



School of Arts and Sciences Student Handbook

2023-2024

**Published by
The Office of Student Life
Montreat College
Montreat, North Carolina 28757**

Montreat College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate's degree, the Bachelor's degree, and the Master's degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Montreat College.

In accordance with federal and state statutes, Montreat College is committed to maintaining a community that is free from sexual harassment and all forms of sexual intimidation, exploitation, coercion, and violence. Inquiries concerning the college's policies, compliance with applicable laws, statutes, and complaints may be directed to the Title IX Coordinator, Montreat College, P.O. Box 1267, Montreat, NC 28757, (828)669-8012 (ext. 3755).

TABLE OF CONTENTS

<u>Campus Information</u>	<u>p.5</u>
<u>Vision, Mission, and Statement of Faith</u>	<u>p.6</u>
<u>Academic Calendar</u>	<u>p.8</u>
<u>General Hours of Operation</u>	<u>p.8</u>
<u>Medical Information</u>	<u>p.9</u>
<u>Inclement Weather and Emergency Notification</u>	<u>p10</u>
<u>Student Life Staff</u>	<u>p.12</u>
<u>Student Life</u>	<u>p.13</u>
<u>Introduction</u>	<u>p.14</u>
<u>The Belk Campus Center</u>	<u>p.14</u>
<u>The Montreat Campus Store</u>	<u>p.14</u>
<u>Student Mailboxes/Document Center</u>	<u>p.14</u>
<u>On-Campus Advertising</u>	<u>p.14</u>
<u>Dean of Spiritual Formation</u>	<u>p.14</u>
<u>Convocation Policy</u>	<u>p.15</u>
<u>Student Health Services</u>	<u>p.15</u>
<u>Counseling Services</u>	<u>p.15</u>
<u>Drug and Alcohol Abuse Prevention Program</u>	<u>p.16</u>
<u>Student Employment Program</u>	<u>p.16</u>
<u>Thrive Center for Learning, Calling & Career</u>	<u>p.16</u>
<u>The Library</u>	<u>p.16</u>
<u>The Writing Center</u>	<u>p.16</u>
<u>Campus Police, Safety, and Security</u>	<u>p.17</u>
<u>The Family Educational Rights and Privacy Act of 1974</u>	<u>p.17</u>
<u>Directory Information</u>	<u>p.17</u>
<u>Non-Discrimination/Equal Opportunity/ADA/Rehabilitation Act</u>	<u>p. 18</u>
<u>Disability Services</u>	<u>p.18</u>
<u>AIDS/STD (Sexually Transmitted Disease) Policy</u>	<u>p.18</u>
<u>Community Standards</u>	<u>p.20</u>
<u>Introduction to Community Standards</u>	<u>p. 21</u>
<u>Core Principles</u>	<u>p.21</u>
<u>Standards of Conduct</u>	<u>p.22</u>
<u>Honor System</u>	<u>p.22</u>
<u>Honor Code</u>	<u>p.22</u>
<u>General Behavior</u>	<u>p.22</u>
<u>Involuntary Withdrawal</u>	<u>p.23</u>
<u>Sexual Violation Offenses</u>	<u>p.23</u>
<u>Resources for Immediate Assistance</u>	<u>p.23</u>
<u>Title IX Coordinator</u>	<u>p.24</u>
<u>Stalking</u>	<u>p.25</u>
<u>Intimate Partner Violence</u>	<u>p.25</u>
<u>Gender Identity</u>	<u>p.26</u>
<u>Harassment</u>	<u>p.27</u>
<u>Harm to Others</u>	<u>p.27</u>
<u>Hazing</u>	<u>p.27</u>
<u>Possession or Use of Illegal Drugs</u>	<u>p.27</u>

Alcohol Use Policy	p.28
Health Risks Related to Alcohol and Illegal Drug Use	p.30
Smoke and Tobacco Free Campus Policy	p.30
Pandemic Response	p.31
Weapons and Explosives	p.31
Fire Prevention and Fire Equipment	p.32
Sexual Behavior Policy	p.32
Dress Regulations	p.33
Throwing Objects	p.33
Policy for Handling Disruptive Behavior in the Library	p.33
Abusive, Obscene, and Profane Actions	p.33
Respect for College Property	p.33
Restricted Areas	p.33
Building Rooftops	p.33
Lake Susan	p.34
Vehicle/Parking Policies	p.34
Administrative Disciplinary Procedure/Student Rights	p.34
Sanctions	p.35
Appropriate Use Policy for Information Technology Resources	p.35
Enforcement and Penalties for Violations	p.37
Residency Requirement	p.37
Off-Campus Housing	p.37
Student Health Services Policy on Student Illness/Absences	p.38
Film/Video Review	p.38
Littering	p.38
Food Service Policies	p.38
Meal Plan Accommodations Policy	p.39
Procedures for Student Grievances	p.39
Academic Related Grievances	p.40
Financial Aid Appeals	p.40
Student Grievances	p.40
Student Organization Recognition	p.41
Academic Policies	p.41
Residence Life	p.42
On-Campus Residency	p.43
Welcome from the Residence Life Staff	p.43
Our Commitment	p.43
Residence Life Staff	p.44
Issuance of Keys	p.44
Room Furnishings	p.44
Official Breaks of the College	p.44
Private Rooms	p.45
Room Changes/Consolidation	p.45
Renter's Insurance	p.45
Room Decorations	p.45
Alcoholic Beverage Containers	p.46
Loft Policy	p.46
Inventory Checklist	p.46
Residence Hall Checkout Procedures	p.46
Room Cleanliness	p.47
Room Damage and Misuse of College Property	p.47

Maintenance Requests and Facility Related Protocol	p.47
Room Entry, Search and Seizure	p.47
Television	p.48
Bulletin Boards	p.48
Residence Hall Tobacco Use Policy	p.48
Pets	p.48
Emotional Support Animals	p.48
Service Animals	p.49
Medical Accommodations - Housing	p.49
Medical Accommodations - Meal Plan	p.50
Meal Plan Accommodations	p.50
Quiet Hours	p.51
Kitchens	p.51
Locking Up	p.51
Fire Safety	p.51
Fire Prevention and Fire Equipment	p.51
Hall Meetings	p.52
Visitation	p.52
Visiting in Residence Hall Lobbies	p.53
Overnight Guest Policy	p.53
Emergencies	p.53

**CAMPUS
INFORMATION**



VISION

Montreat College seeks to be a leader in Christ-centered higher education regionally, nationally, and globally.

MISSION

Montreat College is an independent, Christ-centered, liberal arts institution that educates students through intellectual inquiry, spiritual formation, and preparation for calling and career, all to impact the world for Jesus Christ.

STATEMENT OF FAITH

Preamble

The trustees and employees of Montreat College constitute an academic community of caring believers committed to the Lordship of Jesus Christ. Students are welcomed to this Christian community regardless of belief.

Statement of Faith

The trustees and employees commit themselves to the following faith statement drawn from the college's Reformed tradition:

1. We believe in one sovereign God, eternally existing in three persons: God the Father; His only begotten Son, Jesus Christ, our Lord and Savior; and the Holy Spirit, the giver of life. (Daniel 4:25, 35; Mark 12:29; John 1:1, 14, 18; 14:28; 15:26; 16:28; Romans 9:15-23; Revelation 4:11)
2. We believe the Bible, the sixty-six books of the Old and New Testaments, is the infallible Word of God, completely inspired and authoritative, and is to govern Christians in every aspect of life and conduct. (I Thessalonians 2:13; II Timothy 3:16; II Peter 1:21)
3. We believe Jesus is the Christ, the Son of the living God, whom the Father sent into the world to atone for the sin of humanity. Jesus was conceived by the Holy Spirit, born of the Virgin Mary, and lived a life without sin. He was crucified and rose victoriously from the dead. Through His gift of grace, we as believers are redeemed for all eternity and are reconciled to the Heavenly Father. (Luke 1:26-37; 2:6, 7; John 3:16; Romans 3:10, 23; Romans 5:12-15; I John 3:8)
4. We believe the Holy Spirit is a free gift to believers from the Father and the Son to live within us and to empower us to love and obey the Lord and His Word. (John 14:15-17; John 16:5-15; Ephesians 1:13-14)
5. We believe the Triune God is the sole Creator and Sustainer of the universe. God created all things and declared all He created to be good. After creating Adam and Eve in His own image, in a state of original righteousness, and distinct from all other living creatures, the Lord gave to all humanity the responsibility of caring for His world. (Genesis 1-2; John 1:1-18)
6. We believe God's good and perfect creation became tainted in every aspect by sin from humanity's rebellion against God. We acknowledge the existence, evil power, and influence of Satan. (Genesis 3; Ephesians 6:12)
7. We believe the Church is all who believe in and confess Jesus Christ as Savior and Lord and receive God's grace. We are called by God to be His one body of believers, gathered in communities. Empowered by the Holy Spirit, the Church's call is to declare His Good News of salvation to the fallen and lost world, to make disciples, and to serve

all who are wounded, broken, and neglected. (Matthew 28:16-20; Mark 16:15-18; Romans 10:9-10; II Corinthians 5:17-21; Ephesians 2:8-9; 4)

8. We believe all those who profess Jesus as Savior and Lord are to follow in His Way and are to live as those who magnify and glorify Him, the Head of His Church. As forgiven followers, we are called to live holy and blameless lives through the power of the Holy Spirit until that time when Jesus Christ shall return in all His glory. (I Corinthians 1:2; Ephesians 4:22-24; Hebrews 10:14; I John 3:4-9; 4:4; 5:1-5)

Adopted by Board of Trustees May 5, 2016

ACADEMIC CALENDAR

2023-2024

[Access the College Academic Calendar Here](#)

GENERAL COLLEGE OFFICE HOURS

Monday-Friday 8:00 AM – 4:30 PM

Campus Dining Hours

Monday through Thursday

Breakfast	7:30am-10am	(Howerton Dining and 'To Go')
Lunch	11:15am-1:15pm	(Howerton Dining & 'To Go,')
Dinner	5:30pm-6:30pm	(Howerton Dining)
After Hours	6:30pm-10pm	(Howerton)

Fridays

Breakfast	7:30am-10am	(Howerton Dining & 'To Go')
Lunch	11:15am-1:15pm	(Howerton Dining & 'To Go')
Dinner	5:30pm-6:30pm	(Howerton Dining & 'To Go')

Saturday and Sunday

Continental Breakfast	9am-10am	(Howerton Dining & 'To Go')
Lunch	12pm-1:15pm	(Howerton Dining & 'To Go')
Dinner	5:30pm-7pm	(Howerton Dining & 'To Go')

Nelson's 'To Go' is available in the Belk Student Center all day, everyday (24/7)

For more information on Campus Dining, checkout: <https://montreat.campusdish.com/>

College Bookstore and Document Center

Monday through Friday 8:00 AM – 4:00 PM

MEDICAL INFORMATION
STUDENT HEALTH SERVICES

Health Services

Campus Nurse: Michelle Rogers, MSN, FNP-C

Director of Health Services

(o) 828-419-2336 (f) 866-271-5356

E-mail: michelle.rogers@montreat.edu

<https://www.montreat.edu/sstudent-life/student-services/health-wellness/>

Students with fever, cough, or shortness of breath, please call Health Services prior to coming to the clinic.

Emergency/Acute Care Services

- Emergency Medical Services: Dial 911
- Black Mountain Fire & Rescue: 828-669-9117
- Campus Security, Safety, & Police: 828-713-2520
- Hours when school is in session:
 - Monday through Friday: 7am - 1:00 am
 - Saturday and Sunday: 12:00 pm - 12 am
 - After Hours Emergency: 911
 - Safety@montreat.edu
- Poison Control: 800-222-1222

Hospital

Mission Hospital Emergency Room: 828-213-1111

509 Biltmore Ave. Asheville, NC 28801

Urgent Care Clinics

Fast-Med Urgent Care - Asheville: 828-210-2835

160 Hendersonville Rd, Asheville, NC 28803

Mon-Fri: 8:00 AM - 8:00 PM

Sat-Sun: 8:00 AM - 4:00 PM

Mercy Urgent Care South - Asheville: 828-274-1462

1833 Hendersonville Rd, Asheville, NC 28803

Mon-Fri: 8:00 AM - 5:30 PM

Sat-Sun: 10 AM - 4:00 PM

Mercy Urgent Care East - Asheville: 828-210-8325

1272 Tunnel Rd., Asheville, NC 28805

Mon-Fri: 9:00 AM - 4:00 PM

Sat-Sun: 10:00 AM - 4:00 PM

CVS Minute Clinic - Asheville: 828-253-4350

612 Merrimon Ave., Asheville

Primary Care Physicians

Parkway Medical Black Mountain: 828-298-0333

15 Jane Jacobs Rd., Black Mountain, NC 28711

Parkway Medical Asheville: 828-298-0333
333 Gashes Creek Rd., Asheville, NC 28803

***Remember when going to Urgent Care or a hospital...please bring your health/medical insurance card. Use Montreat College and mailbox number as your permanent address.*

Virtual Healthcare

- www.adventhealth.com
- <https://missionhealth.org/virtual-clinic/>

Dentists

Deborah G. Anders, DDS, PA 828-333-4577
US 70 Highway, Black Mountain 28711

Mark A Kleive, DDS 828-669-2974
3176 US-70, Black Mountain 28711

Richard W. Wiedeman, DDS 828-210-7051
Jane Jacobs Rd, Suite 201, Black Mountain 28711

Dental Urgent Care: 828-505-3410
Edgewood Avenue, Suite E Asheville 28804

Black Mountain Pharmacies

CVS: 828-669-2992
425 W State St., Black Mountain NC 28711

Walgreens: 828-669-2216
540 NC-9, Black Mountain 28711

Health Ridge Pharmacy: 828-669-9970
3130 US-70, Black Mountain 28711

Sunshine Pharmacy: 828-669-0090
206 E State St #1, Black Mountain 28711

Health Department (Immunizations)

Buncombe County Health Department Immunization Clinic: 828-250-5000
40 Coxe Ave., Asheville NC 28801
Mon-Fri: 8 AM - 4:00 PM

INCLEMENT WEATHER AND EMERGENCY ALERTS

During periods of especially inclement weather, a decision to close or delay the opening of the College will be made prior to 7:00 AM. College closings or delays will be communicated by the college via text message and/or voicemail, an email along with a message posted on the college's main webpage (www.montreat.edu) will be sent to all faculty, staff, and students indicating the status of the institution (closed, two hour delay, etc.). In the event that the College runs on a two-hour delay, see Academic Catalog p. 102 or check home page of college website for updated schedule. In addition, these messages will be announced on WLOS TV, Fox TV, and Clear Channel Radio stations. Also, a recording will be issued on the College's main telephone greeting (828-669-8012).

Similarly, the same communication process will serve as the emergency notification system to “notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, or employees occurring on campus” (Cleary Act).

STUDENT LIFE STAFF

Andy Buckwalter	Director of Community Life
Bill Hensley	Director of Campus Safety
Charlye Goines	Director of Student Engagement
Daniel Bennett	Vice President for Student Life and Dean of Students
Griffin McKesson	Howerton Residence Director Intramural Coordinator
Libby Hall	McGregor Residence Director Housing Coordinator
Nathan Fruh	Davis Resident Director
Joey Stewart	Director of Residence Life
Kathleen Walden	Coordinator for Wellness and Counseling Services
Megan Golden	Administrative Assistant for Student Life
Ava Nelson	Anderson Hall Resident Director
Michelle Rogers	Director of Health Services
Rachel Toone	Dean of Spiritual Formation
Zoe Yoquelet	Honors Residence Director for Alternative Housing (Anderson House, Balsam Lodge, and Sylvan Lodge)

S T U D E N T
L I F E

INTRODUCTION

The Student Handbook highlights the services, support programs, and policies designed to assist you in getting the most from your college experience. Student development professionals who are committed to student growth physically, emotionally, socially, intellectually and spiritually staff the Office of Student Life..

As an educational community seeking to be Christ-centered, policies are designed to create an environment of love and concern for others. Rules are established to foster an atmosphere of other-centeredness conducive to study, community-building, and academic achievement. The Office of Student Life seeks to enforce college policies with patience and firmness directed toward redemption and restoration.

Students fully participate in institutional decision-making and policy development through the Student Government Association (SGA) and its representation on faculty and staff committees along with direct access to the President's Cabinet. You are strongly encouraged to consider how you can be part of this organization. Your contribution is needed and the lessons learned from involvement in Student Government are invaluable.

STUDENT LIFE

❖ **The Belk Campus Center**

The Belk Campus Center is oriented to students' social, academic, and spiritual needs. Major components of the building that are directly related to extracurricular activities include the lower lobby with seating, TV, ping pong table, pool table, vending and the Campus Store. The Belk Campus Center also contains an art studio, classrooms, Cyber lab, Black Box Theatre, campus store, document center, mailboxes, and faculty/staff offices.

❖ **The Montreat Campus Store**

The Campus Store is located on the first floor of the Belk Campus Center. Textbooks, supplies, insignia and personal items are available for purchase at reasonable prices. For more information regarding the campus store and our textbook rental program, please visit: <https://www.montreat.edu/bookstore/>

❖ **Student Mailboxes/Document Center**

Student mailboxes are located in the lower lobby area of the Belk Campus Center. Packages and registered mail will be handled in the Document Center on the first floor.

❖ **On-Campus Advertising**

All on-campus advertising must be consistent, in purpose and content, with the standards and mission of Montreat College. All campus signs and advertisements (including Table Tents) need to be approved by Student Life prior to being posted around campus in designated locations and must have a dated stamp or sticker by the office of Student Life. Signs must be taken down within 24 hours and/or will be taken down upon expiration of approved date or sticker (advertising in residence halls is at the resident director's discretion). Permission to advertise may be suspended if guidelines are ignored. Additional detail regarding the on-campus advertising guidelines may be picked up at the Student Life office.

❖ **The Dean of Spiritual Formation**

The Montreat College Dean of Spiritual Formation has the wonderful opportunity of inviting students into a transformational relationship with Jesus through the spiritual life and rhythms on campus. The Dean of Spiritual Formation oversees the areas of worship, discipleship, and service. These spheres include – but are not limited to – the chapel program, *Alpha Film Series*, student small groups, mission trips and community service, pastoral care and counseling, and the *Thielman Lecture Series*. The Dean of Spiritual Formation's Office is located in the lower level of Bell Library in the Cavalier Care Center.

❖ Convocation Policy

To cultivate a vibrant spiritual and communal life, all-campus convocations are held each month, featuring Christian thought leaders and Gospel-centered lectures. All full-time undergraduate students must earn five convocation credits each semester. Montreat College is committed to teaching our students to engage culture within the context of a Christ-centered worldview. This structure creates intentional opportunities to lean into this commitment by consistently integrating intellectual inquiry, spiritual formation, and calling and career.

The official Convocation Calendar consists of the following events:

- **All-Campus Convocations.** Each semester, five (5) all-campus convocations will be held in Anderson Auditorium. These will include:
 - **Opening Convocation** at the start of each semester
 - **First Wednesdays.** On the first Wednesday of each month, Christian thought leaders selected by a committee deliver challenging, gospel-centered lectures to enrich the intellectual and spiritual life of the community. All campus offices, the library, athletics facilities, and the dining hall will close during these convocations. *All students and employees are asked to make attendance at these events a priority.* Meetings/practices/etc. should NOT be scheduled in conflict with any convocation.
- **Other designated events,** per the official Convocation Calendar. These events may include (but are not limited to) the Alpha Film Series and Honors Lectures. Each semester will have approximately 6-10 convocation credit opportunities.
- Note: All campus worship services (specifically Chapel and Compline) are optional and NOT designated as convocation credit.

All full-time, undergraduate students are required to accumulate five (5) convocation credits per semester. No student may graduate without meeting the convocation requirement. Students with degree-required internships, student teaching responsibilities, and some commuters with extenuating circumstances *may* be eligible for an exemption by submitting a written request to the Dean of Spiritual Formation prior to registration or no later than one week following the beginning of classes each semester. Athletic teams required to travel during a convocation for in-season competition will be provided with an alternative option to receive credit upon request. Should any student fail to comply with the convocation requirement, a \$50 fine will be charged to his or her student account per missed credit. If a student does not wish to pay the fine for any reason, he or she may pursue one of two alternatives:

1. Complete a written assignment to be determined by the Dean of Spiritual Formation. The length of this assignment will be based on the total credits missed, is due prior to the end of finals week, and must be requested from the Dean of Spiritual Formation prior to the last chapel of the semester. The fine will be removed from the student's account once he or she has completed the assignment to the satisfaction of the Dean of Spiritual Formation.
2. Complete two hours of community service **per missed credit.** All community service hours must be pre-approved by the Dean of Spiritual Formation prior to the last chapel of the semester to receive credit and are due prior to the end of finals week.

❖ THE WELLNESS CENTER - Student Health Services

Student Health Services is located in the Wellness Center in the lower level of the Bell Library at 828-669-8012 ext. 3536. Hours of operation are posted each semester. Students should come to Student Health Services when ill or injured for evaluation and possible referral to appropriate health care providers. The nurse will assist with issues related to health insurance as needed. Emergency medical services contact information is included in this handbook and posted in the residence halls.

Student Health Services encourages and educates students to practice good health habits and adopt positive lifestyles that will help optimize health. Students are also encouraged to be actively involved in making positive health choices.

Students should understand the absence policies set by their professors and should be responsible to their professors for missed classes. Student Health Services will notify the Office of Student Life concerning students who have prolonged illnesses or who require hospitalization.

As needed, Student Health Services will refer students to specialists off campus. Basic, non-prescriptive type health care is provided on campus for free. There are charges for off-campus visits to medical facilities and for prescription medications.

❖ **THE WELLNESS CENTER – Counseling Services**

Students may have times of struggle during their college career and need support along the way. The Counseling Center assists students with a range of issues including anxiety, depression, relationship skills, and a variety of other topics. Services include individual, couples and group counseling; referral to local resources; consultation; educational outreach; crisis intervention; and substance abuse screening. Services are free and confidential.

The Counseling Center is located in the Health Center below Bell Library. Office hours are posted each semester. You may make an appointment by stopping by the Counseling Center during office hours, or calling the center at 828-669-8012 ext. 3538. The Coordinator for Wellness & Counseling Services can also be reached at counselors@montreat.edu.

❖ **Drug and Alcohol Abuse Prevention Program**

Montreat College encourages any student with a substance abuse and/or dependency problem to contact the college nurse and/or the college Coordinator for Wellness and Counseling Services for assistance and/or referrals to appropriate resources. The college provides education and prevention programs concerning the use and abuse of drugs and alcohol. Confidentiality will be maintained.

❖ **Student Employment Program**

The Student Employment Coordinator's office is located in the Student Financial Services Department in Gaither Hall. This office coordinates the student employment program and provides resources to students including available job postings, information on timesheet completion and process, managing required student employment documentation, awarding work-study funds to eligible students, conducting student and supervisor training and managing all updates and changes to federal and college regulations associated with the student employment program. Resources include an online listing of positions offered, access to online timesheets, supervisor and student training manuals, and performance evaluations. Additional information on the student employment program is available by contacting the student employment coordinator at the following email address (financialservices@montreat.edu).

❖ **Thrive Center for Learning, Calling & Career**

The Thrive Center for Learning, Calling, and Career exists to educate students for academic success and to lead purposeful lives. Our goal is to help students become proactive learners who understand the skills they have and how to build on them. We also aim to help students develop a clear sense of identity, participate in a wide variety of experiences to discover and affirm a sense of purpose, and be prepared to enter job search processes. For information about academic support, graduate schools, professional opportunities, and other career related issues visit us at <https://www.montreat.edu/mymontreat/thrive/>, at our location in the Bell Library, or contact us at thrive@montreat.edu or ext. 3545.

❖ **The Library**

The L. Nelson Bell Library provides students with more than half a million volumes locally and online. The library's collection offers access to information in all formats. Resources include books and periodicals (print and electronic), 100+ online databases, videos, compact disks, DVD's and other non-print formats. Reference assistance and interlibrary loan services are available to all students as well as instruction in database searching. Available within the facility are computers with Internet connectivity and ample study and research areas for

individual and group work. Library open hours are posted on the door. The Thrive Center is located on the first floor and provides resources for calling and career. The Nurses Station and the Counselor's office is located in the basement. E-mail reference@montreat.edu 24-7 for assistance.

❖ **The Writing Center**

The mission of the Writing Center is to serve the Montreat College community by assisting students to become better writers, critical thinkers and communicators, by providing face-to-face, telephone, and electronic consultation, tutorials, reference materials and links to Web writing resources (see <https://www.montreat.edu/mymontreat/thrive/academic-support/students/writing-center/>). The Writing Center is located on the second floor of the L. Nelson Bell Library inside the computer lab. Reference materials (handbooks, style manuals, dictionaries, etc.) are available for use within the computer lab area during regular library hours. Writing consultants are available at specified hours during the academic year (hours are posted each semester on the door).

❖ **Campus Police, Safety, and Security**

The college's Director of Campus Police, Safety, and Security oversees our sworn police officers and non-sworn safety officers who patrol the campus. The Police and Safety Office can be reached at **(828) 713-2520**. Campus Police and Safety is responsible for the security of college facilities and the safety of students and staff. The department also helps to maintain a community of faith and Christian support. Montreat College Campus Police officers are commissioned by the State of North Carolina and have full police authority. This authority is extended to all property owned and/or operated by Montreat College, including adjacent streets and roadways.

All college buildings and residence halls are checked continually by the Campus Police and/or Campus Safety to ensure their security. The residence hall lobbies are locked 24 hours a day and are regularly checked by the Campus Police and residence hall staff. The Black Mountain campus including all athletic fields, buildings, and student parking areas are patrolled by the Campus Police Department.

The Office of Student Life provides educational programs and materials that encourage students to help with the responsibility for the safety and security of themselves and others. Information is provided to students through the Student Handbook. Written materials and small group workshops related to crime prevention, self-defense, and sex offense awareness are also provided.

In conjunction with Montreat College Campus Police, the Town of Montreat, the Town of Black Mountain, and the Buncombe County Sheriff's Office provides additional law enforcement support to the community. By dialing **9-1-1** in an emergency... fire, rescue, and police assistance is available within minutes.

❖ **The Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of student educational records. It states that the institution will not disclose personally identifiable information from educational records without the written consent of the student. The law allows exceptions and records may be released to:

- Montreat College officials with a legitimate educational interest.
- Federal, state, or local educational authorities, in compliance with legal requirements or for legitimate educational research, provided that the confidentiality of the records is maintained and that written authorization is provided by the campus office or agency needing this information; a picture ID is required.
- Appropriate persons as designated in the release of directory information.
- Persons or organizations providing financial aid to the student, or determining financial aid decisions related to eligibility, amount, condition, and enforcement of the terms of aid.
- The parents of dependent students.
- Comply with a lawfully issued subpoena, in which case the College will make a reasonable effort to notify the student of the intent to release the requested information.

- The appropriate persons in the event of a health or safety emergency.
- The Attorney General only to investigate or enforce legal requirements applicable to federally supported education programs.
- Disclose the outcome of disciplinary proceedings against a student in specified circumstances.
- Parents and legal guardians of students under age 21, without regard to whether the student is a dependent, if the student has broken laws or violated policies relating to the use or possession of alcohol or a controlled substance.

Students must provide written authorization for grades or transcripts to be mailed or released to any third party. Transcripts will not be released if the student is financially indebted to the College.

❖ **Directory Information**

We share publicly only that information that is generally considered non-harmful and allows the College to include information about the student in programs and news releases of campus activities, in recognition of honors, the graduation program, the college catalog, the College web-site, and other publications. Directory information includes: student's name, local and permanent address, Montreat College email address, telephone number, date and place of birth, sex, marital status, major field of study, dates of attendance, enrollment status, degrees, honors and awards, participation in officially recognized activities and sports, physical factors, photographs, and the most recent previous educational agency or institution attended.

FERPA provides that any student may, upon written request, restrict the printing of directory information relating to himself or herself. Any student who desires to have directory information withheld should notify the Registrar's Office with a written and signed statement.

FERPA grants students the right to inspect and challenge information in their files. Requests for access to academic records must be made in writing to the registrar and requests for access to other personal records must be made in writing to the Dean of Students. The college has 45 days to comply with each request. Following access, the student or parent may request a hearing to challenge the contents of a record. The Registrar or the Dean of Students will arrange the time and place and notify the student or parent.

❖ **Non-Discrimination/Equal Opportunity/ADA/ Rehabilitation Act Compliance Policies**

In compliance with Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Montreat College admits students of any race, color, religion, sex, age, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, disability, military service, color, religion, sex, age, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administrative programs.

❖ **Disability Services**

Montreat College will provide reasonable accommodations to known disabilities whether visual, hearing, mobility, medical, learning, or other of otherwise qualified applicants and students. Visit: <https://www.montreat.edu/student-life/disability/>

Eligible students should follow these steps:

- Read the disability policy located at: <https://student-life/disability/policy/>
- Submit current documentation (not older than three years) of his/her disability using the disabilities disclosure form at the webpage cited above.
- Be willing to participate in additional evaluations to confirm the disability, if requested.
- Provide clear recommendations for accommodations from a professional care provider.
- Request in writing the specific accommodations needed to enable his/her academic success.

The appropriate college personnel will assess a student's documentation, determine the reasonableness of the

requested accommodations and develop a plan for academic accessibility. The Academic Affairs Office serves as a liaison between students and faculty/staff working individually with students to develop and implement a plan for academic accessibility. As part of such a plan, students may be directed to the Counseling Center, Health Services, the Thrive Center for Calling and Career Office, the Writing Center, and/or departmental tutoring.

❖ **AIDS / STD (Sexually Transmitted Disease) Policy**

Because of the rapid spread of the AIDS virus, Montreat College may be faced with students and/or employees who contract AIDS, AIDS related diseases and Hepatitis B. To ensure that proper procedures are taken to protect all individuals in the campus community, including the infected person(s), a communicable disease policy has been adopted by Montreat College.

AIDS Policy: Upon becoming aware of a student who is infected with AIDS or ARC or possesses AIDS antibodies, he or she will be asked to submit to the following:

- Counseling
- Monitoring by medical personnel
- Disclosure of their condition to those with whom close contact is required, such as roommates (He or she will be permitted to move to a private room if one is available.)

Montreat College would strive to provide appropriate information in order to instruct staff and students regarding the nature of AIDS and Hepatitis B and transmission. Effective educational efforts and the development of a Christian outlook, well in advance of any possible crisis situation, are the best assurance that an actual crisis will be dealt with lovingly and rationally, and without panic.

C O M M U N I T Y
S T A N D A R D S

INTRODUCTION TO COMMUNITY STANDARDS

Montreat College is an independent Christian institution of higher learning, originally founded as a Presbyterian, church-related college that remains grounded in the Reformed tradition. Montreat College educates students through intellectual inquiry, spiritual formation, and preparation for calling and career, all to impact the world for Jesus Christ. We pursue this mission within the context of the Christian faith and in keeping with the college's heritage and affiliations with the Church. As an academic community, Montreat College not only transmits information, but seeks to develop whole persons to benefit society worldwide.

Montreat College's trustees, faculty, and staff seek to live according to biblical standards. The College recognizes the Bible to be the infallible Word of God and fully authoritative in matters of life and conduct, as reflected in its Statement of Faith as found at the beginning of this handbook. While students are not required to profess personal Christian faith, making the choice to attend Montreat College means having a respect for its guiding principles and choosing to abide by its community standards.

❖ Core Principles:

1. **Each person is created in the image of God.** As humans, we possess intrinsic value, a purpose for life, and are part of a larger redemptive story.

"So God created mankind in his own image, in the image of God he created them; male and female he created them." Genesis 1:27

2. **We are created to live in community.** God's design is for people to live in healthy relationships, not in isolation. This means we actively seek community where we know others, and where we are known.

"And let us consider how we may spur one another on toward love and good deeds." Hebrews 10:24

3. **Living with integrity is essential to fulfilling God's purposes.** The College's motto "Esse Quam Videri," means "To be, rather than to seem." This means we continually develop our character, living so that our words and actions are congruent and trusted.

"Lord, who may dwell in your sacred tent? Who may live on your holy mountain? The one...who speaks the truth from their heart...who keeps an oath even when it hurts." Psalm 15:1, 2, 4

4. **Freedom is to be practiced responsibly.** Freedom is both a gift and a responsibility. It guides us to thoughtful, biblical choices in matters of behavior, entertainment, and relationships.

"It is for freedom that Christ has set us free. Stand firm, then, and do not let yourselves be burdened again by a yoke of slavery...You, my brothers and sisters, were called to be free. But do not use your freedom to indulge the flesh; rather, serve one another humbly in love." Galatians 5:1, 13

5. **The educational experience is a holistic endeavor.** Learning takes place both inside and outside the classroom. Each of the programs, services, and resources Montreat College offers seek to educate the whole person.

"Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind";" Luke 10:27

"Whatever you have learned or received or heard from me, or seen in me—put it into practice. And the God of peace will be with you." Philippians 4:9

COMMUNITY STANDARDS

❖ **Standards of Conduct**

An obligation to patience and the effort toward redemption is inherent in a Christian community. At the same time, the college reserves the authority to administratively withdraw those students who do not accept the delineation of community standards and who are unable to learn to live willingly within the framework of its ideals or are disruptive to the educational process. The college also reserves the right to provide information to dependent students' parents or guardians. This information will be limited to issues related to student health, safety and disciplinary or academic decisions that would jeopardize the student's ability to remain enrolled. The college reserves the right to enact an interim suspension prior to any disciplinary action when a student presents a direct threat to themselves or others. The Vice President for Student Life and Dean of Students will determine the specifics of an interim suspension and will ensure that the due process procedures continue as described in the Student Handbook.

❖ **Honor System**

Life at Montreat College is based on the belief that the ideal community is made up of honorable individuals. Mutual trust and consideration are essential to such a community, and it is for these that we strive.

Ephesians 4:1-3

I, therefore, the prisoner of the Lord, beseech you to walk worthy of the calling with which you were called, with all lowliness and gentleness, with longsuffering, bearing with one another in love, endeavoring to keep the unity of the Spirit in the bond of peace.

Each student and faculty member has a responsibility for him/herself and for every other member of the college community. The failure of one person to live honorably is, in part, the failure of all. The movement of one individual toward complete understanding of Christian living is a step toward honorable living for the whole college community.

2 Corinthians 13:7

Now I pray to God that you do no evil, not that we should appear approved, but that you should do what is honorable.

❖ **Honor Code**

Under the honor code you, the student, are on your honor not to lie, cheat, steal, plagiarize, or violate local, state, or federal laws and/or ordinances whether on or off campus. If you do, you are on your honor to report yourself within twenty-four hours to an employee of the college. If you see another student lying, cheating, stealing, plagiarizing or in violation of the law, you are on your honor to ask him/her to report himself/herself to a college employee.

The honor code places upon you a dual responsibility. First, you are responsible to see that you conduct yourself in accordance with the honor code. Second, you are also responsible as far as is possible to see that your fellow students do likewise. This system places considerable responsibility for self-government on the students themselves. This college believes that mature students are capable of handling this serious responsibility. You are the governing system and you are responsible for its success.

❖ **General Behavior**

At Montreat College, the individual is given as much freedom in the exercise of his/her rights and responsibilities as is consistent with the well-being of the entire college community. However, the college reserves the right to discipline any student who refuses to comply with reasonable requests by staff and faculty, who disrupts the educational environment of fellow students, who violates college regulations, or who violates state or federal laws or local ordinances, whether on or off campus.

If it comes to the attention of the Vice President for Student Life and Dean of Students that content or images posted online or transmitted electronically provide information that a student may be a threat to campus or others or may have been involved in a violation of the law or college policy including, but not limited to, contact or images online or transmitted electronically, this information will be investigated and appropriate actions taken.

*Jurisdiction-Administrative/Judicial Council
Sanction-Official Warning to Dismissal*

❖ **Involuntary Withdrawal**

Montreat College provides a variety of services designed to care for students' physical, mental, and spiritual well-being. There are rare occasions in which a student, whether having utilized campus resources or not, requires a level of assistance that extends beyond the institution's reach. In these circumstances a student may be involuntarily withdrawn from Montreat. Involuntary withdrawals will be handled on a case-by-case basis as determined by the college. Financial Services policies for General Institutional Withdrawal and Withdrawal Appeals apply.

An undergraduate student could be involuntarily withdrawn from the institution if:

- The student is a danger to themselves/others, or their general behavior is consistently a disruption to the educational environment.
- The student, after assistance and intervention, does not attend class or engage with required campus activities.
- The student does not adhere to guidelines set by way of care plan administered by Student Life department.

Students withdrawn from the college can apply for readmission to the college. These applications may be subject to further review before being fully processed. In accordance with existing policies, students may need to satisfy additional requirements before their applicant can be completed.

❖ **Sexual Violation Offenses**

The full policy is available on the college website (<https://www.montreat.edu/title-ix-policy>).

Offenses include: Sexual Harassment, Forcible and/or Non-Consensual Sexual Conduct, and Sexual Exploitation (<https://www.montreat.edu/student-life/student-services/title-ix/>)

Montreat College recognizes the dignity and worth of all humanity as God's creation in His own image and therefore seeks to maintain a community free of sexual harassment, sexual assault, and other forms of violation. These offenses are also a violation of the law and grounds for disciplinary action up to and including discharge or suspension. Further, the College does not condone solicitation or threats to bring false accusation of sexual violation.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in the College's programs and activities. The College will respond to complaints or reports about prohibited conduct with measures designed to stop the behavior, eliminate any such discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in College-related programs or activities. This may include the implementation of interim restriction(s).

Non-Discrimination Statement: In accordance with federal and state statutes (including Title IX, which prohibits discrimination gender-based discrimination), Montreat College is committed to maintaining a community that is free from sexual harassment and all forms of sexual intimidation, exploitation, coercion, and violence. The Director of Development is designated as the Title IX Coordinator, and is responsible for overseeing the College's compliance with Title IX. Inquiries concerning the College's policies, compliance with applicable laws, statutes,

and complaints may be directed to Mickie Kelly, Title IX Coordinator, Montreat College, P.O. Box 1267, Montreat, NC 28757, (828)669-8012 (ext. 3755).

I. Scope of Policy

This policy governs the conduct of all students, staff and faculty, contractors and third parties. This policy applies to conduct that occurs on campus or College property; in the context of any College-related or sponsored education program or activity, regardless of the location; by a College student, regardless of location; and whether or not school is in session.

Title IX offenses include sexual harassment, sexual discrimination, sexual assault, sexual exploitation, domestic violence, dating violence and stalking.

The following acts of conduct will be considered Non-Title IX complaints Quid pro quo harassment by a student, hostile environment harassment, and hostile environment harassment that occurs against a person outside of the United States.

In an instance where the Title IX Coordinator deems a complaint a non-title IX complaint, the Title IX Coordinator will alert the Dean of Students and the College will follow the disciplinary policy found in the student handbook. The college's [full Title IX policy is accessible](#) off the college's homepage: www.montreat.edu

II. Resources for Immediate Assistance

In the event of an emergency where immediate assistance is needed, call 911.

For non-emergency medical attention, contact Student Health Services at x3536, or seek medical attention at Mission Hospital (828) 213-1111 as soon as possible, even if the individual does not plan to press charges. If possible, avoid bathing or brushing teeth, and preserve clothing and other evidence in a paper (not plastic) bag. The hospital employs a Sexual Assault Nurse Examiner (S.A.N.E.) who can document injuries, collect evidence (which may be important for future prosecution options), and help the individual with other medical issues such as sexually transmitted disease (STD) prevention.

Montreat College has trained on-campus resources who can provide an immediate confidential response in a crisis situation. Complainants may seek assistance from the following confidential on-campus resources ("Confidential Resources") who are authorized to engage in legally protected or privileged relationships under state law. Confidential Resources may not disclose information to any third party without the disclosing individual's permission or as required by legal or ethical obligations that compel disclosure:

- Counselor: (828) 669-8012 (x3538)
- Nurse: (828) 669-8012 (x3536)
- Dean of Spiritual Formation (DOSF): (828) 669-8012 (x3537)
- *After regular daytime office hours, the Counselor, Nurse and DOSF can be contacted through Student Life staff (including Residence Directors and Campus Safety)*

The following off-campus resources are also available to complainants:

- Our Voice: (828) 252-0562 After hours dial (828) 255-7576 www.ourvoicenc.org
- Helpmate: (828) 254-0516 www.helpmateonline.org
- Buncombe County Family Justice Center: (828) 250-6900
<https://www.buncombecounty.org/law-safety/family-justice-center/>
- National Sexual Assault Hotline: 1-800-656-HOPE www.RAINN.org

Montreat College encourages all individuals to report prohibited conduct or a potential violation of this Policy to

the Title IX Coordinator, Campus Police, and/or local law enforcement. An individual may make a report to the College, to law enforcement, to neither, or to both. Policies and procedures for each reporting option are outlined below.

IV. Title IX Coordinator

Montreat College has designated the Director of Development to serve as the Title IX Coordinator to oversee compliance with Title IX, which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct is a form of sexual discrimination prohibited by Title IX.

The Title IX Coordinator coordinates the College's compliance with Title IX and related provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), as amended by the Violence Against Women Act (VAWA). The Title IX Coordinator will oversee the College's centralized response to all reports of prohibited conduct to ensure implementation of this policy and ensure compliance with federal and state law. The Title IX Coordinator's responsibilities include, but are not limited to:

- Communicating with all members of the College community regarding Title IX and VAWA and providing information about how individuals may access reporting and support options;
- Reviewing applicable College policies to ensure institutional compliance federal and state law;
- Monitoring the College's administration of its own applicable policies, including record keeping and procedural requirements;
- Conducting training regarding Title IX, the Clery Act, VAWA, and this policy; and,
- Responding to any complaint or report regarding conduct that may violate this policy. In this capacity, the Title IX Coordinator shall oversee the investigation and resolution of such alleged misconduct, direct the provision of any remedial measures (including Interim Measures), and monitor the administration of any related appeal.

The Title IX Coordinator may delegate responsibilities under this policy to appropriately trained administrators or external professionals.

The Title IX Coordinator's contact information is:

Mickie Kelly
Title IX Coordinator
Montreat College
P.O. Box 1267
Montreat, NC 28757
(828) 669-8012 ext.3755
titleIX@montreat.edu

❖ **Stalking**

A stalking offense occurs when one individual willfully and repeatedly engages in a knowing course of harassing conduct directed at another individual that reasonably and seriously alarms, torments, or terrorizes such individual. Stalking includes otherwise legal behaviors that would cause fear to a reasonable person.

*Jurisdiction-Administrative
Sanction-Warning to dismissal*

❖ **Intimate Partner Violence**

Intimate partner violence means any physical, sexual or psychological harm against an individual by a current or former partner or spouse of the individual.

*Jurisdiction-Administrative
Sanction-Probation and counseling to dismissal and referral to police*

Resources: Counselor-828-669-8012 x3538, Nurse-x 828-669-8012 x3536, Dean of Spiritual Formation-828-669-8012 x3537, Title IX Coordinator-828-669-8012 x3710, Campus Police-828-713-2520, Dean of Students-828-669-8012 x3631, Our Voice-828-252-0562, Helpmate-828-254-0516, National Hotlines-1-800-656-HOPE, www.rainn.org;
<https://www.montreat.edu/student-life/student-services/health-wellness/title-ix/>

❖ Gender Identity

Montreat College's position regarding transgenderism, gender identity, and gender expression is grounded in our long-standing institutional religious identity (<https://www.montreat.edu/about/mission/>). Montreat College's institutional identity, in turn, is grounded in the teachings of the Bible as understood in the reformed evangelical theological tradition. Therefore, the college's view of gender identity is grounded in the Bible's teaching on gender and human sexuality.

We follow Christ's example to love all persons, understanding such love in the context of God's revealed truth. We affirm that the differentiation of humanity as male and female is; 1) created intentionally good by God^[1] and 2) further affirmed as eternally good in the resurrection of Jesus, who retains his maleness in his resurrected body^[2] thereby demonstrating continuity between our present physical bodies and our future resurrected bodies. We also recognize that due to sin and human brokenness, our experience of our sex and gender often does not reflect God's original intention but the pain and frustration symptomatic of the Fall. We all eagerly anticipate the full redemption of our bodies in the new heaven and new earth,^[3] and as we wait we have confidence that the redemptive power of the resurrected Jesus works presently in the here and now, transforming and redeeming the fragmentation of the Fall that affects our relationships with God, each other, and within our own selves.

Within this foundational understanding of creation, fall, and redemption, we do not affirm resolving the tension between one's biological sex and one's experience of gender by changing one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. We also realize that believing in Jesus does not resolve all tensions and sufferings in this life.

We do believe that as the author of humanity and the image in whom we are made, fullness and life are only found in Jesus and his design for human flourishing. We affirm that Christians think differently on this matter, and that there are those who hold different views in sexual ethics and gender identity and/or who personally struggle with these questions. We affirm that all people are made in the image of God regardless of sexual ethic and gender identity and are, therefore, worthy of dignity and respect. We affirm that our identity in Christ is the foundational identity that shapes all other aspects of our personhood. Moreover, resting in this fundamental identity in Jesus leads to the greatest health and flourishing for the individual. With this in mind, we affirm that all students are welcome in the Montreat College community.

We lament the hurt caused by the behavior of Christians toward individuals of differing sexual understandings or identity. We fully embrace our calling to extend love, care and respect to all people, understanding we are first and foremost relational beings rather than sexual. We repudiate the behavior of anyone who is abusive or bullying for any reasons, including sexual or gender identity. Valuing relationships, we further recognize our calling in our institutional life to cultivate a loving Christian environment of gentleness and patience within which we all grow together in the likeness of Christ. Thus, students of any theological disposition - including transgender students - are welcome at Montreat College, with the full understanding that their formation (as well as institutional policies) will take place in the context of this particular theological framework and according to the values of this biblical worldview.

^[1] Gen 1:27, 5:1-2; Matt 19:4-6; Mark 10:6-9.

^[2] Luke 24:38-39.

^[3] Rom 8:22-25; Rev 21:1-4.

❖ **Harassment**

Verbal, written, or physical abuse, persistent or annoying communications or threats directed toward any student, faculty, staff or guest is prohibited. Examples include, but are not limited to: defamatory remarks whether written, spoken or published in any form (including electronically, social and anonymous media), intimidation, stalking, humiliation, prank calls, inappropriate computer use, or abuse of any kind. Specific information and procedures related to intimate partner violence including sexual harassment, dating violence, sexual assault or stalking are included in this Student Handbook.

Jurisdiction-Administrative

Sanction-Warning to dismissal

❖ **Harm to Others**

Actions that intentionally or recklessly cause or threaten physical harm to or endanger the physical health or safety of any person is prohibited.

Jurisdiction-Administrative

Sanction-Warning to dismissal

❖ **Hazing**

Any action (verbal or physical) taken or situation created for the purpose of initiation, admission into, affiliation with, or as a means of maintaining continued membership or favor in a group or organization that endangers a reasonable person's psychological, emotional, or physical well-being is prohibited regardless of a person's expressed or implied consent to the action(s) taken and/or situation(s) created.

Jurisdiction-Administrative

Sanction-Warning to dismissal

❖ **Possession or Use of Illegal Drugs and Drug Paraphernalia**

For health and legal reasons, possessing, consuming and/or selling illegal drugs, on or off campus, is prohibited. Possession of drug paraphernalia, as defined by North Carolina State Law, is prohibited on and off campus. Unauthorized possession, use, distribution or sale of prescription drugs is also prohibited. Educational materials, programs and counseling treatment are available through the Health and Counseling Centers.

North Carolina State Law regarding controlled substances states the following:

- | | |
|--|--|
| - Possession-Marijuana | - Possession-L.S.D. |
| - NC General Statute 90-95 | - NC General Statute 90-95 |
| - Possession-Cocaine/Crack | -Possession-Methamphetamine |
| - NC General Statute 90-95 | ine |
| | - NC General Statute 90-95 |
| -Possession-Drug Paraphernalia | |
| - NC General Statute 90-113.21 | |

- Drug paraphernalia is summarily defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing or used to facilitate injecting, ingesting, inhaling or otherwise introducing into the body, a controlled substance.

- The following are examples of drug paraphernalia. This list is not totally inclusive: scales, balances, sandwich baggies and their corners, roach clips, carburetor pipes, pipes using screens, water pipes, homemade pipes, film canisters, diluents, bongs, sifters, syringes, spoons, chamber pipes, and any other equipment, products or materials

that can be linked directly to the usage of controlled substances.

In addition to the college sanctions listed below, students found in possession of an illegal drug will be turned over to the campus police pursuant to the appropriate North Carolina General Statute.

Jurisdiction-Administrative

Sanction-1st Offense:

4-8 weeks disciplinary probation, 20-30 hours Community service, assessment by college Coordinator for Wellness and Counseling Services

-2nd Offense:

16-32 weeks or end of semester probation, 30-40 hours Community service, assessment by college Coordinator for Wellness and Counseling Services

-Felony or 3rd Offense:

Subject to Dismissal

❖ **Alcohol Use Policy**

All students are encouraged to consider the health risks involved in alcohol use and to seek maturity and responsibility in all of their actions and behavior. This is inclusive of the choice that students, age 21 or older, make concerning alcohol use.

The North Carolina Safe Roads Act prohibits all persons under the age of 21 from purchasing, attempting to purchase, possessing or consuming alcoholic beverages. North Carolina State Law regarding alcohol states the following:

It is illegal for anyone less than 21 years of age to:

- Possess beer or unfortified wine:

Penalty - If 19 or 20 years of age, the offense will be a class 3-misdemeanor criminal offense, which is an unlawful act that has far-reaching legal consequences, in addition to a fine of \$200. If 18 years of age, it will be a misdemeanor which will become a matter of public record as a criminal conviction and subject one to court costs and/or fines.

- Purchase or attempt to purchase beer or unfortified wine:

Penalty - If 19 or 20 years of age, and if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, the sanction will be the same as noted above. If 18 years of age, and if the violation occurred while the person was attempting to purchase an alcoholic beverage, the offense will be a misdemeanor resulting in court costs and/or fine, and upon conviction, the Department of Motor Vehicles (DMV) will revoke the defendant's driver's license for one year.

- Aid and abet in the sale, purchase, and/or possession of alcohol (including giving alcohol) to anyone under the age of 21:

Penalty - If convicted, up to a \$1000 fine and 150 hours of community service.

- Aid and abet in the sale, purchase, and/or possession of alcohol (including giving alcohol) by anyone less than 21 years of age:

Penalty - If under 21 years of age, the offense will be a misdemeanor punishable by a fine of up to \$500 or imprisonment for not more than six months or both, and upon conviction, the DMV will revoke the defendant's driver's license for one year.

- Use or attempt to use in order to obtain alcoholic beverages when not of lawful age, a fraudulent or altered driver's license; or another fraudulent or altered identification document.

Penalty - If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

- Permit the use of one's driver's license or any other identification document of any kind by any person under 21

to purchase or attempt to purchase or possess alcohol:

Penalty - If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

- Consume alcoholic beverages in any public area including city streets, sidewalks, town-maintained buildings, bus or municipal parking lots, and town recreation areas:

Penalty - If convicted, this is a misdemeanor and could result in a criminal record, court costs, and restitution by performing community service.

Possession, consumption, or being under the influence of alcoholic beverages on any Montreat College owned or leased property or during any college sponsored event or trip is prohibited, regardless of age. Being under the influence includes, but is not restricted to, offensive, disruptive, hazardous, and/or vulgar conduct during or following the consumption of an alcoholic beverage. Violation of this regulation will result in disciplinary action.

Students over the age of 21 are encouraged to use discretion and mature judgment in the event that they choose to consume alcoholic beverages. Due to the potential influence that upperclassmen have on fellow students, their consumption of alcoholic beverages is discouraged. However, if upperclassmen, age 21 or older, do choose to consume alcohol off-campus, they are expected to model responsibility and maturity.

These recommendations and regulations apply to all students, living on or off campus. Resident students are responsible for conveying these regulations to their guests while they are on the Montreat College campus. Parents of students under the age of 21 may be notified by the Dean of Students and Vice President of Student Life in the event of any alcohol or drug related disciplinary action. Educational materials, programs and counseling treatment are available through the Health and Counseling Centers.

In addition to the college sanctions listed below, students who are 19 or 20 years old and found in possession of an alcoholic beverage will be turned over to the campus police pursuant to North Carolina law [[G.S. 18B-302 \(1\)](#)]. (See prior section of this document for a description of North Carolina law as related to underage possession and consumption.)

Students 21 years of age or older who are found responsible for providing an alcoholic beverage to anyone under the age of 21 will be subject to dismissal from the college. Examples of "providing" include but are not limited to the following:

- a. Purchasing an alcoholic beverage for someone under the age of 21.
- b. Giving an alcoholic beverage to someone under the age of 21.
- c. Making an alcoholic beverage available to someone under the age of 21.

A 21-year-old or older student who has a guest under 21 that consumes an alcoholic beverage on or in his or her leased, rented or owned property will also be subject to dismissal.

Jurisdiction-Administrative

Sanction-1st Offense:

4-8 weeks disciplinary probation, 20-30 hours Community service, assessment by college Coordinator for Wellness and Counseling Services, online alcohol education program

-2nd Offense:

8-16 weeks or end of semester probation, 30-40 hours Community service, assessment by college Coordinator for Wellness and Counseling Services

-Provision to Minors or 3rd Offense:

16-32 weeks of disciplinary probation, 40 hours Community service, assessment by college Coordinator for Wellness and Counseling Services, subject to dismissal

❖ **Health Risks Related to Alcohol and Illegal Drug Use**

The use or abuse of alcohol and other drugs increase the risk for a number of health related and other medical, behavioral, and social problems. These include acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver and mouth, throat and stomach; contracting diseases such as AIDS, through the sharing of hypodermic needles; pregnancy problems including miscarriages, stillbirths and learning disabilities; fetal alcohol syndrome (physical and mental birth defects); psychological or psychiatric problems; diminished behavior (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking, which may result in physical or emotional injury, or death; violent behavior toward others, such as assaults and rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug-related arrest, traffic accidents, injuries, and fatalities; negative effects on academic or work performance; conflicts with co-workers, classmates, family, friends, and others; conduct problems resulting in disciplinary actions, including dismissal; and legal problems including imprisonment. Underage alcohol consumption is a major contributing factor in the leading causes of death among persons 15-21 years old, including auto crashes, homicides, suicides and other trauma.

❖ **Smoke and Tobacco Free Campus Policy**

Montreat College is committed to providing students, employees, and guests with a safe and healthy environment. Therefore, the college is a smoke and tobacco-free campus.

For purposes of this policy, “smoking” includes, but is not limited to, the burning (or simulating the burning), lighting or openly carrying any type of tobacco, tobacco-derived, or vapor products including, but not limited to, traditional and electronic cigarettes and vaporizers (inhalation devices). Cigars, cigarillos, and pipes, as well as the use of chewing tobacco, snuff and pipe tobacco is prohibited.

It is the policy of Montreat College that smoking is not permitted anywhere on College property, whether owned or leased by the College. For purposes of this policy, College property includes any property owned by the College, leased by or in possession and control of the College, and any property owned by the College and leased to other entities for short-or long-term use. It also includes the Christ Community Church building property.

Information on smoking cessation classes and educational efforts in the community is available to students and employees of the college. A resource area is located in the Health Center on the lower level of the L. Nelson Bell Library.

Enforcing compliance of the Smoke and Tobacco-Free Policy is the responsibility of the campus community at large. College administrators, faculty and staff are asked to remind everyone of the Smoke and Tobacco-Free Policy and report violations to the Vice President of Student Life. Campus police officers will also report policy violations.

The first time a student is observed smoking in violation of this policy, a written warning of violation of the Smoke and Tobacco-Free Policy will be issued.

The second time a student is observed smoking in violation of this policy, a \$25 fine will be assessed and 10 hours of community service will be assigned.

A third violation will result in a \$50 fine, 20 hours of community service and referral to the Dean of Students for consideration of further disciplinary action.

Visitors will be advised of this policy by way of campus signage and announcements prior to all community events such as summer conferences, athletic events, and concerts. Guests who fail to comply will be reminded of

the College Smoke and Tobacco-Free Policy with a request that they comply in the future.

Policy violations by employees will be handled through the regular supervisory disciplinary process.

Additional Town of Montreat Restrictions

1. Smoking shall be prohibited in all enclosed public places within the town of Montreat.
2. The disposal and discarding of smoking materials (including but not limited to: cigars, cigarettes, pipes, pipe tobacco, matches, lighters, lighter fluid, containers, wrappers and packaging associated therewith) is prohibited in public areas, undeveloped areas, paths, trails, sidewalks, roads, streets and any trash/garbage receptacles which are located in these areas.
3. Penalties: A fine not to exceed \$100 for a first offense, \$200 for a second violation within one year, \$500 for additional violations within one year. To be enforced by the Town of Montreat.

❖ **Pandemic Response**

Due to the fluid and evolving nature of a pandemic and the inherent challenges related to predicting the full impact of a pandemic, Montreat College's response provides a general framework and recommended actions to be considered in the event of a pandemic. The plan is largely informed by the following sources: [Center for Disease Control \(CDC\)](#); governmental mandates (local, county, and state), and; relevant resources for addressing the issue at hand. As with other parts of the Student Handbook, [students are expected to comply with official college requests and community expectations and guidelines issued](#) during pandemic seasons. The college recognizes that these expectations and guidelines may be subject to change with the interest in safety for the students and employees as the top priority.

To the extent possible, Montreat College's response plan strategies are intended to:

- Prevent and limit[BL1] the number of people who get sick
- Slow the spread
- Minimize disruption to college operation

Montreat will utilize a phased response to pandemic disease emergence based upon the pervasiveness of the virus and the severity of the illness it is causing. In case of a pandemic, Montreat's pandemic response team (Emergency Preparedness team) and senior administration will coordinate its response with local county, state and federal health authorities. Public health orders will supersede any planned internal responses.

As with the college's Honor Code and General Behavior policies, the college reserves the right to discipline any student who refuses to comply with reasonable requests by staff and faculty, who disrupts the educational environment of fellow students, who violates college regulations, or who violates state or federal laws or local ordinances, whether on or off campus.

Jurisdiction-Administrative

Sanction-Official Warning to Dismissal

❖ **Weapons and Explosives**

Consistent with [NC General Statute 14-269.2](#) "Weapons on campus or other educational property," weapons of any type are prohibited on or in any College property.

Weapons include, but are not limited to any gun, rifle, pistol or other firearm, dynamite cartridge, bomb, grenade, mine, powerful explosive, BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, paintball gun, potato gun, realistic-looking toy gun, air soft gun, sword, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of

food, instruction, and maintenance.

For purposes of this policy, College property includes any property owned by the College, leased by or in possession and control of the College and any property owned by the College and leased to other entities for short-or long-term use. It also includes the Christ Community building and property.

Students are prohibited from possessing or carrying weapons of any kind, whether openly or concealed, on College property except when explicitly authorized in advance by the Dean of Students and Vice President for Student Life for educational or school-sanctioned purposes.

Jurisdiction-Administrative

Sanction-Official warning or probation and community service to dismissal

Chapter 558, HB 1008 of the 1993 Safe Schools Legislation prohibits the possession of certain weapons on public and private educational property. Under chapter 558, a person commits a Class I felony if the person possesses a gun, rifle, pistol, or other firearm, dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in [NC G.S. 14-284.1](#) on educational property. It is also a Class I felony to aid a person under eighteen years of age to commit this offense. North Carolina's Concealed Weapons Statute continues the prohibition of any firearm on school campuses.

Jurisdiction-Administrative

Sanction-Dismissal and referral to police

❖ **Fire Prevention and Fire Equipment**

Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community. The college will discipline any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment, the result of which could jeopardize the safety and lives of other students. The student may also be referred to local law enforcement agencies. Cases of arson or burning personal property are felonies and will be referred to local law enforcement agencies, as well as to the appropriate college authority.

Jurisdiction-Administrative

Sanction-Warning to referral to police and suspension

[NC General Statute 14-286](#)

Reference: Giving false alarms, tampering with a fire alarm or fire detection or extinguishing equipment.

[NC General Statute 14-66](#)

Reference: The act of aiding in setting fire to, burning or causing to be burned personal property of any kind.

[NC General Statute 14-60](#)

Reference: The act or aiding in setting fire to or burning or causing to be burned any building owned by a school or college (Burned is defined by charring of any part of the building. The building does not have to be destroyed).

❖ **Sexual Behavior Policy**

As a Christ-centered institution, Montreat College affirms the traditional Christian teaching that sexual intimacy was designed by God for a woman and a man in the context of a life-long marriage commitment. Therefore, all students, regardless of age, residency, or status, are expected to abstain from sexual intercourse and other forms of interpersonal sexual activity outside of marriage. This includes but is not limited to the expectation that students abstain from the following: cohabitation, genital contact (including written descriptions about and/or visual images suggesting sexual intimacy); possession use and/or distribution of pornography; excessive public displays of affection; and any and all sexual violence. The college does not condone any form of sexual immorality contrary to God's loving design for humanity as image bearers of God. The college will respond to prohibited sexual behavior, wherever it is observed or reported (including on social media), with grace-filled correction and support (which may include housing adjustments). Counseling is available to any student.

Jurisdiction-Administrative

Sanction-Warning and recommended counseling to referral to Dean of Students for further action

❖ **Dress Regulations**

Reasonable discretion and modesty in clothing and appearance is required of all students. Appropriate attire is recommended to show due respect for fellow students and those guests visiting campus and eating in the dining hall. Students are to refrain from wearing clothing that advertises offensive products/slogans, alcoholic beverages and/or illegal drugs.

Jurisdiction-Administrative

Sanction-Warning to Community Service and Counseling

❖ **Throwing Objects**

Throwing or firing from a slingshot, paintball gun, or airsoft gun any object that has the potential for causing harm to people or property will result in a minimum of a \$50 fine and 25 hours of community service. If harm is caused, there would be additional disciplinary action and/or restitution depending on the seriousness of such harm. Snowball fights involving willing participants, using soft-packed snow, not endangering property and not creating a clean-up problem for others are excluded.

❖ **Policy for Handling Disruptive Behavior in the Library**

In support of the institutional purpose and educational programs of Montreat College, the L. Nelson Bell Library will maintain an atmosphere conducive to study, research and instruction. To ensure that such an atmosphere is maintained, the library staff will refer to the Dean of Students individuals whose behavior disrupts the educational environment.

Jurisdiction-Administrative

Sanction-1st Offense-Warning

2nd Offense-Removal from library

3rd Offense-Exclusion from Library and Disciplinary Probation

❖ **Abusive, Obscene and Profane Actions**

Abusive, obscene and profane actions and behaviors (including language) that disrupt the orderly operations of the college community are not permitted and will result in disciplinary action.

Jurisdiction-Administrative

Sanction-Warning to dismissal

❖ **Respect for College Property**

Any student found responsible for vandalism (deliberate destruction of property) shall be subject to disciplinary action. In every case in which his/her parents are providing financial support, they shall be informed of the offense and the action taken. Private property and buildings on or near campus not owned or supervised by the college are off limits to students unless permission has been given from the owner.

Jurisdiction-Administrative

Sanction-Warning to Fine and Community Service

❖ **Restricted Areas**

The road and area immediately behind McGregor and Anderson Halls is off limits to males at all times. Vehicle traffic is prohibited in the area behind McGregor and Anderson Halls. The first and second floor hallways of McGregor, which lead to Anderson Hall, are off limits to all but the residents of those halls.

Jurisdiction-Administrative

Sanction-Warning to Community Service

❖ **Building Rooftops**

All campus building rooftops are strictly off limits to all students. Students found on rooftops for any

unauthorized purpose will immediately be fined \$50, payable to the Business Office.

Jurisdiction-Administrative

Sanction-Fine

❖ **Lake Susan**

This small lake located in the center of campus is primarily a beauty spot and used for boating and fishing only. Swimming and sunbathing are not allowed at the lake. Students must also stay off the lake when it is frozen. Students must not engage in throwing one another in the lake.

Jurisdiction-Administrative

Sanction-Warning to Community Service

❖ **Vehicle/Parking Policy**

All students must complete the vehicle acknowledgement and registration form whether they plan to operate a vehicle on college property or not (accessible at www.montreat.edu/parking). The college parking policies are to be adhered to by all students and employees and can be accessed at www.montreat.edu/parking .

❖ **Administrative Disciplinary Procedure/Student Rights**

When disciplinary cases are referred to administrative jurisdiction by college policy, Student Government policy, an individual student court or at the request of the student, the following procedures will be followed (note: see p. 29 for Title IX related sexual offense policy and procedure):

1. College policy and civil/criminal law violations are referred to the Dean of Students or designee.
2. The Dean of Students or designee will present alleged written charges to the student accused of the offense and direct the student to engage in a conduct hearing.
3. The student will then have two business days following the date of notice to schedule a hearing unless directed otherwise by the Dean of Students or designee. Failure to respond to the Dean of Students or designee within the allotted time may result in the hearing being conducted in the student's absence and sanctions being assigned accordingly.
4. At the time of the hearing, the student will be given the opportunity to share about the situation leading to the charges and dispute any information regarding the matter in question. If, after the hearing, the hearing officer determines that there is no merit to the charges, he/she may dismiss the case. If the hearing officer determines that the alleged charges should stand, he/she will assign sanctions accordingly.
5. The accused student will be informed of the information presented and has the right to present information and witnesses to support his/her own version of the facts. Witnesses that can provide information that has a direct bearing on the case are the only witnesses that may be presented in the hearing. Character witnesses may not be presented, but are invited to make written statements to be given to the hearing. These should be given to the Dean of Students at least two days before the hearing.
6. The accused student may select any college staff other than members of the President's Cabinet and those involved in the case to assist in counsel at all hearings and appeals.
7. The student has the right to appeal the decision of the hearing committee to the Vice President for Student Life and Dean of Students within two business days of the decision. Appeals will be granted if they meet at least one of the following:
 - a. Discovery of new information
 - b. Violation of disciplinary procedure
 - c. Inconsistency of sanction

If an appeal is granted, the Vice President may do one of the following:

- a. Return the case to the original hearing officer
- b. Refer the case to a new hearing officer or designee
- c. Overturn the action of the original hearing committee

❖ **Sanctions**

1. **Alcohol Education Course**

An online alcohol education course will be required of all students found responsible for any alcohol related college policy violation.

2. **Official Reprimand**

The official reprimand is a written notification to a student indicating that he/she has been found responsible for a violation and that any other violations of college regulations for which the student is found responsible will result in a more severe disciplinary action. In addition, if the student does not meet any special stipulations associated with the sanction, further action may be taken, up to suspension. The official reprimand normally remains in effect for one full academic year.

3. **Reflection paper or formal learning assignment**

Educational learning experiences may be applied as part of a restorative disciplinary action where student is asked to reflect and apply learning to life.

4. **Community Service Hours**

Community service hours are intended to benefit the individual and the community. If the student does not complete the assigned community service hours by the required date, further action may be taken, up to suspension.

4. **Referral for Counseling or Assessment**

If, in the opinion of the hearing body or officials of the college, a student's involvement in a disciplinary situation will be best served by counseling, the student may be required to attend counseling sessions with a member of the Montreat College Counseling Center

5. **Reimbursement**

Appropriate repairs or monetary compensation may be imposed as a sanction as restitution to damage done to person or property or misappropriation of property.

6. **Disciplinary Probation**

A probationary status is imposed for a specific period of time. If the student does not meet any special stipulations associated with the probationary standing or if he/she is found responsible for violating any other rule, regulation or law, he/she may be suspended from the college. While on disciplinary probation, students may not represent the college in any capacity (athletic teams, choir performances, play productions, mission trips, etc.). Exceptions may be granted for academic course required activities.

7. **Loss of Housing Privileges**

A student may lose the privilege of residing in college housing if his/her behavior is determined to be disrupting the educational process and community life of other residents. If the student does not meet any special stipulations associated with the sanction, further action may be taken, up to suspension.

8. **Disciplinary Suspension**

Disciplinary Suspension is the removal of a student from the college that permits the student to return after a specified period of time. The suspended student must vacate the campus within twenty-four (24) hours of the final decision. Immediate removal from campus may be required in situations of potential harm, threat or other risks of disruption. While a student is suspended, he/she is not to return to the campus, grounds, programs, facilities, and activities of the college without written permission from the Dean of Students. If the student returns to campus without written permission during the time period for which he/she is suspended, his/her eligibility to return to Montreat College in the future may be threatened.

9. **Disciplinary Expulsion/Dismissal:**

Permanent separation from the college. The student is banned from college property and the student's presence at any college sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. A permanent notation to that effect is made on the student's transcript and conduct record maintained by the college. A student who has been expelled or dismissed from the college for disciplinary purposes may not reapply to the College at any time in the future.

❖ **Appropriate Use Policy for Information Technology Resources**

Access to computer equipment systems and networks owned or operated by Montreat College is a privilege that is

granted by the College subject to certain rules, regulations and restrictions. Such access imposes certain responsibilities and obligations and is granted subject to College policies, and local, state, and federal laws. This access carries with it certain ethical responsibilities and obligations and should reflect the academic honesty, discipline, and standards of conduct appropriate for our shared community of network and computer resources. Ethical use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwanted solicitations.

Most importantly, each user of the College's technology resources is a representative of the College, in that a record of his/her user address, reflecting "montreat.edu," is left at each site that is visited or e-mailed. Accordingly, each user is expected to behave in a manner that reflects our commitment to be a community under the Lordship of Jesus Christ.

Any person who has a question about this Policy, or is concerned about a potential violation of this Policy by himself/herself or by another person, is encouraged to contact the Director of Technology.

This Policy is applicable to all individuals who are given access to computer equipment, systems and networks owned or operated by the College, including, but not necessarily limited to, the following (whether full-time or part-time): faculty members, students, administrators and staff.

By using the College's information technology resources, each user accepts the responsibility for his/her behavior and all activities on his/her User ID and agrees as follows:

- To access only files and data that he/she owns, that are publicly available, or to which he/she has been given authorized access.
- To use only legal versions of copyrighted material in compliance with vendor license requirements, and not to make or use illegal copies of copyrighted material, store such copies on College systems, or transmit them over College networks.
- Not to use any peer-to-peer file sharing software to transfer music, photos, movies, videos, software, or any other type of material.
- To be considerate in his/her use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data or non-work related messages, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources. Users shall not:
 - Send or forward chain emails;
 - "Spam," which means to exploit electronic communications systems to amplify the widespread distribution of unsolicited electronic messages;
 - "Letter-bomb," that is, send an extremely large message (such as an attachment larger than 1 megabyte) or send multiple electronic messages to one or more recipients and so interfere with the recipient's use of electronic communications systems and services; or
 - Intentionally engage in other practices such as "denial of service attacks" that impede the availability of electronic communications services.

Users shall use appropriate distribution lists as follows:

- Students, Faculty, Staff, Staff-Faculty, or Staff-Faculty-Associates: Used for College business only. Appropriate members are automatically subscribed, and only Cabinet officers and appropriate personnel (defined by Cabinet) may send to these distribution lists.
- Cabinet: Used by the Cabinet. Subscription maintained by the Office of the President.
- Not to use computer programs or other means to decode passwords or access control information. Access or modification of network security logs is explicitly forbidden.
- Not to engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- Not to use mail or message services intending to harass or intimidate another person.
- Not to disclose his/her password or use another person's password.

- Not to use the College's systems for personal gain, for example, by selling access to his/her user ID or password or by performing work for profit in a manner not authorized by the College.
- As College employees, not to install or operate computer games on College-owned machines for purposes other than academic instruction.
- To abide by a) all rules, regulations, policies and procedures adopted by the College, b) all rules and regulations posted in terminal rooms, labs and printer areas, and c) all instructions given by staff members.
- Not to attempt (or assist in an attempt) to a) penetrate system security, b) cause any part of the system to become impaired or inoperable, or c) gain unauthorized access or entry to computer facilities and/or computer based data.

❖ **Enforcement and Penalties for Violations**

The College considers any violation to be a serious offense. College officials reserve the right to access, examine, intercept, monitor and copy the files and/or actual terminal sessions of any user or to suspend a user's access to the system in connection with the investigation of any of the following: a) violations or suspected violations of security and/or policies, b) terminal interactions which may be contributing to poor computer performance, or c) computer malfunctions. In connection with such investigations, users whose files or terminal sessions are affected are deemed to have acknowledged the following: that they are not entitled to any expectation of privacy with regard to their files, data or communications and that appropriate College officials and criminal enforcement agencies may be notified of the violation and provided with information and materials relating to the investigation and/or violation.

The responses for violation of this Policy will include, but not necessarily be limited to, the following:

- Notification: alerting a user to what appears to be an inadvertent violation of this policy in order to educate the user to avoid subsequent violations.
- Warning: alerting a user to the violation, with the understanding that any additional violation will result in a greater penalty.
- Loss of computer privileges: limitation or removal of computer privileges, either permanently or for a specified period of time.
- Restitution for damages: requiring reimbursement for the costs of repairs to or replacement of computer-related material, equipment, hardware, software, data and/or facilities, which reimbursement shall include, but not necessarily be limited to, the cost of additional time spent by College employees due to the violation.

In addition to the foregoing, violators would be subject to disciplinary action (which may include suspension, termination or expulsion) which may be prescribed by other rules, regulations, handbooks, procedures or policies applicable to the violator. Furthermore, the violator may be subject to civil suit or ordinances, laws, statutes or regulations of the applicable local government, the State of North Carolina, or the United States of America.

❖ **Residency Requirement**

On-Campus Residency is required for all full-time students under 21 years of age. Students younger than 17 years of age (minor) will generally not be eligible for on-campus housing. Students over 26 years of age will generally not be eligible for on-campus housing unless given special permission.) Part-time and special students are not included in this requirement.

This policy applies unless a student meets one of the following requirements to live off campus:

- Lives locally (defined as less than 40 mile radius from Montreat College main campus) with their parent(s) at the parent(s) full-time legal residence.
- Married; must show valid state issued marriage license
- 21 years of age or older during the semester
- Graduate student

- Completion of 8 semesters (consisting of 12 or more credits each) of undergraduate study.
- Carry 11 credit hours of coursework or less (part-time status) for the entire time that they live off campus

Depending on the availability of beds and the number of students who enroll in a given semester, it is sometimes necessary for Montreat College to allow a certain number of full-time students who would otherwise be required to live on campus to live off campus. This number fluctuates from year to year and there is no guarantee that it will be available for any given year.

❖ **Off-Campus Housing Community Standards**

Montreat College desires that students have the opportunity to experience the developmental value of college community living and relationship development afforded through living in campus housing.

Students residing off campus are expected to refrain from conduct that infringes on the rights of other students, neighbors, and community members. Violations of policies concerning noise ordinances, trash disposal, maintenance of yard and premises, underage drinking, distribution/sale of alcohol, and any other offenses that impact or may impact negatively on the community may be subject to disciplinary action.

❖ **Student Health Services Policy on Student Illness, Class Absences and Athletic Absences**

The Health Services Office does not issue written medical excuses to students for absences from class or athletic events. Students are required to get any written medical excuse from their physician and are to provide faculty with such documentation. In extreme cases, the Health Services nurse may issue a recommendation that a student be placed on bed rest (temperature over 100 degrees, persistent vomiting, persistent diarrhea, strong suspicion of a communicable disease). In such a case, it is still the student's responsibility to talk with his/her professor to receive instructions as to making up missed classes, assignments, or exams.

Student Responsibilities:

1. The student experiencing an illness will come to the Health Services Office during normal office hours for evaluation.
2. The student will contact involved faculty members to notify them of illness.
3. If the student's illness requires him/her to see a physician, the Health Services Office personnel will make an appointment for the student or counsel the student to go to Urgent Care or their own personal physician.
4. The student is responsible for obtaining any written excuse from a physician, and for bringing it by the Health Services Office for the nurse.
5. In the case of athletes experiencing illness, unless the student is placed on bed rest, the student is still expected to attend practices/games/scrimmages.

Students are not to call and request documentation from the Health Services Office for illnesses. Students must come by the office to be evaluated by the Health Services nurse.

❖ **Film / Video Review**

Montreat College endeavors to promote spiritual, physical, intellectual and social growth for its students. One dimension of social and intellectual programming involves the presentation of films/videos.

A reviewing and recommending body consists of the Director of Student Activities, members of the Student Activities Committee and a Residence Director. This body carefully considers the moral, intellectual, spiritual and social impact of films/videos to be shown publicly to the student body.

The residence halls, clubs and organizations must meet these same guidelines for the appropriateness of the film/video to be presented. Students are strongly urged to carefully consider the moral, intellectual, spiritual, and social impact of any films/videos to be viewed privately on or off campus. Exemptions may be granted for R-rated films for educational purposes and upon approval by the reviewing body.

Jurisdiction-Administrative

Sanction-Warning or Community Service to

Recommended Counseling

❖ **Littering**

Littering on the campus is not permitted.

Jurisdiction-Administrative

Sanction - 1st Offense: Warning

2nd Offense: \$25 fine and 10 hrs; community service

3rd Offense: \$50 fine and 20 hrs; community service

Fine and community service hours doubled for each additional violation up to \$200 maximum fine.

❖ **Food Service Policies**

The college is under contract with ARAMARK Management Services, Inc. for food services. All resident students are required to purchase the college dining hall food plan. ID cards are required to be shown prior to each meal. Taking utensils or cups from the dining hall without permission is considered theft.

A student is not permitted to take unauthorized food or beverages from the dining hall. Students found taking unauthorized food or beverages from the dining hall will be subject to disciplinary action.

Jurisdiction-Administrative

Sanction-Warning to Community Service

Any questions and/or comments regarding the food service should be made directly to the food service manager or the Student Government Association.

❖ **Meal Plan Accommodations**

Students begin the process of requesting reduction or exemption from the Meal Plan with the Housing Coordinator by filling out an 1) Accommodation Request Form and 2) ARF Healthcare Provider Statement. Letters or notes from a physician will not be accepted without the full ARF Healthcare Provider Statement being filled out as well.

Requests for reduction or exemption from the Meal Plan will be considered for life threatening food allergies documented by an allergist (MD) after testing has been performed. Certain other severe medical conditions also may apply. All requests will be reviewed by the Housing Coordinator, who will work with the Montreat College Nurse and the Director of Food Services. Our Food Services can accommodate most special diets and work with students and physicians to provide the specific special requests needed.

Requests for reduction or exemption based on food preferences, work, or athletic schedule will not be considered for the following provisions:

The cafeteria has a “To Go” Box option as well as “Lunch Bag” option for scheduling issues. Students need to contact the Director of Food Services to get full information on the options and how to make use of them. These two options are available to individual students as well as staff, faculty and coaches to use for groups of students.

Academic requirements (student teaching and internships), that lead to a students reduced ability to access the cafeteria for food, will be considered for a reduction of the Meal Plan, with proper documentation.

Additional information regarding Meal Plan Accommodations is available

<https://www.montreat.edu/student-life/residence-life/policies/accommodations/> and through the Housing Office in Student Life.

❖ Procedures for Student Grievances

A. Academic Related Grievances

Definition of an Academic Grievance

If an academic grievance involves a course or course grade, the grievance must be received no later than fifteen (15) business days from the date final grades were issued by the Director of Records and Registration for the course in question. A formal grievance related to a grade may be filed only if one or both of the following conditions apply:

The student can provide information that an assigned grade was based on arbitrary or non-academic criteria.

The student can provide information that the criteria for evaluating the assignments or coursework were not applied or were misapplied, such that the assigned grade does not accurately reflect his or her fulfillment of course requirements and/or course policies as stated in the syllabus (e.g., class attendance, grade standards, penalty for late or incomplete work) and/or other applicable requirements of the college.

Process for Filing an Academic Grievance

1. A student wishing to appeal an academic decision which directly affects the student should first present the issue to the faculty member or administrator making the decision. If a grade is at issue and a grade inaccuracy is determined, the instructor will submit a grade change request to the Registrar's Office.
2. If satisfaction is not reached, the student should speak with the department chair. If not satisfied, the student should submit the academic grievance in writing to the Academic Dean or designee. Such written grievance shall include statements of the grounds for the grievance, supporting information, and suggested steps to resolve the matter.
3. After careful investigation, the Academic Dean or designee may summarily dismiss the complaint if, in his or her discretion, the grounds for appeal are frivolous or do not otherwise rise to the level of a legitimate grievance.
5. If the Academic Dean or designee does not dismiss the complaint, he/she shall, within ten days of meeting (by phone or in person) with the student and faculty member, form a panel of two other uninvolved faculty members with whom the Academic Dean will review all appropriate material and make a determination on the appeal. The panel may a) recommend that the grade be changed; b) recommend that the instructor revise course and/or grading requirements and re-evaluate the grade accordingly; or c) it may dismiss the case. If the faculty member declines the recommendation (or signifies such through inaction), the student may appeal to the Vice President and Dean of Academics. The Academic Dean shall inform the student of the outcome within ten (10) business days after the panel has met and shall also inform the Registrar's Office if a change in grade was recommended.

B. Financial Aid Appeals

Students who wish to appeal the suspension of financial aid eligibility based on mitigating circumstances (i.e., severe illness, death of a close family member, severe injury, or other traumatic experiences) may do so by submitting a letter of appeal and supporting documentation to the Director of Financial Services within ten (10) days from the date of notification that aid has been canceled.

All appeals must:

1. Identify the mitigating circumstances that led to satisfactory academic performance not being maintained.
2. Provide supporting documentation, such as statements from the doctor, death notice, etc.
3. Identify and have approved by the Academic Advisor and/or Student Success personnel, a plan to correct academic deficiencies.
4. Must be signed by the student.
5. Include the student's Montreat College identification number or Social Security number, current address, and communication information.
6. Must be legible.

The Director of Financial Services will notify the student of the decision to reinstate or deny aid. If approved, conditions may apply. If the conditions are not satisfied, aid may be denied in a subsequent term. As described in federal regulations, all decisions at this point are final. All initial and subsequent appeals, supporting documentation and corrective plans of action must be received within ten (10) days of notice. The Financial Aid Advisory and Appeals Committee will not review incomplete or partial appeals. All documentation is retained by the Financial Aid Office for audit purposes.

C. Student Grievances

1. Students are encouraged to submit any complaints or general grievances to Student Government with a copy to the appropriate college department head or administrator. Student Government will designate a member to follow up on the complaint and report back to the student and SGA.
2. A student wishing to appeal a decision by the college, which directly affects the student, should first appeal to the faculty member, student group or administrator making the decision.
3. In a case involving disrespectful treatment, sexual harassment (follow Title IX process if applicable), threatened harm or retaliation by any employee of the college, a formal complaint should be made with the Dean of Students. If the Dean of Students is involved in the complaint, the Dean of Academics will conduct the investigation. The Dean of Students or Dean of Academics will make every effort to investigate the complaint within seven days. The Dean of Students or Dean of Academics may involve other appropriate individuals (Coordinator for Wellness and Counseling Services, nurse, residence director, administrator, faculty member or staff person) in the investigation, as needed, to offer assistance or to be assigned as an advocate for the student bringing the complaint. Strong consideration will be given to protect the student's identity and to keep the matter as confidential as possible. Final action will be determined by the employee's direct supervisor in consultation with the Dean of Students or Dean of Academics.
4. If not satisfied, the student may appeal in writing within two weeks to the chair (Vice President and Dean of Students,) of a general student grievance committee.
5. A written response will be returned within two weeks.
6. Final appeal may be made directly to the President of the college in writing within seven days of an action by the committee chaired by the Vice President for Student Life and Dean of Students. A written response will be returned within two weeks of the appeal.
7. Students seeking redress of their grievances are protected against any retaliation by staff, students or faculty as a result of appeal.
8. The committee includes the appointed chair, the Vice President and Dean of Students and Vice President for Academics.

❖ Student Organization Recognition

All student organizations must have a faculty or staff sponsor and be officially recognized by the college. The faculty must approve academic honorary societies and the President's Cabinet will consider approval for all other recommended student interest groups after being reviewed and recommended by the Student Government Association.

❖ Academic Policies

Please see the Academic Catalog in regard to academic policies such as:

Academic Integrity

Class Attendance

Excessive Absence Policy

RESIDENCE
LIFE

Montreat College desires that students have the opportunity to experience the developmental value of college community living and relationship development afforded through living in campus housing.

❖ **On-Campus Residency Requirements**

On-Campus Residency is required for all full-time students under 21 years of age. (Students younger than 17 years of age (minor) will generally not be eligible for on-campus housing. Grad students enrolled in the college's Adult and Graduate Studies programs are eligible to live on campus and are subject to complying with the college's SAS Student Handbook and related processes. Students over 26 years of age will generally not be eligible for on-campus housing unless given special permission).

This policy applies unless a student meets one of the following requirements to live off campus:

- Lives locally (defined as less than 40 mile radius from Montreat College main campus) with their parent(s) at the parent(s) full-time legal residence.
- Married; must show valid state issued marriage license
- 21 years of age or older during the semester
- Graduate student
- Completion of 8 semesters (consisting of 12 or more credits each) of undergraduate study
- Carry 11 credit hours of coursework or less (part-time status) for the entire time that they live off campus

Depending on the availability of beds and the number of students who enroll in a given semester, it is sometimes necessary for Montreat College to allow a certain number of full-time students who would otherwise be required to live on campus to live off campus. This number fluctuates from year to year and there is no guarantee that it will be available for any given year.

❖ **Off-Campus Residency**

Students may live off campus by meeting one of the following requirements:

- Students that are local (defined as less than 40 mile radius from Montreat College main campus) may commute from their parents' full-time legal residence.
- Married; must show valid state issued marriage license
- 21 years of age or older during the semester
- Graduate student
- Completion of 8 semesters (consisting of 12 or more credits each) of undergraduate study
- Carry 11 credit hours of coursework or less (part-time status) for the entire time that they live off campus

Welcome! From the Residence Life Staff

We're glad that you are here at Montreat College. Whether you are just starting your education, transferring from another school or continuing your education, the Residence Life staff wants you to feel at home.

❖ **Our Commitment**

The goal of our residence life program is to be known for one defining characteristic - that each of us would have a servant's heart toward others.

"As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the peace through the bond of peace...Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by cunning and craftiness of men in their deceitful scheming. Instead, speaking the truth in love, we will in all things, grow up into Him, who is the Head, that is, Christ. From Him, the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work."

Ephesians 4:1-3, 14-16

❖ **Residence Life Staff**

To assist residents in developing healthy self-governance, the college provides each residence hall with a residence director (RD), along with several resident assistants (RAs). The residence director lives in an apartment on the first floor of each residence hall.

Each residence director is responsible for managing the overall operations of the residence hall, developing and supporting their staff, acting as a liaison between residents and the Student Life staff and organizing his/her educational and social programs in the hall.

Resident assistants are selected to work with residents on each floor in the residence hall. They have the meaningful challenge of helping to involve fellow students in a variety of activities and experiences that are designed to make residence living more conducive to healthy growth and development. They are selected on the basis of Christian character, ability to manage their own affairs while helping to organize the affairs of the residence hall and a demonstrated rapport with fellow students. Resident assistants are available to help residents with personal problems and to offer guidance and support.

Living together always carries a number of responsibilities. Over the years, the Residence Life Staff and Montreat College students have found the following procedures to be the best way of providing a quality living community.

❖ **Issuance of Keys**

Each resident is given a key to his/her room when he/she moves into the residence hall. To receive a key, the resident must acknowledge the receipt of the key in writing by signing the room inventory. Keys are the property of the college and must be returned when students move out of their rooms. Failure to return the room key, or loss of the key, will result in a minimum charge of \$50 to replace the key and/or lock.

Residents are encouraged to keep their doors locked at all times when they are away from their rooms. The college is not responsible for the loss or theft of residents' personal belongings.

Residence Life staff reserve the right to charge a \$5 fine for unlocking residents' rooms with the master key.

❖ **Room Furnishings**

All residence halls are furnished with single beds, chairs, desks, dressers, desktop shelves, a bookshelf and clothes closets. Each student must provide his/her own wastebaskets, linens, blankets and pillows. Some students find it desirable to also bring a bookcase and a study lamp. Blinds are provided in each room. Room furniture may not be disassembled or removed from student rooms. This includes moving furniture to different rooms.

For more information on room furnishings, please click on the following link:

<https://www.montreat.edu/student-life/residence-halls/>

❖ **Official Breaks of the College**

Students are encouraged to check the college calendar regarding the date and time to arrive on campus at the beginning of the fall and spring semesters. There will be a \$50 charge per day if a student arrives early without prior permission. Keys for rooms will not be issued prior to the official opening of the residence halls.

There are several official college breaks when the residence halls are closed. Prior to the beginning of these breaks, the Assistant Dean for Residence Life will set a date and time when the residence halls must be vacated. The official college breaks are: Thanksgiving break, Christmas break, Easter break and spring mid-term break.

During official college breaks, all students must follow appropriate checkout procedures as posted by the staff. A \$50 fine may be imposed for any improper checkout, and a \$50 fine will be charged for each day a student is in a

building between the official opening and closing times. Personal items may remain in the rooms, but all residents must vacate the building. Only residents with official permission may stay on campus during breaks.

❖ **Private Rooms**

Private Rooms are available only on the basis that such space exists after all students have been housed. There is very limited, if any, availability for Private Rooms and new students are not initially assigned private rooms.

In order to ensure a private room request the following forms must be completed and submitted to the Housing Coordinator:

- Private Room Request Form
- [Housing Agreement](#)

In order for the request of a Private Room to be considered for the Fall Semester the necessary forms must be turned in by June 1 preceding that Fall Semester. Requests made (forms submitted) after that date will be processed and placed on a waitlist for spaces to become available. This could occur at any point in the Fall or Spring Semesters (depending on availability and occupancy).

Private rooms will cost an additional charge per semester. The cost of a private room can be found in the current year Academic Catalog, School of Arts and Sciences Program Fees page (p53). The Academic Catalog is available on the Montreat College Webpage. Any student that requests a private room for fall semester will automatically be charged a private room rate for the following spring semester.

❖ **Room Changes / Consolidation**

If during the first two weeks of classes during the semester a student is without a roommate or loses his/her roommate and there are other students who are without roommates, the remaining students will be asked to consolidate or they will be charged the private room rate. This creates a standard of equity for those students who are paying the private room fee. Every effort will be made to ensure fairness and equity in the housing process.

Any student in the above mentioned circumstances must pursue one of the following options: 1) consolidate with another student that is without a roommate or 2) ensure their private room status through paying the private room rate. The residence director of each building will provide a list of students needing roommates. Students must make appropriate arrangements in a timely manner or they will be charged a private room fee.

Before students are allowed to change rooms or roommates, every effort will be made to find a workable solution. The proper process is for students to contact their RA/RD for assistance. All room changes must be approved through the Office of Residence Life. Room Change Request forms are available from the RD. If a student makes an unauthorized room change, the student will be charged a \$100 administrative charge and possibly face disciplinary action.

❖ **Renter's Insurance**

Some students' valuables and belongings are covered for loss and theft by their families' homeowner's insurance policy. It is strongly advised that each student inquire as to whether he/she is covered by such a policy. If not, it is highly recommended that a "renter's insurance policy" be purchased through a local insurance company by all students. The college's insurance does not cover loss due to fire, theft, flood, etc.

❖ **Room Decorations**

Realizing that residence hall rooms represent the home of the student during his/her stay at the college, students should decorate their rooms in a manner according to the Christian community in which we live. Examples of unacceptable room decorations would include offensive pictures or objects, pictures of illegal drugs or alcoholic beverages, street signs or empty alcoholic beverage containers. With such violations, the residence director will issue a warning for the removal of the material. At that time, the student must remove the material or issue an

appeal to the Dean of Students.

Jurisdiction-Administrative

Sanction-Warning to Community Service

❖ **Alcoholic Beverage Containers**

Empty alcoholic beverage containers are not permitted in residence hall rooms or common areas.

Jurisdiction-Administrative

Sanction-Community Service

❖ **Loft Policy**

Residence hall furniture may be lofted according to designs provided by the manufacturer only.

Jurisdiction-Administrative

Sanction-\$50 fine plus any damage expenses

❖ **Inventory Checklist**

The residents of each room will sign an inventory checklist immediately after moving into their room. Any damage or missing furniture not indicated on this form will be charged to the room occupants at the room change or final checkout. Rooms must be left clean and checkout procedures followed when students check out. Failure to do so will result in a fine of \$50 for improper checkout plus possibly additional fines for cleaning and damages.

Jurisdiction-Administrative

Sanction-Fine

❖ **Residence Hall Checkout Procedures**

Each student must complete a checkout process prior to leaving his or her residence hall room. Failure to complete the checkout procedure will result in a \$50 fine. Checkout consists of cleaning the room and cataloging any damages incurred by the resident. Students will be charged for any damages as well as failure to clean appropriately.

Residence Halls officially close at 5:00 PM the day of the last exam. Students entering the residence halls without permission and when the halls are officially closed for break will be subject to disciplinary action by the Dean of Students. Disciplinary action may include a fine and/or required community service up to suspension. Any student involved in graduation may stay, without charge, until 5:00 PM graduation day.

To Check Out:

1. Each resident, including graduating seniors, must schedule an appointment with their Residence Director or RA at least 24 hours before checking out. Sign-up sheets will be posted beginning the last day of classes.
2. Prepare room for checkout by removing all stickers, posters and adhesive particles from doors, walls, windows, and furnishings. Rearrange room furniture so that beds are returned to original locations and dressers are not stacked. All personal belongings must be removed from the room prior to being checked out. Sweep or vacuum room, dust furniture and place all trash in proper receptacles.
3. All damage to common areas will be charged to those individuals responsible for damage. If the responsible individuals cannot be determined, then the damages may be charged to the residents of the hall.
4. All outstanding damages and fines will be charged to residents' accounts.
5. Roommates should discuss prior to checking out who is responsible for any damages. Otherwise, the damages will be divided between the roommates. If one roommate is already checked out and the damage was not discovered, the charge will be split between roommates.
6. Report to the residence director's apartment or RA's room at the time of the scheduled checkout appointment. Please be prompt and ready to be checked out. The Residence Director or RA will inspect the room, collect the key, complete necessary paperwork and make charges for any damages to the room or common area.

Important Notes:

- Students will not be allowed access to their rooms once they have checked out.
- Any student who fails to complete all of the checkout procedures will be fined \$50.
- Students who stay in the residence halls past their time to check out without appropriate permission will be subject to disciplinary action by the Dean of Students, including a fine and/or required community service up to suspension.
- Failure to return the room key at the time of checkout will result in a lock replacement charge.
- Summer storage will not be available in the residence halls.
- Collection boxes for clothes and other items will be placed in the residence hall lobby the week prior to closing the building for donation to those who have need.

Please note that if large items such as personal furniture and carpets are not removed from campus, the resident will be charged the cost of removal.

Jurisdiction-Administrative

Sanction-Fine

Room Cleanliness

Periodic room inspections will be held to meet the expectations of the Health Department of North Carolina. Food stored in a room should be kept in a tightly closed container in order to keep insects and other pests out of the building. Room checks will be done by the Residence Life staff prior to official college breaks.

❖ Room Damage and Misuse of College Property

Students will be responsible for the condition of their room and its contents, including furniture, floors, walls, windows, doors, closets, carpet, etc. Do not place posters on the walls with nails, glue or double stick foam. Putty, removable poster tape, and masking tape may be used. No nails are to be driven in the walls or woodwork for any reason. Screens are not to be removed. Do not write or draw on college property. No furniture may be disassembled or moved out of the residence hall rooms. Charges for loss or damage to communications wiring, furniture or equipment will be assessed to the students of that room or suite. Any damage or removal of lobby or any common area furniture will result in a fine and disciplinary action.

Jurisdiction-Administrative

Sanction-Fine to Dismissal from Residence Hall

❖ Maintenance Requests and Facility Related Protocol

Residential students are expected to swiftly submit maintenance requests so that the college's Facilities and Housekeeping team can quickly respond. For discerning whether a maintenance issue is an emergency or not, or simply to submit a maintenance request, go to: <https://www.montreat.edu/facilities/>. If a student is not receiving a timely response or the issue necessitates an urgent response, please reach out to the Resident Assistant (RA) and/or the Resident Director On-Call (RD-On-Call cell: 828-419-6007). In addition, given the location of the college in the mountain cove, moisture in the environment can be a challenge. Subsequently, the college's mold management plan can be found at: <https://www.montreat.edu/student-life/policies/mold-management/>. Lastly, from time to time, bed bugs can be transported by people traveling. If there is a suspected bed bug concern, the college's bed bug protocol is outlined here: <https://www.montreat.edu/student-life/policies/bed-bug-protocol/>. With each of the above stated facility matters, it is imperative that students follow the protocols outlined above out of care for self and for the college community.

Jurisdiction-Administrative

Sanction-Fine to Dismissal from Residence Hall

❖ Room Entry, Search and Seizure

Recognizing that the room of each student represents his/her home, the college consistently strives to respect the element of privacy. Under certain circumstances, however, it is necessary for Montreat College staff or designee to enter a student's room. These circumstances are as follows:

1. Regular maintenance, safety, and health inspections.
2. With reasonable suspicion, college officials may search a room of any resident student. The search may include, but is not limited to, opening drawers and refrigerators, examining furnishings and personal effects, searching an adjoining bath or suite and seizure of illegal goods or stolen property. The Residence Director must be present to supervise the search of any student's room. An effort will be made to contact the individual before proceeding into the student's room. At that time, a receipt for any materials taken will be given.
3. Emergencies, with no search warrant or notice given, such as the following:
 - incident to and following a lawful arrest
 - for and in pursuit of a fleeing dangerous criminal suspect
 - under urgent necessity (i.e. persistent loud screaming, medical emergencies)
 - necessary to prevent loss or destruction of an item to be seized

❖ **Television**

Each residence hall room is equipped with basic wifi connections at no additional cost.

Please use care, consideration and judgment in regulating the residence hall lobby television. Rated “R” and Rated M movies are not to be shown for public viewing in the lobby. Satellite-type dish connections and TVMA are not permitted in any residence hall.

Jurisdiction-Administrative
Sanction-warning to \$50 fine

❖ **Bulletin Boards**

The Residence Director has the responsibility of determining what items are appropriate to be placed on the residence hall bulletin boards. All posted materials must be placed on bulletin boards only. Walls, windows, doors, etc. are off limits.

❖ **Residence Hall Tobacco Use Policy**

The use of tobacco products is not permitted in any college building. This restriction includes vaping indoors or on college property.

Jurisdiction-Administrative
Sanction-
1st offense: \$25 fine and 10 hours community service
2nd offense: \$30 fine and 20 hours community service
3rd offense: \$60 fine and 40 hours community service
Fine and community service doubles with each additional offense.

❖ **Pets**

In accordance with Health Department restrictions, pets of all descriptions are prohibited from the residence halls, except approved Service Animals and Emotional Support Animals (See the Residence Life Accommodations Section. Full policies are available from the Housing Office in Student Life), and fish in a maximum 10-gallon aquarium.

Jurisdiction-Administrative
Sanction-Warning and/ or removal of pet to community Service, possible restitution for damages and/or cleaning

❖ **Emotional Support Animals (ESAs)**

In the event that an On-Campus resident requires an ESA, the resident must provide the Housing Coordinator with the completed forms from the full ESA Policy.

- Accommodation Request Form
- Documentation of a disability from a licensed mental health clinician. (This documentation must reveal a relationship between the animal and the disability). Accommodation Request Form Healthcare Provider Statement and ESA Specific Healthcare Provider Statement

- ESA Registration Form and Vet Verification Form
- Roommate/Suitemate Agreement Form
- Student Partner Acknowledgement and Agreement Form and Release Form

After receiving the listed documentation, the Housing Coordinator and Disabilities Services Resource Committee will determine if the resident is eligible for an ESA in the residence halls. The ESA Policy allows the student approved one small/medium sized animal within their campus room. The full ESA Policy is in a separate document, available by request from the Housing Office in the Student Life Office..

❖ **Service Animals**

In the event that an On-Campus resident requires a Service Animal, the resident must provide the Housing Coordinator with the completed forms from the full Service Animal Policy.

- Service Animal Registration Form
- Service Animal Veterinarian Verification Form
- Roommate/Suitemate Agreement Form
- Student Partner Acknowledgement and Agreement Form and Release Form

The full Service Animal Policy is in a separate document, available by request from the Housing Office in the Student Life Office..

❖ **Medical Accommodations - Housing Accommodations**

Any student desiring medical accommodations for housing must submit the following forms:

- Accommodation Request Form (ARF) available on website
- ARF Healthcare Provider Statement – Letters or notes from a physician will not be accepted. Please contact housing@montreat.edu to obtain this form.

Our Approach

Montreat College seeks to care for students who have a physical or mental disability or condition that impacts them in regard to their housing assignment. There are a variety of accommodations that the college may determine might be best to offer and provide in supporting the needs stated in the submitted paperwork. Examples of these accommodations may be, but are not limited to, the following: specific residence hall/room placement, accessibility to bathroom, general accessibility, private rooms, and specific care plans. Due to our continued student growth and space availability, students are not typically given private rooms, as we want them to be in and grow through the experience of community. If it is determined by the college that one of the accommodations needed involves a private room, precedence will be placed on that student and space. Any student who desires a private room due to a personal preference should expect an additional charge per semester, and will only receive a private room after all other accommodations have been determined and provided.

Requesting accommodation does not guarantee that the student will receive accommodation. In addition, requesting specific accommodation does not guarantee that the student will receive that specific accommodation. The housing coordinator and relevant college staff review each request and provide approval or denial and care plans when applicable.

Because of our belief in the value of the residential educational experience of students, our first step will always be to determine what accommodations and support can be provided through on campus living before any additional steps and options would be considered. This would involve the student, the housing

coordinator, relevant staff and when appropriate the Disabilities Services Resource Committee (DSRC) creating, implementing and coordinating care plans/strategies over a set amount of time with outcome evaluation being processed with the housing coordinator, relevant staff and the DSRC.

Application Process

Please complete and submit the forms by the deadlines listed below preceding your fall semester to ensure timely accommodation for the entire academic year.

- Returning Students: prior to the March Housing Draw
- New Incoming Students: prior to June 1. Requests made (forms completed and submitted) after those dates will be processed and considered based on their approval and in addition to remaining availability on a rolling basis throughout the academic year.
- Documentation for the medical accommodations request must come from a healthcare provider who is certified or a specialist in the area of medicine/healthcare that the request is being based on. If there are multiple areas of concern, documentation from each provider/specialist should be submitted. Issues or areas of concern must each have proper documentation in order to be considered in the request.
- These forms are submitted to the housing coordinator and approved through coordination and consultation with the relevant college staff. Review of the completed request can take up to four weeks to complete. The student will meet (in person or virtually) with the housing coordinator and relevant other staff to discuss the results of the request and options.

Additional detail:

- If the student wants to appeal the results of the request or options provided, they may request a re-review by the Disabilities Services Resource Committee (DSRC). This appeal would need to be filed within 10 business days of the official email response of results and options from the housing coordinator. The decision made by the DSRC would be final.
- If the student has updated information on their current condition(s) that represents a significant change or an additional medical condition that they would like considered in addition to their previous condition/information, they would submit that documentation for a new review from the housing coordinator and the relevant staff since this would represent basically a new request.

❖ **Meal Plan Accommodations**

Academic requirements (student teaching and internships), that lead to a student's reduced ability to access the meal plan must submit the following forms: · Accommodation Request Form (ARF)

- ARF Healthcare Provider Statement – Letters or notes from a physician will not be accepted. Please contact housing@montreat.edu to obtain this form.

Our Approach

Montreat College seeks to care for students who have food allergies or dietary condition(s) that impact them in regards to the meal plan. Our food services can accommodate most special diets and work with students and physicians to provide the specific special requests needed, and so reduction of or exemption from the meal plan is not necessary except in rare extreme cases.

Requests for accommodation regarding the meal plan will be considered for life threatening food allergies documented by an allergist (MD) after testing has been performed. Certain other severe medical conditions also may apply.

Application Process

- Please complete and submit the forms by Aug 1 preceding your fall semester to ensure timely accommodation for the entire academic year. Requests made (forms completed and submitted) after those dates will be

processed on a rolling basis throughout the academic year and implemented as soon as possible.

- Documentation for the medical accommodations request must come from a healthcare provider who is certified or a specialist in the area of medicine/healthcare that the request is being based on. If there are multiple areas of concern, documentation from each provider/specialist should be submitted. Issues or areas of concern must each have proper documentation in order to be considered in the request.
- These forms are submitted to the housing coordinator and shared with the relevant college staff (Director of the Health Center and the Director of Food Services). Review of the completed request can take up to four weeks to complete. The student will meet (in person or virtually) with relevant staff to discuss the request, options, and create a meal plan.

Additional processes:

If the student wants to appeal the results of the request or options provided, they may request a re-review by the Disabilities Services Resource Committee (DSRC). This appeal would need to be filed within 10 business days of the meal p

❖ **Quiet Hours**

In order to create an environment within the residence halls which is conducive to rest and academic growth, the residence halls are to be reasonably quiet at all times, and especially every night from 11 PM to 8 AM. Twenty-four hour quiet hours begin at 11:00 PM the evening prior to reading day and continue through exams.

Jurisdiction-Administrative

Sanction-Warning to Community Service

❖ **Kitchens**

McGregor and Anderson Halls contain kitchens that may be used by the residents. All residents who use these facilities are expected to clean up after using them. College property should not be removed from the kitchen. Any personal food items left in the kitchen should be clearly labeled with your name and the date it was placed in the kitchen. The college is not responsible for any personal property left in the kitchen.

❖ **Locking Up**

For the safety and protection of the students, the residence halls will be locked at all times. Campus police make periodic safety checks on hall doors throughout each night. Residents of the building may not open a locked exterior door for anyone other than guests they are hosting in the lobby or for visitation.

❖ **Fire Safety**

Each residence hall will hold fire drills on a periodic basis. Evacuation routes are posted in a central location on each residence hall floor. Each floor is equipped with a fire extinguisher. Any type of open flame is prohibited. Burning items such as incense is included. Possession or use of candles and open coil heaters is not permitted in the residence halls. Possession and use of halogen-type lights on campus is not permitted in any residence hall room. North Carolina State Fire Code prohibits use of extension cords. Only multiple outlet, thermal protected power strips are permitted in residence hall rooms. The college reserves the right to prohibit the possession and use of any item that may present a fire or safety hazard.

Jurisdiction-Administrative

Sanction-Warning to removal from residence hall.

Failure to respond to a fire alarm will result in a \$100 fine.

❖ **Fire Prevention and Fire Equipment**

Fire alarms, extinguishers, and exit doors are placed throughout the college buildings for the security of the community. The college will discipline any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment, the result of which could jeopardize the safety and lives of other students (this includes covering and/or tampering with smoke detectors in rooms). The student may also be referred to local law enforcement agencies. Cases of arson or burning personal property are felonies and will be referred to local law enforcement agencies as well as to the appropriate college authority.

*Jurisdiction-Administrative
Sanction-Warning to Referral to Police and suspension.*

❖ **Hall Meetings**

Periodically, each residence hall will have meetings regarding the expectations and needs of their residence hall as a community. Examples of such topics to be covered in a hall meeting would include planning hall activities, the election of representatives, and various educational events. Up to two required meetings may be called, with a three-day notice, per semester. Students who fail to attend without prior approval will be fined \$50 and will need to make up meeting time with Residence Life staff. Additional mandatory meetings may be scheduled by the Assistant Dean for Residence Life if deemed in the best interest of the residence hall community.

*Jurisdiction-Administrative
Sanction-Fine*

❖ **Visitation**

The college has the responsibility to provide for the safety of those living in the residence halls and security of their personal property. We also realize the residence halls are students' homes away from home, entitling them to a degree of privacy. In an effort to create a balance between safety and privacy for the entire community, we have adopted the following guidelines for visitation events.

Each residence hall may have up to six evening visitation events between 6PM - 11PM. Visitation is not permitted on Wednesday evenings in any of the residence halls. Wednesday evenings are reserved for individual residence hall community activities and programs. The following conditions must be met:

1. Visitors must be escorted by the resident host at all times when in the residence halls.
2. Guests must sign in at the lobby desk. When any guests leave the residence hall, they must sign out and note the time of departure. ALL guests must be escorted to the point of checkout. The signing in process includes listing first and last names as well as the room in which the guest(s) will be visiting. Hosts are responsible for the actions of non-student guests throughout their visit.
3. Each visitor will enter and leave by the front first floor lobby door.
4. Lobby restrooms are available off each residence hall lobby. Guests of the opposite sex may not use hall bathrooms in Davis. Suitemates in Howerton and McGregor will decide if opposite sex guests may use their shared bathroom. Roommates with a private bath will decide if guests may use their bathroom.
5. Excess noise will be monitored by residence hall staff and all residents and guests must comply with any request to reduce the noise level. A second request will result in discontinuation of visitation rights that day for residents and guests involved.
6. Doors must be kept open at approximately 45 to 90 degrees open with clear visibility into the room when a guest of the opposite sex is present (see overnight guest policy for possible exceptions). Residence Life staff monitors hallways to ensure safety and policy compliance. Staff members reserve the right to enter any room that creates a reasonable level of concern. Staff members will knock and request permission to enter unless there is reasonable suspicion that someone is in danger or a college policy or law is being violated.
7. Residents are encouraged to be sensitive and considerate of their roommates when considering participation in visitation
8. Residents are not permitted to have guests of the opposite sex or those with whom they are engaged in a romantic relationship (see "cohabitation" in sexual behavior policy) in their rooms other than during an approved visitation event.
9. For security reasons, students are not permitted to open the lobby door for a non-student unless the student is the designated host of the non-student. Non-students must be escorted into the residence hall by a student host.

*Jurisdiction-Residence hall staff and Dean of Students
Sanction-Fine and loss of visitation rights
to referral to Dean of Students for further action*

❖ **Visiting in Residence Hall Lobbies**

The lobbies in the residence halls are available for guests from 8 AM to 12 midnight Sunday through Thursday, 8 AM to 2 AM Friday, and 10 AM to 2 AM Saturday. Non-residents /visitors must be accompanied by a current resident at all times. For a guest to visit the residence hall lobbies, he/she must have a resident of that hall with him or her. This policy allows for study, watching TV, community-building, etc.

Jurisdiction-Administrative

Sanction-Warning to Community Service

Sanction-Fine and loss of visitation rights

to referral to Dean of Students for further action

❖ **Overnight Guest Policy**

All guests who stay in the residence halls after closing must register with the Residence Director and/or Resident Assistant. If the guest has a car, it should be registered with Student Life as well. The resident student is responsible for his/her guest as long as he/she is staying with the student. Any student who houses a guest and fails to have him/her register is subject to sanctions. The Guests are permitted to stay a total of 3 consecutive nights. All guests must conduct themselves in accordance with the college regulations (note: Parking Policy, Sexual Behavior Policy). Additional information on overnight guests or questions is available in the Office of Residence Life.

Jurisdiction-Administrative

Sanction-Warning to community service for Montreat

College students-warning to referral to police for guests

❖ **Emergencies**

All students are expected to make sure someone in the residence hall is notified when away from campus. Letting a friend or roommate know where you will be when off campus and when you plan to return allows the Resident Assistant to reach you in case of emergency.