



**LaGrange College**  
**Student Handbook**  
**2016-2017**

*Last Updated: 9/29/2016*

**Table of Contents**

**Overview** ..... 4

**Mission**..... 5

**Alma Mater** ..... 5

**Fight Song** ..... 5

**Campus Contact Information** ..... 6

**Campus Hours**..... 8

**Student Leadership Team**..... 11

**College Policies & Statements** ..... 12

**The Honor Code** ..... 12

**Social Code**..... 20

**Student Records** ..... 29

**Student Grievance Procedures**..... 31

**College Statement & Information on Alcohol and Drugs** ..... 33

**Administrative Withdrawal**..... 37

**Sexual Harassment / Sexual Violence Policy** ..... 40

**Policy on Interacting with Minors** ..... 52

**Organizational Misconduct Policy**..... 54

**Illness Policy**..... 55

**Non-Solicitation Policy** ..... 56

**Children of Students Policy** ..... 57

**Statement on Equality of Access**..... 57

**Statement on Non-Discrimination** ..... 57

**Statement on Racial Harassment**..... 58

**Hazing Policy** ..... 58

**Missing Student Policy** ..... 58

**Temperature Policy** ..... 59

**Assembly, Expression, and Political Activity Policy**..... 60

**Posters, Signs, and Exhibits Policy** ..... 60

**Crafts/Gifts Painting Policy** ..... 61

**Voting Policy** ..... 61

**Vaccination Policy**..... 61

<b>Communicable Disease Policy</b> .....	<b>62</b>
<b>Parking Policies</b> .....	<b>63</b>
<b>Technology-Related Policies</b> .....	<b>64</b>
<b>Responsible Use of Technology</b> .....	<b>64</b>
<b>Notice Regarding Audio/Video Recording</b> .....	<b>65</b>
<b>Email</b> .....	<b>65</b>
<b>Statement on Cultural Enrichment Requirements</b> .....	<b>66</b>
<b>Statement on Academic Internship Liability Insurance</b> .....	<b>66</b>
<b>Statement on Institutional Assessment</b> .....	<b>67</b>
<b>Statement on Grade Collection/Waivers</b> .....	<b>67</b>
<b>Statement on Food Service</b> .....	<b>68</b>
<b>Campus Safety</b> .....	<b>67</b>
<b>Security Services</b> .....	<b>68</b>
<b>Security Operations</b> .....	<b>69</b>
<b>Reporting Emergencies of Crimes On Campus</b> .....	<b>69</b>
<b>On-Campus Crime Statistics</b> .....	<b>69</b>
<b>Residential Education &amp; Housing Policies</b> .....	<b>79</b>
<b>Reporting Maintenance Concerns</b> .....	<b>95</b>
<b>Cable Services for College Housing</b> .....	<b>96</b>
<b>Statement on Greek Organizations</b> .....	<b>98</b>

<b>HANDBOOK OVERVIEW</b>
--------------------------

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 MISSION**

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.

**COLLEGE ALMA MATER**

**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.

**COLLEGE FIGHT SONG**

**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)

<b>CAMPUS CONTACT INFORMATION</b>
-----------------------------------

LaGrange College Switchboard..... (706) 880-8000

**Administration**

President Dr. Dan McAlexander..... (706) 880-8230

Provost Dr. David Garrison..... (706) 880-8235

Vice President for External Relations Rebecca Roth Nicks..... (706) 880-8088

Vice President for Finance and Operations Marty Pirrman..... (706) 880-8232

Vice President for Enrollment Joseph Miller..... (706) 880-8253

Chaplain & Director of Spiritual Life Rev. Adam Roberts ..... (706) 880-8004

Registrar Cindy Saines..... (706) 880-8238

Assistant Registrar & Retention Coordinator Todd Prater..... (706) 880-8924

Business Office (student accounts) Becky Carter..... (706) 880-8278

Financial Aid (work study, student loans) Michelle Reeves..... (706) 880-8249

Information Technology (computer issues)..... (706) 880-8304  
www.lagrange.edu - click on PantherNet to access the IT HelpDesk or email support@lagrange.edu

Security (Securitas)..... (706) 412-0503

Vice President for Student Engagement & Dean of Students Dr. Marc Shook..... (706) 880-8976

Office Coordinator for Student Engagement Brandy Offenback..... (706) 880-8269

Director of Career Development Center Dr. Karen Pruett..... (706) 880-8997

Internship Coordinator & Career Advisor Jacob Wise..... (706) 880-8185

Director of the Counseling Center Pamela Tremblay..... (706) 880-8313

Counselor in the Counseling Center Brandi Cameron..... (706) 880-8177

Director of Residential Education & Housing; Coordinator of Student Conduct  
Vernon J. James..... (706) 880-8979

North Quad Area Manager (Housing); Co-Coordinator of Leadership Development &  
Activities Support Specialist Kayla Watson..... (706) 880-8978

South Quad Area Manager (Housing); Co-Coordinator of Leadership Development & Greek Life Joe Strickland..... (706) 880-8977

Office of Residential Education & Housing (main office line)..... (706) 880-8975

Director of Student Involvement and Service Katie Mosley..... (706) 880-8112

**Athletics**

Vice President of Athletics – Jennifer Claybrook..... (706) 880-8262

Assistant Athletic Director – Kendal Wallace..... (706) 880-8328

Athletic Training - Rob Dicks..... (706) 880-8099

Program Coordinator - Jenna Jones .....(706) 880-8330

Sports Information Director – John Hughes..... (706) 880-8318

Strength & Conditioning Coordinator – Jeff Geeter..... (706) 880-8283

Baseball – David Kelton..... (706) 880-8295

Men’s Basketball – Kendal Wallace..... (706) 880-8328

Women’s Basketball – Lee Buchanan..... (706) 880-8342

Cheerleading – Karley Huddleston..... (706) 402-7621

Cross Country (Men's and Women's) – Joe Strickland..... (706) 880-8977

Football – Matt Mumme..... (706) 880-8106

Golf - Lee Richter..... (706) 880-8343

Lacrosse – Nicolette Dungee..... (706) 880-8469

Men’s Soccer—Matthew Evans..... (706) 880-8068

Women’s Soccer—Fred Wagenaar..... (706) 880-8334

Softball - Jennifer Claybrook..... (706) 880-8262

Swimming - Chip Aplin..... (706) 880-8322

Tennis – Matt Donnett..... (706) 880-8336

Volleyball – Suzanne Henson..... (706) 880-8252

**Administrative Offices:** Switchboard Operator (706) 880-8000

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

**Panther Connection:** Jennifer Shaw (706) 880-8215

Fall: Monday – Thursday 8:30am - 4:00 pm, Friday 8:30am - 3:00pm

Spring: Monday – Friday 8:30am - 4:00 pm

**ARAMARK (Dining Services)**

Justin Balsam

Director of Food Services

[jbalsam@lagrange.edu](mailto:jbalsam@lagrange.edu)

Office: (706) 882-0788

Juanita Jackson

Assistant Food Service Director

[jjackson@lagrange.edu](mailto: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

**Campus Post Office:** Susan Mansour (706) 880-8287

Monday - Friday

8:00am - 5:00pm

\*Area to use your mailbox key is open 24 hours

\*Summer hours may vary

**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 – Thursday

8am - 9pm

Friday

8am - 5pm

Saturday

11am - 4pm

Sunday 2pm - 9pm

Summer Session

Hours to be determined based on academic need; please refer to the Library website for more information on hours of operation, etc.

For more information contact the Circulation Desk at (706) 880-8312 or visit the Library Home page at [www.lagrangep.edu/library](http://www.lagrangep.edu/library).

**Tutoring Center**

(706) 880-8958 or [tutoring@lagrange.edu](mailto:tutoring@lagrange.edu) or

Dr. Stacey Ernstberger (706) 880-8016, [sernstberger@lagrange.edu](mailto:sernstberger@lagrange.edu)

Contact for subjects available for tutoring and appointments that are available.

**Writing Center:** Dr. Justin Thurman (706) 880-8198, [jthurman@lagrange.edu](mailto:jthurman@lagrange.edu)

Contact for available times to receive assistance.

**Charles D. Hudson Natatorium:** Chip Aplin (706) 880-8322, [caplin@lagrange.edu](mailto:caplin@lagrange.edu), or

Open to LaGrange College Faculty, Staff, Current Students, and Current Members for the hours listed below and closed when the college is closed for holidays, etc.

Indoor/Outdoor & Lap Swimming

Tuesday & Thursday

6:30am - 8:30am

Monday-Thursday

12pm – 1:30pm

6pm - 7:30pm

Saturday & Sunday

1pm-4pm

These hours of operation are also subject to weather conditions determined by the pool staff.

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](mailto:aquatics@lagrange.edu). For additional information, please contact the LaGrange College Aquatics Office at (706) 880-8322.

**2016-2017 Honor Council**

President: S. Emily Webb  
Recording/Corresponding Secretary: Celeste Crowe  
Remediation Officer: Paige Smyth  
Appeals Representative: Daniel Garrett  
Members: Savannah Bracewell, Brandon Collins, Maegan Harrison, Ashley Jacobson, S. Andrew Klob, Madeline LaCavera, C. Tyler Martin, Erin Missroon, P. Michelle Pilgrim, Margaret Grace Smith, & Jamarcus Watkins  
Advisors: William Paschal and Joe Marciniak

**2016-2017 Social Council**

President: Katie Chancellor  
Vice President: Jacob Gaetanos  
Secretary: Sterling Ancrum  
Case Manager/Appeals Representative: Kyra Odum  
Members: Emily Arnold, Brandon Collins, Conner Liney, Andy Peden, Jamarcus Watkins  
Advisors: Bobby Jo Otto and Kevin Ludwick

**2016-2017 SGA Executive Committee Positions**

President: Corey Morgan  
Vice President of Senate / Parliamentarian: Asti White  
Treasurer: Darius Jordan  
Secretary: Caitlyn Deal  
Director of Programs & Activities: Marie Fraise  
Director of Service: Andy Peden  
Director of Sustainability & Food: Meagan Harrison

**2015-2016 SGA Senate**

<b>First-Year Senators</b>	<b>Sophomore Senators</b>	<b>Junior Senators</b>	<b>Senior Senators</b>
*To be selected in the fall	Mimi Loftus (Class President) Jonathan Grimes Kayla White	Ashley Chafin (Class President) Ashlan Bloodworth Garrett Wallace	Katie Chancellor (Class President) Matthew Crawford Tyler Hubbard

Advisors: Marc H. Shook & Katie Mosley

# 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 provide and share information 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 President of the Honor Council. If the President recuses his or herself due to conflict of interest, the Recording Secretary assumes the role of Honor Council President. In consultation with at least one of the Faculty Advisors to the Honor Council, the President of the Council will determine if the preponderance of evidence supports the accusation. If the insufficient evidence exists, the President so notifies the party reporting the alleged violation.
- The Council President and at least of the Faculty Advisors will meet with the accused student. The Faculty Advisor will present the learning outcomes and mission statement of the Honor Council to the accused. The Council President will then present the evidence. Both parties are allowed to ask questions regarding the evidence, accusation, and process. If asked, the President can recommend a course of action for the accused.

- If the accused chooses to have a hearing, he or she will meet with the Faculty Advisor, Honor Council President, Recording Secretary, and the most senior member of the Honor Council to reflect on the discussion of the evidence at the preliminary meeting. The President then later informs the referrer and accused of the violation that a hearing will take place, stating the specifics of an accusation, the place, date, and time of the hearing, and request the names of any persons who should be called in as witnesses or who may have any pertinent information. The President will interview these persons to determine whether they have knowledge relevant to the suspected violation. Campus email and communication through 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 reserves 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, an outcomes hearing will be called to determine the sanction. It is mandatory for the accused student to attend the outcomes hearing. The referrer will be invited to attend the outcomes hearing. At the Council's discretion, they may ask for a sanction recommendation from the referrer.
- 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 accused is found not to have violated the Honor Code, the President will inform the Provost and student in writing. If the student is found to have violated the Honor Code, further deliberation by the Council determines the sanction to be imposed, and the student is notified in writing. The sanction will be carried out by the Provost. All hearings will be digitally recorded and kept confidentially on file for a minimum of seven (7) years.
- If a case cannot be heard by the end of the grading period, the instructor will submit the grade as "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.

- There are two types of appeals: verdict appeal and sanction appeal. Verdict appeal may be filed in cases of new evidence, errors in the hearing process, or errors of interpreting or perception of personal bias from an Honor Council member. In cases of personal bias from an Honor Council member, the member will submit a written statement attesting to his or her sense or bias, in what capacity they know the accused, and previous interactions they have had with the accused. Sanction appeals may be filed if the accused feels the sanction was disproportionate to the offense.
- An appeal must be filed with the Provost in writing within seven (7) days of notification of the sanction. 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 will consist of the Honor Council Appeals Representative, the Provost, the President of the SGA, the President of the Faculty Assembly, a member of the SGA Senate selected by the Honor Council President and the Provost, and the Department Head of the program in which the violation was committed if they choose to attend. 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. These materials include, but are not limited to, new evidence, perception of errors, or perception of bias. The Appeals Board has the authority to reduce the sanction in a case, if they see fit.

### 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 in the following section.

- A maximum of half ( $\frac{1}{2}$ ) credit on the related assignment at the discretion of the professor
- A zero on the related assignment
- The final grade in the course lowered by one letter grade
- An F in the course
- Suspension from the College for one term, excluding summer, in a grade-related offense
- 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
- Revocation of a degree

### 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 within one month, 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, while dressed appropriately (item 3), to meet with the following groups or members of the college community in person: the Provost (or President of LaGrange College if Provost is not available) and the member or members of the faculty involved. 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 4) must be presented to the Provost prior to his or her meeting with the student.
3. Attire: Students meeting with the Provost (or 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 be required to reschedule their meeting.
4. The student must write a typed paper, at least 750 words in length, reflecting on the experience of the violation and what he or she learned in the process of the meetings as reflected in the Honor Council's Learning Outcomes. 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.

#### The Role of the Faculty Advisors

The Faculty Co-Advisors serve to ensure due process and fairness for all parties, participate in training, and act as a liaison to the faculty and coaches. The Faculty Co-Advisors will be working with the student-lead Honor Council, the administration, and Registrar on the case. If there are any questions regarding the status of a case, the referrer should direct student or parental inquiries to the Provost.

- The Co-Advisors may ask a question(s) of the parties in the case at his or her discretion.
- Faculty Co-Advisor does not vote during deliberations, but may participate in discussion prior to the vote.

#### 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.

### Selection

Conducted as needed by the Selection Committee:

- Current Honor Council President
  - Current SGA President
  - President of the Faculty Assembly
  - Provost
  - Advisor to the Honor Council
- 
- Any student with a minimum of 30 credit hours and a minimum GPA of 2.85 is welcome to apply.
  - All members must attend a mandatory workshop. If the members fail to attend, they are not able to attend a hearing until the session is complete. If they have not completed the training session up to one month after classes begin, the Honor Council reserves the right to remove the member from the Council.
  - Current members of the Honor Council are not required to re-apply each year.
  - Two graduate students and two evening college students will be chosen by their respective programs for the Honor Council.

### HONOR COUNCIL 2016 – 2017

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.

Current Members:

President: S. Emily Webb

Recording/Corresponding Secretary: Celeste Crowe

Remediation Officer: Paige Smyth

Appeals Representative: Daniel Garrett

Members: Savannah Bracewell, Brandon Collins, Maegan Harrison, Ashley Jacobson, S. Andrew Klob, Madeline LaCavera, C. Tyler Martin, Erin Missroon, P. Michelle Pilgrim, Margaret Grace Smith, & Jamarcus Watkins

Honor Council Contact: honorcouncil@student.lagrange.edu

President Contact: S. Emily Webb, sewebb@student.lagrange.edu

Honor Council Office: Manget 406

Advisors: William Paschal and Joe Marciniak

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."

Accommodations

ADA Statement: All students, regardless of disability, are held to the LaGrange College Honor Code.

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.

*Who decides cases of alleged violations of the Code?*

The Honor Council is selected as needed each year for the following academic year. Students may self-nominate, as well receive nominations the faculty and coaches, 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 students with 30 or more academic credit hours 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, the referring faculty member, and the Provost of the College

*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?*

Upon self-reporting to the Honor Council, the student will participate in an Outcomes Hearing, during which the student will explain the incident to the Honor Council. Honor Council members are permitted to ask the accused student questions during the Outcomes Hearing. After the discussion, the student is dismissed and the Honor Council members deliberate to select a sanction for the violation.

*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 Vice President for Student Engagement & 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" means any person pursuing academic studies at the College; this includes: (a) a person not currently enrolled but who was enrolled in the fall, spring, or summer terms preceding the alleged violation; (b) a person who, while not currently enrolled, was previously enrolled at LaGrange College and who is reasonably anticipated to seek enrollment at a future date; (c) a person who has applied to or been accepted for admission to LaGrange College and has accepted an offer of admission or may reasonably be expected to enroll; or (d) a person enrolled in a LaGrange College program on a credit or non-credit basis. 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 resolving 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 is determined by the institution to violate 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 air soft, 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 Securitas and/or the housing office know immediately.

Acknowledging that a student may want to have a tool to help increase personal safety, mace (or other personal protective spray) 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. Note that conduct deemed to meet the College's threshold for sexual harassment will be resolved according to the institution's Sexual Harassment / Sexual Violence policy.

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. Uses, has unauthorized possession of, or provides others with unauthorized access to or use of College keys, access codes, and other access-restriction devices.

J. Engages in activities that violate the College's Hazing Policy as contained in this Student Handbook.

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. Smoking (to include e-cigarettes) is prohibited in all college property to include the spaces of all of the residence halls/college housing. Spaces are defined as student rooms, elevators, hallways (include covered walk ways on each floor of Henry Hall), bathrooms, parlors, lobbies, Henry Hall computer lab, laundry rooms, staircases, etc.

Smoking closer than 50 feet of the entrance of a building is prohibited. It is also prohibited to use and/or have hookah pipes (and any other hookah related items in the residence halls).

Additionally, smoking (to include the use of e-cigarettes) and smokeless tobacco is prohibited in academic buildings, classrooms, etc.

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, or other administrative rules set by units such as the business office, athletics, and/or the library. Note that instances of sexual harassment and sexual violence will be resolved according to the College's Sexual Harassment / Sexual Violence policy.

S. Engages in a Bias Incident, the specific biases that give rise to action under the provision include only those listed and protected under the institution's "Statement on Non-Discrimination." Note that instances of sexual harassment and sexual violence will be resolved according to the College's Sexual Harassment / Sexual Violence policy.

#### Section IV: Interim 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 Vice President for Student Engagement & Dean of Students 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 with 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 Vice President for Student Engagement & Dean of Students will proceed under the College's Administrative Withdrawal Policy.

In situations where a student is subject to Interim Action, the student shall have the ability to meet with the Vice President for Student Engagement & Dean of Students to discuss the allegation within three business days of receiving notification of the Interim Disciplinary Action. Following this meeting, the Vice President for Student Engagement & Dean of Students may remove the Interim Disciplinary Action and/or schedule a formal administrative resolution conference or Social Council Hearing within 14 days of this meeting. Vice President for Student Engagement & Dean of Students may also request any psychological testing or other documentation as a requirement of attending the administrative resolution conference or Social Council Hearing; the student, likewise, will be required to provide a release allowing the College access to the assessment report and access to the treatment provider. Typically all expenses associated with assessment of a student's mental, emotional, or physical state as part of the Interim Action process are the responsibility of the student. The College, however, reserves the right to, even in the situation of a second opinion, to require an assessment that is paid by the College with a treatment professional selected by the institution. Should the student fail to attend the called meeting with the Vice President & 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 Vice President for Student Engagement & Dean of Students may seek removal from campus under the College's Administrative Withdrawal Policy.

## Section V: Resolution 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 Vice President for Student Engagement & Dean of Students or delegate 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 Vice President for Student Engagement & Dean of Students or 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 Vice President for Student Engagement & Dean of Students or Delegate 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 Vice President for Student Engagement & Dean of Students 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 Vice President for Student Engagement & Dean of Students or 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. In a situation where a student misses multiple scheduled meetings with the Vice President for Student Engagement & Dean of Students or Delegate, a hold may be placed on the student's account and, if further lack of contact is made, the student may be referred to the Social Council.

2. In an administrative conference, the Vice President for Student Engagement & Dean of Students or 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 Vice President for Student Engagement & Dean of Students or 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 Vice President for Student Engagement & Dean of Students or Delegate will offer the student a written administrative resolution that outlines the determination and the sanction deemed appropriate. The student may then choose to accept the administrative resolution by signing the document and that by signing, the student must follow and comply with all sanctions, and the matter is considered closed with no appeal rights available (again, the student has the right to take the incident to the Social Council should they disagree with the determination of the Vice President for Student Engagement & Dean of Students or 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 an outcomes hearing, where the student is required to attend (and where any referring or impacted party could also attend). The outcomes hearing will permit the student and impacted parties to discuss potential outcomes. The Social Council will then evaluate the entire situation in issuing appropriate sanctions.

2. When a Social Council hearing is to be held, the Social Council President will contact the accused student 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 (typically in the form a referral submitted by the Vice President for Student Engagement & Dean of Students or Delegate) and provides the accused student an opportunity to present evidence in her/his own behalf. At its discretion, the Social Council may call in the referring party (even if the Vice President for Student Engagement & Dean of Students or Delegate) or other witnesses listed in the referral to gather information about the situation. 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. Although the Social Council has final authority in issuing a sanction in a Social Council hearing, the Vice President for Student Engagement & Dean of Students or Delegate will oversee the administrative functions associated with completion of the sanction.

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*

After a Social Council decision is reached, either the student found responsible or the referring party may appeal the finding, the sanction, or both to the College President or President's Delegate. This appeal must be made in writing and submitted to the College Provost within seven week days of receiving notification of the finding. The appeal must specify the exact grounds for the appeal and include all supporting evidence; grounds for seeking and granting an appeal include: (a) new evidence not available at the time of the hearing; (b) errors in process; (c) errors in interpretation; (d) findings or sanctions that are clearly erroneous or disproportionate to the offence. 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. The ultimate decision of the Social Council Appeals Board is final.

#### Section VI: Sanctions

The Social Council, the Vice President for Student Engagement & Dean of Students, or 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. Like Disciplinary Probation, Deferred Suspension is imposed for a certain period of time, may be contingent on the student completing additional requirements, such as active sanctions, as a condition of remaining on deferred suspension.
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 Vice President & Dean of Student Engagement. Students suspended for two consecutive academic periods (*e.g.*, fall semester and summer sessions – or – spring semester and interim period) will have to reapply to gain readmission to the College. Students who are suspended will immediately (and by no later than 48 hours) need to vacate campus and their residence hall rooms, even, if deemed necessary, on an interim basis during the appeal period.

6. Expulsion – A student expelled from the Institution is permanently barred from entering College property without written permission from the Vice President for Student Engagement & Dean of Students. Students who are expelled will immediately (and by no later than 48 hours) need to vacate campus and their residence hall rooms, even on an interim basis during the appeal period.

7. Rescind Admission or Revocation of Degree – The College has the authority to rescind an offer admission or revoke an issued degree for conduct that is sufficiently severe to warrant such action.

#### 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 (*e.g.*, counseling, anger management, drug/alcohol treatment, spiritual guidance, etc.). Some referrals may for mandated assessments where the student will sign a release permitting the College access to the assessment report and treating professional, while other referrals will just require proof of a meeting/intervention.

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, Vice President for Student Engagement & Dean of Students, 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 Vice President & 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; hearing referrals and decision letters will also be maintained in individual student disciplinary files kept in the Vice President & Dean of Student Engagement's office. The Social Council should publish non-identifiable, summary information regarding its actions on a regular basis to help inform the College community of its activity.

#### 2016 - 2017 Social Council

President: A. Katie Chancellor

Vice President: Jacob Gaetanos

Secretary: Sterling Ancrum

Case Manager/Appeals Representative: Kyra Odum

Members: Emily Arnold, Brandon Collins, Conner Liney, Andy Peden, Jamarcus Watkins

President's contact: akchancellor@student.lagrange.edu

Advisors: Bobby Jo Otto and Kevin Ludwick

#### Accommodations

Reasonable changes or accommodations in its proceedings will be made upon request and documentation, particularly for students with disabilities, but all students – regardless of accommodations or disabilities – are still required to comply with the Social Code and other college rules and regulations. The Social Council will work the College's disability coordinator on requests for accommodations.

<b>STUDENT RECORDS</b>
------------------------

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 (IT) 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 seven 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 Vice President & Dean of Student Engagement will make decision concerning the keeping or destruction of that record. No record will be destroyed outside of the timeline indicated in the record retention policy.

<b>STUDENT GRIEVANCE PROCEDURES</b>
-------------------------------------

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 a resolution is 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, sexual orientation, gender identity, or gender expression, marital status, religion, age, or disability.

### 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) Vice President for Athletics
- 3) President

#### Payment and assessment of registration fees, fines, and other indebtedness to the College.

- 1) Student Accounts/Business Office
- 2) Vice President for Finance & Operations
- 3) President

#### Traffic and Parking

- 1) Security Officer
- 2) Director of Security
- 3) Vice President for Finance & Operations
- 4) President

#### Housing

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

Racial Discrimination

- 1) Alleged aggrieving party
- 2) Vice President for Student Engagement & Dean of Students
- 3) President

Discrimination Based on Disability

- 1) Alleged aggrieving party
- 2) Pamela Tremblay, Personal and Academic Counselor
- 3) Provost

Sex/ Gender Discrimination

- 1) Alleged aggrieving party
- 2) Deputy Title IX Coordinator
- 3) Title IX Coordinator

Harassment

- 1) Alleged aggrieving party
- 2) Vice President for Student Engagement & Dean of Students
- 3) President

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.

<b>COLLEGE STATEMENT &amp; INFORMATION ON ALCOHOL AND DRUGS</b>
---

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 per se 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, tranquilizers, 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 HIV, 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, increased 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** (phencyclidine - 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, chlorohydro 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, disorientation, 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 706-880-8313.

**Spiritual Life:** Clergy is available for personal counseling and may refer students to other resources as appropriate. For information or for an appointment call 706-880-8004.

For additional resources on drug education contact: The National Council on Alcoholism and Drug Dependence Information Line at 1-800-622-2255 or the National Institute on Drug Abuse Hotline at 1-800-662-4357.

### 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 wellbeing 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.

It must be noted that the College's administrative withdrawal policy is intended to apply to all students in a nondiscriminatory fashion. Students with documented disabilities on file with the institution or who later provide such documentation to the institution will receive an individualized assessment. This assessment may first be conducted by a qualified College employee such as a licensed counselor to make determinations based on observations of the student's conduct, actions, as well as statements, and not stereotypes or unfounded fears. The College may also require consultations with qualified healthcare professionals to assist the institution judge the risk of substantial harm. Such assessments will enable the institution to determine if the individual is "otherwise qualified" to remain on campus or take classes based on the student's observed conduct, actions, and statements; decisions will not be based on a slightly increased, speculative, or remote risk of substantial harm. Throughout the evaluation process, College officials and consulting qualified healthcare professionals will also evaluate what reasonable accommodations, if justified by law, may be offered to the student.

Determinations as to when the circumstances meet the conditions of this policy shall be made by the Vice President for Student Engagement & Dean of Students in consultation with the Director of the Counseling Center, the Provost, or any other appropriate College personnel. In the situation that the Vice President & 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 Vice President for Student Engagement & Dean of Students 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 Vice President for Student Engagement & Dean of Students may at her/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) or other accommodations deemed appropriate if applicable.
  - 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 Vice President for Student Engagement or designee verifying that the student is eligible to reenroll.
  
3. Interim Administrative Withdrawal – The Vice President for Student Engagement & Dean of Students 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 Vice President for Student Engagement & Dean of Students 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 Vice President for Student Engagement & Dean of Students, 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 Vice President for Student Engagement & Dean of Students, in consultation with the Director of the Counseling Center, Provost, or other appropriate medical 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 Vice President for Student Engagement & Dean of Students 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 Vice President for Student Engagement & Dean of Students, in consultation with the Director of the Counseling Center, Provost, or other appropriate medical 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, sexual harassment, sexual assault, dating violence, domestic/family violence, and stalking are prohibited by federal and state law as well as College policy. LaGrange College prohibits sexual harassment against community members of any sex, sexual orientation, gender identity, or gender expression in the context of education. The College is committed to appropriately addressing alleged acts of sexual harassment and sexual violence that impact students, faculty, staff, and visitors to campus if such activity occurs while on College property.

Prior to the articulation of the policy, it is important to note options for assistance following an incident of sexual violence. Whether or not an individual chooses to formally report an incident, receiving immediate medical attention and/or counseling is vital to the student's overall health and wellness. Likewise, seeking immediate medical attention is vital to preserve evidence if an investigation is to follow. More detailed information on resources is also available at the end of this policy.

On-Campus Resources

- Campus Security (706-880-8911): available 24 hours a day; can connect the student to resources and procure medical attention
- Dawn Coker (706-880-8267): as the College's Title IX Coordinator, Ms. Coker can connect the student to resources and procure medical attention as well as explain the institution's policies and procedures pertaining to reporting; the Title IX Coordinator may also take any immediate interim actions (no contact orders, alteration of academic or non-academic schedules, etc.)
- Pamela Tremblay (706-880-8313): as the Director of the Counseling Center, Ms. Tremblay can assist the student seek resources and maintain a confidential relationship with the student following the incident
- Rev. Adam Roberts (706-880-8004): as the Chaplain and Director of Spiritual Life, Rev. Roberts can assist the student seek resources and maintain a confidential relationship with the student following the incident

Off-Campus Resources

- Harmony House: Domestic/Sexual Violence Shelter (LaGrange, GA): 24-hour hotline 706-885-1525 / General 706-882-4173 – an advocate can assist a student seek medical treatment at the Coleman Health Clinic where the student can be seen by a Sexual Assault Nurse Examiner (SANE) as well as provide additional advocacy and support following the incident.

- LaGrange Police Department (LaGrange, GA): dial 911 for emergencies or contact the domestic violence investigator, Investigator Brown at 706-883-2606 – the department can assist a student seek medical treatment at the Coleman Health Clinic where the student can be seen by a Sexual Assault Nurse Examiner (SANE) as well as provide additional information about options moving forward (if a student visits West Georgia Health, the hospital will call the police for assistance)
- Sexual Assault Support Center, Inc. (Columbus, GA): Crisis line 706-571-6010 / General 706-221-1033
- West Georgia Rape Crisis Center (Carrollton, GA): Crisis line 770-834-7273 / General 770-834-8905
- National Domestic Violence Hotline: 1-800-799-7233 (SAFE)
- Domestic abuse Helpline for Men & Women: 888-7HELPLINE (888-743-5754)

Sexual harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including acts of sexual violence. Based on guidance from the Federal government, dating violence, domestic violence, and stalking may, depending on the facts, be forms of sexual harassment. LaGrange College prohibits sexual harassment against community members of any sex, sexual orientation, gender identity, or gender expression in the context of education. Complaints alleging harassment based on a person's actual or perceived gender identity or expression will be taken seriously and handled in the same manner as other harassment complaints. Sexual harassment may take two forms: (1) quid pro quo, and (2) creating a hostile environment.

Sexual harassment quid pro quo occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit for sexual favors, whether or not the attempt is successful. Sexual harassment may involve behavior by a person of either gender against 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.

A hostile, demeaning, or intimidating environment exists when sexual harassment is sufficiently serious to deny or limit an individual's full and free participation in the life of the College. A hostile environment can be created by anyone involved in a College's program or activities (*e.g.*, administrators, faculty members, and campus visitors).

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 physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the students from having the capacity to give consent). The College recognizes the following aspects regarding consent: (a) consent is a voluntary agreement to engage in sexual activity, (b) someone who is incapacitated cannot consent; (c) past consent does not imply future consent, (d) silence or an absence of resistance does not imply consent, (f) consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another; (g) consent can be withdrawn at any time, and (h) coercion, force, or threat of either invalidates consent. Sexual violence includes rape, sexual assault (both non-consensual sexual contact and non-consensual sexual intercourse), sexual abuse, sexual coercion, and sexual exploitation. Other than "rape, definitions of the proceeding terms will be the State of Georgia definition governing at the time of the incident. By Federal dictate, the College will use the FBI definition of "rape" included in the most current version of the Uniform Crime Reporting (UCR) Summary Reporting System, which encompasses the categories of rape, sodomy, and sexual assault with an object; the current definition used therein is as follows, "Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim."

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.

As noted above, Federal guidance has confirmed that, depending on the facts, dating violence, domestic/family violence, and stalking may also be forms of sexual harassment. While definitions of the proceeding terms are included in the definition section of this policy, the College will use the most current definition used by the State of Georgia governing on the date of the alleged incident.

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. The institution's sexual harassment and sexual violence policy applies to all students and employees, regardless of sexual orientation or gender identity, as well as third parties. Individuals are encouraged to read the section at the end of this policy regarding reporting and confidentiality.

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 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, extracurricular activities, or residential location; removal from classes; or restrictions from communicating with involved parties. Likewise, the College may work with a reporting student to provide additional academic support or even withdrawing from class(es) without penalty. 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. Throughout the entire process, the College prohibits retaliation against any person involved in the investigation; as a separate violation of college policy, serious sanctions, including separation from the institution may result from any act that could be reasonably deemed retaliation for participation in the process. The investigation shall be completed within 30 days of the receipt of the complaint unless extraordinary circumstance arise that delay in the investigation. 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 investigator and/or hold formal hearings on the matter. Hearings will not be held for instances of student sexual violence. 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 simultaneously to both parties in writing 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. The College will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the redisclosure of information related to the outcome of the proceeding.

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 include 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 Dawn Coker, Vice President for Human Resources (Banks Hall, Room 225; 706-880-8267; [dcoker@lagrange.edu](mailto:dcoker@lagrange.edu)). The College encourages individuals to immediately consult with or report incidents of sexual discrimination, sexual harassment, or sexual violence to Ms. Coker, or to one of the institution's Deputy Title IX coordinators:

Issues involving students: Dr. Marc H. Shook, Vice President for Student Engagement & Dean of Students (Smith Hall, Room 125; 706-880-8269; [mshook@lagrange.edu](mailto:mshook@lagrange.edu));

Issues involving faculty or staff: Dawn Coker, Vice President for Human Resources (Banks Hall, Room 225; 706-880-8267; [dcoker@lagrange.edu](mailto:dcoker@lagrange.edu))

Students may also report incidents of sex discrimination, sexual harassment, or sexual violence to any "responsible employee" (see below), who is then responsible to promptly notify any of the above Title IX coordinators of the reported incident.

The College reserves the right to grant amnesty from drug, alcohol, or other violations of the social code for parties reporting allegations under this policy (i.e., if alcohol was involved in the incident, the reporting party would not then be charged with an alcohol infraction). Decisions regarding amnesty under the policy will be made by the dean of students in conjunction with the Title IX coordinator.

Complaints or allegations of student-to-student sexual discrimination, sexual harassment, or sexual violence will be handled by the Vice President for Student Engagement & Dean of Students. 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. The College reserves the right to share any information from its own investigation with the Police Department at the discretion of the Title IX coordinator.

Complaints of sexual discrimination, sexual harassment, or sexual violence involving non-students will be handled by the Vice President for Human Resources.

## Confidentially Disclosing Instances of Sexual Harassment or Sexual Violence

The College encourages individuals who have experienced what they believe could constitute sexual harassment or sexual violence to speak with someone about what happened so that support can be offered and the College can respond appropriately. Different individuals associated with the College have different abilities to maintain confidentiality in this area.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication."

- Some employees are required to report all the details of an incident (including the identities of both the survivor and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.
- It is also possible to report to a third-party counselor or advocate off campus who may maintain confidentiality and only inform the school that an incident has occurred. As reporting requirements vary, it is important to discuss confidentiality with the third party prior to speaking with that individual.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn if an incident occurs. The College encourages students to talk someone identified in one or more of these groups. The options include:

#### **A. Privileged and Confidential Communications**

- ***Professional and Pastoral Counselors***  
Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim’s permission. Following is the contact information for these individuals:
  1. **Pamela Tremblay**, Ed.S., LPC - Director of the Counseling Center (706-880-8313; ptremblay@lagrange.edu)
  2. **Rev. Adam Roberts** – Chaplain and Director of Spiritual Life (706-880-8004; aroberts@lagrange.edu)

**NOTE:** While these professional and non-professional counselors and advocates may maintain a victim’s confidentiality vis-à-vis the College, they may have reporting or other obligations under state law. Such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

**ALSO NOTE:** If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, campus security, the president, or dean of students may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

#### **B. Reporting to “Responsible Employees.”**

A “responsible employee” is a College employee who has the authority to redress sexual harassment and/or violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a student tells a responsible employee about an incident of sexual harassment or sexual violence, the student has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual harassment or sexual violence shared by the student and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the student's consent or unless the student has also reported the incident to law enforcement.

The following employees (or categories of employees) are the College's responsible employees:

- Members of the President's Cabinet
- Employees of the Human Resources Staff
- Employees of the Student Engagement Staff
- Head Athletic Coaches
- Student Resident Advisors
- Faculty Advisors

Before a student reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the student wants to maintain confidentiality, direct the victim to confidential resources.

If the student wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a student to request confidentiality, but will honor and support the student's wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a student to make a full report if the student is not ready to.

**Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond.**

If a student discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the reporting student.

If the College honors the request for confidentiality, a student must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the College may not be able to honor a student's request in order to provide a safe, non-discriminatory environment for all students.

The College has designated the following individual to evaluate requests for confidentiality once a responsible employee is once a responsible employee is on notice of alleged sexual harassment or sexual violence:

- **Dawn Coker**, Vice President for Human Resources & Title IX Coordinator (706-880-8267; dcoker@lagrange.edu)

When weighing a student's request for confidentiality or that no investigation or discipline be pursued, The Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - Whether there have been other sexual harassment or sexual violence complaints about the same alleged perpetrator;
  - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - Whether the sexual harassment or sexual violence was committed by multiple perpetrators;
- Whether the sexual harassment or sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual harassment or sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the victim's request for confidentiality.

**If the College determines that it cannot maintain a victim's confidentiality**, the College will inform the student prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the student's well-being, and will take ongoing steps to protect the student from retaliation or harm and work with the victim to create a safety plan. Retaliation against the reporting student, whether by students or College employees, will not be tolerated. The College will also:

- Assist the student in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);

- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the student of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

Because the College is under a continuing obligation to address the issue of sexual harassment and sexual violence campus-wide, reports of sexual harassment and sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

**If the College determines that it can respect a student’s request for confidentiality**, the College will also take immediate action as necessary to protect and assist the student.

### **Miscellaneous**

#### **Take Back the Night and other public awareness events**

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual violence, are not considered notice to the College of sexual violence for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students’ Title IX rights at these events.

#### **Anonymous Reporting**

Although the College encourages victims to talk to someone, the College provides an online option for anonymous reporting. The system will notify the user (before the individual enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. You can access the anonymous reporting link at [www.lagrangecollege.edu/titleIX](http://www.lagrangecollege.edu/titleIX)

#### **Off-campus Counselors and Advocates.**

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the student requests the disclosure and signs a consent or waiver form.

Following is contact information for these off-campus resources:

- Harmony House: Domestic/Sexual Violence Shelter (LaGrange, GA): 24-hour hotline 706-885-1525 / General 706-882-4173
- Sexual Assault Support Center, Inc. (Columbus, GA): Crisis line 706-571-6010 / General 706-221-1033
- West Georgia Rape Crisis Center (Carrollton, GA): Crisis line 770-834-7273 / General 770-834-8905

**Additional information regarding how to respond to instances of sexual violence that also include other service providers include:**

- Georgia Network to End Sexual Assault (GNESA): <http://gnesa.org>
- The Federal Government's "Not Alone" Website: [www.notalone.gov](http://www.notalone.gov)
- National Domestic Violence Hotline: 1-800-799-7233 (SAFE)
- Domestic abuse Helpline for Men & Women: 888-7HELPLINE (888-743-5754)

**NOTE:** While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law. Such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

**Clery Act and FERPA**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the College is required to post three years of data pertaining to instances of sexual assault, domestic violence, dating violence, and stalking. The College's compliance with the Clery Act does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

**Definitions**

**Coercion.** Coercion is inappropriate pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When a person makes clear that they do not want sex, wants to stop, or that going past a certain point of sexual interaction is unwanted, continued pressure beyond that point can be coercive.

**Consent.** Consent is clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity because of circumstances or the behavior of another, or due to their age.\* Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment.

\* In Georgia, minors under the age of 16 years of are generally unable to provide consent, with narrow exceptions. See Georgia Code Ann. Section 16-6-3, Statutory Rape.

**Dating violence.** Violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

**Domestic violence.** A felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Georgia, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Georgia.

**Gender identity:** A person's deeply felt internal sense of being male or female, regardless of their sex assigned at birth.

**Gender expression:** The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.

**Incapacitation.** Incapacity can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. An incapacitated person does not have the ability to give knowing consent. Sexual activity with a person who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated, constitutes a violation of this policy. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or drugs on another's ability to give consent.

**Sexual abuse** occurs when a person employs, uses, persuades, induces, entices, or coerces a minor who is not that person's spouse to engage in any act that involves: (a) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex; (b) Bestiality or masturbation; (c) Lewd exhibition of the genitals or pubic area of any person; (d) Flagellation or torture by or upon a person who is nude; (e) Condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude; (f) Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts; (g) Defecation or urination for the purpose of sexual stimulation; or (h) Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure.

**Sexual Assault** is a broad term and is used in Georgia to encompass any of the thirty one (31) individual offenses listed in Title 16 (Crimes and Offenses) Chapter 6 (Sexual Offences) of the Georgia Code. The Federal Government defines sexual assault as an offense classified as a forcible or nonforcible sex offence under the FBI's UCR program.

**Sexual Exploitation** occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to the following:

invasion of sexual privacy;

prostituting another student;

non-consensual video or audio-recording of sexual activity or circulation of such video and video or audio recording;

going beyond the boundaries of consent;

observing unsuspecting individuals who are partly undressed, naked, or engaged in sexual acts;

knowingly transmitting an STI or HIV to another student;

exposing one's breasts, buttocks, groin, or genitals, in non-consensual circumstances; inducing another to expose their breasts, buttocks, groin, or genitals;

sexually-based stalking and/or bullying may constitute a form of sexual exploitation, as well as a form of sexual harassment, as discussed above.

**Stalking.** Behavior where a person follows, places under surveillance, or contacts another person without the consent of that person for the purpose of harassing and intimidating him or her. The term "contact" means to make or attempt to make any communication, including, but not limited to, communication in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device. "Harassing and intimidating" refers to a course of conduct or communications directed at a person that causes the person to suffer emotional distress that would cause a reasonable person to fear for personal safety or the safety of others, and which serves no legitimate purpose. It does not require that an overt threat of death or bodily injury be made.

**Student.** The term student means any person pursuing academic studies at the university. The term also includes: (1) a person not currently enrolled who was enrolled in the fall, spring, or summer term preceding the alleged violation, or (2) a person who, while not currently enrolled, was previously enrolled at LaGrange College and who is reasonably anticipated to seek enrollment at a future date, (3) a person who has applied to or been accepted for admission to LaGrange College and has accepted an offer of admission or may reasonably be expected to enroll, or (4) a person enrolled in an LaGrange College program on a credit or non-credit basis.

#### **POLICY ON INTERACTING WITH MINORS**

LaGrange College is committed to the safety and protection of minors. Under Georgia State Statute, a minor refers to an individual who under 18. The purpose of this section is to provide for the protection of minors whose health and welfare are adversely affected and further threatened by the conduct of those responsible for their care and protection. It is intended that the mandatory reporting of such cases will cause the protective services of the state to be brought to bear on the situation in an effort to prevent further abuses, to protect and enhance the welfare of these minors, and to preserve family life wherever possible.

This policy applies to all faculty, staff, volunteers, and students representing LaGrange College who interact with minors.

LaGrange College organizes and runs many programs for pre-college children of various ages, both on and off campus, including recruiting programs, summer camps, school field trips, daycare, and community service projects. These general procedures are meant to help guide those involved with LaGrange College pre-college programs in cases where the program does not have its own program-specific procedures in place.

**Two Adult Rule** – Avoid situations in which you are alone with a minor. When it is necessary to speak privately with a minor, find a place within sight of others for your conference. This includes not transporting minors alone in your car.

**Privacy** – The privacy of minors in situations such as toileting, showering and changing clothes should be respected. When it is necessary to supervise minors in these situations, at least two adults should be present and intrude only to the extent that the health and safety of the minors require. Adults should preserve their own privacy in these situations as well.

**Mentoring** – Mentoring programs that involve private instruction (tutoring, laboratory, music instruction, etc.) when there is only one adult present must take place in a room or other space that is in full view from outside the room when the door is closed. A window opening must exist and allow full view into the room. Minors should never be taken to a private residence.

**Hugging** – When hugging is appropriate, hug from the side over the shoulders, not from the front. Always avoid touching areas that are normally covered by swimming suits

**Overnight** – When supervising overnight activities, adults should not share sleeping quarters with minors. Male and female minors should not sleep in the same room.

**Constructive Discipline** – Discipline used should be constructive, not humiliating or isolating. Do not use corporal punishment in any form – never spank, slap, hit, etc.

**Cameras** – While most of us use cameras and other imaging devices responsibly, it is very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording and transmitting visual images in shower areas, restrooms, or other areas where privacy is expected by participants.

**Hazing Prohibited** – Hazing initiations are prohibited and may not be included as part of any activity.

**Bullying Prohibited** – Verbal, physical, and cyber bullying are prohibited.

**Report!** – You must report incidents involving sexual or physical abuse or neglect of a minor immediately; please refer to reporting information at the end of the policy.

### **STATEMENT OF ACKNOWLEDGEMENT OF THE POLICY (INTERACTING WITH MINORS)**

#### **I WILL:**

- I promise to strictly follow the rules and guidelines in this policy while interacting with minors who participate in LaGrange College programs.
- I understand that as a person who interacts with minors under the auspices of LaGrange College, I may be required to undergo a criminal history background check with results acceptable to LaGrange College.
- I understand that if I am currently enrolled as a student at the College, I hereby consent to have

my disciplinary case history reviewed with results acceptable to LaGrange College and the program director.

- Unless my paid or volunteer position requires otherwise, I will never to be alone with a minor (or minors) at College activities without notifying another adult and asking the adult for assistance.
- If I am alone with a minor, I will utilize buddy systems and pursue safety in numbers when another adult is not available to help, e.g. a child who needs to be excused during a group activity will be accompanied by another child of the same sex.
- I will maintain appropriate physical boundaries at all times. I will touch children only when necessary in ways that are appropriate, public, and non-sexual.
- I will treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- I will use positive reinforcement rather than criticism or comparison when working with minors.

**I WILL NOT:**

- I will not touch or speak to a minor (or minors) in a sexual or other inappropriate manner.
- I will not inflict any physical or emotional abuse such as striking, humiliating, ridiculing, or degrading minors.
  
- I will not use, possess, or be under the influence of tobacco, alcohol or illegal drugs at any time while working with minors.
- I will not provide transportation to a minor (or minors) unless doing so is an acknowledged component of a program.
- I will not accept or give gifts to minors without the knowledge of their parents or guardians.
- I will not engage in private communications with minors via text messaging, email, Facebook, Twitter or the like except for activities strictly involving LaGrange College business.
- I will not use profanity in the presence of children and/or youth at any time.

**Reporting of Possible Abuse of a Minor:**

Please call the Division of Family and Children Services (DFCS) Child Protective Center at: 1-855-422-4453. Reports are taken 24 hours a day, 7 days a week.

If you have an immediate emergency, please call 911 or your local police department.

Also share the details of your report to LaGrange College's dean of students at 706-880-8976

To learn more about DFCS, please visit their website below:  
<http://dfcs.dhs.georgia.gov/child-abuse-neglect>.

<b>ORGANIZATIONAL MISCONDUCT POLICY</b>
---

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. The College reserves the right to seek disciplinary action against registered student organizations, organizations operating in a manner that a reasonable person would assume they were a registered student organization, and even

intercollegiate athletic teams. 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
- One or more members of a registered student organization fail to report to appropriate College 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.

<b>ILLNESS POLICY</b>
-----------------------

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.

<b>NON-SOLICITATION POLICY</b>
--------------------------------

### **I. Non-Solicitation Policy**

In the interest of maintaining a productive and non-coercive educational and work environment LaGrange College prohibits all sales and solicitations on LaGrange College property, which includes all college-owned and rented buildings and grounds, **without prior authorization**.

In accordance with this policy, solicitation or soliciting shall include:

- Canvassing, soliciting or seeking to obtain membership in or support for any organization requesting contributions.
- Posting or distributing handbills, pamphlets, petitions, and advertising materials.
- Peddling or otherwise selling, purchasing, or offering goods and services for sale or purchase.
- Engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on LaGrange College property or using LaGrange College resources (including bulletin boards, computers, mail, email and telecommunication systems, photocopier, telephone lists and databases).
- Solicitations that are contrary to the mission of the institution are strictly prohibited.

Approved solicitation may not interfere with other policies of the institution.

Solicitation may not interfere or compete with the commercial operations of LaGrange College or contractual relations with its affiliates; or infringe upon the college's trademarks or logos or other intellectual property rights.

Approved solicitation may not interfere with instruction, the orderly operation of the college and the maintenance of its grounds; obstruct the free flow of pedestrian or vehicular traffic; use sound amplification equipment; or in any way interfere with the rights of other persons on college property.

Solicitation activities are prohibited in college residence halls without prior approval.

False, misleading, or illegal claims are prohibited and solicitors may not make any representation, implied or direct, that indicates an endorsement or guarantee of products or services by LaGrange College.

### **II. Approval of Solicitation**

Any group or individual wishing to distribute literature or printed materials of any kind, to sell or solicit others to purchase memberships, merchandise or services, to seek recommendations for services or to recruit on campus must be authorized to do so. Requests are submitted electronically to the Community Bulletin Board on a form available on PantherNet, reviewed by Human Resources to ensure compliance with stated guidelines, and released to all faculty and staff enrolled in the Community Bulletin Board distribution.

Any solicitation undertaken that is directed to:

- a. registered student clubs or student organizations must receive approval from the Student Engagement Office.
- b. faculty or staff (including contracted service providers) must receive approval from the Human Resources department.

### III. Violations of this Policy

In the case of a violation of this policy, permission to engage in solicitation may be revoked, and future requests may be canceled or denied. Non-affiliated solicitors will be asked to leave the campus by the LaGrange College campus security personnel.

<b>CHILDREN OF STUDENTS POLICY</b>
------------------------------------

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.

Also refer to the policy that outlines interacting with minors.

<b>STATEMENT ON EQUALITY OF ACCESS</b>
--

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.

<b>STATEMENT ON NON-DISCRIMINATION</b>
--

LaGrange College does not discriminate on the basis of age, color, race, national or ethnic origin, disability, or sex, sexual orientation, gender identity, or gender expression in the administration of educational policies, 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.

**HAZING POLICY**

The state of Georgia's current hazing law (G.S. 16-5-61) makes it "unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization."

Any practices, ceremonies, behaviors, or rites of induction which tend to occasion, require or allow mental or physical suffering, are prohibited.

Specifically, hazing is defined as any action taken or situation created, intentionally or unintentionally, on or off campus, which could be reasonably expected to produce mental or physical discomfort, embarrassment, harassment, ridicule, the violation of college rules and regulations, the violation of the laws or policies of the parent organization and/or the violation of any local, state, and/or national laws. All rules and regulations of LaGrange College as well as local, state, and national laws shall supersede those policies of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total college community.

Activities considered to be hazing shall include one or both of the following elements: (a) Coercion, either overt or covert, and (b) production of physical or mental discomfort in either the participants or spectators. Such activities suggested by a group or a member of a group to new trail members will be considered covert coercion even if the activity is said to be "voluntary."

It shall be a violation for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

**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, Director of Housing, or Vice President for Student Engagement & Dean of Students. 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 Residential Education & Housing staff (including Resident Advisors, Area Managers, Housing Director, and/or the Vice President for Student Engagement & Dean of Students) 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 Vice President for Student Engagement & Dean of Students or Housing Director will contact the student's designated contact. In addition, the LaGrange Police Department may also be contacted.

At the beginning of each semester, the Residential Education & Housing 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.

Tampering with the cooling/heating unit (to circumvent the policy) is prohibited and if found tampering with this equipment, you may go through the disciplinary process and pay a fine for repairs, etc.

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](mailto:mpirrman@lagrange.edu).

**ASSEMBLY, EXPRESSION, AND POLITICAL ACTIVITY POLICY**

LaGrange College understands that a hallmark of higher education is the freedom for students and faculty to engage in the interchange of ideas, even when such opinions are different from their own. Consistent with our roots in the Wesleyan tradition, the institution supports John Wesley’s belief that “though we cannot think alike, may we not love alike? May we not be of one heart, though we are not of one opinion?” Acknowledging this rich educational environment fostered in the exchange of differing thoughts and opinions as well as respecting the institution’s longstanding commitment to the principle of academic freedom, there are limits on the extent of permissible speech, dissent, and/or protest on campus. Such limitations are derived from the College’s core values as espoused in the institutional mission statement upholding civility, diversity, service, and excellence. Accordingly, discourse on campus will be governed by respect for the institutional core values.

General conduct or peaceful assemblies must not: (a) interfere with the normal functioning of the college, including regular schedules or events; (b) infringe on the rights of others to participate in an event such as a public function, ceremony, or lecture; (c) endanger the health or safety of others; (d) damage or destroy property; or (e) constitute harassment as defined by college policy. In accordance with articulated policies pertaining to solicitation and campus signage, events, and/or their publicity (i.e., posters, sidewalk chalk, etc.) must be approved by the appropriate campus official who has been given reasonable advance notice of the request(s).

Concerning political activities, LaGrange College’s status as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code prohibits the institution from playing any role (either in support or opposition) in a political campaign by a candidate for public office. While college faculty, staff, students and student organizations may naturally participate in the political process, the following are not permissible: (a) use of the college’s name or logo on any materials connected to a political campaign; (b) use of college facilities to raise funds benefiting a political party or campaign; (c) use of college funds to contribute to a political campaign or candidate, including costs associated with bringing a candidate to campus; (d) use of college resources, including but not limited to mail distribution services, copy services, e-mail accounts and/or telephone lines, for political campaigns; and (e) use of college property for the placement of signs (including flyers, banners, posters, stickers and chalking) endorsing or opposing candidates for public office. While tax-exempt organizations may sponsor political forums, candidate speeches and/or debates, no candidate may directly or indirectly receive an endorsement or support from the institution. Political forums or debates on campus may only be sponsored by recognized student organizations and college academic departments/administrative units.

**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 Vice President for Student Engagement & Dean of Students or designated appointee 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 Vice President for Student Engagement & 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 Vice President & Dean of Students. The name of the sponsor(s) and

contact information must be displayed on the posted materials. This policy also includes posting on and/or painting the rocks on the residential quad, using chalk to write on sidewalks, and/or the use of any other media to mark any other area that the college deems permissible for the display of signs, paintings, printings, chalk, etc.

It is the expectation that the entity 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 may be given one courtesy warning via e-mail (at the discretion of the VP for Student Engagement and Dean of Students depending on severity of concerns), 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.

#### **CRAFTS/GIFTS PAINTING POLICY**

As the college encourages your creativity via painting crafts/gifts, etc., it also acknowledges that painting crafts/gifts may have the unintentional results of paint overspray on various surfaces, thus, painting items is prohibited in the stairwells, on the walkways, roads, parking lots, patios, etc. Painting items is only permitted on any natural grass areas away from buildings; when painting in these areas, students will need to use cardboard boxes (or some other material) to catch the paint overspray to preserve the grass.

#### **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.

Students claiming exemption of the LaGrange College's immunization requirement for the following reasons (listed below) must complete and submit the Exemption to Immunization Requirement Form to the Housing Office; contact the director of housing for more information on this request.

- I affirm that I have a temporary medical conditions (such as pregnancy) and must supply documentation from a physician to verify my temporary exemption from the LaGrange College's immunization requirements. After I have been medically cleared from my physician, I understand that I am required to have the required immunizations outlined in the Health/Physical Examination Form. I understand that I am subject to exclusion (prohibited from being on the LaGrange College campus) in the event of an outbreak of a disease for which immunization is required before being allowed back on the LaGrange College campus.
- I affirm that immunization as required by LaGrange College is in conflict with my religious beliefs. I understand that I am subject to exclusion (prohibited from being on the LaGrange College campus) in the event of an outbreak of a disease for which immunization is required before being allowed back on the LaGrange College campus.

<b>COMMUNICABLE DISEASE POLICY</b>
------------------------------------

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.

**PARKING POLICIES**

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 2017.

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.

**Parking Zones FACULTY AND STAFF:** Any legal parking space, including spaces on and off the Hill except for spaces directly behind Pitts Dining Hall. [Red]

**COMMUTERS/HAWKES/BROAD STREET APTS:** The 2 corner lots at Vernon and Park Avenue. [Silver]

**EVENING COLLEGE STUDENTS:** Any legal space on the Hill after 5:00 PM except the spaces directly behind Pitts Dining Hall and any legal space off the Hill at any time. [Black]

**ARAMARK:** Spaces directly behind Pitts Dining Hall [Green]

The BRIDGE LOT and PRICE THEATER PARKING LOTS are designated as overflow for all zones.  
Registration of Vehicles

- All vehicles operated on the campus by administration, faculty, staff, and students (both residential and commuters) must be registered in the Business Office and must bear a clearly visible decal affixed on the outside of the vehicle's lower left back window. 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.
- 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.
- Parking permits are valid for one year beginning in August. 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 on a student's billing invoice.
- A student will be allowed to register a second personal vehicle for an additional fee. 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 visitor spaces.

- All yellow curbs are considered fire zones and, therefore, parking is prohibited. Vehicles parked on a yellow curb will be towed.
- 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. Penalties
- 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 will prevent a student from registering for classes or graduating. Fines will be assessed to student accounts. Payment should be made in the Business Office, Banks Hall.
- The Security Office is located in Turner Hall, Room 217. Tickets may be appealed in the Security Office within one week of issuance. Office hours are Tuesday 9:00-10:00 AM, Thursday 1:00-2:00 PM and by appointment. LaGrange College assumes no responsibility for the security of vehicles or their contents while on campus.

## TECHNOLOGY-RELATED POLICIES

### 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.

There is one area of official policy regarding social networking sites, and that is to **exercise freedom of speech with responsibility**. The options for communicating and interacting online are continuously advancing and changing at a fast pace. The use of electronic communications by students, faculty, and staff, as a rule, is not closely monitored by the college, however it is within each individual community member's best interest to be aware of issues related to privacy online. These guidelines have been established to assist individual users in making good decisions to protect themselves.

- Be familiar with privacy options on social networking sites, e-mail, blogs, etc.
- Set appropriate privacy guards for your personal comfort level.

- Be aware that no privacy option protects you 100 percent from personal information being shared beyond desired boundaries. Information shared online, even with the highest privacy settings (including e-mails intended for a specific individual or individuals), cannot be protected.
- Be aware that information posted online may be perceived differently depending on the viewer despite intended effect or outcome.
- Students are reminded to use social media responsibly. Incidents reported to college officials of any social media post, inappropriate use of technology, etc. that may negatively affect the emotional, mental, or physical state of any faculty, staff, or student and/or creates a safety concern for self or others, the college will investigate and handle the concern according to the campus student conduct process. The College may also require students that do not use social media responsibly to remove materials immediately if it creates a safety concern and/or a negative campus environment that is outlined at the beginning of this section.

#### 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. 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:

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

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. Vickie Evans ([vevans@lagrange.edu](mailto:vevans@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.

**STATEMENT ON ACADEMIC INTERNSHIP FEE**

All students registering for an academic internship in an allied health field will be charged a \$25 fee to provide them comprehensive liability insurance coverage. This fee will be included as part of the student bill. Students cannot begin an internship and no credit hours will be issued until the fee is paid.

**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 LaGrange College Athletics 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 Area Manager or Director of Housing.
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.

<b>CAMPUS SAFETY</b>
----------------------

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, Area Manager, Director of Housing, or Securitas.

#### Security Services

The Vice President for Finance and Operations 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 706-880-8976.

**Criminal Offenses – On campus**

<b>Reported Crimes</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
a. Murder/Non- negligent manslaughter	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	--	0
d. Rape	NC*	NC*	NC*	NC*	NC*	1	0
e. Fondling	NC*	NC*	NC*	NC*	NC*	0	1

f. Sex offenses - Non-forcible	-	-	0	0	0	--	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	1	1	0	0
j. Aggravated assault	0	0	0	0	0	1	1
k. Burglary	8	1	3	3	4	5	10
l. Motor vehicle theft (not including theft from a motor vehicle)	0	0	0	0	1	0	0
m. Arson	0	1 a	0	0	0	0	0

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

NC - New category 2009

NC\* - New category 2014

### Criminal Offenses – On-campus Student Housing Facilities

Reported Crimes	2009	2010	2011	2012	2013	2014	2015
a. Murder/Non- negligent manslaughter	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	--	0
d. Rape	NC*	NC*	NC*	NC*	NC*	1	0
e. Fondling	NC*	NC*	NC*	NC*	NC*	0	1
f. Sex offenses – Non-forcible	-	-	0	0	0	--	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0

i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	8	0	3	1	2	3	6
l. Motor vehicle theft (not including theft from a motor vehicle)	0	0	0	0	0	0	0
m. Arson	0	1 a	0	0	0	0	0

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

NC – New category 2009

NC\* – New category 2014

### Criminal Offenses – Non campus

Reported Crimes	2009	2010	2011	2012	2013	2014	2015
a. Murder/Non- negligent manslaughter	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses – Forcible	0	0	0	0	0	--	0
d. Rape	NC*	NC*	NC*	NC*	NC*	0	0
e. Fondling	NC*	NC*	NC*	NC*	NC*	0	0
f. Sex offenses - Non-forcible	-	-	0	0	0	--	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	1

l. Motor vehicle theft	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0

NC - New category 2009

NC\* - New category 2014

## Criminal Offenses – Public Property

Reported Crimes	2009	2010	2011	2012	2013	2014	2015
a. Murder/Non- negligent manslaughter	0	*	0	0	0	0	0
b. Negligent manslaughter	0	*	0	0	0	0	0
c. Sex offenses – Forcible	0	*	0	0	0	--	0
d. Rape	NC*	NC*	NC*	NC*	NC*	0	0
e. Fondling	NC*	NC*	NC*	NC*	NC*	0	0
f. Sex offenses - Non-forcible	-	-	0	0	0	--	0
g. Incest	0	*	0	0	0	0	0
h. Statutory rape	0	*	0	0	0	0	0
i. Robbery	0	*	0	1	0	0	0
j. Aggravated assault	0	*	0	0	0	0	0
k. Burglary	0	*	0	0	0	0	0
l. Motor vehicle theft	0	*	0	0	0	0	0
m. Arson	0	*	0	0	0	0	0

NC - New category 2009

NC\* - New category 2014

### Unfounded Crimes

Crimes	2014	2015
Total Unfounded	0	1

### Hate Crimes

There have been no reported hate crimes for any of the aforementioned locations for the years 2011, 2012, 2013, 2014 or 2015.

### Arrests

Arrests: On Campus							
Crime	2009	2010	2011	2012	2013	2014	2015
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	1	0
b. Drug abuse violations	0	0	2	3	1	1	0
c. Liquor law violations	5	5	0	9	2	5	0

Arrests: On Campus, Residential Housing Facilities							
Crime	2009	2010	2011	2012	2013	2014	2015
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0
b. Drug abuse violations	0	0	2	0	0	0	0
c. Liquor law violations	4	2	0	1	0	0	0

<b>Arrests: Non Campus</b>							
<b>Crime</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0
b. Drug abuse violations	0	1	2	0	0	0	0

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

<b>Arrests: Public Property</b>							
<b>Crime</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
a. Weapons: carrying, possessing, etc.	0	*	0	0	0	0	0
b. Drug abuse violations	0	*	0	0	0	0	1
c. Liquor law violations	0	*	0	0	0	0	0

### Disciplinary Actions

<b>Disciplinary Actions: On Campus</b>							
<b>Crime – Number of persons referred for disciplinary action</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
a. Weapons: carrying, possessing, etc.	0	0	0	1	1	1	2
b. Drug abuse violations	0	4	4	7	2	7	8
c. Liquor law violations	32	46	43	85	39	46	51

<b>Disciplinary Actions: On Campus, Residential Housing Facilities</b>							
<b>Crime – Number of persons referred for disciplinary action</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
a. Weapons: carrying, possessing, etc.	0	0	0	1	1	0	2
b. Drug abuse violations	0	4	4	3	1	0	8
c. Liquor law violations	32	46	43	85	39	35	51

<b>Disciplinary Actions: Non Campus</b>							
<b>Crime – Number of persons referred for disciplinary action</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	1	0
b. Drug abuse violations	0	0	0	0	1	0	0
c. Liquor law violations	0	0	0	0	0	0	0

<b>Disciplinary Actions: Public Property</b>							
<b>Crime – Number of persons referred for disciplinary action</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
a. Weapons: carrying, possessing, etc.	0	*	0	0	0	0	0
b. Drug abuse violations	0	*	0	0	0	0	0
c. Liquor law violations	0	*	0	0	0	0	0

**Fires**

<b>Fires: On Campus, Residential Student Housing Facilities</b>			
<b>Name of Facility</b>	<b>Address</b>	<b>Number of Fires 2014</b>	<b>Number of Fires 2015</b>
a. Boatwright Hall		0	0
b. Hawkes Building		0	0
c. Henry Hall		0	0
d. Pitts Hall		0	0
e. Turner Hall		0	0
f. Hawkins Apartments		0	0
g. Candler Hall		0	0
h. Servant Scholars Apartments		0	0
i. Kappa Delta Sorority House		0	0
j. Phi Mu Sorority House		0	0
k. Alpha Omicron Pi Sorority House		0	0
m. Sustainability Theme House		0	0

**Violence (VAWA)**

<b>Fires: On Campus, Residential Student Housing Facilities</b>			
<b>Name of Facility</b>	<b>Address</b>	<b>Number of Fires 2014</b>	<b>Number of Fires 2015</b>
a. Boatwright Hall		0	0
b. Hawkes Building		0	0

c. Henry Hall	0	0
d. Pitts Hall	0	0
e. Turner Hall	0	0
f. Hawkins Apartments	0	0
g. Candler Hall	0	0
h. Servant Scholars Apartments	0	0
i. Kappa Delta Sorority House	0	0
j. Phi Mu Sorority House	0	0
k. Alpha Omicron Pi Sorority House	0	0
m. Sustainability Theme House	0	0

<b>On Campus Incidents</b>							
<b>Crime</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>				
a. Domestic Violence	0	0	0				
b. Dating Violence	1	1	1				
c. Stalking	0	0	0				

<b>On Campus Student Housing Facilities Incidents</b>							
<b>Crime</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>				
a. Domestic Violence	0	0	0				
b. Dating Violence	1	1	1				
c. Stalking	0	0	0				

<b>Non campus Incidents</b>								
<b>Crime</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>					
a. Domestic Violence	0	0	0					
b. Dating Violence	0	0	0					
c. Stalking	0	0	0					

<b>Public Property Incidents</b>								
<b>Crime</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>					
a. Domestic Violence	0	0	0					
b. Dating Violence	0	0	0					
c. Stalking	0	0	0					

## RESIDENTIAL EDUCATION & HOUSING POLICIES

### Residential Education & Housing Policies

The mission of the Office of Residential Education & Housing (OREH), 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.

Additional housing resources can be found at the OREH's website:  
<http://www.lagrange.edu/campus-life/housing/index.html>

### 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. Resident Advisors (RAs), Senior RAs, Area Managers (AMs), 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 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.

### Required hours enrolled to stay in housing

To reside in college housing, students have to be enrolled in twelve (12) or more hours for the duration of the time living in college housing. If a student's enrollment status is less than 12 hours, the student may be required to immediately move-out and check-out of their housing assignment. If a student is required to move-out of housing, a refund will not be given for the housing charge. Please refer to the refund policy for more information.

### College Residency Requirement

As a residential, liberal arts institution of higher education, LaGrange College supports student learning both inside and outside the classroom. Consistent studies have shown that students living in campus residence halls typically have higher graduation rates, grades, and connections with students, faculty, and staff. The firm conviction that residing on campus is a crucial component of a student's total educational experience supports the establishment of a campus residency requirement. The LaGrange College residency requirement dictates that all undergraduate day students taking twelve (12) or more academic class hours must live in college housing unless they meet and verify one of five established exceptions.

By completing the form, you are requesting permission to be exempt from the LaGrange College residency requirement. The form to request to live off-campus must be signed by the student as well as her/his parent(s)/guardian(s). By signing the form, both student and parent(s)/guardian(s) verify that the information supplied is current, truthful, and accurate. If the College discovers that false information has been provided or that circumstances have changed without notice to the institution, the College reserves the right to bill for both room and board. Likewise, providing false information will be deemed to be a violation of the Honor Code and the student will be referred for an Honor Council hearing. Individuals failing to submit a form, even if an exemption is warranted, will have a hold placed on his/her account that will prevent class registration.

Completion of a form and approval is necessary to receive a waiver from the Spring to Fall Room Hold Assessment of \$200.

Exemption determinations are made by the Director of Residential Education & Housing. Appeals to such decisions should be directed to the Vice President & Dean of Student Engagement within 48 hours of receiving notification of the decision.

#### **Justification for exemption**

- The student is 23 years of age or older on the first date of semester classes.
- The student is married and living with her/his spouse; please provide documentation of marriage license and documentation of joint residence at one address.
- The student is responsible for a dependent child; please provide documentation of dependency.
- The student is a veteran with at least two years of active military service.
- The student resides exclusively with parent(s) or legal guardian(s) in their/her/his primary residence that is within a thirty-mile commute of the College; please provide documentation of ownership (power/utility bill, etc.) for parent(s)/guardians.
- Other (Please type and attach a written justification for exemption from the policy and supply all supporting materials necessary to justify consideration of the request – it should be noted that exemptions for reasons not articulated above will be rare and offered only in the most exceptional of circumstances).

Although the above students that qualify for an exemption(s) are required to complete the form to request to live off-campus; the college is not obligated to provide housing to them because they can live off-campus. The college is a residential campus and its primary function is to house traditional college students.

**All students listed (\*with the exception listed below) that have a justified exemption that are requesting to live on campus, must submit their written request via email to the director of housing that thoroughly outlines the need for their request to live on-campus despite their qualified exemption to live off campus.** After the receipt of the written request, the director of housing may have to forward the request to the Vice President & Dean of Students and/or other college administrators prior to communicating a decision to the students that requested to live off campus.

*\*Note that students that reside exclusively with parent(s) or legal guardian(s) in their/her/his primary residence that is within a thirty-mile commute of the College, that is under 23 years of age are excluded*

*from the requirement to submit a written request to the director of housing; these students will work with the housing office to complete the necessary steps to receive housing.*

### Room Deposit

Full-time undergraduate day students entering the college during and following the 2014 Fall semester will be required to pay a \$300 enrollment deposit to reserve their space in the incoming class. No deposit will be refunded after May 1. All students deposited by May 1 will be guaranteed campus housing pending space limitations. Campus housing assignments will be finalized and room/board charged will be applied by July 1. Students must have all required paperwork (including requests to live off campus) submitted by this date. Students who deposit after July 1 will be assigned housing, if available, on a first-come, first-served basis. Of this \$300 enrollment deposit, \$100 covers a residence hall damage deposit that may be refundable at the time that the student either graduates or receives permission to live off campus (less any assessed fees due to damages). The remaining \$200 is used by the College to cover many of the services provided during the first year. Students who entered the institution prior to the 2014 Fall semester and who have a residence hall damage deposit pending with the college will receive a reimbursement of those monies as noted above.

Students that fail to check-out of their residence hall room at the end of the year will receive a fine and forfeit their \$100 deposit that will no longer be refundable based on the non-check-outs.

### Spring to Fall Room Hold Assessment

Beginning in the 2014 Spring semester, all full-time undergraduate day students will be required to pay a \$200 Spring to Fall Room Hold charge. To participate in the housing lottery and/or to register for upcoming Fall classes, students must either: (a) pay the \$200 charge to the college, or (b) submit the required documentation to the housing office and receive a waiver permitting that student permission to live off campus as directed by the college's residency requirement. Those students who pay the \$200 charge to reserve a campus residence hall room and who occupy that room during the Fall semester will have the monies credited to their account at the end of the first month of classes. The \$200 charge may be paid at the College's business office.

Note that students graduating in May or the summer will not be required to pay the \$200 room hold fee and that the \$200 Spring to Fall Room Hold charge is not refundable if students choose not to return to the college in the Fall semester.

### 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 consolidation policy (when one student is in a double occupancy room)

If a student loses a roommate during the academic year (Fall, Jan-Term, Spring, and Summer), regardless of reason (whether that roommate left the College, student approved to move to another room, etc.) the Office of Residential Education & Housing (OREH) reserves that right to have the remaining student consolidate and move in with another student in a different room to completely empty a room.

OREH can consolidate rooms and have students move into a vacant space at any time of the academic year. **Also know that OREH can charge the single room (without contest) if a student chooses not to consolidate before the deadlines shared by OREH; inaction to consolidate and/or move to another room signifies that the student accepts the single room charge.**

If a student is required to move to another room for one of the room consolidation processes, a reminder of this policy will be sent only to the student's LC e-mail by a housing professional staff member along with a deadline and the process to complete the check-out/move-out process for the old room and move-in/check-in process for the new room.

**\*It is the students' responsibility to share the details of the room consolidation process or single room charge with their parent/legal guardian.**

It is also the student's responsibility to find a new roommate; however, the Housing Office is happy to assist in the search process. To receive assistance in the search, the student should make an appointment with their area manager in Smith Hall 215 to discuss room options. OREH also reserves the right to require specific students to move-in together at any point of the room consolidation process.

#### Room Changes

Room changes will not be permitted until two (2) weeks after the first day of classes; a specific date for the room change process will be shared by the Area Manager or Director of Housing. If a student is interested in a room change after the above period, he/she will need to send his/her Area Manager an email to request the room change. If granted approval to change rooms from his/her Area Manager via email, the resident may pick up his/her 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 process for the old room with your old RA and the check-in procedures for the new room with your new RA.

Room changes not approved through the Office of Residential Education and Housing via the written approval from an Area Manager or the Director of Housing are in direct violation of residence hall policy, and the person involved in such a room change may be fined \$75 improper room change charge, may be required to move to the former room assignment immediately, and may be referred for disciplinary action.

**The Office of Residential Education and Housing reserves the right to change a students' housing assignment at any time to best accommodate the overall housing needs for the residential population to include the gender ratio, student classification (incoming freshmen, transfers, sophomores, junior, seniors), maintenance concerns, safety concerns, etc.**

#### 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 National (maintenance) to ensure 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.

The specific dates and times that the residence halls open will be set by OREH and announced each year.

### 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.

The specific dates and times that the residence halls close will be set by OREH and announced each year.

Students that fail to check-out of their residence hall room at the end of the year will receive a fine and forfeit their \$100 deposit that will no longer be refundable based on the non-check-outs.

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 (maintenance) 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 & Liability 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 seriously and the student will be held accountable

for their actions. 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. National Maintenance determines all cost for damages, repairs, cleanliness, furniture replacement, etc. Students are responsible for the condition of their room and apartment at all times.**

While every effort is made to ensure adequate maintenance and security, LaGrange College its faculty, staff, or agents do not assume any legal obligation to pay for injury to persons (including death), or loss of or damage to items of personal property due to flood, fire, natural disaster, theft, or any other reason, which occurs in its buildings or on its grounds, prior to, during, or subsequent to the time a student attends the college. In addition, the student is liable for any unintentional or deliberate damage he/she causes to the housing facility or other college property. The student and/or parents or guardians are strongly encouraged to carry appropriate insurance to cover such possible losses.

#### Fines Policy

Students may be fined by the Vice President & Dean of Student Engagement, VP of Student Engagement & Dean's designee, 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 VP of Student Engagement & 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, VP of Student Engagement & Dean of Student Engagement, Director of Housing, Area Manager, or authorized designee assigned by members on this list.

When performing within the scope of their work, members of the maintenance and housekeeping department may enter a residence hall room (without the student present) to inspect and/or fix a maintenance/housekeeping concern.

### Fire & Life Safety

Fire and Life Safety is of paramount importance within the residence halls. Your actions could affect the life and property of other residents in your community. Please be aware of your actions and observe all Fire and Life Safety Policies.

**IN THE EVENT OF SMOKE OR FIRE, GO TO THE NEAREST FIRE ALARM PULL STATION, ACTIVATE THE ALARM, AND EVACUATE THE BUILDING. ONCE YOU ARE OUTSIDE THE BUILDING, CALL SECURITAS AT (706) 412-0503 OR DIAL 911.**

### Smoke Detectors

All units are equipped with one smoke detector to warn residents of smoke or fire. Your smoke detector is wired to the electrical system. The smoke detector will make a “chirping sound” when the battery needs to be replaced; please contact National (maintenance) to get the battery replaced in your smoke detector. Smoke detectors should be kept dust-free and must be unobstructed at all times. Never tape over, cover, or disconnect smoke detectors. If a smoke detector is so sensitive that it constantly alarms or malfunctions in other ways, submit a work order request on PantherNet so it can be inspected and repaired if needed. Violation of this policy will result in disciplinary action.

### Fire Extinguishers

Fire extinguishers are located in various areas of college housing. Familiarize yourself with its location and directions on how to use it. Be sure to check your fire extinguisher to assure it is properly charged (arrow in the green area). To utilize the fire extinguisher for emergency reasons, use the following guidelines:

- P - Pull the pin.
- A - Aim the extinguisher nozzle at the base of the flames.
- S - Squeeze the trigger while holding the extinguisher upright.
- S - Sweep the extinguisher from side to side, covering the fire with extinguishing agent.

If you see that a fire extinguisher is not properly charged (arrow in the red), submit a work order request on PantherNet so it can be inspected and repaired if needed. Any tampering and/or misuse of fire extinguishers or lifesaving equipment will result in disciplinary action.

Fire & Tornado Alarms

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. Close all doors and 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 at assembly areas until the “all clear” is given by the Fire Department or Securitas.
- **ONCE YOU ARE OUTSIDE THE BUILDING, CALL SECURITAS AT (706) 412-0503 to ensure that they have been notified about the fire alarm.**

**Fire Alarm Assembly Areas**

<b>Residence Halls</b>	<b>Pre-Designated Assembly Area (Outside) for Fire Alarms</b>
<i>Boatwright Hall</i>	<i>Center of the Residential Quad</i>
<i>Candler Hall</i>	<i>Center of the Residential Quad</i>
<i>Greek Life Housing</i>	<i>Grass area at least 100 ft away from building</i>
<i>Hawkes Hall</i>	<i>The Academic Quad</i>
<i>Hawkins Hall</i>	<i>Center of the Residential Quad</i>
<i>Henry Hall</i>	<i>Center of the Residential Quad</i>
<i>Pitts Hall</i>	<i>Grass Area in the back of Pitts Hall &amp; beside the Frank &amp; Laura Lewis Library</i>
<i>Servant Scholar Apartments</i>	<i>Grass area at least 100 ft away from building</i>
<i>Themed Housing</i>	<i>Grass area at least 100 ft away from building</i>
<i>Turner Hall</i>	<i>Center of the Residential Quad</i>

**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.
- **ONCE YOU ARE IN YOUR SEVERE WEATHER CLUSTER IN THE BUILDING, CALL SECURITAS AT (706) 412-0503 FOR AN UPDATE ON WEATHER.**

**Severe Weather Clusters**

Boatwright – 1 <sup>st</sup> floor, inner hallway, away from windows	Henry – 1 <sup>st</sup> floor, inner hallway (near laundry room) and 2 <sup>nd</sup> floor inner hallway (near the Spiritual Life Center) away from windows
Candler – 1 <sup>st</sup> floor, inner hallway, away from windows	Pitts – 1 <sup>st</sup> floor, inner hallway, away from windows
Greek Life Housing - Inner hallway, away from windows	Servant Scholar Apartments – Terrace level, Inner hallway, away from windows
Hawkes - 2 <sup>nd</sup> floor, inner hallway, away from windows	Themed Housing - Inner hallway, away from windows
Hawkins – 1 <sup>st</sup> floor, inner hallway, away from windows	Turner – 2 <sup>nd</sup> floor, inner hallway (near Securitas Office), away from windows

**Failure to evacuate during a fire alarm or to go to your severe weather clusters jeopardizes your own safety and the safety of others; compliance with these fire and life safety procedures are expected. Non-compliance with the above procedures may result in disciplinary action.**

Residential Telephones

With the installation of the college’s new phone system in the 2013-2014 academic year, due to very low usage of landline phones and the high usage of personal cell phones, the telephone service was discontinued in each room.

Students can call other LaGrange College offices by dialing the last four digits of the office telephone number (when using a college telephone). 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. 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. 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. Restrooms are off-limits to visiting members of the opposite sex at all times. Lobbies in single gender housing (Boatwright Hall, Hawkes Hall, and Turner Hall (the study rooms on the 3<sup>rd</sup> floor of Turner Hall) must also follow the above visitation policy.

#### Trespass Policy

The College enforces the Georgia Trespass Law, which makes it unlawful to interfere with students, faculty, and staff, 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 in college housing 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 and their actions. If guests engage in policy infractions, suspected of and/or pose a threat to the campus community, they may be required to leave college housing and the campus immediately; based on severity, may include the involvement of local policy authorities.
3. Guests must be escorted and with their host at all times while visiting the campus and in college housing.
4. If guests stay overnight in the residence hall, the guest must be of the same gender and may stay overnight with the prior approval of roommates(s) and the notification to the resident advisor and/or housing staff. Guests of students must check in with the resident advisor; the maximum visit is limited to three days. No guests under 12 years of age are allowed.
5. Keys will not be issued to guests.

6. Violators of this policy are subject to disciplinary action.

\*Guest without a resident host/hostess may be asked to leave the residence hall immediately.

### Parental Visits

Parents may visit their sons or daughters at any time outside of the residence halls and during the hours of visitation (for opposite gender), 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; the maximum visit is limited to three days. No guests under 12 years of age are allowed. Parents will be expected to follow all policies of LaGrange College; residential students are responsible and held accountable for their parents and their actions. If parents engage in policy infractions, suspected of and/or pose a threat to the campus community, they may be required to leave college housing and the campus immediately; based on severity, may include the involvement of local policy authorities. Parents must be escorted by their daughter/son (currently assigned to campus housing) at all times while in college housing.

\*Parents without their resident daughter or son may be asked to leave the residence hall immediately.

### Window Policy

All windows must remain closed and locked to prevent unauthorized entry into a residence hall room. Using windows as a means in or out of rooms/residence hall is prohibited. In addition to safety concerns, closed and locked windows also reduce 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, loaning keys to others, forcing entry into doors, tampering with doors/locking systems, tailgating into the building, or gaining or providing access into the residence hall via non-authorized means. Students that engage in unauthorized entry into college housing, compromises the safety of themselves and the residents in college housing and will be go through disciplinary process and may be responsible for paying the cost of repairs, labor, etc. in order to take the necessary step to re-secure the residence hall/college housing . Also, propping open of the fire doors inside the hallways is prohibited.

It is strongly encouraged that students lock the doors to their rooms when leaving the room to help ensure the safety of your personal belongings. 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 creates 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, burning incense sticks, oil lamps, or burning devices are not permitted in College housing. Candles with unburnt wicks are permitted as decorative items and/or with candle warmers; candle warmers must be turned off when residents are not in their room and placed in a safe location to prevent a concern for fire safety.

### Smoking Policy

Smoking. Smoking (to include e-cigarettes) is prohibited in all college property to include the spaces of all of the residence halls/college housing. Spaces are defined as student rooms, elevators, hallways (include covered walk ways on each floor of Henry Hall), bathrooms, parlors, lobbies, Henry Hall computer lab, laundry rooms, staircases, etc.

Smoking closer than 50 feet of the entrance of a building is prohibited. It is also prohibited to use and/or have to hookah pipes (and any other hookah related items in the residence halls).

Additionally, smoking (to include the use of e-cigarettes) and smokeless tobacco is prohibited in academic buildings, classrooms, etc.

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

#### Clear Hallways, stairwells, exits, and other areas of egress

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.

Skating boarding, riding bicycles, riding hoverboards, or riding any items/apparatus are prohibited in any part of the residence halls (to include the covered walkways on all floors in Henry Hall). This policy will help ensure the safety of all residents and visitors in the residence halls.

This policy does not apply to medical equipment when it is used for medical purposes during the time of the medical need.

#### 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, clocks, TVs, and single cup brew systems (Keurig and Keurig-style). **Students may have one small refrigerator per room, no bigger than 5 cubic feet inside capacity.** Hair dryers can be used; however, no other appliance should be using the same outlet during usage. **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.

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 any time. 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/pets may not be kept on College property (to include inside and/or outside areas of facilities or grounds). Students, guests of students, etc. are prohibited to bring animals/pets into any college housing at any time; short visits are also prohibited. Any violation of this policy will result in immediate removal of the animal, disciplinary action, and may include the cost of cleaning and repairing the space due to having the animal/pet in the housing.

### ADA Service Animals & Therapy Animals

Under the Americans with Disabilities Act (ADA) service animal is a trained dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Students with an ADA service animal desiring to stay in college housing will need to provide medical documentation that outlines the medical need(s) to have the service animal. After the Director of Counseling Services and the Director of the Office of Residential Education receive a medical request for an ADA service animal, the request will be verified before providing the student housing. In the event that the request is approved in writing from Director of Counseling Services and Director of the Office of Residential Education, an agreement will be signed and the student will be assigned college housing. If room a housing assignment is not available, other housing arrangement may be explored (permissions to live off-campus, etc.) and the student may be placed on a waiting list for housing.

Under the ADA, the service animal must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signals, or other effective commands at all times. In addition to being under the control of the handler at all times, the service animal will need to be housebroken and may not be allowed to be treated as a pet by others.

Service animals must be in good health and current with all required vaccinations. Because of health standards, service animals must be kept clean at all times and it is the responsibility of the student to make the necessary cleaning and grooming arrangements. Residence hall facilities such as showers, sinks, tubs and the like may not be used for this purpose. Service animals must not be an undue annoyance to other residents (excessive noise, smells, physically threatening, etc.) nor cause damage to the property of others or damage to college provided property. If the accommodation to the student of the service animal becomes unreasonable by violation of this policy, or becoming a health threat (allergies, etc.) disability or safety concern to another, the student must cooperate with the Office of Residential Education & Housing staff, Director of Counseling, and others as appropriate to resolve the conflict. This may require a change in housing arrangements including modification or discontinuance of the accommodation, or reassignment to another room. Service animals cannot be left unattended in the residence halls, even for short periods of time.

Under the Fair Housing Act (FHA) and in coordination with the ADA, a student may request to have a therapy/support animal. A student desiring to stay in college housing will need to provide medical documentation that outlines the medical need(s) to have the therapy animal. After the Director of Counseling Services and the Director of the Office of Residential Education receive a medical request for a therapy animal, the request will be verified before providing the student housing. In the event that the request is approved in writing from Director of Counseling Services and Director of the Office of Residential Education, an agreement will be signed and the student will be assigned college housing. If room a housing assignment is not available, other housing arrangement may be explored (permissions to live off-campus, etc.) and the student may be placed on a waiting list for housing.

Therapy animals must be in good health and current with all required vaccinations. Because of health standards, service animals must be kept clean at all times and it is the responsibility of the student to make the necessary cleaning and grooming arrangements. Residence hall facilities such as showers, sinks, tubs and the like may not be used for this purpose. The therapy animal will need to be housebroken and may not be allowed to be treated as a pet by others. The therapy animals must not be an undue annoyance to other residents (excessive noise, smells, physically threatening, etc.) nor cause damage to the property of others or damage to college provided property. If the accommodation to the student of the therapy animal becomes unreasonable by violation of this policy, or becoming a health threat (allergies, etc.) disability or safety concern to another, the student must cooperate with the Office of Residential Education & Housing staff, Director of Counseling, and others as appropriate to resolve the conflict. This may require a change in housing arrangements including modification or discontinuance of the accommodation, or reassignment to another room. The therapy animal can be left unattended for a brief time in the students assigned residence room, however, the therapy animal must be kept in kennel and the owner must be able to return to their room in a timely manner to address any concerns related/created by the owner's absence of the therapy animal.

#### 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 \$50.00 and additional fines from damages sustained to the furniture and/or College furnishings as a result of this policy infraction.

#### Door and Wall Hangings

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 enforced as of the 2014/2015 academic year and the proceeding years.

Dartboards or any other game/apparatus that can be mounted to the wall or has the possibility of damaging the walls, floors, ceiling, doors, hallways, or any part of the residence hall are prohibited.

#### 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.

#### 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 and drug 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. Quiet hours are from 10:00 p.m. to 9:00 a.m. 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 to maintain a noise level that does not interrupt fellow residents; students/guests/visitors may be addressed for noise levels at any time of the day if their noise levels negatively impact the residents in their community. Residents should abstain from loud noise that can be heard outside of your room, to

include yelling, bouncing balls, stomping, etc. At all times the rights of a student's roommate must be respected. All suspected violations will be reported for disciplinary action.

#### Meetings Convened by Housing Staff

Meetings scheduled for a floor, wing, or hall by housing staff (Resident Advisors, Area Managers, and Director) 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 as well as the student receiving disciplinary actions via the student conduct process.**

### REPORTING MAINTENANCE CONCERNS

For all NON-Emergency maintenance problems, report them directly via MICROMAIN (online maintenance request system). Residents are empowered and can report their maintenance concerns directly through MICROMAIN —ALL residents must know how to use the MICROMAIN reporting system.

Emergency Maintenance is defined as problems:

1. Compromising the health and safety of residents (ex. Broken glass, door that does not lock, electrical problems that may lead to fire, excess bodily fluid, or excrement, etc.)
2. Currently damaging the structural integrity of the facility (ex. Busted water pipe, overflowing water, fire, etc.)

\* If you have any questions to determine if you have an emergency maintenance request, feel free to contact your RAs for guidance.

Reporting Emergency Maintenance Problems:

1. During Hours 8am – 5pm, M-F: Call National (Maintenance) directly at 706-880-8296 (dial from off-campus telephone) or 8296 (dial from on-campus telephone). Please call this number and speak with someone directly to report this concern (DO NOT leave a voicemail message).
2. During Hours 5pm – 8am, M-F, All day Sat-Sun: Call the on-call RA and the on-call RA will triage this emergency maintenance concern to the appropriate staff member to address the concern. Please call the on-call RA's listed number and speak with someone directly to report this concern (DO NOT leave a voicemail message).

Steps to Submit a Maintenance Request via MICROMAIN to National (Maintenance Department):

1. Go to <http://panther.lagrange.edu/>
2. Log-in to PantherNet with your LC log-in and password
3. Under Campus Services click on "Submit a work request"
4. Fill in "User name" with your LC log-in (first initial & last name ex. lstudent)
5. Fill in "Requester" with your first & last name
6. Fill in "Email" with your LC email address (ex. lstudent@student.lagrange.edu).
7. Fill in "Phone" with a number where you can be reached
8. Complete "Property" by selecting your residence hall (ex. Hawkes Hall)
9. Complete "Building" by selecting your residence hall (ex. Hawkes Dormitory)

10. Complete “Asset” by selecting your room number (ex. Hawkes 000)
11. Fill in “Location” with a quick description of where the concern is in your room \*If you are in the Candler or Hawkins include your room number and letter *Under the “Work Details” section*
12. Complete “Service” by selecting the service you need. \*If you don’t find the specific service need in the drop box, then click on “Other” and then fill in the specific service you need
13. Fill in “Description” with detailed information about the maintenance concern, the location, etc.
14. Click “Create Request” and this should refresh the screen to show: “Request Submitted Successfully!”

\*If you need assistance with this service, please feel free to contact National front desk at 706-880-8296 (dial from off-campus telephone) or 8296 (dial from on-campus telephone) during the hours of 8am – 5pm, M-F.

Steps to View the status of your Maintenance Request via MICROMAIN to National (Maintenance Department):

1. Go to <http://panther.lagrange.edu/>
2. Log-in to PantherNet with your LC log-in and password
3. Under Campus Services click on “Submit a work request”
4. Click on “Status” on the top left of the screen
4. Fill-in “User name” (first initial & last name ex. lstudent)
5. Fill-in “Email Address” with your LC email address (ex. lstudent@lagrange.edu)
6. Click on “Update View”
7. Under the “Number” section, click on the maintenance number and a separate webpage will come up with the details of your maintenance request.
8. Read the “Status” and “Comments” section for updates on your request.
  - “Requested” = Not yet reviewed
  - “Open” = Assigned for repair
  - “Hold” = Assigned for repair, parts ordered
  - “Completed” = Work request completed

\* The “Comments” section may have more detail in regards to the request

\*If you need assistance with this service, please feel free to contact National front desk at 706-880-8296 (dial from off-campus telephone) or 8296 (dial from on-campus telephone) during the hours of 8am – 5pm, M-F.

<b>CABLE SERVICES FOR COLLEGE HOUSING</b>
---

**Instruction to connect your TV to black Charter cable box:**

- Plug in your TV to the power outlet
- Plug in the power source to the black Charter cable box to the power outlet (make sure the cord from the power source is connected to the “Power” plug to the black Charter cable box)---solid green light should be on when the black Charter cable box has power and is properly functioning
- Connect your coaxial cable to the jack on the wall and connect the other end of coaxial cable (that is connected to the wall) to the “Cable In” jack on the black Charter cable box
- Connect the college’s coaxial cable (with the blue and silver rings on the cable) to the “To TV” jack on the black Charter cable box and connect the other end to your TV **\*\*Charter recommends using RG6 coaxial cables\*\***

- Turn your TV on and make sure that your TV is on channel 3; if your TV does not have channel 3, then turn in to channel 4---make sure the button on the back of the black Charter box corresponds to the same channel
- Use the Charter cable remote to change channels

**Instruction to connect your cable remote to black Charter cable box:**

- Make sure that the remote has fresh batteries for proper operation (students have to provide their own batteries for remote)
- Point the remote at the black Charter cable box
- Press and hold the “SETUP” button on the remote until the LED light (on the remote) blinks twice and then press the “MENU” button; the LED button will blink continuously until it connects to the black Charter cable box

**Instruction to connect your cable remote to your TV:**

- Make sure that the remote has fresh batteries for proper operation (students have to provide their own batteries for remote)
- Point the remote at the black Charter cable box
- Press and hold the “SETUP” button on the remote until the LED light (on the remote) blinks twice
- Press and hold the “OK” button and then release the “OK” button when your TV turns off

**Instructions to disconnect your TV from the black Charter cable box:**

- Turn off your TV
- Disconnect the coaxial cable from the “To TV” jack on the black Charter cable box
- Disconnect the coaxial cable from the “Cable In” jack on the black Charter cable box
- Disconnect the coaxial cable from the jack on the wall
- Disconnect the coaxial cable from your TV jack
- Connect the college’s coaxial cable (with the blue and silver rings on the cable) to the “Cable In” jack on the black Charter cable box and then connect the other side of the college’s cable to the jack on the wall
- **Leave power source to the black Charter cable box plugged in to the black Charter cable box and to the wall power outlet**
- Leave the Charter cable remote & instructions to the remote by the jack that the black Charter cable box is attached to—the black Charter cable box is synced to its Charter cable remote and it is important to keep both the black Charter cable box and the Charter cable remote together at all times

**If you believe you have a concern for your Charter cable service, please follow these basic steps to troubleshoot your concern before reporting your concern:**

- TV is on channel 3 (if you don’t have a channel 3, then channel 4); make sure the button on the back of the black Charter box corresponds to the same channel
- Make sure the cable cords on the TV, black Charter cable box, cable jack are securely connected and connected to the right areas—review the above connection instructions to ensure the correct connections
- Make sure to use the Charter remote to change channels
- Finally, unplug the power from the black box and then plug it in after 1 minute without power

**Instructions to report your concern:**

- Follow the basic steps to troubleshoot your concern again to ensure correct connections, etc.
- If you still have concerns for your cable service: if you live in: Boatwright, Broad Street Apartments, Candler, or Turner email kwatson1@lagrange.edu and if you live in Henry, Hawkes, Hawkins, Pitts email jstrickland@lagrange.edu and include the information below to ensure a timely response to reporting your concern:
  - first and last name
  - residence hall and room # (and letter if in apartments)
  - serial number (starts with PAQZ) located on the black Charter cable box
  - your cell phone number
  - short description of the message on your TV and what the green light on the cable box is doing (i.e. flashing, solid green, etc.)

**Cost for replacement/damaged/lost Charter cable equipment:**

- 1 black Charter cable box and power supply = \$60.00
- 1 Charter cable remote = \$10.00
- 1 College’s coaxial cable (with the blue and silver rings on the cable) = \$5.00

**\*\*\*Know that Charter may increase the replacement cost of their equipment (without notice) and the replacement cost that you will be charged will rise accordingly\*\*\***

***Feel free to check out the housing website <http://www.lagrange.edu/campus-life/housing/index.html>***

<b>STATEMENT ON GREEK ORGANIZATIONS</b>
---

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, sex, sexual orientation, gender identity, or gender expression, 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.

**END OF STUDENT HANDBOOK: 9-29-16**