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The LaGrange College Student Handbook is intended to be a quick reference guide for students seeking more information about College policies and procedures pertaining to out-of-class activities. Please note that the policies contained in this Handbook are subject to change at the College’s discretion without direct notice. Additionally, although the on-line version of this Handbook may be updated throughout the academic year, no warranty is made that it contains the most updated policies at any given time. Students are encouraged to seek clarification from the appropriate administrator for guidance on questions pertaining to College policies. Even though every effort has been made to ensure the accuracy of the information contained in this document, the College nor any of its representatives can be held liable for any inaccuracies or omissions. This Handbook remains in effect until the next edition of the Handbook is issued.
LaGrange College challenges the minds and inspires the souls of its students. Founded in 1831 and committed to its relationship with the United Methodist Church and its Wesleyan and liberal arts traditions, the college supports students in their search for truth. An ethical and caring community valuing civility, diversity, service and excellence, LaGrange College prepares students to become successful, responsible citizens who aspire to lives of integrity and moral courage.

**Alma Mater**
Dolly Jones House (1914)

Hail to thee our Alma Mater,  
Guardian of our days.  
For thy spirit never failing,  
We will sing thy praise.  
High aloft we hold thy banner,  
Ever loyal true.  
And to thee our Alma Mater,  
We our pledge renew.  
In thy mighty groves of learning,  
Wisdom’s path we’ve sought.  
High upon thy lofty hilltop,  
Visions have been wrought.  
From our hearts we sing the chorus,  
Time shall never change.  
Hail to thee our Alma Mater,  
Hail to thee LaGrange.

**Fight Song**

Fight, Panthers, fight courageously!  
We’ll cheer for dear LC!  
Our loyalty we pledge to the black and red  
We’ll fight on till victory!  
(shout) LC! LC!  
Go--------PANTHERS!  
(Repeat)
LaGrange College 2013 – 2014 Student Handbook

### CAMPUS CONTACT INFORMATION

LaGrange College Switchboard

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
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<tbody>
<tr>
<td>LaGrange College Switchboard</td>
<td>(706) 880-8000</td>
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</table>

**Administration**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>President Dr. Dan McAlexander</td>
<td>(706) 880-8230</td>
</tr>
<tr>
<td>Provost Dr. David Garrison</td>
<td>(706) 880-8235</td>
</tr>
<tr>
<td>Vice President for Advancement William Jones</td>
<td>(706) 880-8257</td>
</tr>
<tr>
<td>Vice President for Finance and Operations Marty Pirrman</td>
<td>(706) 880-8232</td>
</tr>
<tr>
<td>Dean of Enrollment Management Joseph Miller</td>
<td>(706) 880-8253</td>
</tr>
<tr>
<td>Vice President for Spiritual Life &amp; Church Relations Rev. Dr. Quincy Brown</td>
<td>(706) 880-8297</td>
</tr>
<tr>
<td>Registrar Jimmy Herring</td>
<td>(706) 880-8997</td>
</tr>
<tr>
<td>Business Office (student accounts) Becky Carter</td>
<td>(706) 880-8278</td>
</tr>
<tr>
<td>Financial Aid (work study, student loans) Sylvia Smith</td>
<td>(706) 880-8229</td>
</tr>
<tr>
<td>Chief Information Officer Paul Copeland</td>
<td>(706) 880-8051</td>
</tr>
<tr>
<td>Information Technology (computer issues)</td>
<td>(706) 880-8053</td>
</tr>
<tr>
<td><a href="http://www.lagrange.edu">www.lagrange.edu</a> - click on PantherNet to access the IT HelpDesk</td>
<td></td>
</tr>
<tr>
<td>Security Securitas</td>
<td>(706) 880-8911</td>
</tr>
<tr>
<td>Student Engagement Associate Provost &amp; Dean of Student Engagement Dr. Marc Shook</td>
<td>(706) 880-8269</td>
</tr>
<tr>
<td>Director of Career Development Center Diana Goldwire</td>
<td>(706) 880-8185</td>
</tr>
<tr>
<td>Director of the Counseling Center Pamela Tremblay</td>
<td>(706) 880-8313</td>
</tr>
<tr>
<td>Director of Residential Education &amp; Housing Vernon James</td>
<td>(706) 880-8979</td>
</tr>
<tr>
<td>North Quad Area Manager (Housing); Coordinator of Greek Life &amp; Student Organizations Marshonntri Reid</td>
<td>(706) 880-8978</td>
</tr>
<tr>
<td>South Quad Area Manager (Housing); Coordinator of Multicultural Programming &amp; Service Initiatives</td>
<td>(706) 880-8977</td>
</tr>
<tr>
<td>Office of Residential Education &amp; Housing main office line</td>
<td>(706) 880-8975</td>
</tr>
</tbody>
</table>
Campus Resources for Students

Director of the SOURCE Center Provost’s Office & Student Engagement Todd Prater........ (706) 880-8924
Director of Student Ministries Rev. Blair Tolbert............................................................ (706) 880-8004

Athletics

Athletic Director – Jennifer Claybrook................................................................................. (706) 880-8262
Football – Todd Mooney.................................................................................................... (706) 880-8106
Baseball – David Kelton.................................................................................................... (706) 880-8295
Men’s Basketball – Kendal Wallace.................................................................................... (706) 880-8328
Women’s Basketball – Lee Buchanan.................................................................................. (706) 880-8342
Cheerleading – Karley Hicks.............................................................................................. (706) 402-7621
Cross Country – Matt Donnett............................................................................................ (706) 880-8336
Golf - Lee Richter................................................................................................................ (706) 880-8343
Lacrosse – Adrienne Berkland............................................................................................ (706) 880-8469
Men’s Soccer—Jeff Geeter................................................................................................. (706) 880-8283
Women’s Soccer—Jim Robbins........................................................................................... (706) 880-8334
Softball - Jennifer Claybrook.............................................................................................. (706) 880-8262
Sports Information - John Hughes...................................................................................... (706) 880-8318
Swimming - Susie Brown..................................................................................................... (706) 880-8322
Tennis – Matt Donnett.......................................................................................................... (706) 880-8336
Volleyball – Julie Moses....................................................................................................... (706) 880-8225
CAMPUS HOURS

**Administrative Offices**: Switchboard Operator (706) 880-8000
Monday - Friday 8:00am - 5:00 pm

**CAMPUS Exclusives Bookstore**: Jennifer Shaw (706) 880-8215
Monday - Thursday 9:00am - 5:00 pm, Friday 9:00 - 2:00pm

**ARAMARK (Dining Services)**

Jeremy McCosh  
Director of Food Services  
jmccosh@lagrange.edu  
Office: (706) 882-0788

Juanita Jackson  
Assistant Food Service Director  
jjackson@lagrange.edu  
Office: (706) 882-0788

**Pitts Dining Hall**  
Monday - Thursday  
Breakfast 7:30am - 9:30am  
Lunch 11:00am - 1:00pm  
Dinner 5:00pm - 7:30pm

Friday  
Breakfast 7:30am - 9:30am  
Lunch 11:00am - 1:00pm  
Dinner 5:00pm - 7:00pm

Saturday and Sunday  
Brunch 10:30am - 1:00pm  
Dinner 5:00pm - 6:30pm

**Starbucks**  
Monday - Thursday  
7:30am - 11:00am  
4:00pm - 10:00pm

Friday  
7:30am - 11:00am

Sunday  
5:00pm - 10:00pm

**Panther Prints Copy Center**: Jason Hanson (706) 880-8287
LaGrange College 2013 – 2014 Student Handbook

Monday - Friday  8:00am - 5:00pm

**CEB Fitness Center** : Jenna Jones (706) 880-8330

Monday-Thursday
6:00am - 10 pm

Friday - 6:00am - 6:00pm
Saturday - Sunday - Closed

These hours are for LaGrange students. They are not to work out when teams are using the weight room. A schedule will be posted on the door.

**LIBRARY**

Fall / Spring Session
Monday – Thursday
8am - 11pm
Friday
8am - 5pm
Saturday
11am - 4pm
Sunday
2pm - 10pm

*Interim-Session*
Monday – Friday
8am - 5pm
Saturday & Sunday
Closed

Summer Session
Monday – Thursday
8am - 9pm
Friday
8am - 5pm
Saturday
CLOSED
Sunday
6pm - 9pm

For more information contact the Circulation Desk at (706) 880-8312 or complete the form on the Library Home page called "ask a Librarian" at www.lagrange.edu/library

**Tutoring Center:** Dr. Stacey Ernstberger (706) 880-8016
Monday - Thursdays
5pm - 10pm with tutoring by appointment in every subject as well.
Writing Center: Dr. Justin Thurman (706) 880-8198
Monday-Thursday
6pm - 9pm

Charles D. Hudson Natatorium
Open to LaGrange College Faculty, Staff, Current Students, and Current Members
August 12 - December 14, 2013
Closed August 31-September 2 for Labor Day
CLOSED for a minimum three weeks during September for roof repairs
Notices will be posted for your convenience
CLOSED October 24-27 for Fall Break
CLOSED November 23- December 1 for Thanksgiving

Lap Swimming
Tuesday/Thursday
6:30am - 1:30pm
Monday-Friday
12pm - 1:30pm

Recreational Swimming – Indoor Pool
Monday – Thursday
6pm - 8pm

Recreational Swimming – Outdoor Pool
Monday – Thursday
3pm - 5pm

Weather Permitting
Recreational Swimming – Both Pools
Saturday/Sunday 1-5pm during August
Saturday/Sunday 1-4pm September - December
These times listed above are available to LC Faculty, Staff, Current Students, and Members with current identification.

PLEASE BE PREPARED TO SHOW COLLEGE ID or MEMBERSHIP CARD WHEN YOU SIGN IN
Call us at (706) 880-8322 or E-mail us with your questions at aquatics@lagrange.edu For additional information, please contact the LaGrange College Aquatics Office at (706) 880-8322.

Campus Post Office: Jason Hanson (706) 880-8765
Mail Box area
Open 24 hours
Office
Monday – Friday
8am – 5pm, Summer hours may vary.
College Policies & Statements

THE HONOR CODE

The Honor Code

As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal, nor tolerate these unethical behaviors in others.

The Honor Code is the responsibility of every student, faculty member, and staff member at LaGrange College. The cooperation of all members of the College community is needed to promote an environment of academic integrity, scholarship, and discipline.

The Honor Code may be augmented for individual course needs, provided that any additions are listed in the course syllabus and do not detract from the letter or spirit of the Honor Code or jurisdiction of the Honor Council.

Student Responsibilities

• To be honest and truthful in all academic matters, abiding by the letter and spirit of the Honor Code

• To consult with the appropriate persons to clarify issues regarding plagiarism, the correct attribution of sources, the acceptable limits of proofreading, editing, or input of others, and the allowable materials for examinations, reports, or any academic work

• To sign a pledge that no unauthorized aid has been given or received on any academic work

• To report any incident which is believed to be a violation of the Honor Code to the president of the Honor Council

• To cooperate when called upon by the Council to testify in a hearing

Student Rights

• To be presumed innocent

• To be granted a fair, impartial, and timely hearing

• To face and question any witnesses at a hearing

• To testify and present material on one’s own behalf

• To be granted a separate hearing upon request, when the incident involves more than one person

• To be granted the right to subsequent appeal
• To be accompanied by a silent observer in a hearing. The Council president must be made aware of this person’s name and relationship to the student no less than twenty-four hours before the hearing. The observer’s role is one of support, and this person will not be allowed to speak.

Examples of Offenses

• Academic cheating, including but not limited to the unauthorized use of books or notes, copying, or collaboration on examinations or any graded coursework

• Unauthorized use of electronic devices and/or programs for or during examinations or any graded coursework

• Plagiarism—the misuse of another person's words or ideas, presenting them as one's own, regardless of intent

• Lying or presenting false information related to any academic matter

• Forgery or misuse of official college documents

• Theft of college property related to academic work

• Aiding another in any of the above

• Failure to report a violation of the Honor Code

• Failure to appear before the Honor Council as requested

• Failure to maintain confidentiality regarding a case

• Any dishonest conduct related to Cultural Enrichment requirements, including but not limited to, taking credit for attendance when one has not attended an event, either in whole or in part; or aiding another in attempting to take credit for attending an event one has not attended

Procedure Regarding a Suspected Violation of the Honor Code

• Report the alleged violation to the president of the Honor Council. In consultation with one of the advisors to the Honor Council, the president of the Council will determine if sufficient evidence exists for a hearing. If the evidence is insufficient, the president so notifies the party reporting the alleged violation. If there is sufficient evidence for a hearing, the president sets a date for the hearing. The president will inform the person or persons accused of the violation that a hearing will take place, stating the specific accusation, the place, date, and time of the hearing, and requesting the names of any persons who should be called as witnesses. The president will interview these persons to determine whether they have knowledge relevant to the suspected violation. Campus email and communication through the campus post office will be considered means of official correspondence to students from the Honor Council. Students are responsible for responding to these official means of communication. If any communication attempts are not responded to within one week of initial contact from the Honor Council, the Council has the right to proceed with the case.
• When a student accused of a violation does not appear for a preliminary interview when notified to do so, a hold will be placed on the student’s transcript. A hold will also be placed on the transcript when it has been determined that the case will proceed to a hearing. This hold will be removed when the case has been resolved.

• The student may choose to self-report the violation in a letter to the Honor Council president. As a result, no hearing will be called, but the Honor Council will meet to determine the sanction. The student will be invited to meet with the Council and encouraged to address the Council before its deliberation to determine the sanction.

• The president presides at the hearing, after which the Honor Council votes to determine whether or not a violation has occurred. In the event of a tie, the president will cast the deciding vote. If the student is found not to have violated the Honor Code, the president and recorder destroy the recording of the proceedings and so inform the Provost and the student in writing. If the student is found to have violated the Code, further deliberation by the Council determines the sanction to be imposed, and the student is notified in writing. The sanction is carried out by the Provost.

• If a case cannot be heard before the end of the grading period, the instructor will submit the grade of NR until the Honor Council acts on the case.

• The Honor Council reserves the right to conduct a hearing in absentia when the accused student fails to appear as notified and directed.

Appellate Procedure

Every person found to have violated the Honor Code has the right of subsequent appeal. Such appeal must be filed in writing within seven (7) days of notification of the sanction and is made to the Provost. If the sanction determined by the Honor Council is an F in the course, the student will be dropped from the course seven (7) days after the student has been notified of the sanction unless an appeal is filed. The Appeals Board shall be the President of the SGA, the President of the Faculty Assembly, the Provost, the Honor Council appeals representative, and a student-at-large selected by the Honor Council President and the Provost. Such appeals are heard from the written hearing summary, the audio recording of the hearing, and the written statement of the student requesting the appeal. Materials submitted as part of the case and the recording of the hearing will not be made available to the accused student. The Appeals Board has the authority to change the sanction in a case but is limited to the sanctions provided for in the policies of the Honor Code.

Sanctions

One of the following sanctions is imposed when it is determined that there has been a violation of the Honor Code. All students will also complete a program of remediation outlined below.

• The final grade in the course lowered one letter grade

• A zero on the related assignment

• An F in the course
Suspension from the College for one term, excluding summer, and an F in the course in a grade-related offense

Dismissal from the College, and an F in the course in a grade-related offense

In a case related to Cultural Enrichment credit, the addition of five credits required for graduation. This does not disqualify the possible sanction of suspension or expulsion.

Remediation

All students found to have violated the Honor Code must complete a Remediation Program before being allowed to enroll in classes for the following semester. In course-related violations, they would also receive a sanction from the Honor Council. In certain non-course-related cases, the remediation program itself may be the sanction set by the Honor Council.

1. A contract will be signed by the student which requires a Remediation Program to be completed within a month of the date of the initiation of the contract. If the sanction is imposed late in a semester, the president of the Honor Council will determine a reasonable time for its completion at the beginning of the next semester. If the student does not complete the program as agreed, he or she will not be able to register for the following semester, not including summer, effectively accepting a suspension for a semester. It will be the student’s responsibility to make and keep all appointments named in the contract and to complete the program within the specified period.

2. The student must make and keep appointments to meet with the following groups or members of the college community in person: the Provost, the Provost’s Council or a member of the Provost’s Council designated by the Provost; a member of the Honor Council designated by the president of the Honor Council; in a grade-related offense, the member or members of the faculty involved; and the President of the College. In each of these discussions the student should be prepared to explain his or her violation, discuss its impact both personally and on the college community, and hear what others’ thoughts and concerns may be about the violation. A minimum of thirty minutes is suggested for each meeting. The paper referred to below (item 3.) must be presented to the President of the College prior to his or her meeting with the student.

3. The student must write a five- to ten-page typed paper reflecting on the experience of the violation and what he or she may have learned in the process of the meetings. These papers, rendered anonymous, will be made available for the Honor Council to use at its discretion in its efforts to educate the student body regarding academic integrity. When the paper has been submitted and read by the Honor Council, the final step in satisfying the Remediation Program will be a meeting with the Honor Council. This is an opportunity for members of the Council to ask questions of the student about the process and outcome.

4. Attire - Students meeting with the Provost and the President must be dressed in attire that would be appropriate for a job interview. If the student shows up wearing inappropriate clothing, he or she will have to reschedule their meeting.

5. Writing - Students meeting with the Provost and the President must be prepared to demonstrate that they understand what it is that they did wrong. This means, it is possible they may be asked to do some
writing during the remediation meeting process. Please make sure they are aware of these things.

The Role Of Faculty In Answering Student & Parent Concerns

"When the faculty forwards the evidence to the LaGrange College Honor Council, he or she shall submit a grade of "No Credit" for the student. The professor should direct student or parental inquiries to the co-advisers of the Honor Council (currently, William Paschal and John A. Tures). The advisers will be able to tell those who inquire about the status of the case. These advisers will be working with the student honor council, the administration, and registrar on the case. Students with a case pending are urged not to delay their participation in the case, as academic records will be put on hold until the case is resolved."

HONOR COUNCIL 2013–2014

The Honor Council seeks to educate the College community on the principles of academic integrity and to enforce the Honor Code when violations occur. Any student who has been trained in prior years as a member of the Honor Council may be empanelled for hearings or sanction meetings when necessary. It may also be necessary for new members to be selected and trained during an academic year using standard, established procedure.

President: Robert Harste
Courtney Beshel
Kristin Bird
Madison Brasselle
Jalen Butler
Nicole Cato
Nate Crawford
Leah Foster
Loishirl Hall
Tyler Johnson
Chase McCulley
David Teske
Emily Claire Worthey
Kaylan Whetstone.

Contact: rwharste@lagrange.edu
Honor Council office: 706 880-8191
Advisors: William Paschal and John A. Tures

Honor Council Principles

1. To treat every member of the College community with impartiality and respect

2. To consider all facts and testimony before discussing or resolving any case

3. To preserve absolute confidentiality
4. To hold the College community to the highest standard of conduct, both to protect the community and to promote moral development

5. To support the mission of the College by conducting programs and enacting policies regarding the Honor Code that contribute to the ethical development of the College community

6. To understand the fundamental differences between the nature of student discipline regarding academic integrity and the nature of criminal law. The Honor Code, its policies, procedures, and sanctions are meant to be in accordance with the mission of the College. They are not intended to resemble any activities within the criminal judicial process.

**Academic Honor Pledge**

I pledge that I have neither given nor received unauthorized aid on this assignment (or examination), nor have I witnessed any violation of the Honor Code.

**Selection**

Conducted each spring by the Selection Committee:
- Outgoing SGA President
- Outgoing Honor Council President
- President of the Faculty Assembly
- Provost
- Advisor to the Honor Council

GPA requirement: 2.85 or higher
Applicants must attend a mandatory workshop

**Common Questions**

*Will I violate the Code if I don't turn in students I know are cheating or have otherwise violated the Code?*
Yes. The purpose of the Honor Code is to create a community of integrity. Lying, cheating, and stealing related to academic matters are violations of the Code, and students at LaGrange College should refuse to tolerate violations of the trust among students and between students and faculty established by the code.

*What if I don't agree to sign the Code?*
The Honor Code is a policy of the College, and refusal to sign it will not alter a student's requirement to abide by it.

*In classes where tests are unproctored, isn't there just a higher incidence of cheating?*
The process of educating the student body in the discipline of academic integrity is ongoing. Individual faculty members make the decision about when and how to offer students unproctored exams, and this is being done more frequently than before the Honor Code was implemented. Trust between faculty and students is one of the goals of any honor system, and as faculty trust in students increases, as the faculty becomes more confident that there are many students who will not tolerate dishonesty, unproctored exams will be administered more often.
Why do we need an Honor Code?
Studies related to ethics and moral development in American colleges and universities consistently show students' failure to understand the value of intellectual property, and professional organizations also report concerns about the ethics of graduates entering fields such as engineering, business, and medicine. In a study completed at LaGrange College in January 1999, of 154 student respondents, only 48.1 percent agreed with the statement "There is peer support for academic honesty (for not cheating and not helping others cheat). When the survey was administered again in 2004, four years after the implementation of the Code, that percentage had risen to 60.7 percent, a 12.6 percent increase.

Who decides cases of alleged violations of the Code?
The Honor Council is selected in the spring of each year for the following academic year. Students may self-nominate, and the faculty also nominates students who then apply to be considered in the selection process. The Honor Council elects its own president who becomes the non-voting member to whom all cases are reported. The members will be from the sophomore, junior, and senior classes and will have a minimum GPA of 2.85.

Is it a violation of the Code to have someone else proofread my assignments and papers?
Always ask your professor for clarification of what is acceptable for every assignment. In general, someone else’s proofreading of your work would not be tolerated under the Code because it isn’t your own work and may put you at an unfair advantage over other students. This is the professor’s prerogative for each assignment, however, and is it your responsibility to ask about the limits of each assignment.

What about help from the Writing Center? Should I be worried about that?
No. Writing Center tutors understand the Code and the limitations it places on the type and scope of help they offer. They will not proofread, edit, or revise your papers. Their job is to provide peer tutoring and guide you in doing your own best work.

What is the process of an Honor Council Hearing?
All hearings are closed, and all matters before the Honor Council are confidential. The president prepares all parties for the hearing, presides, and assures fairness. The person accused of a violation is present throughout the hearing and may ask questions just as members do of all witnesses who come before the Honor Council. The person accused of the violation will have the opportunity to be the last to speak, after all other parties have been dismissed from the hearing room. The Council will excuse everyone except its members and advisor in order to deliberate, and the decision will be delivered in writing to the accused and the Provost of the College. If the person is found not to have committed a violation, the record of the hearing is destroyed.

What happens if a student is found in a hearing to have violated the Honor Code?
One of the sanctions will be immediately imposed. A sanction cannot be deferred. Summer term does not qualify for a suspension period.

What happens if a student who is confronted about a violation chooses to admit his or her violation of the Honor Code?
By self-reporting to the Honor Council, a student will not be required to attend a hearing, but the Council will convene to impose a sanction. Even when the student chooses to admit the violation in a letter to the Honor Council, the student is encouraged to meet with the Council to fully explain the incident before the Council votes to impose a sanction.
What does the faculty or administration of the College have to do with the Honor Council?
The Honor Council is composed entirely of students and acts autonomously. An advisor from the faculty attends hearings to ensure due process and fairness for all parties, to plan training for the Council, and to act as liaison to the faculty, but he or she has no vote in Council proceedings. Each year, in keeping with the trust that the faculty has placed in the Council, the Council will present a report to the faculty and the President of the College.
The LaGrange College Social Code

As a member of the student body at LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence, and will adhere to an honorable standard of conduct.

As an educational institution, the College is concerned not only with the formal in-class education of its students, but also with each student’s welfare and growth into mature men and women who conduct themselves responsibly as citizens.

Like the Honor Code, the Social Code is the responsibility of every student, faculty member, and staff member at LaGrange College. The Social Code attempts to instill in every member of the student body a sense of moral and community responsibility. As such, LaGrange College expects its students to adhere to community standards. Likewise, if some fail to live up to these codes of conduct, the College expects students to report violations of the Social Code to the Social Council. In this way, students assume the obligation of upholding the integrity of their community and of ethically preparing themselves for the world beyond college.

Section I: Overview

As an institution whose mission is to challenge the mind and inspire the souls of its students, LaGrange College is committed to both the intellectual and ethical development of students. To promote moral development and insure a safe environment conducive to learning, the College has established formal expectations for conduct as well as processes for resolving allegations of student misconduct. Like the Honor Code, promotion and enforcement of the Social Code is a community responsibility shared by students, faculty, and staff. Not only are community members expected to hold one another accountable for their behavior, but known violations of the Social Code should be reported to the Dean of Student Engagement or the Social Council.

Section II: Jurisdiction

The College’s disciplinary procedures pertain to acts of misconduct allegedly committed by a student. For the purposes of this policy, a “student” is defined as one who is currently enrolled at the College, or who is accepted for admission or readmission to the College, or who has been enrolled at the College in a prior semester/summer session and is eligible to continue enrollment in the semester/summer session that immediately follows. For the purposes of this policy, individuals who are not currently enrolled at the College remain subject to the disciplinary process for conduct that occurred while they were enrolled as a student.

In general, the College’s jurisdiction for formally adjudicating allegations of misconduct is limited to instances that occur on College property. The College and/or Social Council may, however, initiate the disciplinary process against a student for prohibited conduct that occurs while the student is participating in off-campus activities sponsored by or affiliated with the College (e.g., field trips, Jan Term, internships, clinical assignments, a campus organization social) or for any conduct that is deemed to potentially threaten the health/safety of the campus or disrupt the learning environment of the College no matter where such behavior may occur. College disciplinary action may be instituted against a student charged with conduct that potentially violates both criminal/civil law and College policy.
without regard to the pendency of civil or criminal litigation in court or arrest. The College’s disciplinary process may be initiated prior to, simultaneously with, or following criminal/civil proceedings off campus and any disciplinary sanctions reached under the College’s process will not be reevaluated based on the results of a criminal/civil legal proceeding.

Section III: Standards of Student Behavior

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary action under the Social Code (this list is offered to give students examples of misconduct covered by the Social Code, but it should not be considered all-inclusive):

A. Engages in conduct that violates any provision of federal, state, or local laws.

B. Use, possession, or distribution of an illegal drug or narcotic, or possession of drug paraphernalia.

C. Use, possession, or distribution of alcoholic beverages. LaGrange College is a dry campus and, as such, possession of alcohol, even by students of legal drinking age, is prohibited. In addition, violations of state alcohol law (such as driving under the influence or public intoxication), whether on or off campus may be subject to College disciplinary action. Likewise, the display of alcohol bottles and/or paraphernalia (empty bottles, cans, funnels, kegs, etc.) is not allowed in residence halls rooms, even for display purposes. Students who are in the presence of students clearly in violation of the Alcohol Policy are considered in violation themselves and will also be subjected to disciplinary action. Likewise, students whose roommates store alcohol in a common refrigerator or room are also subject to disciplinary action.

D. Engages in conduct that would violate the College’s policy on weapons. LaGrange College is designated as a school safety zone and this means that it is prohibited to possess any explosive compound or weapon in or on any property owned or used by LaGrange College. This includes residence halls, fraternity and sorority houses on campus, and LC owned vehicles. In addition to being a school safety zone, the College is a gun free campus.

Weapons come in many forms, and simply possessing one of these objects is a violation of College policy; the following items are prohibited from campus and College property:

Pistol, revolver, or any weapon designed or intended to propel a missile of any kind (this includes airsoft, paintball, BB or pellet guns, potato guns and other such homemade devices) or the use, possession, or display of firearms, facsimile firearms, ammunition, explosives, weapons, or any other incendiary, explosive, or potentially destructive device, including fireworks. Additional items that could constitute a violation of this policy include: Knife having a blade of two or more inches; Straight-edge razor or razor blade; Spring stick, bat, club, or other bludgeon-type weapon; Nun chahka, nun chuck, nunchaku, shuriken; Throwing star or oriental dart; and Stun gun or taser.

Please remember that these are only a few examples of weapons that can be considered prohibited on campus. If you know of anyone who is in violation of this policy while on campus please let the Securitas and/or housing office know immediately.
Acknowledging that a student may want to have a tool to help increase personal safety, mace is permitted to be carried and used ONLY in a self-defense manner. Any uses for mace outside of a self-defense tool is prohibited.

E. Engages in inappropriate conduct, including, but not limited to, pranks, repeated contact of a harassing nature through a personal or electronic medium, and violent, berating or otherwise abusive behavior.

F. Behaves in a manner that impedes, interferes with, or disrupts any College teaching, research, administrative, disciplinary, public service, learning, or otherwise authorized activity.

G. Behaves in a manner that threatens or endangers the health or safety of any student or employee of the College, or of visitors on campus.

H. Damages, defaces, destroys, tampers with, or takes without authorization property of the College, property belonging to any student or employee of the College, or property of a visitor on campus.

I. Is in possession of or makes use of College keys for unauthorized possession.

J. Engages in activities that subject a probationary member of a group to dangerous, harmful, or degrading acts.

K. Engages in unauthorized use of property, equipment, resources, supplies, buildings, or facilities owned or controlled by the College, including unauthorized entry into property, buildings, or facilities owned or controlled by the College.

L. Engages in surveillance or recording of any type without the subject’s knowledge or consent in areas where there is a reasonable expectation of privacy and/or the broadcasting or distribution of such material.

M. Gambling, including in the residence halls.

N. Misuse, abuse, or tampering with fire safety equipment.

O. Arson.

P. Smoking. LaGrange College is a smoke-free campus and no smoking is permitted within 50 feet of the entrance to any campus building.

Q. Disruption of the student conduct process, including, but not limited to, failing to appear for a meeting when summoned, failing to appear at or testify at a hearing, attempting to harass, or unduly influence a potential witness or complainant, or failing to complete an assigned sanction.

R. Violates any rule or regulation or administrative procedure of the College, including, but not limited to, the College’s housing regulations, parking regulations, Discrimination, or Harassment.
S. Any violation of the above procedures that is deemed to be motivated by a real or perceived prejudice against an individual’s status may be deemed a “hate crime” and, as such, carry with it a more severe sanction.

Section IV: Interim Disciplinary Action

Pending an administrative resolution or Social Council hearing, if the continuing presence of the student poses a potential danger to persons or property or a potential threat of disrupting the academic process or any activity authorized by the College, the Dean of Student Engagement may take such immediate interim disciplinary action as is appropriate to the circumstances. Appropriate actions include, but are not limited to, suspending the right of the person to live in campus residence halls, suspending the right to attend one or more academic classes, barring contact without another individual, removal from a campus group or organization, cancellation of trips associated with the College, or otherwise altering the status of the student. In situations where it is deemed that the student should be removed from campus completely, the Dean of Student Engagement will proceed under the College’s Administrative Withdrawal Policy.

In situations where a student is subject to Interim Disciplinary Action, the student shall have the ability to meet with the Dean of Student Engagement to discuss the allegation within three business days of receiving notification of the Interim Disciplinary Action. Following this meeting, the Dean of Student Engagement may remove the Interim Disciplinary Action and/or schedule a formal administrative resolution conference or Social Council Hearing within 14 days of this meeting. The Dean of Student Engagement may also request any psychological testing or other documentation as a requirement of attending the administrative resolution conference or Social Council Hearing; the College will not pay for any psychological testing required or other charges incurred during the period of Interim Disciplinary Action. Should the student fail to attend the called meeting with the Dean of Student Engagement, the Interim Disciplinary Action will remain in effect until the incident is closed through the College’s disciplinary procedures or the Dean of Student Engagement may seek removal from campus under the College’s Administrative Withdrawal Policy.

Section V: Adjudication Procedures

Allegations that a student has potentially violated the Social Code may come from other students, College faculty/staff, city officials, community members, or other individuals associated with the institution. Upon receipt of an allegation, the Dean of Student Engagement will review the allegation to determine if the preponderance of evidence supports opening a disciplinary case. Either prior to or after opening a disciplinary case, the Dean of Student Engagement or Dean’s Delegate may conduct an investigation into the matter that may involve requests for documentation or personal interviews with individuals involved. If a disciplinary case is opened, the Dean of Student Engagement will determine to either make a direct referral to the Social Council or call an administrative conference with the student.

A. Administrative Conference / Administrative Resolution

1. If an administrative conference is called, the Dean of Student Engagement will determine if the case is to be heard by the Dean or a Dean’s Delegate (for example, housing violations may be resolved by designated staff in the Office of Residential Education and Housing). The Dean or Dean’s Delegate will contact the student by phone or via an e-mail sent to the student’s College account informing them to
appear a certain date and time (the preliminary communication will not include the nature of the disciplinary allegation against them). Although no time period is mandatory, the initial disciplinary conference will likely occur within two weeks of the alleged incident. A student who misses one or more scheduled meetings with the Dean or Dean’s Delegate may have the incident referred to the Social Council.

2. In an administrative conference, the Dean or Dean’s Delegate will inform the student(s) of the allegation against them and offer the student(s) a chance to present evidence on their behalf. The Dean or Dean’s Delegate may then elect to call another meeting to allow time for further investigation or make a determination on responsibility. If the preponderance of evidence does not support a finding of responsibility, the matter will be dismissed without disciplinary action. If the preponderance of evidence supports a finding that the student is responsible for the alleged act of misconduct, the Dean or Dean’s Delegate will offer the student an administrative resolution that outlines the determination and the sanction deemed appropriate. The student may then choose to sign the administrative resolution or elect to have the incident sent to the Social Council for resolution. If a student signs the administrative resolution, the matter is closed and no appeal rights are available (again, the student has the right to take the incident to the Social Council should they disagree with the determination of the Dean or Dean’s Delegate).

B. Social Council Hearing

1. Self Reports: In the case that student elects to self-report an infraction to the Social Council President, this honorable act will result in a meeting of the Social Council to determine appropriate sanction only – no formal hearing will be held.

2. When a Social Council hearing is to be held, the Social Council President will contact the accused student by phone or via an e-mail to the student’s College account informing the student of: (a) the allegation against the student, including the date of the alleged incident, if known, and the specific violations under consideration during the hearing, and (b) the date, time, and place of the hearing.

3. During the hearing, the President of the Social Council presides over the hearing, ascertaining that all evidence and witnesses are produced. During the hearing, the Social Council presents the evidence supporting the allegation and provides the accused student an opportunity to present evidence in her/his own behalf. Following the introduction of evidence, the Social Council will determine if they have sufficient evidence to render a decision. If insufficient evidence exists, the Social Council may request a continuation of the hearing and dictate what evidence they require the accused student to present at a hearing to be called on a later date. If sufficient evidence exists, the Social Council will take a vote to determine whether the preponderance of evidence supports a finding of responsibility. A simple majority vote of the Social Council members present during the hearing (the President only votes when there is a tie) will determine the responsibility of the accused student. If the preponderance of evidence does not support a finding of responsibility, the matter is dismissed without disciplinary action. If the preponderance of evidence supports a finding of responsibility, the Social Council will take another majority vote (with the President only voting when there is a tie) to assign an appropriate sanction or sanctions.

4. Although the accused student may learn the Social Council’s decision immediately following the hearing, a letter outlining the decision (and any sanctions if issued) will be supplied to the student
following the hearing. The Dean of Student Engagement will be responsible for insuring that all sanctions are completed as dictated.

5. The accused student has the right to be accompanied by a silent advisor during the hearing. This advisor will be excused from the hearing if this person attempts to speak or advocate on behalf of the student in any way.

6. If an accused student fails to appear for a hearing after proper notice, the Social Council may either elect to reschedule the hearing or conduct the hearing in absentia without the student’s presence.

C. Appeal

1. A student found responsible by the Social Council may appeal the finding, the sanction, or both to the College Provost. This appeal must be made in writing and submitted to the College Provost within seven days of receiving notification of the finding. The appeal must specify the exact grounds for the appeal and include all supporting evidence. A determination on the appeal will be made by the Social Council Appeals Board, consisting of the Provost, the President of the Faculty Assembly, the SGA Parliamentarian, the Social Council appeals representative, and student at-large selected by the Social Council President and the Provost. The Appeals Board may uphold the decision in full, dismiss all findings, amend the decision with amended sanctions as listed in Section VI, or remand the decision for another hearing before the Social Council with the addition of new evidence not heard in the original hearing.

2. After the appellate procedure timeline has passed, students who desire an extension or further extensions are required to contact the Social Council President and request a meeting with the Social Council to discuss why an extension or further extension is needed. The student must request this meeting no later than two weeks before the deadline of their sanctions. After this meeting, the Social Council will decide whether an extension is granted and the timeframe for the new extension (if granted). The student will then be informed by letter sent via e-mail to the student’s College account of the Social Council’s decision in the matter. An extension decision is not allowed to be appealed to the Provost nor the Dean of Student Engagement.

Section VI: Sanctions

The Social Council, the Dean of Student Engagement, or Dean’s Delegate may assign sanctions to students found responsible for violations of the Social Code. Sanctions are intended to be educational in nature. Although not an exhaustive list, the following are examples of sanctions that may be applied:

A. Status Sanctions – these are often base sanctions determined by the severity of the misconduct or the repeated nature of such actions and they are typically accompanied by one or more of the active sanctions listed below.

1. Reprimand – Often used for first offenses or less severe behavior, a reprimand reflects that the conduct is not supported by the College’s mission and indicates that more severe sanctions may follow if the conduct is repeated.
2. Disciplinary Probation – A DP status sanction is issued for a specific period of time (typically a semester or year) and indicates that, should similar or other misconduct occur within this timeframe, more severe sanctions, including suspension or expulsion, will likely follow.

3. Deferred Suspension – Deferred Suspension is used in situations where the conduct is severe enough to justify suspension from the institution but mitigating circumstances exist to permit the student an opportunity to correct behavior; a student who has any further disciplinary issues while on deferred suspension will almost always be immediately suspended from the institution or expelled.

4. Suspension/Revocation of Privileges – Either the temporary or permanent removal of privileges entitled to LaGrange College students; these include, but are not limited to, ability to hold office for membership in a club or organization, representing the College during events, operating a vehicle on College property, entering campus buildings, living in campus residence halls, attending a particular class, or participating in a varsity sport.

5. Suspension from the Institution – A student suspended from the Institution is barred for a designated period of time from entering College property without written permission from the Dean of Student Engagement. Students suspended from the Institution will likely have to reapply to gain readmission to the College.

6. Expulsion – A student expelled from the Institution is permanently barred from entering College property without written permission from the Dean of Student Engagement.

B. Active Sanctions

1. Educationally based assignments (such as, but not limited to, on-line alcohol or drug modules, reflection papers, or research assignments).

2. Community/College service.

3. Fines.

4. Withholding of grades, official transcript, and/or degree.

5. Bar against readmission, bar against enrollment, withdrawal from the College or a period of enrollment, and/or drop from one or more classes.

6. Restitution to the College for damage to College property (the College will not mandate restitution between students).

7. Referrals to other College units or outside agencies.

8. Denial of degree.

9. Other sanctions deemed appropriate.

Section VII: Selection of the Social Council
The Social Council is responsible for interpreting the Standards of Student Behavior and other policies found in the Student Handbook; likewise, the Social Council is responsible for taking actions when these standards and policies have been violated.

The Social Council shall consist of six voting members and up to three alternates. Students interested in serving as a Social Council representative will submit an application to the Student Engagement office. A Selection Committee composed of the Provost, Dean of Student Engagement, the outgoing SGA Parliamentarian, the outgoing Social Council President, and the Faculty Advisor to the Social Council will select a roster of worthy representatives from among the applicants. This roster will be presented to the Student Body, who will elect eight representatives to serve as the Social Council (the eight students with the most votes will serve as Social Council representatives).

A minimum cumulative and last semester GPA of 2.85 will be required of all applicants.

The President of the Social Council will be elected by the representatives of the Social Council. Another member of the Social Council will be elected by the Social Council representatives to serve as the Recording Secretary and Appeal Board representative; that representative will not vote at Social Council hearings.

The Social Council will be served by two Faculty Advisors. The Student Engagement Committee will nominate a roster of potential Faculty. The Social Council shall approval of the roster. From that approved roster, the Provost and Dean of Student Engagement will select the Faculty Advisors. Faculty advisors will serve a minimum of two years with the Social Council, alternating their resignation years so that the Social Council always has the presence of an experienced advisor.

Faculty Advisors have the right to resign at any time. The Social Council may request a new advisor by unanimous vote.

Section VIII: Maintenance of Records

Records of hearings of the Social Council will be kept in a locked cabinet in a secure location. A representative of the Social Council may deliver a summary report of hearing and sanctions at the last Spring meeting of both the Faculty and Student Government Association.

2013/2014 Social Council
Council:
President- Kelsey MacMinn
Secretary- Cara Thornton
Members:
Conrad Clevenger
Evan Brasselle
Chris Dunn
Megan Cassady
Chase Mculley
Raquel Manzo
Justin Slay

Advisors: Dr. Stacey Ernstberger and Dr. Anthony Wilson
LaGrange College values individuals’ privacy and actively seeks to preserve the privacy rights of those who share information with us. Your trust is important to us and we believe you have the right to know how information submitted to the College is handled.

LaGrange College does not use Social Security Numbers as a primary way to identify constituents. Instead, a unique identifier called the L# will be assigned to all LaGrange College constituents. The L# will be used across all applications, and many business processes throughout the life-time of an individual’s association with the College. This step is critical in the continuing efforts to reduce the risk of identity theft for the campus community.

The full policy concerning the use of Social Security Numbers at LaGrange College can be found in the policies section of the Instructional and Information Technology (ITT) website linked from the PantherNet homepage (http://panther.lagrange.edu).

LaGrange College is dedicated to preventing unauthorized data access, maintaining data accuracy, and ensuring the appropriate use of information. We strive to put in place appropriate physical, electronic, and managerial safeguards to secure the information we collect.

In general, all present and past students have the right to personally review their own educational records for information and to determine the accuracy of these records. It is the policy of the College that information contained in official student records will not be released to the parent or guardian without the consent of the student unless the student is a dependent of the parent or guardian as defined under section 152 of the Internal Revenue Code of 1954 or the student authorizes the release to the parent or guardian. A photo ID or other equivalent documentation, or personal recognition by the custodian of record will be required before access is gained.

LaGrange College assures the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974.

Exception to Access Rights

Students do not have access to:

1. personal notes of administrative, faculty, or supervisory personnel which are not accessible to or revealed to other parties;

2. financial information of parents;

3. confidential letter of recommendation placed in files before January 1, 1975, or those where student has waived right to access, or

4. medical, psychiatric or psychological data recorded by professionals or paraprofessionals solely for their own use in treatment of the student: however, a physician or other appropriate professional of the student’s choice can review such records.
Student Consent Prior to Records Release

Student educational record information will not be transmitted to third parties outside the College without the student’s written consent, with the following exceptions:

1. Public Information: Student’s name, address, telephone listing, academic major, dates of attendance, awards received, participation in officially recognized activities, and sports, weight and heights of athletic team members. This information will be released to anyone requesting it. Information which can be released to the public on any student is name, class, major, date of attendance; degree earned; awards received; local and permanent address, and telephone number. The above-cited information will not be released if a student notifies the Registrar’s Office not to release information.

2. To parents if the student is financially dependent upon the parent (IRS code definition). The burden of identifying such dependency rests with the student or parent.

3. Information concerning application for or receipt of financial aid, which may be released to official agencies involved in decisions on aid allocations.

4. Information released to College officials with a legitimate educational interest.

5. Information required by federal or state agencies as specifically provided by law.

6. Information needed in connection with an emergency to protect the health or safety of the student or other persons, as authorized by Department of Education regulations.

Types of Records Maintained

Examples of “educational records” maintained on a student may include but are not necessarily limited to, the following:

Academic
Admission data, courses attempted, grades, dates of enrollment, degrees awarded, academic hours and awards received - Registrar’s Office.

Alumni
Personal, educational, and professional data, contributions and gifts - Alumni Office and Advancement Office.

Athletics
Intercollegiate participation data - Athletic Department and Public Relations Office.

Conduct
Disciplinary records, law violation - Student Engagement

Employment
Student employment information and opportunity profiles W-2 cards - Student Financial Aid Office.
Financial
Student’s (Parent’s) confidential statements, Financial Aid data - Student Financial Aid Office. Charges, payments, delinquent accounts - Business Office.

General
Directory information, correspondence, biographical data - office of record to which information was provided or correspondence addressed.

Health
Medical – College Clinic
Psychological – Counseling Center

Recommendations
Personal evaluation, academic evaluation, employment evaluations - office of record for type of evaluation made.

Relationship of Disciplinary Records to Academic Records

Conduct records, disciplinary records, and law violations are kept in the Student Engagement Office. These files are separate from academic transcripts and are confidential as noted above. In extreme cases where suspension or expulsion for non-academic reasons is involved, an overlay will be placed on the academic transcripts for as long as the function is enforced. This overlay reads: This transcript reflects only the academic record of the student; this student currently is not in good standing and further information should be requested from Student Engagement.

Records in the Student Engagement Office are maintained for a period of six and half years from the date of the incident. Records pertaining to suspension or expulsion are kept on a permanent basis. A student may request to have his/her disciplinary record destroyed. The record will be evaluated and the Dean of Students will make decision concerning the keeping or destruction of that record.
STUDENT GRIEVANCE PROCEDURES

Purpose
LaGrange is committed to a policy of treating all members of the College Community fairly in regard to their personal and professional concerns.

The primary objective of a student grievance procedure is to insure that concerns are promptly dealt with and resolution reached in a fair and just manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of College administration with the assurance that each will be given fair treatment.

Definition
A grievance is defined as dissatisfaction occurring when a student feels or thinks that any condition affecting him/her is unjust, inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to, the following: Academic problems (excluding grades), mistreatment by any College employee, incorrect assessment of fees, records and registration errors, student employment and discrimination because of race, national origin, sex, marital status, religion, age, or handicap.

Grievance Procedure
The initial phase of the student grievance procedure normally requires an oral discussion between the student and the person(s) alleged to have caused the grievance in order to discuss and resolve the grievance. The meeting should be held as soon as the student first becomes aware of the act or conditions that is the basis for the grievance. If the student decides not to meet with the person(s) alleged to have caused the grievance, or consider the response to this discussion to be unsatisfactory and feels that the grievance still exists, the grievance should be put in writing and filed with the next level supervisor as outlined below:

Nature of Grievance-Order of Contact

Academic Problems (Excluding grades and academic progress)
1) Instructor
2) Department Chair
3) Provost

Academic Records and Registration
1) College Registrar
2) Provost

Athletics Program Student-athlete
1) The coach of the student’s sport
2) Athletic Director
3) President

Payment and assessment of registration fees, fines, and other indebtedness to the College.
1) Student Accounts/Business Office
2) VP of Management
3) President
Traffic and Parking
  1) Business Office representative

Housing
  1) Resident Advisor
  2) Area Manager
  3) Director of Housing

Racial Discrimination
  1) Alleged aggrieving party
  2) Dean of Student Engagement
  3) Provost

Discrimination Based on Disability
  1) Alleged aggrieving party
  2) Pamela Tremblay, Personal and Academic Counselor
  3) Provost

Sex Discrimination
  1) Alleged aggrieving party
  2) Deputy Title IX Coordinator
  3) Title IX Coordinator

Harassment
  1) Alleged aggrieving party
  2) Dean of Student Engagement
  3) Provost

Grievance Appeal Procedure
Any student who is not satisfied with the response after utilizing the administrative channels outlined above should present the grievance in written form to the Provost or the President with a copy to the individual(s) complained about.

At the time the student presents the Provost or President with the written grievance, he/she will be provided two options for achieving final resolution of the problem.

1. The student may choose to have the Provost or President decide the disposition of the grievance; or

2. The student may choose to have one of the appeals/review committees to investigate the case.
COLLEGE STATEMENT & INFORMATION ON ALCOHOL AND DRUGS

Alcohol and Other Drugs
LaGrange College prohibits the possession, distribution and use of alcohol or illegal drugs. As members of the College community, we recognize that we have an obligation to examine critically the issues surrounding drug and alcohol abuse on campuses, to provide appropriate institutional responses, and to promote responsible personal decisions. Community members have the right to live, work, learn and study in an environment free from the damaging effects of drug and alcohol abuse. To this end, LaGrange College sponsors a variety of programs and provides information and resources regarding drug and alcohol abuse. In addition, the College’s policies for faculty, staff and students are consistent with federal and local law and reinforce the belief that people are accountable for their own actions. The College’s procedure for alcohol and drug infractions is listed in the Social Code policy. This section is provided to give the student information to make an informed choice about alcohol and drug use.

Health Risks Associated With Substance Abuse
This section summarizes the health risks associated with drug and alcohol abuse and resources for addressing drug and alcohol abuse.

Caffeine, alcohol and tobacco are commonly used drugs. Although some are regulated, they are not necessarily illegal. It is important to realize that for some people, even these legal drugs taken in moderation can produce serious health risks, and under certain circumstances, these drugs can prove as insidious and damaging as some illegal substances.

Some illicit drugs and controlled substances have valid pharmaceutical uses. When properly administered by a physician their effect can be beneficial, yet, as with the licit drugs mentioned above, these same drugs can also prove damaging. Other substances, such as inhalants and analogs, have no legitimate claim to healing. Their use is by definition abuse, and the results are unpredictable and sometimes fatal.

Regardless of the licit or illicit status of a substance, abusing drugs is never beneficial physically, socially, psychologically, or economically. The following discussion provides a listing of common drugs and substances along with the associated physical and psychological effects and risks. Keep in mind that the effects and risks may vary depending upon dosage, frequency of use, duration of use combination with other substances, as well as the age, sex and health of the person.

Physical Health Risks

Depressants (Quaaludes, barbiturates, tranquillizers, and alcohol)

Health Risks: General - depression of the central nervous system, slow response time, loss of rational judgment, decreased coordination and motor skills, death. These drugs are particularly dangerous when combined.

Health Risks: Alcohol - Fetal Alcohol Syndrome, metabolic changes (e.g. hypoglycemia, elevated triglycerides), cancer of the mouth, pharynx, larynx, esophagus, and liver, heart disease, nervous system damage, gastrointestinal disorder (e.g. peptic ulcers, pancreatitis, gastritis), liver damage
(e.g. alcoholic hepatitis, cirrhosis, and fat accumulations), death from overdose (2,000 per year in U.S.), blackouts, accidental injuries, anemia.

**Narcotics** (heroin, methadone, codeine, morphine, meperidine, opium, and other)

**Health Risks:** General - nausea, vomiting, convulsion, coma, possible death. The use of contaminated syringes may result in disease such as AIDS, endocarditis and hepatitis. Addiction during pregnancy can lead to premature, stillborn or addicted infants.

**Stimulants** (caffeine as found in coffee, tea, soft drinks, diet and caffeine pills; cocaine; crack; amphetamines such as benzedrine, Dexedrine, methadrine – speed)

**Health Risks:** Caffeine - increased motor activity, diminishes small muscle coordination and timing, insomnia or restlessness and disturbed sleep, in-creased basal metabolic rate, increased urination, premature systoles heat palpitation, tachycardia, gastrointestinal irritation, ulcers, diarrhea, constipation (from high tannin content of tea) mild delirium, auditory and visual disturbances.

**Health Risks:** Cocaine - (highly addictive) elevated blood pressure, increased temperature, nosebleeds, erosion of the nasal septum, paranoia, nervousness, insomnia, malnutrition, tactile hallucinations, seizures, convulsions, death from effect on cardiac function and respiration.

**Health Risks:** Crack - (highly addictive) dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucination, paranoia, seizures, agitation, increased temperature, convulsions, possible death from cardiac arrest.

Health Risks: Amphetamine – elevated blood pressure, nervousness, hyperactivity, insomnia, malnutrition, acute psychoses.

**Hallucinogens** (phenecyclidine - PCP, lysergic acid diethylamide -LSD, mescaline-peyote, psilocybin – mushrooms, marijuana).

**Health Risks:** PCP - unexpected psychotic episodes, perceptual distortions, sense of estrangement, poor muscular coordination, impaired speech, long term persistent memory

**Health Risks:** LSD - peyote mushrooms – illusions, hallucination, increased temperature and heart rate, elevated blood pressure, loss of appetite, insomnia, tremors, panic, confusion, and speech impairments, depression, anxiety, violent behavior, hallucination, coma, heart failure, lung problems, ruptured blood vessels in the brain, death. paranoia, loss of control, long term persistent flash backs, psychosis, dementia.

**Health Risks:** Marijuana - perceptual distortion of time, increased heart rate, dilation of blood vessels, loss of short term memory, impaired comprehension, decreased visual perception and psychomotor skills, loss of motivation, fatigue, chronic bronchitis, decreased vital lung capacity, lung cancer, paranoia, psychosis.

**Inhalants** (nitrous oxide, amyl nitrate, butyl nitrite, chlorhydro carbons, hydro-carbons-found in aerosol sprays, solvents, chemicals and gasoline).

**Health Risks:** General - Nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, loss of appetite, decreased heart and respiratory rates, impaired judgment, violent behavior, dis-orientation, rapid pulse, headaches, incontinence, hepatitis, renal and hepatic damage, peripheral neuropathy, convulsions, encephalopathy, cardiac arrhythmia, ataxia, chorea, tremors, organic lead encephalopathy, myopathy, brain hemorrhage, unconsciousness, and death from asphyxiation.
Designer Drugs or Analogs (synthetic chemical modification of older drugs, sometimes several hundred to several thousand times stronger than the drugs they are designed to imitate.)

**Health Risks:** General – depression, anxiety, paranoia, illusions. Hallucinations, impaired perception, tremors, drooling, impaired speech, paralysis, irreversible brain damage, and death.

Smoking (cigarette smoking in particular, cigar and pipe smoking to a lesser extent.)

**Health Risks:** General - Nausea, vomiting, peripheral vasoconstriction, tachycardia elevated blood pressure, increased risk of heart disease as well as chronic bronchitis and emphysema decreased life expectancy, increased potential for serious adverse effects in women taking oral contraceptives, lung cancer and other cancers (mouth, larynx, esophagus, bladder, pancreas, kidney). When used during pregnancy: premature and low birth weight babies, increased risk of miscarriage and still birth, hyperirritability, and hyperkinesia in infants.

Early recognition and treatment of alcohol and drug abuse are important for successful rehabilitation and reduced personal, family and social disruption. The College encourages and supports the earliest possible diagnosis and treatment for substance abuse. Whenever feasible, the College will assist students in overcoming alcohol and drug abuse. However, the decision to seek diagnosis and accept treatment for any problem remains primarily the individual’s responsibility.

Counseling/Treatment Resources

A number of counseling and treatment options are available to students at LaGrange College. All counseling is confidential (except as otherwise required by law in cases of child abuse or when the person presents a clear and present danger to him/herself or others). Students are encouraged to seek counseling and/or treatment in dealing with personal issues of substance abuse relating to themselves, their friends or their families. Specific counseling and/or treatment may be required of students as a result of conduct concerns or proceedings.

The following is a list of available counseling treatment resources:

**Counseling Center:** Individual and small group counseling sessions are available depending upon the specific needs of the students. Referrals are made to off-campus provider when the individual requires long-term or specialized assistance beyond the scope of the center staff. For more information or an appointment, call 880-8313

**Spiritual Life:** Clergy is available for personal counseling and may refer students to other resources as appropriate. For information or for an appointment call 880-8004.

For additional resources on drug education contact: The National Council on Alcoholism and Drug Dependence Information Line at 1-800-622-2255, The Cocaine Hotline at 1-800-262-2463, or the National Institute on Drug Abuse Hotline at 1-800-662-HELP.

Programs

Programs offered through the Student Engagement and other units focus on education, wellness, prevention and personal choice. Workshops and seminars are provided within the residence halls, as a part of First Week, during National Collegiate Alcohol Awareness Week, and Drug Awareness Week, through Greek organizations and throughout the year on an ad hoc basis.
How The College Views Alcohol And Drug Abuse
The use of alcohol and other drugs can have a negative impact on judgments and reactions, health and safety, but may lead to legal complications as well. Even more basic is the stance that drugs and alcohol have no place on this campus among our students.

The College’s Role
The College’s principle role is to engage in education, which leads to high standards and respectful conduct. When those are compromised, it will take action against individuals or organizations violating rules regarding alcohol and against individuals violating either the law or College policy concerning alcohol. The College will deal severely with students convicted of the illegal possession, use, or sale of drugs.

What the College Community can do to prevent alcohol and drug abuse
Students can help control substance abuse by declining to use or condone the use of drugs and by insisting that organizations and individuals use alcohol within the law and adhere to College policy. Students should make an effort to prevent persons who have abused alcohol or used drugs from harming themselves or others, especially when driving a motor vehicle, and should encourage those needing professional help to seek it.

The same standards and regulations apply with equal force to members of the faculty, staff and administration.

Parental Notification
The college reserves the right to notify parents of students under the age of 21 who violate rules governing alcohol/drug use at LaGrange College.

Drinking Age Laws
Georgia State Statute 3-3-23 makes it unlawful for any person under the age of 21 years to have in his or her possession alcoholic beverages; to sell, give, serve or permit to be served alcoholic beverages to a person under 21 years of age or to permit a person under 21 years of age to consume said beverages on the premises; to misrepresent or misstate his or her age or any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve or deliver any alcoholic beverages to a person under 21 years of age.

Drug Policy
The College does not condone the possession, consumption, ingestion, injection, or inhalation (without prescription or medical authorization) of substances that have the capacity to change a person’s mood, behavior, or mind, or modify and relieve pain, such as, but not limited to marijuana, opiates, amphetamines, barbiturates, hallucinogens, psychedelics, or solvents. Any student found to be in conflict with the above or local, state, and federal narcotics laws, will be referred to the Dean of Student Engagement, who will initiate the college’s disciplinary process. The sanction may result in separation from the College. Disciplinary action against a student under College rules does not preclude the possibility of criminal charges against that individual. Similarly, the filing of criminal charges does not preclude action by the College.
The use of illegal drugs and the misuse of prescription and other drugs pose a serious threat to the physical and mental well being of students, faculty, staff, visitors and guests of the College. The College is committed to providing accurate information and educational programs to prevent such use of drugs. If further information is required about these programs, services, and the assistance available at the College. Please contact the Counseling Center, Spiritual Life or any Student Engagement Staff.

**Drug Testing Policy**

Given grounds for reasonable suspicion, the College reserves the right to require any student to undergo drug testing, the cost to be borne by the student.
ADMINISTRATIVE WITHDRAWAL POLICY

As an academic institution committed to challenging the minds and inspiring the souls of its students, LaGrange College treats with great seriousness any situation where a student exhibits behaviors indicating that the student may be a potential threat to self, others, or property, and/or engages in conduct that threatens to interfere with the academic processes of the institution. Threats to oneself exist along a continuum, ranging from suicidal behavior with lethal intent or self-injurious behavior without lethal intent. No matter the type of potentially threatening behavior, even statements made in jest, are considered serious matters and will receive appropriate clinical attention from authorized personnel as they pose a threat to the academic processes of the College.

LaGrange College’s Administrative Withdrawal Policy may be utilized in the following situations: (a) when the student engages in behavior or threatens to engage in behavior that poses a potential threat to self, others, or property; (b) when the impaired functioning of a student is sufficiently disturbing so as to interfere with the educational process of other constituents and/or the orderly operation of the College; and (c) when a student has failed to satisfy requirements of a prior Interim Disciplinary Action issued by the College.

Determinations as to when the circumstances meet the conditions of this policy shall be made by the Dean of Student Engagement in consultation with the Director of the Counseling Center, the Provost, or any other appropriate College personnel. In the situation that the Dean of Student Engagement seeks to implement the Administrative Withdrawal Policy, one of the following actions may occur:

1. **Voluntary or Involuntary Referral for Evaluation** – The student may be referred for clinical services by a licensed physician and/or mental health provider in the community. Any costs associate with the evaluation will not be covered by the College. If such occurs, the student must submit the identity and credentials of the professional to the Dean of Student Engagement for approval. The student must also authorize the College to have permission to speak with the professional prior to and following the evaluation and/or treatment. In the case of an evaluation, the student must permit the professional to provide the College with a copy of the evaluation results as well as any treatment plan recommended. The College may mandate that the student follow any treatment plan recommended as a condition of continued enrollment. Any student who fails to complete the evaluation process as required is subject to withdrawal as noted below. After receiving the evaluation, the Dean of Student Engagement may at his discretion:

   a. Allow the student to continue with no mandated treatment.

   b. Allow the student to continue pending on-going treatment (failure to comply with required treatment may result in withdrawal).

   c. Allow the student to take a medical withdrawal from the College.

   d. Implement an interim administrative withdrawal.

   e. Dismiss the student from the College.

   f. Determine other actions deemed appropriate under the circumstances.
2. Medical Withdrawals – A student who elects to take a medical withdrawal after being contacted with conditions under this policy may be required by Admissions to submit documentation from the Dean of Student Engagement or designee verifying that the student is eligible to reenroll.

3. Interim Administrative Withdrawal – The Dean of Student Engagement or designee may place a student on an interim administrative withdrawal at his/her discretion under this policy. The College may also place a student on an interim administrative withdrawal pending the completion of a referral for evaluation and corresponding decision by the institution and/or for failure to meet any conditions issued under a Disciplinary Interim Action. Notice of the withdrawal may be issued in person, over the phone, via certified mail, or an e-mail to the student’s College e-mail account. The Dean of Student Engagement or designee has the discretion to issue the interim administrative withdrawal for a designated period of time, until the completion of conditions issued, or a combination of the two. During the period of withdrawal, the student may be denied access to College property without written permission from the Dean of Student Engagement, access to the residence halls or academic classes, or privileges for which the student may be otherwise eligible.

After an interim administrative withdrawal, re-enrollment may be requested after demonstrated evidence that the conditions stipulated have been met or after the expiration of any time limit imposed at the time of the withdrawal – whichever is longer. An on-campus interview with appropriate personnel may be required before authorization for re-admittance is issued to Admissions, if necessary.

4. Administrative Withdrawal – If, based on the evidence available and/or submitted for consideration by the student, it is the opinion of the Dean of Student Engagement, in consultation with the Director of the Counseling Center, Provost, or other appropriate personnel, that the student constitutes a potential risk, the student may be placed on an administrative withdrawal for a designated period of time (typically a period of semesters or years). Following an administrative withdrawal, authorization from the Dean of Student Engagement or designee must be issued before the student can be considered for readmission from the College’s admission staff.

5. Dismissal of Student – If, based on the evidence available and/or submitted for consideration by the student, it is the opinion of the Dean of Student Engagement, in consultation with the Director of the Counseling Center, Provost, or other appropriate personnel, that the student constitutes a substantial risk, the student may be permanently dismissed from the institution without the potential to reenroll.
SEXUAL HARASSMENT / SEXUAL VIOLENCE POLICY

All members of the College community have the right to be free from sex discrimination in the form of sexual harassment; as dictated by the Office for Civil Rights, acts of sexual violence are a form of sexual harassment. Sex discrimination, including sexual harassment and sexual assault, is prohibited by federal and state law as well as College policy. Sexual harassment may take two forms: (1) creating a hostile environment, and (2) quid pro quo.

A hostile, demeaning or intimidating environment created by sexual harassment interferes with an individual’s full and free participation in the life of the College.

Sexual harassment quid pro quo occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit in return for sexual favors, whether or not the attempt is successful. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. It should be noted that the potential of sexual harassment exists in any of the following relationships: student/student, faculty/student, student/faculty and faculty/faculty. Here and subsequently “faculty” refers to faculty, staff and administration. Because of the inherent differential in power between faculty and students, sexual relationships between faculty and students are prohibited.

Sexual harassment may result from many kinds of behavior. These behaviors may range from the most egregious forms, such as sexual violence, to more subtle forms. The College defines acts of sexual violence as any sexual act that occurs without the consent of the other person or occurs when the other person is unable to give consent, either because the use of drugs or alcohol or intellectual or other disability; sexual violence includes rape, sexual assault, and sexual coercion. Explicit behaviors constituting sexual harassment include but are not limited to requests for sexual favors, physical assaults of a sexual nature, sexually offensive remarks, and rubbing, touching or brushing against another’s body. More subtle behaviors may be experienced as intimidating or offensive, particularly when they recur or one person has authority over another. Such behaviors may include but are not limited to unwelcome hugs or touching, inappropriate staring, veiled suggestions of sexual activity, requests for meetings in non-academic settings, and risqué jokes, stories or images.

Accusations of sexual harassment that are made without good cause shall not be condoned. Such accusations are indeed considered grievous and can have damaging and far-reaching effects upon the careers and lives of individuals. The College has a duty to investigate complaints arising either on or off campus and shall proceed without respect to any pending legal or criminal matters arising from the incident.

Any member of the College community having a complaint of sexual harassment may raise the matter informally and/or file a formal complaint. The informal process is an attempt to mediate between the parties in order to reach a mutually agreeable solution without entering into the formal hearing process; the informal process will not be used in situations of sexual violence.

The following informal procedures may be followed:

- Clearly say “no” to the person whose behavior is unwelcome.
- Communicate either orally or in writing with the person whose behavior is unwelcome. The most effective communication will have three elements:
• A factual description of the incident(s) including the time, place, date and specific behavior
• A description of the complainant’s feelings, including any consequences of the incident
• A request that the conduct cease

- Speak with a department chair, Provost, director, counselor or chaplain who may speak to the person whose behavior is unwelcome. The name of the complainant need not be disclosed. The purpose of such conversation is the cessation of the unwelcome behavior.
- In the case of harassment of a student, it may be appropriate first to seek the advice of his or her advisor.

**Formal complaint process and procedure:**

Upon receipt of a formal written complaint that alleges a violation of the College’s policy against sexual harassment, the sexual harassment mediator, college’s Title IX Coordinator, Deputy Title IX Coordinator, or designee shall begin an investigation of the charge(s). In cases of sexual violence involving students, the College may begin an investigation without a written complaint from the student. Upon beginning an investigation, the College may take any immediate interim actions deemed appropriate that may remain in effect until a decision is reached; these actions could involve the alteration of class schedules, removal from classes, or restrictions from communicating with involved parties. An investigation shall include an interview with the person filing the complaint, the person(s) accused of violating the anti-harassment policies and any person designated by either of the principle parties as witnesses to the incident in question. The investigation shall be completed within 30 days of the receipt of the complaint. The matter shall then be presented to the president in the form of written recommendations. At the president’s discretion, he may accept the recommendations, interview the persons involved, direct further investigation by the mediator and/or hold formal hearings on the matter. All evidentiary decisions made regarding the complaint will be based on a preponderance of evidence standard. If formal hearings are ordered, no party is allowed to be represented by legal counsel. If a hearing is held in a student sexual violence situation, both parties will have the same access to information to be presented in the hearing and the complainant in the case may elect to participate in the hearing by phone rather than in person. This process shall be completed and the president shall make a final decision on the merits of the complaint and communicate that decision to both parties within 60 days of receipt of the complaint by the College. In matters involving students, staff, or administration, the decision of the president shall be final; faculty may appeal a final decision regarding the complaint in writing within 10 days to the Executive Committee of the Board of Trustees. Throughout this process, the college will keep the identities of the complaining party and accused confidential.

Possible outcomes of the investigation are (1) that the allegation is not warranted and cannot be substantiated, (2) a negotiated settlement of the complaint or (3) that the allegation is substantiated requiring a recommendation to the President that disciplinary action be taken. In the case of students, disciplinary sanctions including those listed in the college’s social code policy.

If the President of the College is the accused, the case is referred to the Executive Committee of the Board of Trustees.

If the chairperson of the Review Committee is the accused, the complaint shall be submitted to the President of the College. If any member of the Review Committee is the accused or for reason of prejudice must be recused, the President of the College shall appoint another member.
The right to confidentiality of all members of the College community will be respected in both formal and informal procedures insofar as possible.

LaGrange College is committed to preventing sexual harassment. To that end, this policy and these procedures will be printed in appropriate College publications. In addition, educational programs will be conducted annually by the College to (1) inform students, faculty, staff and administration about identifying sexual harassment and the problems it causes; (2) advise members of the College community about their rights and responsibilities under this policy; (3) train personnel in the administration of this policy. The Sexual Harassment / Sexual Violence Policy and Procedures will be issued to all incoming students and personnel.

**Reporting**

The College’s Title IX Coordinator is Dr. David Garrison, Provost (Banks Hall, Room 302; 706-880-8235; dgarrison@lagrange.edu). The College encourages individuals to immediately consult with or report incidents of sexual discrimination, sexual harassment, or sexual violence to Dr. Garrison, or to one of the institution’s Deputy Title IX coordinators:

- **Issues involving students:** Dr. Marc H. Shook, Associate Provost & Dean of Student Engagement (Smith Hall, Room 125; 706-880-8976; mshook@lagrange.edu);
- **Issues involving faculty or staff:** Dawn Coker, Director of Human Resources (Banks Hall, Room 225; 706-880-8267; dcoker@lagrange.edu)
- **Issues involving athletics:** Jennifer Claybrook, Athletic Director (Calloway Education Building, Athletics Office; 706-880-8262; jclaybrook@lagrange.edu)

Students may also report incidents of sex discrimination, sexual harassment, or sexual violence to any College administrator, official or supervisor, who is then responsible to promptly notify any of the above Title IX coordinators of the reported incident.

Complaints or allegations of student-to-student sexual discrimination, sexual harassment, or sexual violence will be handled by the Dean of Student Engagement. Students may also contact the U.S. Department of Education, Office for Civil Rights to complain of sexual discrimination, sexual harassment, or sexual violence; see: http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

Cases of sexual violence may also be reported to the LaGrange Police Department; the College’s Title IX coordinators can assist individuals with contacting the Police Department.

Complaints of sexual discrimination, sexual harassment, or sexual violence involving non-students will be handled by the Director of Human Resources.
ORGANIZATIONAL MISCONDUCT POLICY

When a student organization engages in some act of misconduct, the College may take action not only against the student(s) involved, but also against the organization itself. A student organization may be disciplined for a member’s behavior when:

- He/she is acting as a member of the organization, with or without official sanction from the organization, rather than as an individual student;
- An event is held officially or unofficially, in the name of the organization;
- One or more of its officers or authorized representatives acting in the scope of their organizational capacities commit a violation;
- One or more of its members commit a violation after the action that constitutes the violation was approved by majority vote of those members of the registered student organization present and voting;
- One or more members of a committee of the registered student organization commit a violation while acting in the scope of the committee’s assignment;
- A member of the registered student organization acting with apparent authority of the registered student organization commits a violation;
- One or more members of the registered student organization or its officers permit, encourage, aid, or assist any of its members in committing a violation;
- One or more members of the registered student organization or its officers, under circumstances where such persons knew or should have known that an action constituting a violation was occurring or about to occur, fails to prevent that action; or
- One or more members of a registered student organization fail to report to appropriate University or civil authorities promptly their knowledge or any reasonable information about a violation;
- The association between or the action of the individual(s) is under such circumstances that draws attention to the organization rather than to the individuals.

The liability for the behavior of its members and guests shall extend to responsibility for making certain that members do not violate federal, state, and local laws, as well as College regulations and policies in their associations with the organization. Note: A group of individuals functioning together does not have to be registered with the College to be considered an “organization” under this section.

Determinations of responsibility under this section will follow the adjudication processes set forth in the LaGrange College Social Code. Sanctions that can be administered under this section include: loss of recognition by the College, suspension of recognition by the College, restrictions of privileges by the College, communication with national organizations, sanction of an education nature that may include service or reflection assignments, and any other sanction deemed appropriate by the College.
ILLNESS POLICY

Students who are absent from classes or examinations because of illness should contact their professors on a timely basis to discuss their individual situations. Students needing to withdraw from all courses for a given term for medical reasons should contact Student Engagement for procedural information.

SOLICITATION POLICY

Individuals or student organization may not engage in commercial sales and fund-raising projects unless the proceeds from such sales and projects are used for charitable or philanthropic purposes. Clearance for such activities must be obtained in advance from the Dean of Student Engagement. All fundraising projects must follow the LaGrange College Student-Based Fundraising Policy. Copies of the policy may be obtained from Student Engagement.

CHILDREN OF STUDENTS POLICY

LaGrange College is committed to providing an environment conducive to teaching and learning for all enrolled students. To maintain that atmosphere of learning, the following policy on students’ children in the classroom is in effect.

In general, children of students are not permitted in the classroom or on campus while the parent is attending class. The presence of children in a college classroom presents a distraction to engaged learners and may lead to the modification of content to exclude information inappropriate for children. Unsupervised children create a liability for both the parent and the college.

Any temporary exception to this policy due to extraordinary circumstances is at the discretion of the instructor.

STATEMENT ON EQUALITY OF ACCESS

LaGrange College does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, so specified by federal laws and regulations. The coordinator for compliance with section 504 of the Rehabilitation Act of 1972 as amended, is Pamela Tremblay, Director of the Counseling Center.

STATEMENT ON NON-DISCRIMINATION

LaGrange College does not discriminate on the basis of age, color, race, national or ethnic origin, handicap, or sex in the administration of educational polices, admissions policies, financial aid, employment or any other program or activity.

STATEMENT ON RACIAL HARASSMENT

LaGrange College expects its students to treat other persons with respect and human dignity in all interpersonal relationships. Any behavior that results in the racial abuse, harassment, or intimidation of
another person, or any unwanted objectionable racial attention towards another person, will not be tolerated and is a violation of the College’s Social Code.

MISSING STUDENT NOTIFICATION POLICY

In accordance with the requirements of the Higher Education Opportunity Act of 2008, Section 485 (j), LaGrange College follows these guidelines concerning missing students who reside in campus housing.

Residence students will be informed (at the beginning of fall and spring semesters) that they have the option to identify an individual that the College can contact within 24 hours after the time that a student has been determined to be missing by the designated officials authorized to make that determination, specifically the Area Manager, Housing Director, or Dean of Student Engagement. The confidential contact may be the person designated by the student in addition to the designated emergency contact. In cases where a student has not designated a separate missing person contact, the emergency contact on record will be notified.

For students under 18 years of age (and not emancipated), the College will notify a custodial parent or guardian no later than 24 hours after the time the student has been officially determined to be missing.

A student is determined to be missing when the College’s Residence Life staff (including Resident Advisors, Area Managers, Housing Director, and/or the Dean of Student Engagement) verify that the report information is credible and that the circumstances warrant declaring the student as missing. Once a student is determined to be missing, the Dean of Student Engagement or Housing will contact the student’s designated contact. In addition, the LaGrange Police Department may also be contacted.

At the beginning of each semester, the Residence Life staff will collect the following information from each residence student:

- Student’s full legal name
- LC ID #
- Residence Hall and Room Number
- Student’s cell phone number
- The name and relationship of the person(s) the student wants to be contacted
- A home and/or cell phone number for that contact person(s)
- An email address for that contact person(s)
- A home address for that person(s)

The student is responsible for keeping this contact information updated and accurate. This information will be kept confidential and on file in the Housing Office.
TEMPERATURE POLICY

The policy aims to reduce overall energy consumption and help preserve the environment. This policy was endorsed by the Sustainability Council, the Cabinet, and the Expanded Institutional Planning Council; its effective date was April 11, 2012.

If you reside in the residence halls, this means that the temperature set point will cool your space to 74 degrees. When we are in a season that requires heating, your space will heat to the temperature set point of 68 degrees. This temperature policy also applies to classrooms and all other College spaces; please refer to the attached document that provides more information in regards to this policy.

In the event that you may experience concerns with the operation of the heating and cooling system in your space (outside of the temperature set points), please contact National at 706-880-8296.

If you would like to share your questions or concerns about the temperature policy, please contact Mr. Marty Pirrman at mpirrman@lagrange.edu.

POSTERS, SIGNS, AND EXHIBITS POLICY

Student organizations and/or non-College entities wishing to display flyers/posters/PR materials on LaGrange College property must be approved by the Dean of Students or the department responsible for the bulletin board(s) in a particular building. All printed materials may only be displayed on designated bulletin boards across campus; they may not be affixed to walls, windows, or doors without written permission from the Dean of Students – this includes the inability of students to hang or post anything on residence hall windows. Any materials posted that are deemed to not support the College mission may be removed at the discretion of the Dean of Students. The name of the sponsor(s) and contact information must be displayed on the posted materials.

It is the expectation that the entities that posted materials on campus are responsible for the removal of event flyers, exhibits, and displays within 24 hours after the event. Student Engagement reserves the right to fine registered organizations for violations of this policy. Organizations that have disregarded the signage policy will be given one courtesy warning via e-mail, after which, the organization will be fined $50 each day until the items are removed. Second offenses may result in the organization being prohibited from posting or exhibiting until the next academic semester.

VOTING POLICY

Students are encouraged to vote in all federal, state, and local elections. A student whose class schedule would otherwise prevent him or her from voting may be permitted an excused absence for the interval reasonably required for voting at the discretion of the course instructor.

VACCINATION POLICY

All new students (freshman, transfers, and others) attending regularly scheduled classes or living on-campus will be required to submit a certificate of vaccination outlined on the College's Health form prior to attending classes. Students failing to submit necessary documentation may be prohibited from entering campus until such paperwork is received. This form will be kept on file and will be valid
throughout the tenure of the student's enrollment. The purpose of this new policy is to ensure that students are protected against communicable diseases that are preventable and to reduce the likelihood of an epidemic or threatened epidemic on the LaGrange College campus.

COMMUNICABLE DISEASE POLICY

Definition
Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis. For the purposes of this policy, the term "HIV infection" shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.

Basis For Action
The College's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student with a communicable disease.

Nondiscrimination
The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus activities solely on the ground that they have a communicable disease. The College reserves the right to exclude a person with a communicable disease from College facilities, programs, and functions if the College makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community.

Privacy
The College shall comply with all pertinent statutes and regulations which protect the privacy of persons in the College community who have a communicable disease. The College shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect in all offices of the College.
LaGrange College recognizes the importance for an institution of higher learning to develop and maintain a safe and secure environment in which the academic and social pursuits of its members can be fully realized.

The parking and traffic plan and the comprehensive campus safety plan are both administered from the Business Office. Parking decals are purchased in this office. A set of parking regulations and a decal are issued to each student and to all new students in the interim, spring and summer terms. The permits are valid until the end of August 2012.

LaGrange College uses zone parking. Every student, residents and commuters, will be required to park only in designated lots. Color-coded decals will indicate which lots students and faculty are permitted to park in. Individuals who park in undesignated lots will be subject to ticketing and fining, and will likely be towed.

Registration of Vehicles

- All vehicles operated on the campus by administration, faculty, staff, and students (both resident and commuters) must be registered in the Business Office and must bear a permit as prescribed by the College.
- Motorcycles must also be registered. Boats, trailers, and campers are not allowed on the main campus longer than 24 hours during the regular school year.
- Parking decals must be affixed to the vehicle’s lower left back window. It must be clearly visible.
- Persons authorized to have vehicles will be allowed one week from the first day of classes to register them without penalty provided they have been parking in the proper zone. A late registration fee of $25 per month will be imposed for failing to register a vehicle within the time allotted.
- Parking permits are valid for one year beginning in September. Normal registration for students is during enrollment and before classes begin. Cost of permits is prorated as follows: Fall Semester Permits, $30; Jan Term Permits, $20; Spring Permits, $15.00; and Summer Permits, $5. This fee is assessed during the registration process and is included in a student’s tuition fees.
- A student will be allowed to register a second personal vehicle for an additional $30 fee.

Parking Zones

Vehicles are allowed only in the zone parking their permit indicates:

- FACULTY AND STAFF: Any legal parking space, including spaces on and off the Hill. [Red]
- COMMUTERS: Any legal space off the Hill. [Gold]
- EVENING COLLEGE STUDENTS: Any legal space on the Hill after 5:00 PM and any legal space off the Hill at any time. [Black]
- HAWKINS/CANDLER: Lots across the street from the apartment residence halls. [Purple]
- HAWKES/PITTS: Any legal space off the Hill excluding the Candler/Hawkins lots as well as the lots behind Turner/Henry/Boatwright. [Green]
HENRY/BOATWRIGHT/TURNER: Any legal space in the lots behind their buildings as well as any off-the-Hill lots on Vernon Avenue. They are not allowed in the off-the-Hill lots across the street from Banks Hall and the Chapel. [Blue]

PRICE THEATER PARKING LOT is designated as the overflow lot for every zone.

General Regulations and Restrictions

- All parking regulations and restrictions are in effect 24 hours a day, 7 days a week.
- All city and state regulations and rules, and all directional signs governing the use of motor vehicles shall be observed at all times.
- Only designated vehicles may park in the President’s space, handicap, and visitors.
- All curbs are considered fire zones and, therefore, parking is prohibited. These areas will be additional ticketed by the City of LaGrange.
- The speed limit for motor vehicles is 15 mph except where slower speed is essential for safety.
- Vehicles must be parked within the lines provided. Parking on or over the line or curb is a violation.
- The person in whose name a vehicle is registered with the Business Office will be responsible for any violations.
- Vehicles may not be backed into parking spaces.
- In addition to the above violations, vehicles may be ticketed and/or towed for obstruction or double parking, speeding, parking on landscaped areas, parking in a loading zone, failure to properly display the LC parking permit.

Sanctions:

- Illegally parked vehicles will be ticketed and may be towed from campus.
- College-issued tickets run a minimum of $25; fines will increase with improper parking frequency. Vehicles may be towed after the 5th violation.
- Tickets must be paid; unpaid parking fines may prevent a student from registering for classes or graduating.
- Tickets may be paid in the Security Office located in Turner Hall, Room 217. Tickets may be appealed in the Security Office within 24 hours of issuance.
- LaGrange College assumes no responsibility for the security of vehicles or their contents while on campus property.
Responsible Use of Technology

LaGrange College’s computing environment exists to support the academic, research, and service missions of the College. Continued and efficient accessibility of campus computing and network facilities depends on the responsible behavior of the entire user community. The College seeks to provide students, faculty, and staff with the greatest possible access to campus information technology resources within the limits of institutional priorities and financial capabilities and consistent with generally accepted principles of ethics that govern the College community. Each authorized user of information technology assumes responsibility for her or his own behavior.

Notice Regarding Audio/Video Recording

When you enter the LaGrange College campus or College-sponsored event premises, you will be entering an area where photography, video and audio recording may occur.

By entering campus grounds or event premises, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on web sites, or any other purpose by LaGrange College and its affiliates and representatives. You release LaGrange College, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication of interviews, photographs, computer images, video and/or sound recordings.

By entering the premises, you waive all rights you may have to any claims for payment or royalties in connection with any exhibition, streaming, webcasting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such exhibiting, broadcasting, webcasting, or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video, or audio recording taken by LaGrange College or the person or entity designated to do so by the College.

You have been fully informed of your consent, waiver of liability, and release.

E-mail

Each student is granted a LaGrange College e-mail account. Campus addresses are usually first initial, middle initial, entire last name @ lagrange.edu (such as dsbrooks@lagrange.edu or dsrobinson@lagrange.edu). Students are expected to treat their campus accounts as a business account. Faculty and administrators rely on these accounts to disseminate important information regarding College protocol and events; therefore, students are responsible for any College information sent out over campus e-mail.
STATEMENT ON CULTURAL ENRICHMENT REQUIREMENTS

Because the intellectual and cultural opportunities during one’s college years are exceptionally rich, and because exposure to a variety of cultural experiences, and participation in a lively collegial atmosphere, during one’s intellectually formative years, are vital to the concept of a liberal education, LaGrange College is dedicated to assisting in this enrichment by requiring all students to accumulate a prescribed number of Cultural Enrichment programs - lectures, presentations, events, performances, recitals, etc. - will be published in a brochure and on the college web page. As the academic year progresses, the CE calendar on the college web site provides the most up-to-date listing of CE events, showing new events added throughout the year. Many of these events will occur during the Contact Hour on Tuesdays and Thursdays, and some will double as required programs in the CORE classes.

Students will meet their obligation according to the following schedule:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Earned Hours Upon Entry To College</th>
<th>Cultural Events Needed to Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/Transfer First Year</td>
<td>0-14 Sem. Hours</td>
<td>40</td>
</tr>
<tr>
<td>Transfer First Year</td>
<td>15-29 Sem. Hours</td>
<td>35</td>
</tr>
<tr>
<td>Transfer Sophomore</td>
<td>30-45 Sem. Hours</td>
<td>30</td>
</tr>
<tr>
<td>Transfer Sophomore</td>
<td>46-59 Sem. Hours</td>
<td>25</td>
</tr>
<tr>
<td>Transfer Junior</td>
<td>60-75 Sem. Hours</td>
<td>20</td>
</tr>
<tr>
<td>Transfer Junior</td>
<td>76-89 Sem. Hours</td>
<td>15</td>
</tr>
<tr>
<td>Transfer Senior</td>
<td>90 and above</td>
<td>10</td>
</tr>
</tbody>
</table>

Students may check their CE credits on Banner Web. To view your CE graduation requirements, the events you’ve attended, and the total number of CE credits you’ve earned, go to PantherNet, then Banner Self Service; click on the Student Tab, and then select the Student Records link. Once on this page, click on the bottom link to View Cultural Enrichment Credits. Please keep in mind that there is typically a one week delay between the event and when the attendance list is posted on Banner. Contact Ms. Michele Raphoon (mraphoon@lagrange.edu) with any questions about Cultural Enrichment.

For students who are coping with extreme medical conditions, the Academic Services Committee will consider petitions for a reduction in the number of CE credits required for graduation. The SOURCE office must first verify the condition.
STATEMENT ON INSTITUTIONAL ASSESSMENT

LaGrange College is committed to continuously monitoring and evaluating all of its multiple components that collectively strive to accomplish the mission of the College. This commitment to be the best requires that we frequently measure the institutional outcomes we have identified as important indicators of our College’s quality. A critical source of information about institutional quality is you, the student.

From time to time you will be asked to respond to surveys, fill out course evaluations, attend focus groups, sit for nationally normed profiles, etc. As a member of this community committed to continuously improving its abilities to challenge the mind and inspire the soul, your sincere effort when engaged in any assessment activity is vitally important.

STATEMENT ON GRADE COLLECTION/WAIVERS

Students, especially those involved in sports and Greek organizations, may be asked to collect current grades from their professors. FERPA requires that, except in certain special circumstances, providing a student’s academic records to someone other than the student requires the student’s written permission.

For LaGrange College to release a student’s grades to a student organization there must be a written record that the student has requested this and the authorization to release this information must be signed by the student. The faculty has adopted the use of the Student Organization Grade Disclosure Agreement, which members of student organizations must sign giving permission for their organization to collect grade reports.

In addition, students must recognize that written/signed grade reports are provided as a courtesy by members of the LaGrange College faculty.
STATEMENT ON FOOD SERVICE

ARAMARK operates the service at LaGrange College; a full-time manager is in charge of preparing and serving 21 meals a week. Resident students are required to subscribe to the board plan. This is an excellent plan that provides well-balanced nutritious meals. In the case of special needs or medically prescribed diets, the food service manager will arrange for special menus. Information on various meal plans is available in the Business Office.

LaGrange College endeavors to keep costs at a minimum while not compromising on quality; therefore, there are some regulations that are required to maintain a high quality food service and keep cost low:

1. Patrons may eat all they want while dining in the dining hall; however, no food should be taken out. (Exceptions: ice-cream, and other menu items specified as “take out”).

2. If a meal is needed for a sick student, a request form for a take-out meal must be submitted with the signature of the Dean of Students or Residence Hall Director.

3. No College-owned utensils—plates, glasses, or other such items may be taken from the dining hall.

4. Beverages may be taken out in paper or plastic containers (not to exceed 16 oz.).

5. No resident student is to allow a non-paying person to eat from his/her tray, nor should they provide these individuals with dishes to serve themselves. These rules are not meant to be limiting in any way to a student who has purchased the board plan, but to eliminate waste and unnecessary cost.

The students of LaGrange College have always been considered friendly and warm, and this characteristic has been very evident in the dining hall. Mealtime should be a pleasant, relaxing break in the daily routine of classes and study. Students are expected to use good manners and consideration in their behavior in the dining hall.

**Attire:** proper attire is required. This always includes shoes and shirts. No bathing suits.

**No smoking area:** The entire dining hall and serving area is considered a no smoking area.
No community’s security plan can be effective unless everyone in the community contributes to making it work. Safety and security are both personal and shared responsibilities. Only by accepting this responsibility can members of the community maintain a safe and secure environment.

This security section of the Handbook is provided to you as a part of LaGrange College’s commitment to safety and security on campus and satisfies all the requirements of the Federal Crime Awareness and Campus Security Act of 1990. It is filled with information about a variety of security services and programs, which are available to you as a member of the College community. We hope that you will become familiar with this information and find the programs useful.

The College has an established campus-wide Safety Committee that is charged with the assessment and improvement of safe practices and safe environments across the College. Your participation on this Committee is welcomed if you have an interest in this area. If you should ever encounter an unsafe condition on campus, please alert your RA and/or Area Manager.

Security Services

The Vice President of Management has primary responsibility for the security of LaGrange College. The Office’s mission is to create and maintain a safe and secure environment. This includes protecting lives and securing property, and preserving peace and order. There are two main branches of services: security operation and education.

Security Operations

Securitas Security Services provide security at LaGrange College. They are on duty 24 hours a day. Security officers check in at the residence halls and routinely patrol the buildings and property of the entire campus.

Security officers respond to all reports of crime, fire, medical and other emergencies and call in and coordinate with the City of LaGrange Fire and Police Departments. They complete incident reports, interview witnesses, gather facts, and conduct preliminary investigations. Officers lock and unlock buildings, admit authorized persons into locked areas, and monitor fire and burglary alarm systems. Security officers can be reached by calling 706-880-8911 or 706-412-0503. They are located in Turner 217.

Reporting Emergencies or Crimes on Campus

All emergency situations involving: 1) a crime in progress, 2) a medical emergency, 3) a fire, should be immediately reported to 9-1-1. All phones, on campus may be used to dial 9-1-1 at no charge. While on campus, persons should be aware dialing 9-1-1 or 9-9-11 will work.

When calling for either emergency or non-emergency service, be prepared to do the following: 1) Clearly identify yourself, 2) State your location, 3) State the nature of your call. All incidents should be reported to the Housing Staff and/or Student Engagement.
On-campus Crime Statistics

The following statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990, are for your information. If you have any questions, contact Student Engagement at 706-880-8269.

Criminal Offenses

<table>
<thead>
<tr>
<th>Criminal Offenses: On Campus</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reported Crimes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex offenses – Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d. Sex offenses - Non-forcible</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>NC</td>
<td>NC</td>
<td>NC</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>NC</td>
<td>NC</td>
<td>NC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>g. Burglary</td>
<td>12</td>
<td>21</td>
<td>6</td>
<td>8</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>h. Motor vehicle theft</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>i. Arson</td>
<td>NC</td>
<td>NC</td>
<td>NC</td>
<td>0</td>
<td>1a</td>
<td>0</td>
</tr>
</tbody>
</table>

* Student tried to set mattress in stairwell on fire. No flame, but smoke set off detectors. Fire and police responded.

NC – New category 2009

Criminal Offenses: On Campus, Student Housing Facilities

<table>
<thead>
<tr>
<th>Criminal Offenses: On Campus, Student Housing Facilities</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reported Crimes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex offenses – Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>d. Sex offenses - Non-forcible</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>NC</td>
<td>NC</td>
<td>NC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>NC</td>
<td>NC</td>
<td>NC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>g. Burglary</td>
<td>12</td>
<td>12</td>
<td>4</td>
<td>8</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>h. Motor vehicle theft</td>
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<td>3</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>i. Arson</td>
<td>NC</td>
<td>NC</td>
<td>NC</td>
<td>0</td>
<td>1a</td>
<td>0</td>
</tr>
</tbody>
</table>
* Student tried to set mattress in stairwell on fire. No flame, but smoke set off detectors. Fire and police responded.

NC – New category 2009

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<tr>
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<th>2010</th>
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</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>c. Sex offenses – Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d. Sex offenses - Non-forceable</td>
<td>NC</td>
<td>NC</td>
<td>NC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>NC</td>
<td>NC</td>
<td>NC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>NC</td>
<td>NC</td>
<td>NC</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Robbery</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>g. Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>h. Motor vehicle theft</td>
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<td>NC</td>
<td>NC</td>
<td>NC</td>
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</table>

NC – New category 2009

<table>
<thead>
<tr>
<th>Reported Crimes</th>
<th>2006</th>
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<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>*</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>*</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex offenses – Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>*</td>
<td>0</td>
</tr>
<tr>
<td>d. Sex offenses - Non-forceable</td>
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<td>0</td>
<td>0</td>
<td>*</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
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<td>NC</td>
<td>NC</td>
<td>0</td>
<td>*</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>NC</td>
<td>NC</td>
<td>NC</td>
<td>0</td>
<td>*</td>
<td>0</td>
</tr>
<tr>
<td>e. Robbery</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>*</td>
<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>h. Motor vehicle theft</td>
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<td>0</td>
<td>*</td>
<td>0</td>
</tr>
<tr>
<td>i. Arson</td>
<td>NC</td>
<td>NC</td>
<td>NC</td>
<td>0</td>
<td>*</td>
<td>0</td>
</tr>
</tbody>
</table>

NC – New category 2009

Hate Crimes

There have been no reported hate crimes for any of the aforementioned locations for the years 2009, 2010 or 2011.
## Arrests

### Arrests: On Campus

<table>
<thead>
<tr>
<th>Crime</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>3</td>
<td>4</td>
<td>1</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

### Arrests: On Campus, Residential Housing Facilities

<table>
<thead>
<tr>
<th>Crime</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

### Arrests: Non Campus

<table>
<thead>
<tr>
<th>Crime</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>12a</td>
<td>4</td>
</tr>
</tbody>
</table>

*a = Parties at the fraternities were the major contributor to this increase.*

### Arrests: Public Property

<table>
<thead>
<tr>
<th>Crime</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>*</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>*</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
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## Disciplinary Actions

### Disciplinary Actions: On Campus

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<tr>
<th>Crime</th>
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### Disciplinary Actions: On Campus, Residential Housing Facilities

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### Disciplinary Actions: Non Campus

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<td>a. Weapons: carrying, possessing, etc.</td>
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### Disciplinary Actions: Public Property

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<td>a. Weapons: carrying, possessing, etc.</td>
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### Fires

#### Fires: On Campus, Residential Student Housing Facilities

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Address</th>
<th>Number of Fires 2011</th>
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<tr>
<td>a. Boatwright Hall</td>
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<tr>
<td>b. Hawkes Building</td>
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<td>c. Henry Hall</td>
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<td>d. Pitts Hall</td>
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<tr>
<td>e. Turner Hall</td>
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<tr>
<td>f. Hawkins Apartments</td>
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Residential Education & Housing Policies

The mission of the Office of Residential Education & Housing, as a residential campus, is to provide the unique opportunity to engage students in a living-learning atmosphere that complements the academic experience by teaching valuable life skills, creating a space to explore their identity and reflecting on their experience, building connections amongst the campus community, and holding students accountable for their actions.

Residence Halls Staff

The Residence Hall Staff have been employed and trained by the College to assist you in making an effective adjustment to residential living and to contribute leadership and supervision to the residence halls. They are available to listen, advise and encourage residents and to facilitate and stimulate hall activities. RAs, Senior RAs, Area Managers, and Director are also representatives of the College administration and have responsibilities for rule enforcement. It is an expectation that students will cooperate with the staff in supporting College standards and regulations. The Resident Advisors’ numbers are posted in the lobby of each building. Resident Advisors are selected each spring semester for the upcoming academic year. For more information please contact the Area Manager of the building you want to work in or the Director of Housing. Throughout the semester, members of the Residence Hall Staff have responsibility for residence hall coverage every night on a rotating basis.

College Residency Requirement

All traditional day students taking twelve (12) or more hours are required to live in College housing, so long as appropriate campus housing is available. The Director of Housing may exempt a student for one of the following reasons:

- The student is 23 years of age or older.
- The student is married and living with spouse.
- The student is responsible for a dependent child.
- The student resides exclusively with parents or legal guardians in the parent’s primary residence within a thirty-mile radius of the College.
- The student is a veteran with at least two years of active military service.

Requests for exemptions to the residence requirement based on extraordinary circumstance must be approved in writing by the Director of Housing. Students found to be in violation of this policy may be charged with full room and board (even after the fact) and may also be referred for disciplinary action.

Room Deposit

A room and tuition deposit of $200 is required of all resident students. The room deposit ($100) is not a prepayment to be applied to residence hall charges but will remain on deposit with the College and will be refunded, provided the student's account with the College is cleared, upon one of the following: (1) change of status from resident student to commuter student, (2) formal withdrawal, or (3) graduation. The room reservation/damage deposit serves as a room reservation while the student is not occupying
College housing and is refundable if a student cancels his/her reservation by the following dates: May 1 for Fall semester, December 1 for Spring semester. It serves as a damage deposit while the student is occupying College housing and is refundable when the student leaves the College housing, minus any unpaid assessments and/or any debt owed to the College. Complete residence information and regulations can be found in the Student Handbook.

Room and Board Refund Policy

There is no refund on campus housing (the room charge) once the student has taken occupancy of campus owned residential housing. Board charges (meal plans) will be prorated at a rate of $15 per calendar day of attendance.

Room policy when one student is in a double occupancy room

If a student loses a roommate during the fall semester or (regardless of reason, whether that roommate left the College or simply moved to another room), the remaining student must have a new roommate by the first of spring semester or be charged the private/single room fee for that spring semester. The student will be reminded of this policy via e-mail or letter from the Housing Office. It is the student’s responsibility to find a new roommate; however, the Housing Office is glad to assist in the search. To receive assistance in the search, the student should make an appointment with professional staff in the Office of Residential Education and Housing.

Room Changes

Requests for room changes can be submitted to the Area Manager until the end of the “Drop/Add” period. After receiving the approval from the Area Manager, the resident may pick up her/his new room key and move-in to the designated space before the specified deadline to change rooms. As a part of the room change process, the student must follow the check-out for the old room and the check-in procedures for the new room.

All room changes made after the “Drop/Add” period may incur a charge of $25.00. Room changes not approved through the Housing Office or the Area Manager are in direct violation of residence hall policy, and the person involved in such a room change may be referred to Dean of Student Engagement for disciplinary action, and/or be required to move to the former room assignment immediately. The Housing office will determine a time that a room change request will not be honored, unless there is a concern for that student’s safety.

Residence Hall Opening

Residence Halls open the day before registration, unless that day falls on a holiday or weekend, if this occurs, housing will open on the day of registration or the following business day.

Request to move-in early to Residence Halls

The Office of Residential Education & Housing (OREH) seeks to provide residential students with a clean, safe, and enjoyable space to live on campus. In doing so, OREH works with campus services to insure that all residential spaces are appropriately cleaned prior to arrival based on time between the College’s summer operations (conferences, summer school, and deferred maintenance) and your move-in. As such, requests for an early move-in date will only be granted in extraordinary circumstances. In
some cases, the logistics involved with room preparation may not permit an early move-in even in the most extreme situations. Students may be required to pay a weekly rate for staying in housing before it opens for the academic year.

Early move-in requests should be submitted in writing to the Director of Residential Education & Housing. Following your request, the Director may request additional information and/or documentation before contacting you via e-mail to either grant or deny your request.

Residence Hall Closings

Billing for a residence hall room covers the period from the beginning of a semester to the end of the semester (both fall and spring) and the period from beginning of a summer term to the end of that summer term (both sessions). If a student is serving in a College related function or has an extraordinary circumstance and will need to stay in their residence hall room during a period when the hall is officially closed (Winter Break and End of the Year Closing in Spring), the student must submit the request in writing to the Director of Residential Education & Housing. Following your request, the Director may request additional information and/or documentation before contacting you via e-mail to either grant or deny your request. Students may be required to pay a weekly rate for staying in housing during the time it is closed.

NOTE: Graduating Seniors may stay in their rooms until 5:00 pm the day after Graduation. Non-graduating seniors must move-out and check-out of their residence hall space before the non-graduating student deadline.

During the week between Graduation and the beginning of summer school, all residence halls will be closed and every student is expected to be out of his or her room. NO EXCEPTIONS. This is the one week of the year that National has unhampered access to all rooms in order to clean thoroughly and make needed repairs. Students are expected to make alternate arrangements for both themselves and their belongings for that one week.

Residence Hall Cleanliness & Damage & Policy

As responsible citizens who aspire to lives of integrity and moral courage, damage and mistreatment of the residence halls and College furnishings are taken serious. Costs of extensive cleaning (outside of the normal cleaning process) and damages can compromise the safety, security, and comfort of students in the building. In addition, they can also affect the cost of students’ housing bills. Therefore, students will be charged for any extensive cleaning and damage to fixtures or furnishings within their room. Excessive uncleanliness and damage that cannot be attributed to a single student will be divided among roommates. Likewise, excessive filth and damage that occur in the common rooms of an apartment will be charged to all roommates.

Resident Advisors and Area Managers will attempt to record such damages and fines during Health and Safety Inspections and the year-end check-out process. However, some damages and fines may not be recorded until students have moved out and National Maintenance conducts a more thorough check of rooms and apartments. Students are responsible for the condition of their room and apartment at all times!

The College will not be liable when a student causes damage to his or other students’ property. Students
are encouraged to ascertain that their possessions are covered by their parents’ or guardians’ homeowner’s insurance or to purchase renter’s insurance.

**Fines Policy**

Students may be fined by the Dean of Student Engagement or the Social Council as a result of violations of the College social policies and the consequent disciplinary action. Fines are not initially attached to the students’ College account; instead, the fines must be paid separately by the student in the Business Office. Once paid, the Business Office will inform the Dean of Student Engagement. Students have until the last day of the semester to pay fines. All fines unpaid by this date will double and be added to the student’s College account. Students will not receive diplomas or transcripts with unpaid fines on their accounts.

**Residential Community Safety Policies**

Unwanted Individuals on Campus: If a person who is not a student or employee of the College and who is not required by his or her employment to be on the campus is deemed as committing any act that interferes with the peaceful conduct or activities of the College, or if it is determined that this person has come onto College property to commit such acts, the administrators of the College – or any employee or student designated to maintain order – may direct the person to leave College property immediately. If the person refuses or in any way fails to vacate campus property, he or she will be guilty of criminal trespass and the LaGrange Police Department will be contacted.

**Inspection / Search of Rooms Policy**

The college may enter, inspect, or search a student’s room under the following conditions: (a) when there is a reasonable suspicion that an occupant may be physically harmed or endangered, (b) when there is a reasonable suspicion that college regulations or state / federal laws are being violated, or (c) periodic health and safety inspections of the residence hall rooms. Determinations of what constitutes “reasonable suspicion” may be made by the College President, Provost, Dean of Student Engagement, Director of Housing, or Area Manager.

**Fire/Tornado Drills**

To promote safety of residents, there are periodic drills in all residence halls, and all students are required to participate. Instructions are posted throughout the buildings. Please read carefully the following instructions:

**Fire alarm: When the alarm sounds** —

- Dress appropriately for outside weather conditions, wear hard-soled shoes, and take a towel to prevent smoke inhalation.
- Close all windows. Leave door unlocked so it can be checked.
- Leave the building by the closest exit. Do not use the elevator.
- Students will not be allowed to re-enter building until the drill ceases.
- Remain calm and orderly.

**Tornado Drill Alert: When you are notified of warning** —
• Move quickly to the interior hallway of the lowest floor of your building (unless notified of other designated locations).
• Do not use elevator, but descend by the stairway
• Stay away from windows.
• Remain calm and orderly until notification to return to your room.

Residential Telephones

All student rooms have phone jacks. Hawkes Hall, Henry Hall and Pitts Hall have one jack per room. Boatwright Hall, Candler Hall, Turner Hall and Hawkins Hall have two jacks per room. There is no charge for local service; students will need to supply the phone set and caller identification box, if preferred.

Students can call other LaGrange College residents’ rooms by dialing the last four digits of the room number. Local off campus calls require a prefix number of 9. Emergency Services can be reached by dialing 9-911 or 911.

Personal Phone Usage

The carrying and use of cell phones and other electronic communication devices are allowed on the LaGrange College campus. Users of these devices, however, must be attentive to needs and sensibilities of the members of the College community. Furthermore, the use of these devices must not disrupt the functions of the College.

Devices must be off or ringers silenced in classes, laboratories, the library, study spaces and other academic settings and during events such as plays, concerts, speakers and College ceremonies. The term “laboratories” explicitly includes computer laboratory spaces. Answering or operating the device during classes, laboratories, meetings or events is only appropriate in case of emergency. If the device must be answered, the user must move to a location where the class, laboratory, library patrons, etc., will not be disrupted before making use of the device.

Nuisance/Obscene Phone Calls

It is against the law in the State of Georgia for a person to use abusive, vulgar, or profane language on the telephone or to cause a breach of the peace by use of the telephone. If you receive an obscene phone call do not engage the caller in conversation; look at your caller I.D. box and write down the information then simply hang up. Record the time you received the call and any background noise you hear and/or any identifying voice characteristics (accent, phrasing, etc.). Report the call to your Area Manager. If calls persist, unplug the phone line for a limited time to prevent it from ringing. All obscene calls should be reported so that if a pattern develops or chain calling occurs, the police can be notified. Your cooperation with the housing Staff will assist in providing you the best possible living environment.

Residence Hall Regulations and Guidelines

Visitation Policy

LaGrange College has adopted a policy allowing students/persons of the opposite sex to visit together in the living area of any residence hall on a limited basis. Sunday-Thursday 12:00 p.m. -12:00 a.m. Friday-Saturday 12:00 p.m. -2:00 a.m. Rest rooms are off-limits to visiting members of the opposite sex at all
times. Quiet time is from 10:00 p.m. to 9:00 a.m. At all times the rights of a student’s roommate must be respected. All suspected violations will be reported to the Dean of Student Engagement for disciplinary action.

Trespass Policy

The College enforces the Georgia Trespass Law, which makes it unlawful to interfere with students and teachers, to loiter about College premises, or to act in an obnoxious manner on these premises. Please be advised that any visitor on the campus comes within the jurisdiction of this policy and is subject to arrest.

Guest Policy

In an effort to clarify the regulations concerning guests, the following guidelines have been established:
1. A guest is a non-resident who is in a hall and has a resident host or hostess.
2. Guests will be expected to follow all policies of LaGrange College. Hosts or hostesses are responsible and held accountable for their guests.
3. Keys will not be issued to guests.
4. Violators of this policy are subject to disciplinary action.

Window Policy

All windows must remain closed and locked to prevent unauthorized entry into a residence hall room. Using windows as a means into or out of rooms/residence hall is prohibited. In addition to safety concerns, closed and locked windows also reduces the health concern of preventing the creation of mildew/mold as outside warm air mixes with cooled indoor air.

Objects are not to be propelled out of any window and articles are not to be placed on exterior window ledges. Students who sit in window ledges or commit acts of horseplay around windows may be referred for disciplinary action. The display of rugs, banners, signs, flags and other objects from outside and/or in college residence hall windows are prohibited.

Removing window screens is prohibited.

Doors

Security of the residence halls is the responsibility of all residents. Students must refrain from propping open outside doors or loaning keys to others in order to maximize building security and residents’ safety. Also, propping open of the fire doors inside the hallways is prohibited. It is recommended that students lock the doors to their rooms when leaving the room. Stolen property is not the responsibility of the College.

Residence Hall Keys

You are encouraged to always have your room key and to lock your residence hall doors to help ensure your safety and the safety of your personal belongings. If you lose your key (regardless of reason) you will be required to pay a lost key fee when issued a new key. In the event that the professional housing
staff or maintenance staff believes that your safety is compromised due to your lost key, you will also be charged the fee for a lock replacement.

Keys must be returned to the Resident Advisor or housing staff when the student checks out of her/his room. Duplication or possession of unauthorized keys by a student is a violation.

**Student IDs**

You are encouraged to always have your student ID as you will need this card to identify yourself as a current LC student, to gain access to your residence hall, academic space, and dining hall. In the event that you lose your student ID, please notify the housing office to turn “off” the access of your ID and to receive a new ID; you will be required to pay a new ID fee.

**Attics, Basements, Ledges, Roofs, and other Unauthorized Areas**

For your safety and well-being, the above areas are prohibited access and entrance. Any students found in these areas will be required to vacate the area and are subject to follow-up via the student conduct process.

**Elevators and other Electrical Equipment**

Tampering and/or misuse of elevators and other electrical equipment create a safety concern for you and the College community. Any students found tampering/misusing are required to vacate the area and are subject to follow-up via the student conduct process.

**Fire Safety**

Open flames including burning charcoal, burning candles, and oil lamps, etc., are not permitted in College housing. Incense sticks or similar devices are also prohibited. Smoking is prohibited in all buildings on campus.

Please refer to the Social Code in regards to additional details in regards to the fire safety policy.

**Clear Hallways, stairwells, exits, and other areas of egress - Updated**

Fire code requires that hallways, stairwells, exits and other areas of egress be clear at all times. Therefore, storage of luggage, ironing boards, bicycles, trash, or other personal belongings are prohibited in these areas.

**Electric Appliances**

Residence halls have definite limits on the capacities of their electrical systems. Overloading the systems can present fire and safety hazards. No appliance may be possessed or used in the residence halls that use over 500 watts. **Examples of approved appliances** are electric fans, radios, computers, stereos, study lamps, shavers, curling irons, blankets, clocks, and TVs. Students may have one small refrigerator per room no bigger than 5 cubic feet inside capacity. **Unapproved appliances** include sunlamps, coffee makers, space heaters, hot plates, grills, electric fry pans, woks, crock pots, musical instrument amplifying equipment, toasters, ovens, microwaves, and air conditioners. Hair dryers can be
used; however, no other appliance should be using the same outlet during usage. All appliances with an exposed heating element, regardless of wattage, are prohibited.

**Microwaves** are permitted only in the lounge area of the residence halls. A microwave is provided in a designated place in each residence hall. Students found having a microwave will be asked to remove them from their rooms.

**Electrical Outlets**

Electric outlets should be maintained at a one to one ratio in relation to the number of electric units plugged into the outlet at anytime. Students are required to use heavy-duty extension cords, or adapters approved by Underwriters Laboratories. Extension cords can be used for just one appliance at a time. Students must maintain a one plug per one receptacle ratio at all times. Please consult your Area Manager if you have questions about the use of any other appliance or equipment.

**Bicycles and Motorcycles**

Bicycles and motorcycles are not to be left in hallways, stair-wells, or exit areas; this is a violation of the fire code and they will be removed. It is recommended that you lock your bike to a bicycle rack, or keep it in your room when not in use. Motorcycles must be parked in a designated parking place.

**Cooking**

The cooking and preparation of food is not permitted in the residence halls, except in the apartment-style residence halls.

**Animals**

Students are permitted to have non-dangerous aquarium fish in an aquarium and are limited to a maximum of 20 gallons; the aquarium must be cleaned regularly. All other animals may not be kept on College property (to include inside and/or outside areas of facilities or grounds). Any violation of this policy will result in removal of the animal and are subject to a $50 fine. Subsequent violations will be turned over to the Social Council.

**Service animals**

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

ADA requests and supporting documents to have a service animal on-campus must be sent in writing to the Director of Housing. In the event that the request is approved in writing from the Director of Housing, the student will be required to pay a $500 damage deposit in advance and will be required to live on the first floor of Henry Hall. If rooms are not available, the student may be placed on a waiting list.
Firearms, weapons, and other dangerous items

As a College community that values the safety of all of its member, firearms, weapons, and other dangerous items are prohibited for College property. Please refer to the Social Code in regards to additional details in regards to the Firearms, weapons, and other dangerous items policy.

Furniture

Rooms are furnished with beds, desks, chairs, closets, and blinds. Furniture must remain in the room where the College has placed it. Lobby furniture is not for use in individual rooms and should not be removed. When the College is made aware that you have moved furniture, you will be required to immediately move the furniture to its original location. In addition to placing the furniture back to its original location, moving furniture carries a potential fine of $25.00 and additional fines from damages sustained to the furniture and/or College furnishings as a result of this policy infraction.

Door and Wall Hangings - Updated

Students may only use command strips to hang items in your residence hall room/apartment. Items that pierce the doors or walls are prohibited. Students that chose to hang items in your residence hall room/apartment will be responsible for any damage caused to doors, walls, or any other College furnishings may be charged for the repair or replacement cost of damaged items. This policy is announced during the 2013/2014 academic year, but will be enforced in the 2014/2015 academic year and the proceeding years.

Waterbeds, Lofts, and Unapproved furnishings

Waterbeds, lofts, and other non-college approved furnishings are not permitted in any residence hall. In the event that you have any questions or concerns about the approval of your personal furnishings, please direct your question to the professional housing staff.

Laundry Facilities

Laundry facilities are available in every residence hall. If you use these facilities, please show every consideration for others by removing laundry as soon as the cycle is completed. Unclaimed personal items left in the laundry room will be removed and disposed of due to health and safety concerns.

Maintenance

Please report any maintenance or safety problems that develop to the Maintenance Department Plant via work order, telephone call, or reporting the concern to your Resident Advisor on your floor as soon as it occurs. If you report your concern to your RA, he or she will contact the Maintenance Department and will follow up to assure that the problem is addressed.

Parental Visits

Parents may visit their sons or daughters at any time, however, only parents of the same gender may stay overnight with the prior approval of roommate(s) and the notification provided to the resident
advisor and/or housing staff. Guests of students must check in with the Resident Advisor. Maximum visit is limited to three days. No guests under 12 years of age are allowed.

**Food**

If you have food in your room, be certain that you store it in airtight containers or in refrigerators to prevent health and safety concerns and prevent the attraction of unwanted pests (ants, etc.).

**Withdrawal**

If you withdraw from the College, you must vacate your room within 24 hours (unless an earlier specified time is stated in writing by the director of housing) and have your room inspected by your RA or housing staff.

**Alcohol & Drug Policy**

LaGrange College is a dry campus, as such, the possession or consumption of any alcoholic beverage is not permitted on campus. We abide by the liquor laws of the State of Georgia. Alcohol bottles, containers, or packaging of any kind cannot be present or displayed in residence hall rooms; this includes funnels, kegs, and/or empty bottles. The same applies to the illegal possession, use or sale of drugs.

Please refer to the Social Code in regards to additional details in regards to the alcohol policy

**Noise Policy**

Residence halls are intended to have an environment that is safe, enjoyable, and conducive to learning. As such, noise concerns can be solved through consideration and cooperation of noise levels. When using equipment that amplifies sounds (radios, stereos, television, etc.), the user must consider her/his roommate, the floor community, and the residence hall community. As a member of the residential community, you will be expected to observe quiet hours and all requests to maintain a noise level that does not interrupt fellow residents. Residents should abstain from loud noise that can be heard outside of your room, to include yelling, bouncing balls, stomping, etc.

**Smoking Policy**

Smoking is prohibited in the spaces of all of the Residence Halls. Spaces are defined as student rooms, elevators, hallways, bathrooms, parlors, lobbies, the Henry Computer Lab, the laundries and the staircases. Smoking closer than 50 feet of the entrance of a building is prohibited. LaGrange College is a smoke free campus.

Please refer to the Social Code in regards to additional details in regards to the alcohol policy

**Meetings Convened by Housing Staff**
Meetings scheduled for a floor, wing, or hall by housing staff is mandatory at the discretion of the staff member calling the meeting; fines may be imposed for unexcused absences if notice of a mandatory meeting is given beforehand.

**STATEMENT ON GREEK ORGANIZATIONS**

Greek organizations at LaGrange College are a component of the institution’s total educational program. As such, they are partners with the College in a mutually supportive endeavor. Therefore, Greek organizations share a responsibility for strengthening the total quality of student life. Because of their importance to their own members, Greek Chapters have certain rights and responsibilities within their community. Among their rights are 1) choosing their members; 2) participating as a unit in campus group activities; 3) participating in self-governing activities through the Interfraternity Council and the Panhellenic Council; 4) providing the opportunity for participation in educational experiences.

Among the responsibilities for Greek organizations are as follows: (1) conducting all activities in accordance with regulations and policies of LaGrange College and their general fraternity, including policies on non-discrimination on the basis of race, creed, religion, age, national origin, sexual orientation or disability; (2) complying with their charter and by-laws developed in consultation with and approval of their general fraternity; (3) operating their chapter affairs in a business-like manner consistent with their constitution and College policies; and (4) maintaining an atmosphere within their chapter and its activities supportive of high academic standards.

All fraternities and sororities are required to have a faculty or community/alumni adviser. Fraternities and sororities exist at the College only at the invitation of the College. This invitation is formally extended by the President of the College and can be withdrawn if a fraternity or sorority fails to comply with the College regulations and policies, including but not limited to the policies established by Student Engagement.