted to the advertisement of events, meetings or involvement/employment opportunities.*
- *All posted materials must contain the following: (1) The full name of the sponsoring group {no acronyms}; (2) The time, date and place of the event, if applicable; (3) a contact number or email for more information.*
- *Posted materials should make every effort to be inclusive and indicative of the College population. Materials that include demeaning sexual and/or racial connotations, offensive language, or distasteful references will not be approved.*
- *No materials advertising or implying the sale or use of alcoholic beverages and tobacco will be approved.*

Posting Guidelines

The following guidelines apply to general campus posting:

- *Posted materials may not be affixed to surfaces using packing, 3M, electrical or duct tape. Suggested materials include masking tape or poster tacking.*
- *Unless prior permission is received, materials posted on bulletin boards should be no larger than 11"x17".*
- *Posters and flyers may not be placed or hung from painted surfaces, metal surfaces, windows, ceilings, or doors.*
- *Posted materials may not be placed in outdoor spaces. This includes, but is not limited to: trees, lamp posts, benches, trash cans, or buildings.*
- *Materials may not be placed on vehicles.*
- *Reasonable efforts must be made to not post excessive materials. Multiple and identical signs should not be posted next to one another; as space is needed for all campus events. Judgments as to what will be considered reasonable will be made by the Office of Student Activities.*
- *Organizations and campus departments are responsible for prompt removal of posted materials. All materials advertising events should be removed within 24 hours of the event.*
- *Complete removal of all posted materials on bulletin board will occur at the conclusion of each semester.*

Any exceptions to these guidelines must be approved by the Coordinator of Student Activities. Exceptions will be limited to large scale, campus wide events.

CAMPUS FACILITY RESERVATIONS

Registered Student Organizations may reserve campus spaces by submitting a *Facilities Reservation Form* to the Office of Student Activities. Facilities are reserved on a first come first serve basis. Failure of the reserving party to return the facility to its original state of cleanliness (including disposal of garbage in appropriate containers) will result in clean-up fees. It is expected that organizations will respect all College policies and guidelines when using facilities. Failure to follow facility guidelines may result in sanctions or disciplinary action.

Registered student organizations may utilize a number of resources for events and programs. Those organizations reserving and utilizing Belmont Abbey College's resources and equipment are responsible for its proper use and for ensuring that all items utilized remain in good condition. Requests for setup and equipment usage should be made well in advance to ensure that they are reserved.

Students may request event setup for reserved spaces by including the necessary information on the Facilities Reservation Form. Organizations are encouraged to submit requests as early as possible to ensure proper setup, but forms must be submitted a minimum of one week prior to an event. Items available for student organization use and setup are:

- *Tables*
- *Chairs*
- *Trash Receptacles*
- *Projector and Screen*
- *DVD/VCR Player*
- *Movie Screen*
- *12' x 6' Stage*
- *Sound System*

STUDENT GOVERNMENT ASSOCIATION

EXECUTIVE OFFICERS

President Chase Heikkila (Junior)
Vice President Sabrina Buchanan (Sophomore)
Treasurer Tamara Temple (Senior)
Secretary Dayne Urbanovsky (Sophomore)

SGA CONSTITUTION

PREAMBLE

We, the students of Belmont Abbey College, do establish this constitution for the STUDENT GOVERNMENT ASSOCIATION OF BELMONT ABBEY COLLEGE, a permanent body operating under the authority of the President of the College. We do this in order to:

- Better contribute to the well being of the general College community.
- Promote the general welfare of the student body.
- Facilitate communication of reasonable opinions among and within the student body and between the administration and faculty of the College.
- Participate more effectively in the internal governance of the College under the guidance of the administration and faculty.

ARTICLE I – FUNCTIONS

The functions of the Student Government Association (SGA) of Belmont Abbey College shall be to:

- Section 1. Express opinion on College affairs as the SGA deems appropriate and necessary.
- Section 2. Establish, within the laws applicable to Belmont Abbey College, an effective means for advising and responding to College committees, the administration, faculty, and other officers of the College.
- Section 3. Participate through appropriate bodies in the formulation of academic and educational policies of Belmont Abbey College.
- Section 4. Consider policies, programs, and other matters as the administration, faculty, and student organizations propose.
- Section 5. Promote procedures whereby communication within the College may flow freely and systematically.
- Section 6. Assist in the creating and maintaining a college environment conducive to the cultivation of scholarship, culture, service, and community under Benedictine tradition.
- Section 7. Accept and share responsibility with the administration and faculty in all efforts to improve the status and usefulness of Belmont Abbey College.
- Section 8. Disburse funds from the treasury of the SGA, including, but not limited to, allocation of funds available to student organizations.

ARTICLE II – GENERAL ORGANIZATION AND MEMBERSHIP

- Section 1. Membership of the Student Government Association of Belmont Abbey College shall be comprised of the Executive Officers, the Student Senate, and Major Group Representatives as specified in this Constitution.
- Section 2. Major Group Representatives will come from Greek Life, Residence Life, Campus Activities Board (CAB), Student Athlete Advisory Council (SAAC), Hintemeyer program, Honors Institute, and the Adult Degree Program (ADP) as well as any other group approved by the Executive Board whose presence represents students on campus. These Representatives cannot be an already existing member of SGA (on the Executive Board or part of the Senate) and do not have to be voted in as part of the SGA election. These groups will vote within the group to choose their representative.
- Section 3. Eligibility for membership is open to all students enrolled in the traditional program, who have met all requirements of the position sought as established by this Constitution, and who have been properly elected as prescribed by this Constitution or bylaws. These representatives shall possess full voting rights in all matters before the SGA.
- Section 4. No otherwise qualified student may be excluded from membership of the SGA on basis of race, age, religion, sex, nationality or physical impairment.

ARTICLE III – EXECUTIVE OFFICERS

- Section 1. The Executive Officers of the SGA are the President, Vice President, Secretary, and Treasurer.
- Section 2. Duties and Powers of the Officers:
- A. The President shall:
1. Serve as the Chief Executive Officer of the SGA.
 2. Supervise the execution of all actions of the SGA authorized by this Constitution.

3. Vote in all matters before the SGA only in the case of a tie.
 4. Recommend for appointment to the SGA representatives to all committees.
 5. Meet with the advisor and Vice-President at least once a week to develop an agenda for the meeting and discuss matters pertaining to SGA.
 6. Preside at all meetings of the SGA.
- B. The Vice President shall:
1. Assist the President in the fulfillment of his/her duties.
 2. Assume the Office of the President in the event of the President's resignation, negligibility, or impeachment.
 3. Be responsible for the coordination of all SGA elections.
 4. Post updates and news from SGA on the college website.
 5. Submit a regular column of SGA news for publication in *The Crusader*.
 6. Possess full voting rights in all matters before the SGA.
- C. The Secretary shall:
1. Keep, file, and distribute the minutes of the SGA meetings and other documents necessary to the efficient operation of the SGA.
 2. Complete and maintain a file of all correspondence relative to the actions of the SGA.
 3. Certify with the assistance of the SGA Advisor that each member of the SGA is eligible to serve.
 4. Call roll at all meetings and maintain records of attendance.
 5. Inform all members when they are one absence away from their limit.
 6. Possess full voting rights in all matters before the SGA.
- D. The Treasurer shall:
1. Inform the SGA of weekly balances.
 2. Work with the Advisor and VP of Finance regarding the SGA financials and keep the SGA informed of its status.
 3. Possess full voting rights in all matters before the SGA.

ARTICLE IV – CLASS OFFICES

- Section 1. In accordance with this Constitution students shall elect a President, Vice President, and two (2) Senators from each class.
- Section 2. The duties and responsibilities of the Class Officers:
- A. The President shall:
1. Hold a monthly class cabinet meeting and submit minutes to SGA.
 2. Serve on any committees appointed to.
 3. Present any concerns or ideas on behalf of their class.
- B. The Vice-President shall:
1. Assist the President in holding a monthly class cabinet meeting.
 2. Serve on any committees appointed to.
 3. Assume the Office of the President in the event of the President's absence, resignation, ineligibility, or impeachment.
- C. Senators shall:
1. Attend all monthly class cabinet meetings.
 2. Serve on any committees appointed to.
 3. Assume the Office of the Vice-President upon the request of the Executive Board in the event of resignation, ineligibility, or impeachment.
- Section 3. All class officers possess full voting rights in all matters before the SGA.
- Section 4. All class officers are to assist in the planning, promotion, implementation, and evaluation of SGA programs and projects.

ARTICLE V – MEETINGS OF THE STUDENT GOVERNMENT ASSOCIATION

- Section 1. The SGA shall meet on a regular basis throughout the academic year. The time and location of meetings will be set at the beginning of the semester, and the board will be notified if any changes occur.
- Section 2. A meeting is considered valid if the advisor and either the president or vice president are present.
- Section 3. The President of SGA, a majority of the SGA membership, the Dean of Residential Life, or the Vice President of Student Affairs may call a special meeting to order.
- Section 4. Meetings of the SGA are open to the college community, but upon vote by the majority of the membership a meeting may move to executive session.
- Section 5. Meetings shall be conducted according to parliamentary procedures.

- Section 6. A quorum is defined to be 2/3 of its membership. A quorum must be present for business to be conducted and for votes to be binding.
- Section 7. Attendance at meetings is expected of all members. Any member who is not available to attend must inform the Secretary of SGA or the SGA Advisor prior to the meeting. An absence is considered excused if the member makes proper notification and if the absence is due to a College function, illness, or emergency situation.
- Section 8. Meetings will be closed during executive session in which discussion by SGA members upon a vote is taking place. After the conclusion of the vote, the meeting is reopened, and the results will be made public.

ARTICLE VI – QUALIFICATIONS OF THE OFFICERS, SENATORS, AND ORGANIZATION REPRESENTATIVES

- Section 1. To assume and hold the office of President the student must be enrolled full-time in the traditional program. They must also have a minimum cumulative grade point average of 2.75 and have earned enough academic credits to be classified at least a Junior, as well as have already served on SGA for at least 2 semesters.
- Section 2. To assume and hold the office of the Vice President the student must be enrolled full-time in the traditional program. They must also have a cumulative grade point average of 2.75 and have earned enough credits to be classified at least a Sophomore, as well as already served on SGA for at least 2 semesters.
- Section 3. To assume the office of Secretary or Treasurer the student must be enrolled full-time in the traditional program. They must have a cumulative grade point average of 2.50 and have earned enough academic credits to be classified at least a sophomore.
- Section 4. To assume the office of Senator, or to assume a membership seat assigned to a major group organization, the student must be enrolled full-time in the traditional program. They must also have a minimum cumulative grade point average of 2.25 and have earned enough academic credits to be a member of the class, or organization he/she is representing.

ARTICLE VII – OFFICE VACANCY APPOINTMENTS

- Section 1. Should the office of the President become vacant for any reason at a time other than established elections, then the Vice President shall assume the office of President.
- Section 2. Should any Executive Office other than President or any Senator Office become vacant at any time other than established election, then the following procedures should be followed:
- A. Notice of the vacant position and the associated qualifications should be e-mailed to all traditional students.
 - B. Any student qualified for the position who wishes to be considered for appointment should present him/herself to the SGA at the next scheduled meeting.
 - C. The office shall be filled by majority vote of the SGA.
- Section 3. Should any seat assigned to a student organization become vacant for any reason, the organization shall select a qualified student to fill the seat.

ARTICLE VIII – ELECTIONS

- Section 1. Elections are to be coordinated by the Vice President. Should the Vice President be a candidate in the election, the SGA shall elect a member who is not a candidate to coordinate the election.
- Section 2. To be nominated for an office a student must complete and return a nomination form as announced by SGA. Nominations for an Executive Officer shall require at least 50 student signatures and nominations for a Class Officer shall require at least 25 student signatures. The period of time for nominations should be at least 3 days and not more than 7 days. Students completing the nomination process as prescribed by SGA shall be listed on the election ballot. Ballots shall also allow for a write-in candidate for each office.
- Section 3. Campaigning for election should be at least 5 days and not more than 10 days. All candidates must abide by college policies with regards to posting, advertising, etc. Any candidate who does not abide by College policy may face disciplinary sanction in accordance with the *Student Handbook*, and may upon the vote of SGA be denied listing in the ballot. No campaigning is permitted within 30 feet of the election poll.
- Section 4. Elections shall be held on one day at the conclusion of the campaigning period. SGA shall establish polling time and locations to encourage maximum voter participation.
- Section 5. The SGA advisor and two members of the SGA who are not candidates in the election shall count the ballots.
- Section 6. Any disputed election shall be decided by a panel of faculty, staff, and students appointed by the Dean of Residential Life. The panel's decision shall be final.
- Section 7. Elected officers and senators shall assume office on Commencement Day and serve until the following Commencement Day.

ARTICLE IX – REMOVAL FROM OFFICE/ATTENDANCE

- Section 1. Any member of SGA may be impeached for unethical conduct, failure to perform duties, failure to maintain minimum qualifications, excessive absences from SGA meetings, significant violation of College policy, or inability to hold office for a reason.
- Section 2. Recommendation for impeachment must be made by an Executive Officer and at least four (4) Class Officers. Such recommendation is to be made at a meeting of the SGA.
- Section 3. A member will be able to present a rebuttal.
- Section 4. A member shall be impeached and removed from office upon a 2/3 majority vote of the SGA members present. While voting takes place, the individual being voted upon must temporarily remove him/herself from the meeting and return upon conclusion of the vote.
- Section 5. The advisor can override the impeachment decision.
- Section 6. In the case of a removal, Article VII shall be followed.
- Section 7. Attendance is expected of all members. Should any elected position on SGA miss more than two (2) unexcused and four (4) excused meetings within the timeframe of a semester, the procedure for impeachment may then follow.

ARTICLE X – ADVISOR

- Section 1. The VP of Student Affairs, in accordance with the wishes of the President of the College, shall designate the advisor of SGA. If the advisor were to be absent, the VP of S.A. would ultimately be responsible for finding a suitable proxy.

ARTICLE XI – RECOGNITION AND FUNDING OF STUDENT ORGANIZATIONS

- Section 1. The SGA shall set standards and procedures for recognition and funding of student organizations.
- Section 2. For recognition of a student organization the SGA shall require at minimum a written petition by the organization to the SGA that includes the group's name, statement of purpose and constitution, statement of obligation to follow the rules and regulations of the College, list of proposed Officers if any, names of the organizations founding members, and signature of group's advisor. A representative of the group must be present at the SGA meeting when the petition is to be considered.
- Section 3. A majority vote of the SGA shall be required for recognition to be granted.

ARTICLE XII – BYLAWS AND AMENDMENTS

- Section 1. The SGA shall establish such amendments as necessary to enact this Constitution. Amendments to this Constitution must be approved by a two-thirds (2/3) majority vote of the SGA. Having successfully passed, the SGA amendments must be voted upon by the student body. A simple majority of those voting shall be necessary for the amendment to be adopted.



Understanding of Responsibilities

Students are strongly encouraged to carefully read all of this publication and understand their responsibilities concerning institutional policies and procedures. While every effort is made to provide accurate and current information, The College reserves the right to change, without notice, information contained in the Student Handbook. All students are responsible for reading, understanding, following and supporting the information outlined in this publication. Failure to adhere to or respect any part of the information in this Student Handbook is referable to the judicial system. All questions should be referred to the Student Life staff or the appropriate proxy on campus.

I, _____, have
(Please Print your Full Name)

read above and understand that by signing this I agree that I have been given the policies and procedures for which I am responsible as published in the 2010-2011 Student Handbook.

Student Signature/Date

After signing, detach this page and return to the Office of Residence Life. All student will be held to the standards in this Handbook.