Student Handbook
2026-2027

Ut in Omnibus Glorificetur Deus

That in All Things God May Be Glorified

Catholic University pursues its objectives through its formation of an authentic human community animated by the spirit of Christ. The source of its unity springs from a common dedication to truth, a common vision of the dignity of the human person and, ultimately, the person and message of Christ which gives the Institution its distinctive character. As a result of this inspiration, the community is animated by a spirit of freedom and charity; it is characterized by mutual respect, sincere dialogue, and protection of the rights of individuals. It assists each of its members to achieve wholeness as human persons; in turn, everyone in the community helps in promoting unity, and each one, according to his or her role and capacity, contributes towards decisions which affect the community, and also towards maintaining and strengthening the distinctive Catholic character of the Institution."

~Pope John Paul II
Ex Corde Ecclesiae

Belmont Abbey College Vision Statement

Belmont Abbey College finds its center in Jesus Christ. By His light, Statement we grasp the true image and likeness of God that every human is called upon to live out. We strive to renew that likeness in all dimensions of College life through curricular and co-curricular programs of excellence and virtue based in the liberal arts, as practiced in the Catholic and Benedictine intellectual traditions.

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

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

· Embrace and instill the habit of excellence and virtue in all that we do.
· Foster the development of each member of the Belmont Abbey College community as a whole person in keeping with the Rule of St. Benedict.
· Provide our students with a liberal arts education that prepares them—mind, body and spirit—to pursue the good for themselves and for their communities.
· Share the richness of our Catholic and Benedictine identity through College activities and communications so that we inspire others to become part of the worldwide Belmont Abbey College community.

Mission Statement

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

Code of Student Responsibility

In keeping with the Catholic Benedictine tradition and history of Belmont Abbey College, I pledge my efforts and responsibility to foster an environment conducive to the pursuit of excellence and virtue.
I pledge to be respectful towards and actively engage my classmates, my academic pursuits, handbook policies, college property, faculty, staff, the monastic community and the mission of this college.
I do this as my contribution to fulfilling the goals set out in the college's mission statement: that in all things God may be glorified and that I may be a blessing to myself and others.

Students Rights and Responsibilities

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

- Freedom to learn.
- Freedom from harassment or discrimination of any kind.
- The right to be evaluated properly and fairly without any form of prejudice or capricious application of standards or policy.
- Freedom of expression and inquiry within the boundaries imposed by civil law, college policies, and our Catholic, Benedictine identity.
- Protection from improper disclosure of confidential information
- Freedom to be considered for membership of any recognized student organization & to participate in student governance.
- The right to be a part of the Belmont Abbey College community.
- The responsibilities to participate fully in the academic life of the College, and within the capacity of each student to pursue wisdom, develop critical judgment and search for truth.
- A responsibility to respect and safeguard the condition and environment necessary to provide the freedom to learn.
- An obligation to preserve the community and protect others from harassment.
- An obligation to demonstrate respect for themselves and others, reverence for God and His creation, and responsibility to build community at BAC.

College Resources & Support Services

Academic Advising
Science Building – 1st Floor
academicadvising@bac.edu

Accommodations & Accessibility Services
St. Michael Hall – Office Suite
704-461-6228
carrieminnich@bac.edu

Student Accounts
Student Success Hub (Commons)
704-461-6723
billing@bac.edu

Campus Ministry
O'Connell Hall
M-F 9:00a – 5:00p 704-461-6545
campusministry@bac.edu

Campus Police
Raphael Arthur Hall
704-400-6200
campuspolice@bac.edu

Career Services
St. Michael Hall – Office Suite
704-461-6873
careerservices@bac.edu

Counseling Services
Back of Haid Building – Garden Level
M-F 9:00a – 4:00p 704-461-5065
counselingservices@bac.edu
Book an appointment online:
CLICK HERE

Dining Services
Main Dining Hall
704-461-6255

Financial Aid
Student Success Hub (Commons)
704-461-7006
financialaidoffice@bac.edu

Health Services
Back of Haid Building – Garden Level
704-461-6877
healthservices@bac.edu

Registrar
Student Success Hub (Commons)
704-461-6241
registrar@bac.edu

Residence Life
O'Connell Hall
704-461-7371
residencelife@bac.edu

STEM Learning Lab
Science Building – First Floor
ashleywhite@bac.edu

Student Activities
Student Commons – 204
704-461-6780
studentactivities@bac.edu

Writing Center & Tutoring
Library – Main Floor – Carter Center
marymorgan@bac.edu

2026-2027 Academic Calendar

https://belmontabbeycollege.edu/academics/calendar/

General College Policies & Information

(all headings below link to section in handbook)

Academic Dishonesty
Alcohol Policy
Attire & Dress
Bicycles & Other Forms of Transport
Business Ventures on College Property
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Disciplinary Records
Drug Policy
Doors, Entrances, and Other Areas of Campus
Dual-Enrolled Students
Electronic Communications
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Expectation of Responsibility
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FERPA
Firearms, Weapons & Dangerous Materials
Fundraising Policy
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Insurance for Personal Property
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Keys
Lost & Found
Missing Persons Policy
Parental Notification
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Physical Contact & Use of Force
Posting Policy
Removal from Student Leadership
Senior Days Guidelines
Sexual Misconduct Reporting, Policy, & Procedures
Smoking & Tobacco Use
Solicitation Policy
Student Conduct
Student Complaint Policy
Vehicle & Parking Regulations
Visiting Speakers & Entertainers

Residence Life Policies & Information

(all headings below link to section in handbook)

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Office of Residence Life
Residency Requirement
Abandoned Property
Advance Semester Deposit
Air Conditioners
Appliances
Bathrooms & Suite Hallways
Breaks
Carpets & Rugs
Change in Residential Status
Check-In
Check-Out
Common Areas
Consolidation of Rooms
Damages
Emergency Residence Hall Procedures
Fire Drills & Alarms
Fire Safety
Gathering Policy
Health & Safety Inspections
Housing Agreement
Keys & Controlled Access
Laundry Facilities
Maintenance Requests
Meal Plan Exemptions
Pets, Service Animals, & ESAs
Pregnant on Campus
Private/Single Room
Quiet Hours & Noise Policy
Roofs, Ledges, & Windows
Room Care & Decorating
Room Assignments & Selection
Room & Roommate Changes
Safety in Halls
Search & Seizure/Entering Rooms
Storage
Summer Residency
Visitation

Student Conduct Process
Student Activities & Involvement
Safety & Emergency Procedures

GENERAL COLLEGE POLICIES & INFORMATION

Belmont Abbey College ("Belmont Abbey" or the "College") is a Catholic, Benedictine learning community committed to developing each member of the college community in mind, faith, and character for a life of meaningful work and service. Our identity as a Catholic, Benedictine institution is central to all we do and teach at Belmont Abbey College.

Belmont Abbey is owned by and affiliated with the Southern Benedictine Society of North Carolina, Inc. whose Members are Benedictine Monks. The Monks founded the college on the basis of, and as an expression of, their Catholic faith. The Monks and the College itself, believe that the Bible is the divinely inspired Word of God and thus has authority for all Christian life. On the basis of the Catholic faith, the Monks and the College also believe that the Church was founded by Jesus Christ and given authority by him authentically to interpret the Word of God and to teach with binding authority on questions of faith and morals.

We affirm the dignity of all human beings and distinguish the inalienable dignity of each person from the behavioral choices a person makes. We believe that, as Catholics, we are called to treat all people with charity and respect, including those whose beliefs and behaviors differ from the teachings of the Catholic Church. We are not able, however, in good conscience to support or affirm choices and behaviors that conflict with our identity as a Catholic, Benedictine institution. We will make institutional decisions in light of this policy regarding housing, student admission and retention, appropriate conduct, employment, hiring and retention, and other matters.

This Student Handbook is published by Belmont Abbey College as a guide for students to grow within the Abbey's unique community. All students are responsible for reading, understanding, adhering to, and supporting the information outlined in this publication. While every effort is made to provide accurate and current information, the College reserves the right to change any information contained in the Student Handbook. The most up to date version of the handbook can be found on our website. All the policies contained within this Student Handbook are applicable to all students and their guests on all College property. This handbook does not constitute a contract. By virtue of enrollment at Belmont Abbey College, every student agrees to abide by the academic, behavioral, and community standards outlined in this Student Handbook. Enrollment and continued attendance constitute a voluntary acceptance of these policies, procedures, and expectations as a binding agreement between the student and the College. It is the sole responsibility of each student to familiarize themselves with these regulations. Ignorance of the policies contained herein does not excuse a violation of the student code of conduct.

Belmont Abbey College admits students of any race, color, age, religion, national and ethnic origin, sex, or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, age, religion, national and ethnic origin, sex, or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

"The one who lives with integrity will be helped, but one who distorts right and wrong will suddenly fall."
Proverbs 28.18

ACADEMIC DISHONESTY

- In accordance with the moral and academic standards of Belmont Abbey College, scholastic dishonesty of any kind will not be tolerated. Please refer to the Belmont Abbey College Academic Catalogue for related policies and procedures.

"…let us agree to drink moderately, and not to the point of excess, for wine makes even wise men go astray."
Rule of St. Benedict 39: 6-7

ALCOHOL POLICY

- Belmont Abbey College complies fully with the North Carolina General Statutes and the City of Belmont ordinances regarding alcoholic beverages. Every member of the Abbey community is expected to uphold these laws, conduct themselves in a manner consistent with our Catholic Benedictine values, and share in the mutual responsibility of maintaining a respectful campus environment.
- In accordance with NC General Statutes, use or possession of alcohol is restricted to individuals **21 years of age or older**.
  - **Under 21:** Prohibited from purchasing, attempting to purchase, assisting in purchasing, consuming, possessing, distributing, or transporting any alcoholic beverage.
  - **21 or Over:** Prohibited from purchasing, distributing, or assisting in the distribution of alcohol to anyone under 21.
- Anyone who consumes alcohol must carry a student ID or acceptable photo identification. Failure to verify age results in immediate confiscation and disposal without compensation.
- Violations are subject to the student conduct process as well as criminal charges by Campus Police, the City of Belmont, Gaston County, and/or the State of North Carolina.

- The following items are prohibited (included but not limited to): beverages containing grain alcohol (liqueurs with 90%+ ABV), prepackaged caffeinated alcohol beverages, drinking game devices/paraphernalia (kegs, party balls, beer pong/flip-cup setups, BORGS).
    - Activities that mimic alcohol consumptions games (e.g. water pong) are prohibited.
- During policy violations and documentation of conduct involving alcohol, all alcohol on the premises (including legal alcohol and guest property) is subject to disposal by College personnel at the student's expense. Empty containers are considered "in use."
- Poellath, O'Connell, St. Benedict, and St. Scholastica Halls are completely dry. No alcohol is permitted in any room or common area (including Clancy's, laundry facilities, or lounges), regardless of age.
- Alcohol consumption is permitted for students 21+ only within Cuthbert Allen Apartments, Raphael Arthur Hall, St. Michael, St. Gregory, and St. Gertrude Halls only when the following conditions are met:
    - Alcohol cannot be stored in common shared spaces (refrigerators, kitchenettes, living rooms). In all approved halls, 21+ students must store all alcohol in their personal bedrooms.
    - While it can be difficult to determine the difference between a few friends with drinks and a party, some limits on the number alcoholic beverages per student have been set to try and offer guidelines. The amount of alcohol cannot exceed 1 case of beer, or 2 standard bottles of wine, or 1 liter of distilled spirits (excluding grain alcohol). One open drink per resident present is permitted at any one time
- Open containers are prohibited in public areas of campus (hallways, breezeways, balconies, lawns, parking lots, patios, and the wooded areas surrounding campus). Consumption of alcohol is prohibited outside of designated areas.
- Students under the age of 21 may not be in the presence of alcohol anywhere on campus except at officially approved events. Conversely, students 21 years or older are not permitted to consume alcohol in the presence of anyone under the age of 21 except at officially approved events. This is referred to in student conduct as the presence policy.
- Residents of a room or apartment where violations of the alcohol policy occur will be held responsible for the incident and can be documented for violating the hosting policy. The hosting policy can apply to any situation in which a student hosts other students where college policies are violated.
- Public intoxication is prohibited for all ages. College personnel reserve the right to refer students found intoxicated to the student conduct process.
- Displays of alcohol containers (wallpaper, pyramids, caps, collections), alcohol advertising, or signs associated with alcohol use that is in opposition of the College's identity are prohibited. Inappropriate displays must be removed and items may be confiscated.
- Belmont Abbey College reserves the right and ability to contact parents of students (or guests) under the age of 21 for any alcohol policy violation. Guests in violation of the College's alcohol policies can be removed from campus and prohibited from future presence.

ATTIRE & DRESS

- Neatness, cleanliness, and good taste appropriate to the time, place, and situation are guiding norms for dress on campus. Attire which is insensitive or disrespectful to the College's Catholic Benedictine identity, community members or the student is not permitted. Discretion of appropriateness lies within the judgment of a college official.
- For reasons of health and safety, shoes, shirts, and pants are to be worn at all times in the cafeteria, administrative offices, and classrooms.
- Sunbathing in swimsuits of any kind is not permitted in public areas of campus.

BICYCLES & OTHER FORMS OF TRANSPORT

- Bicycles may be stored in individual student rooms or apartments. Care should be taken in the storage of bicycles to ensure that the room is not damaged. Bicycles should be stored on exterior bike racks if possible. Bicycles may not be kept or stored in lounges, hallways, stairwells, or other public areas. For reasons of safety and protection of the facilities, bicycles may not be taken inside of campus buildings other than a student's room in their residence hall.
- Bicycles that are abandoned will be subject to the Abandoned Property Policy.
- Due to fire hazards, the possession, storing, carrying or use of hover boards, electric scooters and other forms of automated, battery-powered movement are prohibited from Belmont Abbey College property including residence halls, classrooms, administration buildings and grounds.

BUSINESS VENTURES ON COLLEGE PROPERTY

- Unless authorized by an official office of the College, students may not operate businesses using any facilities, addresses, names, logos, or likenesses of Belmont Abbey College.
- Subletting or short-term rental of a student's residential room or bed is explicitly prohibited. Students found responsible face residential suspension and/or other restorative corrections.

CHANGES OF ADDRESS

- The Office of the Registrar is to be notified in advance by the student when he/she changes his/her home or off-campus address, gets married, or discontinues college.

- All changes must be reported immediately so that the College can notify proper persons in cases of emergency, and correctly mail grade reports, billings, and other correspondence.

CHRISTIAN SEXUALITY POLICY

- With specific regard to our human sexuality, Belmont Abbey College believes that all persons are called to lives of chastity and purity. Chastity is that virtue which governs the sexual powers and appetites and directs them toward their proper end. The Catholic Church teaches that sexual activity is properly reserved for a man and a woman who have joined themselves to one another in holy matrimony, and that it must always be oriented toward procreation. Sexual activity of any kind outside of marriage is contrary to our design as sexual beings and is prohibited by Belmont Abbey College.
- Public displays of affection should be limited by reason and an awareness and respect for others. The college reserves the right to refer students to the conduct process (formal or informal) when a complaint is made.
- Possession, in digital form or otherwise; use, manufacture, or distribution of pornography is prohibited. All pornography, including pornography in digital formats, will be confiscated and disposed of by College officials. Students who are in violation of this policy will be referred to the student conduct process. Students found downloading or viewing pornography on the College's network may have their use of the College's network restricted or terminated.
    - If you find that you are having difficulty with a possible addiction to pornography, please contact our Campus Ministry office (704-461-6545). Those who honestly seek help will not be referred to the student conduct process unless the use/possession negatively impacts others in the Belmont Abbey College community.
- Possession of "sex toys" or sex-related paraphernalia (including condoms) are prohibited. such items will be confiscated and disposed.
- The college reserves the right to block pornographic websites and other sites that oppose our identity as a Catholic institution.
- Posters and other displays that objectify persons are prohibited from residence halls and other areas of campus.
- For more information and guidance on the topic of human sexuality, please reference the Catechism of the Catholic Church paragraphs 2337-2345.

COMPLIANCE WITH COLLEGE OFFICIALS

- Students are expected to comply with the directives of College personnel, faculty, staff and administration in the performance of their duties. Failure to do so is considered non-compliance. Any abusive or defiant language, any disrespectful or non-compliant behavior toward College personnel will be referred to the student conduct process. Depending on the degree of seriousness, such behavior may result in banning from the residence halls, classrooms, common areas, athletic facilities, dining facilities, monetary fines, or dismissal from the College.
- Failure to turn in requested forms, notifications, student conduct sanction materials, or other materials requested and/or required by college officials is also considered non-compliant when the requested information has a specified due date attached. Fines can be assessed for missing the due dates. College offices and departments cannot be responsible for the consequences of a student failing to turn in requested materials or responding to a college official
- All students are required to follow the instructions stated in any official communications received from a college official. Disregard for this regulation may result in disciplinary action. Failure to check one's email and/or campus mailbox for such notices will not be considered an acceptable reason for non-compliance.

COMPUTER USE

- Access to electronic information systems at Belmont Abbey College is a privilege which can be revoked, not a right, and must be treated as such by all users of these systems. With this privilege, come the following responsibilities but are not limited to:
    - All users must act honestly and responsibly.
    - Every user is responsible for the integrity of these information resources.
    - All users must observe appropriate etiquette in electronic communication.
    - Users are responsible for protecting their accounts from access by others, and shall keep private their passwords and ID's.
    - All users must respect the rights of other computer users.
    - All users must respect the integrity of the physical facilities and controls.
    - All users must respect the pertinent license and contractual agreements related to College information systems.
    - Users who incur access or user charges for services provided by off-campus services (such as commercial databases, processing time, etc.) are responsible for full payment of such charges.
    - All users must act in accordance with relevant local, state, and federal laws and regulations.
- Belmont Abbey College is a provider of a means to access the vast and growing amount of information available through electronic information resources. Belmont Abbey College is not a regulator of the content of that information and takes no responsibility for the content of information, except for that information the College itself, and those authorized to act on its behalf, create. Any person accessing information through Belmont Abbey College information systems must determine for him /herself whether any source is appropriate for viewing and use.
- The full text of the Computer Use Policy is available at http://support.bac.edu/home/documents-policies.

CONFISCATED ITEMS

- Students assume the cost of all items confiscated and disposed of under the policies described in this Student Handbook and will not receive any form of compensation or remuneration from the College or its associates for such items.
- College officials have discretion as to what confiscated items are returned to students, and/or when such items are returned to students. The College reserves the right to dispose of any confiscated items that, in the opinion of the appropriate College officials, represent a threat to any person on campus, or conflict with the values of the College, or are illegal according to state and federal law, or for any other reason described in sections of this Handbook that apply to confiscating and disposing of items belonging to students or their guests.

"Whoever fails to keep the things belonging to the monastery clean or treats them carelessly should be reproved."
Rule of St. Benedict 33:4

DEFAMATION OF COLLEGE REPUTATION

- Each student represents Belmont Abbey College and is therefore responsible as a member of the community for how he/she advertises the image of the College by his/her behavior. Should a student defame the reputation of the College in any way with any persons, groups, or agencies, outside of or within the College itself, the student will be referred to student conduct. This includes the use of the college name, icons, logos or any identifying image on any social media, advertisement, or unauthorized mass media source.
- If students have concerns about important issues regarding the college, they are strongly encouraged to seek appropriate channels to address them. Whether a student attempted to remedy concerns in the appropriate way can be considered to determine if the event constituted a defamation of the college's reputation.

DISCIPLINARY RECORDS

- According to FERPA (Family Educational Rights and Privacy Act) college officials cannot discuss the disciplinary record of a student unless the student has signed a written release of those records. If a student wishes his/her disciplinary record to be discussed in full with a particular party, he/she must submit and sign a letter to the Dean of Students releasing the appropriate College official to discuss the disciplinary record with a particular party. The letter must indicate the specific party (parent, legal guardian, etc.) with whom this record is to be discussed. In the case where a written notification is sent to the parent/legal guardian for an alcohol or other drug offense, the hearing officer in the case is allowed to discuss that particular offense and sanction. A letter of release allows the hearing officer to discuss the entire disciplinary record of the student with the party specified in the letter. Belmont Abbey College is not required to disclose disciplinary information even if a student has permitted it if, in the assessment of the College official, disclosing information would be detrimental to the student.
- Students may review their discipline file in the Office of Residence Life or Student Life under the supervision of a College official. However, no other party may review that file without the explicit written permission of that student. No portion of that file may be photocopied or removed from the Office of Residence Life.
- All disciplinary records are kept in the student's file for a period of five years from the most recent violation, graduation, or last semester of attendance. After that point in time the file will be destroyed. Records of more serious conduct violations (suspensions, etc) will be reserved indefinitely by Student Life.

"Be of sober spirit, be on the alert. Your adversary, the devil, prowls around like a roaring lion, seeking someone to devour."
1 Peter 2:9-10

DRUG POLICY

- The College's drug policy is in accordance with Federal and North Carolina State Law. The unlawful use, possession, manufacture, or distribution of drugs, narcotics, drug paraphernalia, or other controlled and/or illegal substances on Belmont Abbey College property will not be tolerated under any circumstances. Legal sanctions for the unlawful use, possession, manufacture, or distribution of drugs, narcotics, drug paraphernalia, or of other controlled and/or illegal substances can be imposed by the Campus Police Department, the City of Belmont, or any other appropriate civil entity. Those found to be responsible for the manufacturing and/or distribution of drugs will be subject to suspension.
- Natural substances and/or substances derived from illegal or legal sources (e.g. Marijuana, Cannabis Oil, THC oil) or chemical concoctions designed or commonly used to alter or impair the mental or physical faculties of the user (e.g. K2, Spice, Delta-8, Delta-10, etc) are prohibited.
- To enter the campus under the influence of any non-prescription drug or any illegal substances is a violation of College policy, and will be treated the same as if the individual used the substance on College property.
- All prescription medications must be in the appropriate labeled container, and must be in the possession of the individual for whom it is prescribed. Those found to be in possession of prescription medications not prescribed to them will be in violation of the college's drug policy. The lawful owner of the prescription may be deemed complicit in the transfer of a controlled substance.
    - While medical and recreational marijuana use may be legally prescribed or obtained in other states, possession or use of marijuana at Belmont Abbey College and on College property is prohibited, regardless of out-of-state documentation.
- Displays of drug paraphernalia, even if the items are lawfully possessed, are not allowed under any circumstance for any reason. Drug paraphernalia will be confiscated and disposed of. College officials have discretion as to what constitutes drug paraphernalia.

- Violations of this policy will be treated severely. Sanctions for violations of the Drug Policy range from significant monetary fines, mandatory counseling, external drug tests, dismissal from the residence halls, suspension from the college and up to and including expulsion from the College. The College reserves the right to notify parents and/or guardians informing them of a violation of this drug policy.

DOORS, ENTRANCES, AND OTHER AREAS OF CAMPUS

- The propping or attempting to force open exterior building doors once locked, and entering a building once it has been locked, is prohibited without proper authority.
- Doors allowing entrance into the suite, floor, or apartment residence halls are to remain closed and secure at all times. Unauthorized entry to halls, suites, rooms, or spaces will be subject to disciplinary action.
- Obstructing the safe and efficient egress or entrance ways, narrow corridors, stairwells, exits, and windows with personal or College property is prohibited.
- The wooded areas surrounding campus (SBS land), CaroMont Hospital property, and Abbey cemetery are off-limits from sunset to sunrise.
- After-hours access to buildings without prior approval is prohibited.

DUAL-ENROLLED STUDENTS

- Dual-enrolled students are welcome to use academic and social spaces open to traditional students such as the library, Holy Grounds, and Student Commons and attend Belmont Abbey College events that are open to the public (Athletics, Abbey Players, Arts at the Abbey, etc).
- Dual-enrolled students may not attend social programming or utilize support services sponsored by Belmont Abbey College including but not limited to: Wellness Center, Student Activities events, club activities, workout facilities, athletic fields/courts, and residence halls.

ELECTRONIC COMMUNICATIONS

- All students and alumni have a Belmont Abbey College email account. Only current active students will have a network account. The network account also is used to access My Abbey http://MyAbbey.bac.edu for all course and billing related information. Email is provided by Google, which also includes a calendar, file storage, and other general applications. See the IT web site http://support.bac.edu for additional information. Any person accepting an account and/or using Belmont Abbey College's information systems shall constitute an agreement on behalf of the user to abide and be bound by the provisions of this policy. This includes any person using a privately owned machine on the College's network as well as any person using the service provided in the residence halls.
- College reserves the right to monitor and/or restrict certain applications, downloads and websites on college networks to ensure a positive, respectful campus community and upholding of its Catholic and Benedictine identity.
- The College uses official campus email to notify students of important information on issues relating to campus safety, parking, policies, and events. Faculty use this account for coursework and communication. Students should check their official BAC email account daily.
- Students may opt to forward their @abbey.bac.edu email address to a personal email address (e.g. @gmail.com). Forwarding official Belmont Abbey College emails to personal addresses may compromise security and/or normal IT functions. Forwarding emails to personal addresses does not excuse a student of the responsibilities associated with information communicated through their official BAC email.
- Students may not use the College email system to solicit for any purpose. Use of campus-wide email distribution lists is limited to College-related information and can be sent only by those persons approved to do so. Emails must conform to the College's harassment and discrimination policies. Copyright laws and license agreements also apply to email.
- The risks in social media and online communities include but are not limited to: Identity theft, cyber stalking, damage to the reputation of individuals and the College, promotion of illegal, immoral, and College-prohibited behavior.
    - All College policies pertain to students' and employees' behavior even when the behavior occurs online. Therefore, someone that violates a College policy in an online community faces the same disciplinary sanction as someone that violates the same policy outside of an online community.
    - Sanctions for violating this policy will range from warning to dismissal from the College, depending upon the severity and/or repetition of the violation.
    - The College logo, pictures, videos, or stylized images of members of the College community cannot be posted without the written consent form the individual they represent. Any employee or student posting a picture, video, and/or stylized image of a member of the College community must remove the image immediately if requested to do so. Failure to do so will result in disciplinary action.
    - Belmont Abbey College is a registered trademark and any use of any Belmont Abbey College mark must be approved by the Marketing & Communications Office of the college. Anyone wishing to use a mark for promotional or other purposes must seek the approval of the Office of Marketing & Communications.
    - Students that feel they are being cyberbullied are encouraged to bring this to the College officials.
    - Impersonation of a person or any entity connected with Belmont Abbey College in person, virtually, electronically, or through other means is a serious offense. When applicable, information will be turned over to Student Life and/or Campus Police for investigation.

ELECTRONIC DEVICES

- Cellphones, Smart phones, MP3 players, laptops, and other electronic devices shall not be used during a class without the approval of the supervising instructor. All guidelines that an instructor sets regarding the use of electronic devices in the classroom shall be followed at all times, and ignorance of the guidelines will not absolve a student from any penalty that the instructor chooses to levy regarding this policy. All necessary accommodations will be made for students who have a documented disability that requires the use of a personal electronic device during class, provided that the student has submitted all required paperwork to the Office of Academic Assistance, and the student has indicated to the instructor that he or she would like to have these accommodations available to them for the class in question.
- Utilizing a camera phone for the purposes of photographing test questions or for other forms of academic misconduct, or for any illegal activity, is strictly prohibited, as is photographing individuals in secured areas, such as bathrooms or locker rooms. Taking photographs of individuals against their will is strictly prohibited.
- In the performance of their official duties, College officials may take photos of individuals, items, or areas for evidentiary purposes, even if the individuals do not grant permission. Such instances are generally but not exclusively limited to the following: Taking pictures of damages or vandalism in residence halls, taking pictures of wounds individuals suffered during an accident or fight, or taking pictures of confiscated or illegal items. Any such photos taken will be turned over to the Office of Residence Life or Campus Police, and only kept for as long is necessary, barring any legal restrictions.
- Except as required by an approved disability accommodation, students are strictly prohibited from recording any audio, video, or photographic interactions with other students, faculty, or administrators without the prior, express consent of all participants. This includes smart glasses. Recording without consent or approval can be investigated through the student conduct process.
- A supervising instructor in a class may ask students to turn off all personal electronic devices for the duration of the class. When students are taking tests, an instructor may ask students to give them temporary custody of all technological devices. If a student violates the professor's rules concerning use of technological devices in class, the instructor may—for the duration of the class period—ask that the student give him or her the technological device in question.

ENTERTAINMENT

- Personal entertainment selections (visual, audio, etc) must respect the Catholic, Benedictine identity of Belmont Abbey College and should seek to instill a respectful campus community. Sacrilegious, obscene, denigrating, or gratuitously violent entertainment in any form is not permitted.
- Audible entertainment should be at levels that do not disturb others or normal campus functioning, especially in the residence halls and shared campus spaces.

EXPECTATION OF RESPONSIBILITY

- All Belmont Abbey College students are active members in creating a safe and supportive environment on campus. The safety and well-being of all community members is paramount. Belmont Abbey College students are expected to respond, exercise care and concern and contact appropriate authorities when they come in contact with another student who is in a medical emergency. This applies to situations where policy violations (specifically alcohol and drug violations) may have been involved. Fear of conduct sanctions or ramifications of policy violations should not be a deterrent to getting someone immediate medical assistance. This policy is meant to remove barriers to students in danger getting necessary help.
- In situations where a student requires medical assistance due to alcohol or drug use/abuse, students are expected to:
    - Proactively contact appropriate authorities (Residence Life, 911, Campus Police, etc) to alert them to the situation
    - Stay with the student requiring assistance until emergency personnel arrive
    - Cooperate with College officials and emergency personnel
- Students who do not respond and/or seek help for a student in danger will not be exempt from any specific sanctions and will be held responsible for not upholding the Expectation of Responsibility policy.
- Students who respond to situations and adhere to the three expectations above will be exempted from certain sanctions including Residential Probation, Residential Suspension, College Probation and College Suspension.
    - Students may still be assigned formative and educational sanctions including but not limited to: community service, alcohol/drug education course, educational meetings, educational paper
- This policy does not apply to policy violations that may have been committed along with alcohol or drug violations (i.e: sexual assault, vandalism, hazing, harassment, physical violence, theft, etc)
    - Conduct sanctions appropriate for policy violations other than alcohol or drug will be assigned.

FALSE & DISRUPTIVE INFORMATION

- Providing Resident Assistants, Residence Life Staff, Campus Police officers, or any college official with false information– including but not restricted to false names, false halls, false rooms, false age, false ID, etc., is considered a very serious offense and will result in severe disciplinary sanctions.

- The production, distribution, facilitation to obtain, or use of false IDs is prohibited.
- Knowingly furnishing false information to the College is considered fraud. This includes any information asked for or provided to the College for admittance, student employment, or financial aid. Fraud also includes forgery, alteration or misuse of miscellaneous documents, misuse, or equipment (including computers), records or identification.
- Engaging in malicious harassment, bullying, or intentional dissemination of verifiably false statements directed at an individual with the intent to demean, degrade, or defame their character is prohibited and can be investigated through the student conduct process.

FERPA - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

- Belmont Abbey College believes in the protection of confidentiality of student records and the preservation of students' rights to inspect the contents of their educational records. Details about what is maintained in the educational records, how students may view the contents, and the process for challenging the content is explained in the College Catalogue.
- The Family Educational Rights and Privacy Act of 1974 and its amendments (FERPA) govern the policies about educational records. FERPA provides that parents of a student may have access to all educational records if the student is claimed as a dependent with the Internal Revenue Service. Belmont Abbey College assumes that all full-time traditional students are dependent unless evidence to the contrary is submitted to the appropriate college official. The College assumes that all students enrolled in the Adult Degree Program are independent unless evidence to the contrary is submitted to the appropriate college official.
- Under federal law, if either parent claims a student as a tax dependent, both parents (custodial and non-custodial) have equal rights to access educational records. The College will provide equal access to both parents unless provided with a certified copy of a court order or divorce decree that explicitly revokes a parent's legal right to access such information.
- A student giving permission to parents or others through FERPA release(s) does not require or impel College officials to discuss or disclose a student's educational record if the College determines that it is not in the best interest of the student.
- Students with any questions about FERPA or any of its provisions as they relate to Belmont Abbey College are encouraged to speak with the Registrar.
- In cases involving alcohol violations, drug violations or other violations of the law while enrolled as a student, the College reserves (as a provision of the Family Educational Rights and Privacy Act (FERPA)) the right to notify parents for all students under the age of 21.

FIREARMS, WEAPONS & DANGEROUS MATERIALS

- Firearms, other dangerous weapons, and weapons paraphernalia (ammunition, shell casings, etc) are prohibited at all times on all College property. Violations will be subject to local, state, and federal law in addition to student conduct investigation.
- Firearms and weapons as defined in this Handbook cannot be stored in vehicles.
- Weapons include but are not limited to firearms, knives with a blade longer than 2 inches, dangerous weapons, axes, hatchets, crossbows, slingshots, bows/arrows, tasers, water guns, nerf/foam guns, explosives, airsoft guns, BB guns, pellet guns, brass knuckles, throwing stars, paintball guns, unapproved flammable fluids and materials, kerosene heaters, dangerous chemical mixtures, fireworks, or propelled missiles or any item which is used or could be used in a threatening manner.
- Replica and imitation weapons are considered weapons under this policy.
- Any failure to comply with these rules shall be subject to penalty by local, state, and federal law and also referred to the College's student conduct process.

FUNDRAISING POLICY

- The College requires that any organization planning to do fundraising, whether it is for national or local causes, must consult with the College Advancement Office and the Office of Student Life so that fundraising conflicts do not occur. Club and organization fundraising information can be obtained from the Office of Student Activities (Commons 204).
- Any mention of Belmont Abbey College in fundraising with external entities must be approved by the Office of Student Life and the Office of Advancement.

"Do not repay one bad turn with another. Do not injure anyone, but bear injuries patiently."
Rule of St. Benedict 4:29-30

HARASSMENT & OFFENSIVE BEHAVIOR

- In order to guarantee the total well-being of each student, harassment of any nature in any medium will not be tolerated. This includes but is not limited to, verbal, nonverbal, written, electronic, or third-party harassment. In particular, sexual harassment will not be tolerated.
- Any student who believes that he/she is a victim of harassment, domestic violence, dating violence, sexual assault, or stalking should bring the matter to a college official immediately. Once a complaint is brought to the official's attention and in accordance with the Title IX guidelines, the following steps will be taken:

- A complaint will be written containing, but not limited to, date and place of the alleged incident as well as the names, addresses, and telephone numbers of any and all witnesses
- The complaint will be investigated fairly, thoroughly and promptly by an official trained in issues related to domestic violence, violence, sexual assault and stalking
- Both accuser and accused will be notified of all steps in written notice simultaneously including hearings, outcome, and appeals process
- The substance of the complaint and the identities of the individuals involved will be held in strict confidence and revealed only on a "need-to-know" basis. The severity of any disciplinary action taken will depend on the seriousness of the incident.

- All students and College employees are to be treated with respect. Abusive language, including but not limited to, profanity, threats, prank phone calls, racist or degrading language, offensive remarks; unwanted physical contact, inappropriate sexual language, gestures, or activity; are all considered harassment and/or offensive behavior. Such behavior degrades the dignity due to all persons and will be dealt with severely.
- For the College's full Title IX policy, please click here.

HAZING

- Hazing is strictly prohibited in all its forms (physical, psychological, ridicule, embarrassment, servitude, etc), intentions (voluntary, involuntary, intentional, unintentional, etc) and settings (on-campus, off-campus, private, athletics, clubs and organizations, scholarship programs, academics, etc).
- Per North Carolina Law It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor.
- Hazing activities and situations include but are not limited to the following:
  - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity
  - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity
  - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances
  - causing, coercing, or otherwise inducing another person to perform sexual acts
  - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct
  - any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law
  - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.
  - Hazing also includes forced participation in treasure hunts, scavenger hunts, road trips, or other activities that require participation to travel long distances and find their way back from isolated areas.
- Organization at Belmont Abbey College is defined as any club, society, association, athletic team, club sports team, band, Greek organization, or student government entity in which two or more of the members are students enrolled at the university, whether or not the organization is established or recognized by the institution.
- Passive participation in hazing (witness to hazing or participating in technological or in person communications where hazing is planned) without reporting can be considered a violation of this policy.
- Implied or expressed consent to hazing on the part of subjected to hazing is not a defense under this policy.
- Students and/or organizations that are found to be responsible for singular or institutionalized hazing will receive serious sanctions that can include, but not limited to: probation with stipulations, reformatting of an organization, suspension for a period of time, loss of official recognition, restitution and expulsion.

Reporting and Investigating Hazing

- Anyone who believes that he or she has experienced hazing themselves, has knowledge of hazing of another person, or is aware of a possible hazing incident involving someone in the Belmont Abbey College community should report to an office. All faculty, staff, and contract employees are mandated to report knowledge of hazing information.

  Student Life - 704-461-6724
  Campus Police - 704-400-6200
  Title IX Coordinator – roderickgolding@bac.edu
  Online reporting form: https://cm.maxient.com/reportingform.php?BelmontAbbeyCollege&layout_id=3

  - Belmont Abbey College takes reports of hazing seriously. Investigative facts and information in reports will remain confidential to the level required by law.
- Investigations into hazing reports will follow similar procedures to the student conduct process outlined in the Student Handbook pertaining to individuals, clubs, organizations, or other groups. The College reserves the right to delay or run simultaneous conduct and criminal investigations when appropriate.
- Students, clubs, organizations, athletics teams, and others found responsible for hazing can and will be subject to disciplinary actions including, but not limited to: probation, suspension, expulsion, loss of recognition, forfeiture of seasons, and/or any consequences as a result of criminal investigations.
- Employees of Belmont Abbey College found responsible for having knowledge of hazing and not reporting it or participating in hazing themselves will be subject to appropriate disciplinary action in accordance with College policies and referral for criminal investigation.

IDENTIFICATION (ID) CARDS

- Each student will be issued one identification card that may be used for their meal plan, residence hall access, library, etc. Admission to activities and use of facilities of the institution may be denied unless the card is presented upon request.
- ID cards will be validated for the first semester and for each semester thereafter after the student has received financial clearance from the Business Office.
- Students are required to show their ID to Campus Police, Residence Life staff, or any official of the College upon request. Refusal may result in disciplinary action.
- The student is wholly responsible for the use of his/her ID card. Any student who misrepresents his/her age or identification, mutilates or falsifies the ID card, or lends his/her card or card number to another person will be subject to disciplinary sanction.
- Digital cards that serve similar purposes as ID cars (ex dining plan applications) are considered the same as physical cards in regards to these policies.
- A fee of $35.00 will be charged for a replacement ID card if the original card is lost, stolen or damaged.

ILLEGAL ACTIVITIES

- All students are required to abide by the local, state, and federal law. Students are subject to disciplinary action from the College for a violation of any local, state, or federal law on or off-campus.
- Any student abetting or acting as an accessory to a violation of a College policy or law can be held accountable for the violation. All Abbey students are obligated to report any violation to the Office of Residence Life or other appropriate office.
- The unauthorized taking or keeping in one's possession any property (including those items belonging to the College Dining Hall) rented, leased, or placed on campus by the College, or items belonging to the students, faculty, staff, or guest of the College is prohibited. Students who think they have had something stolen should report it directly to Campus Police and let the Office of Residence Life know as well.
- Destroying, defacing, or damaging College property or property belonging to students, faculty, staff, or guests of the College, is prohibited.

IMMUNIZATIONS

- North Carolina state law (General Statute 130A-155.1) requires anyone entering college to present a certificate of immunization that documents his/her compliance with all required immunizations.
  - https://immunization.dph.ncdhhs.gov/schools/collegesuniversities.htm
- All new, transferring, and international traditional students must submit an up-to-date official immunization record from their healthcare provider office or from a state registry. A personal immunization record is acceptable if it has the student's name, date of birth and healthcare provider's signature or office stamp. A notice of deficiency will be given if a student does not have the state required immunizations by orientation.
- All immunization records must be legible and in English.
- As required by North Carolina law, if the student fails to submit a completed or in-progress immunization record by the state deadline, he or she may not attend class or live in the Residence Halls.
- North Carolina law does permit medical and religious exemptions for immunizations.
  - *Medical Exemption*: A student applying for a medical exemption must have a North Carolina physician complete a specified form provided by the Commission for Health Services, which indicates the need for the medical exemption. This form can be found on this link: https://www.immunize.nc.gov/schools/ncexemptions.htm
  - *Religious Exemption*: If a student's religious beliefs are contrary to the immunization requirements, he or she may provide a written statement of his or her bona fide religious beliefs and opposition to the immunization requirements. See more information on this link: https://www.immunize.nc.gov/schools/ncexemptions.htm
- There are various locations that students can receive missing immunizations. Preferably, the student can get his or her missing immunization(s) at his/her family doctor office, or he/she can visit various pharmacies, quick clinics, or local health department. Some immunization series cannot be completed by the time students arrive. Students in this situation should contact the Wellness Center as soon as possible and follow their directions. The Belmont Abbey College Wellness Center does not carry the required immunizations.
- Required immunizations

Vaccine	Number of Doses Required before Entry
Diphtheria, tetanus and pertussis	3 doses
Polio	3 doses
Measles	2 doses
Mumps	2 doses
Rubella	1 dose
Hepatitis B (Hep B)	3 doses
Varicella	1 dose
Meningococcal conjugate (MenACWY)	2 doses

- Each immunization above has more information associated with timing and sequencing. Please review additional information, guidance, and frequently asked questions FAQs at https://immunization.dph.ncdhhs.gov/schools/collegesuniversities.htm

INFECTIOUS DISEASE POLICY

- Belmont Abbey College reserves the right to update policies and procedures related to infectious diseases in response to cases on campus. Policies and procedures subject to change include, but are not limited to: residential, academic, social, health, dining, financial, and administrative. Changes will be communicated to campus community through Belmont Abbey College-provided email addresses and the official Belmont Abbey College website.

INSURANCE FOR PERSONAL PROPERTY

- Belmont Abbey College's insurance policy does not cover personal property in case of accident, flood, theft, or fire. It is advisable that students insure their personal property with an insurance company of their choice. Parent or guardian's homeowner's/renter's insurance will often cover their student's personal belongings while at college. Please check with your insurance provider for further information.

INVOLUNTARY HEALTH & SAFETY LEAVE

- Belmont Abbey College may place a student on an involuntary leave of absence if an individualized assessment determines that the student's observable behavior poses a Direct Threat to the health or safety of others, or significantly disrupts the College's fundamental educational and residential operations. A "Direct Threat" is defined as a high probability of substantial harm to others, based on a reasonable medical judgment relying on the most current medical knowledge or the best available objective evidence. Significant disruptions to fundamental campus functions can include but is not limited to: multiple EMS responses, exhaustion of campus resources, services, and staff, interruption of community living, etc.
- Prior to making a determination, the Dean of Students and other appropriate staff, in consultation with licensed medical or psychological professionals, will conduct an individualized assessment. This assessment will evaluate the nature, duration, and severity of the risk, the likelihood that potential injury will occur, and whether reasonable modifications/accommodations to university policies, practices, or procedures would sufficiently mitigate the risk to allow the student to safely remain on campus.
    - A student's refusal to participate in the individualized assessment, release relevant medical records, or engage with recommended emergency assistance or safety plans limits the College's ability to evaluate risk. In such cases, the College may make a determination based on the available objective evidence. Non-cooperation may be considered evidence that the risk cannot be safely mitigated, resulting in an involuntary leave of absence.
- Except in extraordinary emergency situations involving imminent danger, a student facing involuntary leave will be provided with:
    - Written notice outlining the behaviors of concern and the data being reviewed.
    - An opportunity to meet with the decision-making committee and present medical evidence or documentation from their own treating providers.
    - Students involuntarily withdrawn from the College will be provided with clear, individualized criteria outlining the clinical and administrative documentation that will be required when they apply for readmission/return.
- The right to appeal the final decision to the Vice President of Student Affairs and Dean of Students within five (5) business days.

KEYS

- No student shall possess, make, or have made any key or key card to college property or buildings without proper authorization. (See Residence Hall Policies for more specifics on room keys.)
- Students may not give their key to any other person for any reason. Students who are found to have done this will be referred to student conduct.

LOST AND FOUND

- The College assumes no responsibility for theft, damage, or loss of money, data, valuables, or other personal property.
- Report all losses to Campus Police or the Office of Residence Life. For purposes of insurance claims, a police report is recommended.
- Lost and found locations are: Residence Life Office (O'Connell Hall), Campus Police (Raphael Arthur Hall) and the Student Commons (202).
- Lost and found items not claimed by the end of the spring semester may be disposed of in accord with Abandoned Property Policy

MISSING PERSONS POLICY

- Anyone concerned that a residential student may be missing should report this concern immediately to a college official: Dean of Students, Chief of Campus Police, Director of Residence Life or other appropriate college personnel. Any official receiving such a report should immediately report it to Campus Police.
- Upon receiving the report, the college will make a good faith effort to contact the student by all means available. During this outreach, the appropriate College official will also gather pertinent information (attendance records, dining hall use, card access, printing, etc) to help gauge the student's interactions with various campus services and offices.
    - The Office of Residence Life and Campus Police will work together to cover the campus in search of the student while tracking down further information of the student's last whereabouts.
    - During this time, Campus Police will also be notified that a report of a missing student has been reported and is being investigated internally.
- When a student is officially reported missing and all other avenues to locate the student internally have been exhausted, the College will locate and verify emergency contact information from various sources (housing forms, wellness records, student information system, etc). The Dean of Students or his designee will attempt contact with the student's emergency contact listed in their housing application.
    - Emergency contact information is only accessible to authorized campus officials. This information can be shared with Belmont Abbey Campus Police and local authorities to aid in the investigation.
    - If the student is under the age of 18 and is not emancipated, the college will make a good faith effort to contact the student's custodial parent, legal guardian or designated emergency contact of the student.
- Regardless of age, the college will officially notify Campus Police and other constituencies (if needed) within 24 hours of a determination that the student is confirmed missing.
    - The above directive holds in cases where Campus Police was not the first entity informed of a missing person.
- At the time of registering for classes and/or signing up for housing for each semester, students will be asked to update their emergency contact information.

PARENTAL NOTIFICATION

- The College recognizes each student as a responsible adult. However, on certain occasions the College may notify parents or guardians concerning a specific incident or situation. These occasions include violations of the College policy on alcohol and/or other drugs, hospitalization, or situations where a student's health or safety may be in jeopardy. The College is cognizant of the sensitive nature of these occasions and therefore will do so only at the authorization of the Dean of Students, Chief of Campus Police or their designees.

PAYMENT OF FEES, CHARGES, AND FINES

- Students are required to pay fees, charges, and fines within the appropriate specified time.
- Failure to pay fines in a timely manner will result in the withholding of grades, dropping of classes, removal from residence halls and/or transcripts until the bill is paid in full. The College reserves the right to charge a student's account for any unpaid fees, charges, or fines, even after a student withdraws, transfers, or graduates. More specific information can be obtained through the Business office or in the Academic Catalog.

"…no one has the authority to… strike any of his brothers"
Rule of St. Benedict 70:2

PHYSICAL CONTACT/USE OF FORCE

- Physical contact/use of force against any person will not be tolerated. Students and employees of the College are entitled to be free of intimidation, fear, or the threat of physical contact or the use of force.
- This policy includes intimidation where the offender causes apprehension of harm. Threats and/or intimidation are considered to be any action, explicit or implied, that would cause reasonable apprehension of harm to a person or property. Such actions include, but are not limited to verbal threats, nonverbal threats, stalking, written threats, telephone threats, email/computer, and any other form of communication or communication that is intended to intimidate, create, imply harm, or destroy property.
- Violations of this policy could result in severe disciplinary action--including removal from the residence halls, and/or being placed on college probation, or expulsion from the College.

POSTING POLICY

- All fliers posted in residence halls must first be approved by the Residence Life Department. Student Life approves fliers for other bulletin boards on campus, other than for Academic Affairs programming or events.

- Posted materials may not be affixed to surfaces using packing, 3M, electrical or duct tape or other means that may cause damage to surfaces (nails, screws, etc). Suggested materials include masking tape, staples, or poster tacking.
- Unless prior permission is received, materials posted on bulletin boards cannot be larger than 11" x 17".
- Posters and flyers may not be placed or hung from painted surfaces, metal surfaces, light poles, windows, ceilings, doors, trees, sidewalks, or vehicles.
- The use of chalk on any campus surface (sidewalks, doors, walls, etc) is prohibited.
- Reasonable efforts must be made to not post excessive materials. Multiple and identical signs should not be posted next to one another, as space is needed for all campus events.
- Organizations and campus departments are responsible for prompt removal of posted materials. All advertising flyers should be removed within 1 week of the event.
- Complete removal of all posted materials will occur at the end of each semester.
- All materials posted on campus are subject to the following content guidelines:
  - Posting is restricted to the advertisement of events, meetings, involvement, or employment opportunities.
  - All posted materials must contain the following: (1) The full name of the sponsoring group {no acronyms}; (2) The time, date and place of the event, if applicable; (3) a contact number or email for more information.
  - Posted materials should make every effort to be inclusive and indicative of the College population.
  - Materials that include demeaning sexual and/or racial connotations, offensive language, or distasteful references will not be approved.
  - Promotion of events, programming, causes in conflict with Belmont Abbey College's identity as a Catholic, Benedictine institution are prohibited.
  - No materials advertising or implying the sale or use of alcoholic beverages and tobacco will be approved.

REMOVAL FROM STUDENT LEADERSHIP POSITIONS

- Student leaders found responsible for serious student conduct violation(s); who demonstrate behavior that is not representative of the College' mission, identity or exercises; or whose behavior is in direct conflict with the position they hold, may be removed from their leadership position by the Dean of Students, the director of the particular leader group or advisor of the student's club or organization.
- While directors of various student leadership programs will communicate mission and identity expectations, it is the responsibility of the student leader to discern whether or not an action or decision is within the understanding of how the college conducts itself as a Catholic, Benedictine institution of higher education.
- If there is a concern of conduct violations on the part of a student leader, it is encouraged to alert the Director of Student Activities, Dean of Students or the Director of Residence Life of leader of a particular program or team.
- Student leaders include, but are not limited to: Resident Assistants, Hintemeyers, Honors Scholars, St. Thomas More Scholars, Curlin Scholars, Oetgen Scholars, New Student Mentors, Abbey Ambassadors, Student Government Association, team captains, club leadership, etc.

SENIOR DAYS GUIDELINES

- Senior Days is a tradition in which graduating seniors have the opportunity to make final memories with friends before moving on from Belmont Abbey College.
- All student handbook policies and expectations for student conduct will remain in effect between the last day of exams and graduation day.
- Specific guidelines will be communicated just before Senior Days towards the end of the spring semester.

SEXUAL MISCONDUCT REPORTING, POLICY & PROCEDURES

- Belmont Abbey College is committed to maintaining and strengthening an environment founded on civility and respect and to providing programs, activities, and an educational environment free from sex discrimination and sexual misconduct. The College also is committed to fostering a community that promotes the prompt reporting of all types of sex discrimination and sexual misconduct, as well as the timely and fair resolution of such reports. In furtherance of these commitments, the College has adopted the below policy, which complies with federal regulations concerning the investigation and adjudication of complaints of sexual misconduct, incorporates the thoughtful recommendations of a cross-section of College constituents
- The policy applies to all students and employees of the College. It sets forth available resources, describes prohibited conduct, and establishes procedures for the investigation and adjudication of allegations of sex discrimination and sexual misconduct. The policy takes effect immediately. Any allegations of sexual misconduct of which the College becomes aware will be handled pursuant to this policy, regardless of when the incident occurred.
- Because Sexual Misconduct may in some instances constitute both a violation of College policy and criminal activity, and because the College grievance process is not a substitute for instituting legal action, the College encourages individuals to report alleged Sexual Misconduct promptly to campus officials and to law enforcement authorities, where appropriate.
  Individuals may choose not to report alleged Sexual Misconduct to campus officials. The College respects and supports the individual's decisions with respect to reporting; however, if information about Sexual Misconduct comes to the attention of the College, the College may (1) start an investigation even in the absence of a filed Complaint and / or (2) notify appropriate law enforcement authorities if required or warranted by the nature of the information of which it becomes aware.

Anyone wishing to make a Complaint under this Policy should contact one of the following individuals or offices:

(i) Title IX Coordinator. The College's Title IX Coordinator is Mr. Roderick Golding, whose office is located in Stowe Hall, Suite 115. Mr. Golding may be contacted during business hours (8:00 a.m. to 5:00 p.m., Monday through Friday) by phone at 704-461-6713 or by email at roderickgolding@bac.edu.

(ii) The Belmont Abbey Campus Police Department is located in Raphael Arthur residence hall. The Campus Police Department is also available by phone at 704-400-6200. Campus Police Officers are available 24 hours a day, seven days a week.

(iii) The Office of Residence Life is located in O'Connell Hall. Staff is available during business hours (8:00 a.m. to 5:00 p.m., Monday through Friday) or afterhours by phone at 704-461-7371.

(iv) The Human Resources Office is located Stowe Hall, Suite 115. The Human Resources Office is available during business hours (8:00 a.m. to 5:00 p.m., Monday through Friday) by phone at 704-461-6714.

- If at any point during the complaint, investigative or disciplinary processes, the Assigned Title IX Coordinator deems it necessary for the protection of any member of the College community the Assigned Title IX Coordinator may take interim actions such as the following: changing of class schedule for either party, issue no contact orders, provide counseling services, move those involved to other living arrangements, etc.
- A copy of the policy is also available on the College's website at https://belmontabbeycollege.edu/title-IX/. Please read the policy carefully and in its entirety and feel free to reach out to the Title IX Coordinator, Roderick Golding (704-461-6713) or a Deputy Title IX Coordinator, Cierra Skyers (704-461-6892) and Paul Lyon (704-461-5048).

SMOKING/TOBACCO USE

- Tobacco use is banned in any buildings, entrance/exit doorways, or residence halls. No smoking or tobacco use is allowed within 50 feet of any College building.
- Vaping machines, hookahs, e-cigarettes and other smoking instruments are prohibited.
- Sacred Heart Campus and all surrounding areas are smoke-free. Those wishing to smoke while on that campus may do so only in their personal vehicle.
- It is the responsibility of all members of the College community to observe and comply with this smoke-free policy. Enforcement of the smoking/tobacco use policy on campus and in college buildings is the responsibility of all members of the college community. Visitors are expected to adhere to this policy, as well.

SOLICITATION POLICY

- Soliciting by external companies, organizations, or causes is prohibited on campus at all times. Student solicitors must obtain prior permission from the Dean of Students or his/her designee.
- Handouts, brochures, and fliers for College-sponsored activities are subject to the Posting Policy.
- The presence of unauthorized or suspicious persons or solicitors anywhere on the campus should be reported immediately to campus police (704-400-6200). The college reserves the right to trespass individuals or companies that solicit on campus without permission.

STUDENT CONDUCT

- Student handbook policies apply to on-campus conduct and can apply to off-campus conduct when appropriate. Belmont Abbey College may take disciplinary action for off-campus incidents when a student's behavior threatens or endangers the safety and well-being of the campus community; when a student is the subject of a violation of local, state, or federal law; or when, in the judgment of College officials, a student's alleged misconduct has a detrimental impact on the College's functions and operations, pursuit of its mission, or on the well-being of its community or neighbors.
- Athletic Events: The philosophy of the College on athletics is that sport is a vehicle of virtue. Coaches, student athletes, and participants are held to a standard that reflects the values of this philosophy.
  - As leaders, coaches are to display respect in their demeanor and language for their student-athletes, for the game officials, and for the players and staff of the other team.
  - As participants in the athletic event, players are to treat their team, their hosts, and the spectators with respect. Foul language, inappropriate or offensive gestures, and ridiculing the opposing team are not acceptable and will be disciplined accordingly. Team members are to demonstrate respect for the accommodations and the environment as well.
  - As spectators of an athletic event, members and fans of the College Community are to demonstrate respect for participating teams, the environment, and the rules and regulations of the game. Foul language, inappropriate gestures, inappropriate clothing or ridiculing the opposing team's players in any way (throwing objects, defacing property, etc.) will not be tolerated and will be referred to the student conduct process.
- Classrooms: It is expected therefore that a degree of civility be maintained in the classroom. Respect for fellow students and for the professor is required. Disagreement with others is part of the academic enterprise but at no time should such disagreement result in disrespectful or offensive behavior.
- Dining Halls: Those who dine are expected to treat fellow students and workers with respect. Offensive behavior of any kind will not be tolerated. The throwing of food is unacceptable and will result in disciplinary consequences. Any complaints related to misconduct in the

dining facilities should be submitted to the Director of Dining Services. Any student who allows other students or guests to use their dining plan will be referred to the student conduct process.

STUDENT COMPLAINT POLICY

- Belmont Abbey College is committed to treating all members of its community with justice and respect and makes every effort to resolve student complaints fairly and quickly, with due regard for all parties involved. The College seeks to promote a community of mutual trust, good faith, and courtesy among students, faculty, and staff. However, if any student has a complaint about the institution or some aspect of it or believes he or she has been treated unjustly or in violation of College policies, he or she may file a complaint with the College and expect the matter to be resolved appropriately.
- The vast majority of conflicts and misunderstandings can be resolved without pursuing the formal complaint procedure. Accordingly, the College encourages students to seek resolution informally by first discussing the complaint with the individuals directly involved and/or a direct supervisor. Students are encouraged to pursue the issue orally and by e-mail correspondence through appropriate administrative channels of the area with which the complaint is concerned. In keeping with the Catholic and Benedictine ideal of subsidiarity, our aim is to resolve complaints at the closest and lowest relevant level.
- If a satisfactory resolution is not reached by these informal means or if a situation does not lend itself to informal resolution, students may seek resolution through the formal complaint process. Students should normally attempt resolution of the issue through the informal process before pursuing the formal complaint procedure. Students may make an inquiry regarding complaint procedures or about issues and concerns that could be considered complaints; however, Belmont Abbey's response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits a formal written complaint.
- Formal Complaint Procedure
  - Formal complaints must be filed within a reasonable time frame whenever possible, usually within ten days if there was a specific incident. College officials will make reasonable efforts to give an initial response to complaints within ten working days of receipt, although the process of resolving a complaint may take longer.
  - Formal complaints should be submitted to the appropriate administrator. To determine the appropriate administrator for a complaint, students should consult the administrative organization chart in the Academic Catalogue.
  - Formal complaints must:
    1. Specify that a formal complaint is being made, and be addressed to the appropriate College official; a printed letter signed by the individual is preferred
    2. Describe the situation/incident/event and identify the person or office involved
    3. If relevant, indicate how attempts have already been made to resolve the issue.
- The administrator receiving the complaint will either attempt to resolve and respond to the complaint directly or route the complaint to the director/chair of the appropriate department. The student will receive a response in writing within ten working days. If the complaint was routed to a chair/director, and the student believes that the complaint has not been satisfactorily resolved, he or she may raise the matter again, in writing, with the appropriate administrator, who will give a response within ten working days.
- Academic Complaint Appeals
  - In academic matters, the decision of the Provost is final.
  - Non-Academic Complaint Appeals In the event that a student continues to believe that a grievance exists in a non-academic matter, the student may send a written appeal to the Grievance Committee in care of the President's Office. The President's Office will forward the complaint to the Chair of the Grievance Committee, who will then convene the committee in accordance with the requirements specified in the *College Handbook*.
- Exclusion Of Appeals The college-wide complaint policy above excludes some student appeals. The policies and procedures for the following types of appeals can be found in the cited locations: Academic Dismissal Appeals (Academic Catalogue 39) Academic Dishonesty Appeals (Academic Catalogue 41-42) Financial Aid Appeals (Financial Aid Handbook 8-9) Student Conduct Sanctions (Student Handbook).
- Post Secondary Education Complaints
  - To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit the State Attorney General's web page at https://ncdoj.gov/file-a-complaint/consumer-complaint/
    1. For residents within North Carolina, please call 1 (877) 566-7226. For those outside of North Carolina, please call (919) 716-6000.
    2. If you choose to mail a complaint, please use the following address: Consumer Protection

       Attorney General's Office
       Mail Service Center 9001
       Raleigh, NC 27699-9001

VEHICLE AND PARKING REGULATIONS

- Parking regulations are subject to change at any time. Excessive violations of the Automobile and Parking rules and regulations may lead to parking privileges being revoked for a student.
- College parking privileges will be granted only to students who have properly registered vehicles, employees of the institution who have properly registered vehicles or individuals who have obtained appropriate authorization. It is the responsibility of the vehicle operator to know and abide by all traffic and College parking regulations. Permits are issued by the Campus Police Department. Parking permits and placards must be visibly displayed in or on the vehicle at all times that the vehicle remains on the property of Belmont Abbey College.
- All persons operating a vehicle on campus must have a valid driver's license and all vehicle must have a current registration and insurance.

- Obtaining a parking permit does not guarantee the availability of a parking space. Inability to locate an authorized parking space is not considered reasonable cause for parking in a non-regulated area.
- Only cars and motorcycles with current, properly displayed parking permits may be parked in residential student parking lots. Parking permit holders cannot park in visitor or restricted parking spaces or in parking lots not assigned to them.
- It is prohibited to drive motorized vehicles on campus grounds unless authorized by Campus Police.
- Speeding, reckless driving or other inappropriate use of vehicles on campus can and will be referred to the student conduct process. Students can lose the privilege to have a car on campus should they show through their on-campus driving a disregard for speed limits and other policies.
- Riding in the back of pickup trucks is strictly prohibited and can result in suspension of a parking permit and criminal charges.
- The speed limit for the campus is 20 miles per hour. Campus Police Officers may utilize speed detection devices or other tactics at times to ensure compliance and safety. Violations of speed limit or other moving violations are subject to citations and student conduct referrals.
- Pedestrians will be given the right-of-way at all times.
- The College assumes no responsibility for damage or theft of or from vehicles while parked on the property of Belmont Abbey College. This includes damage caused by baseballs, softballs, lacrosse balls, or soccer balls.
- Any cars parked illegally or in an unauthorized area may be subject to fines, booting, NC State citation, towing or other penalties.
- Fines must be paid in the Business Office within one month of the violation. Failure to comply will result in a charge per violation to the student's account. Failure to pay fines will result in student's not being able to register for future classes, or withholding of student's academic records.
- Appeal forms for parking violations are available in the Campus Police Office. All appeals are made to the Chief of Police or their designee and must be made within 14 days. Appeals will not be heard based on lack of knowledge of parking regulations, regulations for operation of a motor vehicle on campus, appointment tardiness, time of day, or inability to locate an authorized parking space.
- Temporary parking passes can be obtained at the Campus Police office for use on a temporary vehicle.

VISITING SPEAKERS & ENTERTAINERS

- Clubs and organizations interested in bringing speakers to campus must adhere to the following application and approval process. When considering approving a guest speaker or presenter, the College reserves the right to review the person or message in light of the College's mission and identity as a Catholic institution.
  - Nationally-recognized and well-known speakers
    - Request approval forms from the Assistant Dean of Student Engagement. Application forms and additional information must be submitted 2 months prior to the proposed event to allow for proper review and accommodations. Written approval must be secured from the club/organization's advisor, Director of Student Activities, Assistant Dean of Student Engagement and the Dean of Students.
    - Students are strictly prohibited from negotiating or signing contracts independently.
    - Students must gain full approval before advertising events. Failure to adhere to these guidelines can result in the cancellation of the event and possible consequences for the club or organization.
  - Local or lesser-known speakers
    - Request forms must be submitted no more than 2 weeks prior to the proposed date.
    - Students and/or clubs and organizations are prohibited from advertising for events prior to approval.

RESIDENCE LIFE POLICIES AND PROCEDURES

GENERAL INFORMATION

LIVING FACILITIES

- Belmont Abbey College residence halls consist of Poellath Hall, O'Connell Hall, Raphael Arthur Hall, St. Scholastica Hall, St. Benedict Hall, Cuthbert Allen Apartments, St. Michael Hall, St. Gregory Hall, and St. Gertude Hall.
- The residential community consists of the following halls:
  i. Poellath Hall is suite style with four rooms that are double occupancy each. Between seven (7) and nine (9) students share a bathroom. These halls are usually reserved for first year students.
  ii. Raphael Arthur Hall is suite style with four rooms that can accommodate single or double occupancy. Four to eight residents may share bathroom facilities.

iii. Cuthbert Allen Apartments are four (4) private bedroom apartments with a shared living room, dining room, and bathroom.
iv. St. Benedict Hall and St. Scholastica Hall are suite style with two (2) residents sharing a bath and small common room.
v. St. Michael Hall is for upper-classmen and features dormitory-style living with double occupancy and shared private bathrooms on each floor.
vi. St. Gregory and St. Gertrude are primarily for upper-classmen and feature a mix of double occupancy rooms and quad occupancy suites with shared private bathrooms on each floor.

- Students needing special housing accommodations should contact the Office of Residence Life for more information. Special housing accommodations are subject to external verification, request date, and availability.
  - Requests for specific halls or rooms cannot be made.
  - Requests for specific roommates cannot be made. Special housing accommodations are for the requesting student only.
- Internet service to the residence halls is provided and supported by the IT department. All residence hall rooms have wireless access and there are no wired connections available. The use of personal routers or switches is prohibited.

OFFICE OF RESIDENCE LIFE

- The Office of Residence Life consists of professionals and paraprofessional staff members. The Resident Assistants are well-trained upper-class student who are charged with the daily management of an assigned residential area. All Residence Life staff, in their official duties, act so as College officials.
- All residents are encouraged to take an active role in creating community with their roommates, suitemates, floor residents, building residents, and the rest of the members that make up the Belmont Abbey community. Residence Life staff members are here to assist in creating that community. They will also assist residents in interpretation of college policy, understanding of why policy is set, and enforcement of those policies.
- If students have a question or concern regarding residence life or housing, they are encouraged to first speak with their Resident Assistant. If they need assistance in addition to their Resident Assistant, students should speak to the Area Coordinator who oversees their residence hall. The Area Coordinator will bring a student's question or concern to the Area Coordinator or Director of Residence Life as needed.
- The residential community is divided into three areas for which Area Coordinators are responsible:
  i. Area 1: Poellath and O'Connell Hall
  ii. Area 2: Raphael Arthur Hall, St. Gertrude Hall, St. Benedict Hall, and St. Scholastica Hall
  iii. Area 3: Cuthbert Allen Apartments, St. Gregory Hall, and St. Michael Hall

RESIDENCY REQUIREMENT

- All students ages 25 and under are required to live on campus. The only exceptions to this policy are as follows:
  i. They live within commuting distance of the campus with a parent or legal guardian, less than a 35-mile distance
  ii. Legally married and living with spouse
  iii. Over the age of 25
  iv. Demonstrated financial hardship
- Part-time are generally not allowed to live on campus unless otherwise approved by the Director of Residence Life. This includes students that drop below full-time status (12 hours) during the semester.
- Regarding ages of residents, the college has the following restrictions:
  i. Students under the age of 17 are not permitted to live in campus residence facilities without the written consent of their parents/guardians and the Director of Residence Life. Students younger than 17 may lack the maturity and social coping skills required for community living, especially with others who are older in years.
- Residential students are required to purchase a meal plan with Belmont Abbey College dining service provider, Chartwells Dining Services.

RESIDENCE HALL POLICIES

ABANDONED PROPERTY

- The College has the right to remove and store the property at the owner's expense after the final checkout dates. The college may try to contact the student if items are left behind but it is assumed that if items are left behind, they were meant to be.
- The College has the right to and will take possession of any personal property left in a student's room after the moving out. If the property is not reclaimed within (30) thirty days, the College shall have the right to and will give away or sell the property.

- This policy applies similarly to those students who leave at the end of the semester or are suspended/expelled. If suspended or expelled, expectations for gathering belongings will be communicated in the suspension/expulsion letter and supersede the 30 day policy.

ADVANCE SEMESTER DEPOSIT

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

AIR CONDITIONERS

- Raphael Arthur, Poellath and O'Connell Halls utilize window-unit air conditioners for comfort and air circulation. It is the responsibility of the residents of these rooms to clean the filters of the window AC units. Information on how clean the filters can be found here: https://thehub.bac.edu/res-life/more-info/.
- Cuthbert Allen Apartments, St. Benedict Hall, St. Scholastic Hall, St. Michael Hall, St. Gertrude Hall, and St. Gregory Hall have central HVAC that is controlled from within each suite or room.
  - Additional window or floor air conditioning units are not permitted.
- Due to humid conditions in North Carolina, there must be continuous air flow through rooms to reduce the possibility of moisture concerns. This can be accomplished through air conditioners and it is the responsibility of the student to ensure that air conditioners are running and providing this important air flow.
- In suites and rooms where air conditioning is controlled is controlled in another location, residents are encouraged to establish an agreed-upon plan for a comfortable temperature.

APPLIANCES

- The capacity of the electrical system in the residence halls is limited, and overloading these systems can present fire and safety hazards.
- Use of electrical "octopi" (multiple head plugs) to obtain a greater number of outlets is prohibited as well as use of extension cords. We highly recommend that students purchase a UL-approved multiple outlets that contain their own fuse and have surge protection.
- Radios, stereos, computers, desk lamps, small televisions, single-serve coffee makers (Keurig, etc) and other small appliances are permitted, provided the equipment is kept in safe operating condition.
- The following items are not permitted in residence halls:
  - Open element appliances (i.e., hot plates, griddles, broilers, space heaters, coffee pots, immersion heaters, ovens, toasters, or kerosene heaters)
  - Power tools
  - Halogen touchier lamps, lava lamps, etc.
  - Sun lamps
  - Outside antennae
  - Surge Protectors
  - Cookers designed for prolonged usage (air fryers, open fryers, crock-pots, pressurized cookers, etc)
- Possession of items in violation of fire safety policies will incur a fine of $50-100 for the first offense and fines will increase for repeat violations. The final amount of the fine will be determined by the Office of Residence Life. Tampering with smoke detectors or other fire detection/suppression systems will be treated very seriously and will incur severe fines.
- MicroFridge is an Energy Star rated combination refrigerator/freezer and microwave oven designed specifically for college residence halls. The College has partnered with *Standards For Living* to allow students living anywhere on campus to rent or purchase the units for the school year. Contact *Standards For Living*, via their website: www.standardsforliving.com. A unit will be delivered to your room just before the start of fall semester classes.
- Approved microwaves have been placed in the Cuthbert Allen Apartments. Students are responsible for keeping microwaves clean; microwaves cannot be placed in a closet or other enclosure that restricts adequate ventilation. Students living in all halls may also rent or purchase MicroFridge units.
- Refrigerators no larger than 3.6 cubic feet are allowed. Over long vacation periods (Christmas and Spring Break), residents are expected to clean, defrost, empty, and unplug their refrigerators to conserve electricity and/or prevent spoilage of food.
- It is critical that users exercise precautionary measures when using appliances. Tampering with electrical systems is prohibited for the safety of all residents and general upkeep of the buildings. Placing cords under an item, such as a rug, is prohibited. All Fire Code regulations, which are in accordance with the Belmont Fire Marshal, must be always met. Failure to do so could result in the closing of a hall, or a personal fine to those in violation.
- Inspections by Residence Life staff will occur as necessary to ensure compliance with stated policies.

BATHROOMS/SUITE HALLWAYS

Housekeeping staff cleans the bathrooms and suite hallways in the residence halls each weekday in the O'Connell, Poellath, Raphael Arthur, St. Benedict, St. Scholastica, St. Michael, St. Gregory, and St. Gertrude. Cuthbert Allen Apartment bathrooms are cleaned once per week.

- Students are required to keep these areas free of personal belongings (no personal items can be left in the bathrooms on countertops, on floors, etc.) to allow for staff to thoroughly clean and sanitize the surfaces. This includes the suite hallways - no carpets or rugs are to be kept in this shared space to allow for consistent sanitation efforts. Students found out of compliance with this policy will be referred through the student conduct process.
- Students are not to flush food or other non-degradable items down toilets and sinks to prevent clogs and damage. These include, but not limited to, tea bags, coffee filters, towels, tennis balls, animals, shoes, fish tank rocks, and "flushable" personal wipes. Students and/or an entire suite can be charged for repairs due to negligence or purposeful tampering.
    - The possession and use of flushable wipes is prohibited. Unclogging plumbing or damage due to flushable wipes will incur additional charges for students found responsible or residents of specific suites/halls.
- Only residents of the specific living space (room, suite, or apartment) are permitted to use the bathroom facilities at any time
- Students who do not meet these requests may lose housekeeping services or asked to leave campus housing.
- Students of the opposite sex are not permitted to loiter outside of suites in other single sex residence halls nor are they permitted to use the suite/hall bathroom facilities at any time.

BREAKS

- Residence halls remain open for fall break, Thanksgiving, spring break, and Easter. The residence halls close completely for all students during the Christmas and summer breaks and all residents must vacate the premises during these breaks. The College keeps the residence halls open to provide assistance to students who are unable to leave campus for the shorter breaks. At the same time, campus residences remaining open during breaks constitutes a privilege, which may be revoked at any time.
- Dining services and schedules may be altered during breaks. Please contact Dining Services for more information. Students are responsible for their own meals during breaks when the dining plan is not available.
- Students staying over a break must follow the following guidelines. Failure to do so will result in the student being required to leave campus for the duration of the break.
    - Students must register with the Office of Residence Life to remain on campus over the breaks where the residence halls are open. Students that do not register may be charged $15 per night.
    - All common areas must be kept neat and clean and trash should be disposed of appropriately.
    - Students may be responsible for their own meals when dining services are not available.
    - Students may not enter any residence hall or apartment other than the one to which they are assigned.
    - All policies of the Student Handbook must be upheld at all times. Additional policies are in place during breaks and are as follows:
        1. Visitation and guests are not permitted (unless the student has advance written permission from the Director of Residence Life).
        2. Consumption of alcohol is not permitted, including for residents of legal drinking age who live in residence halls in which alcohol is permitted.
        3. 24-hour quiet hours are in place.
    - Policy violations that take place during a break may be addressed through the student conduct process and will result in more severe consequences.
- Checkout times will be posted and properly enforced by Residence Life Staff.
- When leaving for Christmas and Summer breaks, students will be required to follow closing responsibilities that will be distributed via RAs.
- Failure to leave the assigned room in the appropriate condition will result in a fine to be determined by the Office of Residence Life.

CARPETS AND RUGS

- Students are permitted to have carpets or rugs in their residence hall rooms, but they may not place carpets in the suite or apartment hallways. Carpets in the hallways interfere with housekeeping staff cleaning these areas. Carpets cannot impede movement to the exits of any room and cannot cover electrical or other cords.

CHANGE IN RESIDENTIAL STATUS

- Students who wish to change their residential status (from residential to commuting or commuting to residential) must complete a "change of status" form in the Residence Life Office to apply for consideration.
- Changing one's status can impact the amount and type of financial aid received. It is strongly recommended that any student considering changing their status contacts the Office of Financial Aid (financialaidoffice@bac.edu) and inquire how this change could impact their financial aid prior to applying.
- Approval of requests for housing will be based upon availability of housing and individual circumstances. Students should contact Residence Life for more information.

- The college reserves the right to place deadlines and processes for changes in status, especially from resident to commuter. The college will take into consideration financial aid, previous business office interactions, student conduct and other pertinent sources of information when determining whether a change of status will be approved.
- All students ages 25 and under are required to live on campus. Exceptions to this policy:
  - Student is married and living with their spouse
    1. To apply for an exception, students must submit a legal marriage certificate and home address
  - Student will be commuting from their parent's (or legal guardian) residence within 35 miles of the main campus
    1. To apply for an exception, students must submit a signed letter from their parent/guardian stating that they will be residing with them at the home address and commuting to campus while enrolled at Belmont Abbey College, a photocopy of parent/guardian official ID or driver's license and the home address where the student will be residing with their parent/guardian
  - Student is over the age of 25
  - Student has a demonstrated financial hardship
    1. To apply for an exception, the College will collect information from student accounts to verify the financial hardship and the student must submit a letter and evidence stating the particulars of their financial hardship.
- The College reserves the right to change its residency requirements when the need arises and to close exceptions when the need has been appropriately met.
  - Students applying for special consideration during times of loosened residency requirements must follow the housing application process in the event that their commuter status is not approved. We encourage students to do this so they can confirm that they will have housing for the upcoming year as they can always cancel their housing if their commuter request is approved.
  - If the college has a waiting list for students to be considered, a student cannot appeal or make a special request to be approved from the waiting list. When a spot opens, the college will approve those on the waiting list on a first-come, first-serve basis.
- Signing a lease agreement with an off-campus entity is not grounds for and cannot be used as evidence for approval of commuter status.
- Students who are designated as residential students and not approved to move to commuter status will be billed for housing and dining for the upcoming semester.
- Students are approved for commuter status one at a time and may not request for other people on the list to be approved with them at the same time.
- Meal plan exemptions cannot be used as a reason to grant commuter status.

CHECK-IN

- All students living on campus are required to go through appropriate check-in procedures at the beginning of the academic term.
- Students will not be able to move into their residence hall if they have outstanding balances or other important documents are missing from campus offices. The college can exercise discretion with regards to this policy and will do so only under extreme circumstances.
- Failure to comply with the check-in procedures could result in a student's classes being dropped, fines, or referral to student conduct.
- Each residential student is required to complete a Room Condition Report (RCR by no later than midnight on the first Sunday following move-in weekend. Students will be responsible for any change in the condition of the room and its furnishings. During check out, the RCR will be checked against the condition of the room as it is described in the RCR during check in, and the student will be financially responsible for any damage not cited on the report during check in. It is therefore in the student's best interest to accurately document the condition of their room at check in so that they are not held responsible for pre-existing damage. Every effort will be made by the college to assist the student to complete their RCR. The college reserves the right to place holds on student activity or accounts for persistence in not completing RCRs.
- The key registration card will be completed as a record of the keys issued to an individual student. All keys issued must be returned or a replacement fine will be assigned to the responsible student's account.
- Every time a student changes rooms, the Room Condition Report must be completed for the new room.

CHECK-OUT

- When occupancy is terminated, a Residence Life Staff member will inspect the room and relieve the occupant of responsibility for the room, its furnishings and equipment, or recommend an assessment against the occupant for damages and missing property. Failure to properly checkout with the Residence Life Staff will result in a fine being levied and additional assessment charges for damages and/or missing furnishing, equipment and/or keys.
- All students should follow the steps below when checking out of residence hall:
  - Review and follow Residence Life guidelines regarding room inspections and scheduling.
  - Remove all personal belongings from the room.
  - Clean the room, sweep floors, clean out the desk, close drawers and lock windows.
  - Remove all garbage.
  - Be sure all college-owned furnishings are returned to their original condition and location.
  - Turn in keys to Residence Life staff within the communicated process.
  - Sign the check-out forms.
- Students will be assessed for all damages, improper check-out, and loss of keys. These charges may be appealed in writing to the Office of Residence Life within two (2) weeks of receiving the bill from the College Business Office. All charges will be listed on the student's MyHousing home page under "more task" and "billing summary". Appeals received after the two (2) week deadline will not be considered.
- Improper check-out and key charges are non-negotiable.

- A student who fails to complete an inspection before checking-out with a staff member will forfeit the right to challenge any damage or cleaning assessments.
- If damage is found in a common area of a suite, apartment, or hall and no resident takes responsibility, the bill for the damage will be split evenly amongst the residents and applied to their student account.
- Students should make arrangements to check out of their room 24 hours after their last exam at the end of the fall and spring semesters. Once completely checked out, students are not permitted to return to the residence halls until move-in for the upcoming semester.

COMMON AREAS

- Lounge and lobby areas are for student use. Only a collective responsibility and respect from all students can maintain these areas. Removal of furniture or equipment from a lounge or lobby area is not permitted. School-provided or personal furniture may not be moved or stored outside in breezeways, walkways, porches or surrounding areas of any residence halls. Repeated violation of this policy can result in referral to student conduct and/or restitution fines for damages.
- There are occasions when damage occurs in the common area of a suite, apartment, building, or grounds, and the individual(s) responsible cannot be determined. In such cases, the College reserves the right to levy charges against the entire suite, apartment, or residence hall.
- All members of a suite, apartment, or hall are jointly responsible for the cleanliness of all common areas, which include bathrooms, hallways, walkways and apartment living rooms, kitchens, and patios. A General Assessment charge will be levied for extensive cleaning or damages.
- All common areas must be kept neat and clean. Everyone is responsible for their trash by placing it in the appropriate receptacles. No personal items can be left in shared common areas to allow for regular cleaning and sanitation.

CONSOLIDATION OF ROOMS

- The College reserves the right to change room assignments to best meet the needs of all students. Traditional-aged freshmen are not permitted to have singles. If a student finds themselves in a room without a roommate, they may be asked to move into another room with a roommate.
- Students are expected to keep their room ready to accept a roommate at any time and understand that it is their responsibility to keep half (½) the room clean and cleared of personal property. Failure to do so could result in a fine levied.
- Should triple occupancy exist at any time in Poellath or O'Connell Halls, the college will attempt to move students out of a triple room as soon as the possibility arises. If a student is originally placed into a triple room and is moved into a double occupancy room early in the semester, the college will honor the triple rate only for that semester. Beginning the semester after being moved from a triple to a double occupancy, the student will be charged the double occupancy rate.

DAMAGES

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

EMERGENCY RESIDENCE HALL PROCEDURES

- Each suite is provided with an Emergency Residence Hall Procedures poster. This poster must remain in the suite and be readily accessible to room occupants. The residents should familiarize themselves with the information in this document. Failure to follow procedures and/or emergency staff can result in endangerment to others which could result in disciplinary action. Refer to the Crisis and Emergency Procedures at the back of this Handbook for specific procedures for individual crises.

FIRE DRILLS AND ALARMS

- Fire drills will occur twice per semester by Campus Police and Residence Life staff. These drills are mandated by the State of North Carolina.
- Drills will not be announced. Any time a fire alarm sounds, students are required to take the alarm seriously and follow procedures.
- Students are to follow guidelines listed in the "Emergency Guidelines" which can be found on the back of their residence hall room door and meet the Residence Life staff in the designated location.

- Failure to comply with evacuation procedures during alarms or drills will result in disciplinary action and possible criminal charges. Failure to evacuate a residential building during a fire drill will result in a $50 fine. Repeat offenses can incur more serious consequences.

FIRE SAFETY

- Due to fire regulations, the following are mandated by the Belmont Fire Marshal and set forth by local, state, and federal law:
  - Extension cords are prohibited.
  - Multi-plug outlets require surge protection and must be 18 inches from the floor.
  - The use in individual rooms of open-coil or open-plate devices such as hot plates, George Foreman grills, lava lamps, halogen lamps, coffee pots, space heaters, sun lamps, and toasters is prohibited (See Appliances);
  - Placing cords which utilize electricity, including those for telephones, computers, and stereo speakers, under an item such as a rug is prohibited.
  - Prohibits the use of open flame or ember devices such as candles, incense or oil lamps.
  - Fire doors cannot be propped open.
  - The use of electric Christmas lights is prohibited. LED lights are allowed.
  - No live Christmas trees are allowed.
  - All approved combustible materials (paint, paint thinner) must be stored in a metal box in a well-ventilated area.
  - All pathways/stairwells leading to exits must be clear of all obstructions.
  - Fire sprinkler pipes/heads, smoke detectors, alarms, and extinguishers cannot be altered or tampered with in any way or have items hanging from them.
  - Students cannot alter or repair electrical equipment or fixtures which belong to the College. Defects in electrical equipment must be reported to the Residence Life Staff immediately.
  - Any wall hangings must be hung at least 18” away from the ceiling.
- The sounding of false fire alarms and tampering with firefighting or safety equipment to include extinguishers, smoke detectors, hoses, exit signs, door and fire alarm systems is prohibited and will result in referral to student conduct.
- Failure on the part of any student to follow fire safety policy stated above will result in fines and referral to the student conduct process.
- No person is to start a fire outside except in approved cooking areas. If any person wishes to have a controlled fire in any area other than stated above, a written request must be submitted to the Chief of Police and Director of Campus Safety 24 hours prior to the event. Approvals subject to state and local restrictions.
- Because of fire and public health concerns, cooking is restricted in the residence halls. Use of a personal grill/hibachi in or around living areas/buildings is prohibited.
- Students are permitted to grill on permanent units provided by the College with permission and reservation through the Office of Residence Life. The student(s) using the grill unit is responsible for all clean up.
- Due to potential fire hazards, the possession, storing, carrying or use of hover boards and other forms of automated movement are prohibited from any Belmont Abbey College property including residence halls, classrooms, administration buildings and grounds.

GATHERING POLICY

- For reasons of general safety, fire safety, and reasonable noise levels, students are limited to a maximum of 10 people in a residence area at one time. A residence area is defined as a suite in the residence halls or an apartment, including the porch area, in Cuthbert Allen. The maximum number (10) includes the residents of that suite or apartment.
- The college reserves the right to approach and disperse of any gathering where there is the potential of violations of College policy (noise level, underage drinking, etc.) or disruption of normal campus functions. All present at the gathering can be documented for disciplinary action and referred to the student conduct process, regardless of the number of people present.
- Moving a party or disruptive gathering from location to location is not permitted.
- Belmont Abbey College is private property and is under no obligation to approve demonstrations on campus to students, guests, or external entities. The College, at its sole discretion, reserves the right to deny entry to campus any persons, groups or demonstrations that may interfere with the normal functions or identity of the institution. For more information, contact Belmont Abbey College Campus Police.

HEALTH AND SAFETY INSPECTIONS

- All rooms, suites, and apartments will be inspected by residence life staff as is necessary, and at least twice a semester, to ensure compliance with health and safety standards, and other College regulations.
- If a staff member finds that a student is not in compliance with a policy, they will be given 24 hours to rectify the problem and/or be subject to confiscation of violation item, fines, or and referral to the student conduct process. Additional subsequent failures may result in termination of the housing agreement and/or reassignment to a new room.
- The staff will not search living areas but ensure that fire safety codes are being upheld, trash is being emptied, clothes are stored properly, the living areas are being cleaned regularly, and other College policies are being followed. The presence of the occupants during Health and Safety Inspections is optional. These inspections may also be carried out if there is sufficient evidence that a student’s living habits (leaving food out, hygiene, pets, etc) may be contributing to an unhealthy environment for roommates, suitemates or hallmates.

- If an item is found that is against College policies and/or is illegal in accordance with local, state, or federal law, the Residence Life staff is obligated to confiscate the item with support from Campus Police when appropriate. Additionally, some type of legal action by the appropriate civil authority may be taken.

HOUSING AGREEMENT

- Every resident student must electronically sign a Belmont Abbey College Residence Hall Agreement (via *MyHousing*) before being assigned a room. The agreement is for one academic year and expires at the end of the Spring semester. Information on room changes, room deposits, cancellation, and general housing policies are included in the agreement as well as in this document.
- The College may terminate a student's housing contract for the following reasons, including but not limited to:
  - Student enrolled in fewer than 12 credit hours without the Director of Residence Life's permission.
  - Student's health condition causes group living to be unwise or unhealthy.
  - Student's behavior indicates that he/she cannot abide by the expectations of group living.
  - Student repeatedly violates residence hall and/or College policies.
- Only Belmont Abbey College students enrolled in a degree-seeking program and attending classes are eligible for residency in our halls. The housing agreement can be terminated by the College if a student stops attending classes or terminates enrollment.
- The existing refund policy schedule from the College Catalogue will remain in effect for students withdrawing from the College.
  i. Students withdrawing from the College during the Drop/Add period will not be charged tuition.
  ii. Students withdrawing from the College during the Drop/Add period will be charged Room and Board on a prorated basis. All applicable fees will remain.
  iii. Students withdrawing from the College after the Drop/Add period will be charged 50% of Tuition, Room, and Board during the five (5) business days following, and 100% after that. All applicable fees will remain.
  iv. Students withdrawing from the College, during the five (5) business days after the Drop/Add period, will receive a 50% reduction to any institutional award(s) on their account.
- Students that withdraw from the College must vacate their room 24 hours after withdrawal.
- Due to the inherent disruptions associated with pandemics and the mitigating measures taken by the College, students will be charged Room and board per its existing policy. In the event of (a) a transition to remote delivery of instruction combined with the closure of its housing and dining facilities or (b) a mandated closure by local, state, or federal authorities, students will be charged Tuition, Room, and Board according to the schedule in its existing policy. Students will not receive a discount nor a refund of tuition for remote delivery of instruction.

KEYS AND CONTROLLED ACCESS

- For the sake of policies contained in this handbook, keys can be defined as physical keys, virtual keys, FOBs, and ID cards with near-field communication (NFC) capabilities.
- Room keys and identification cards are property of Belmont Abbey College and may not be duplicated for any reason.
- It is the responsibility of each student who obtains a key to make sure that these keys are never loaned or duplicated. The misuse of keys, including the loaning of keys to another individual, will be referred to the college's student conduct process.
- Students are expected to lock their room and suite doors; apartment residents are expected to lock their room and front doors. Taping open or propping open suite/apartment doors is prohibited as it endangers the entire suite or apartment. A student who props a suite/apartment door or prevents it from closing and locking will be referred for disciplinary sanction. If the person responsible cannot be identified, each resident of the suite or apartment will be issued a fine for behavior that endangers others.
- If a student is locked out of his/her room, he/she should contact the Residence Life Office or any Resident Assistant who is on duty. Students are reminded that responding to a call for a lockout is not an emergency and the staff will respond as soon as possible.
  - Each lockout is recorded by the Office of Residence Life. Students receive three free lockouts each academic year. A $20.00 charge will be placed on the students account for every lockout over the free allotment.
  - The Office of Residence Life reserves the right to investigate the underlying reasons for excessive lock-outs and take the necessary steps to ensure the security of residence halls and rooms.
- A student who loses his/her key is to report this immediately to the Residence Life Office and no later than 24 hours after believing it lost. The Residence Life Office will make the determination if the lock is to be changed. The student is responsible for the charge of lock change and new keys. A lost key necessitates the changing of five individual locks and new keys for all residents of the suite. Thus, the minimum charge assessed for a lost key in the residence halls is $275.
- For safety and security purposes, keys will be collected when students depart for Christmas break and the end of the spring semester. Key card access for the residence halls that utilize this capability will be deactivated for breaks when students are not permitted to be on campus.
- Students that withdraw or are suspended from campus are expected to return any keys and ID cards to the Office of Residence Life and their access will be terminated.

LAUNDRY FACILITIES

- Laundry facilities are on the bottom floors of O'Connell Hall, Poellath Lobby, Cuthbert Allen Apartment building number 1, St. Benedict Hall, St. Scholastica Hall, and each floor of St. Michael Hall, St. Gregory Hall, and St. Gertrude Hall..
  - Poellath residents must use the laundry facilities in Poellath Hall and residents of O'Connell Hall must use the facilities in O'Connell.
  - Raphael Arthur Hall residents are asked to use the laundry facility in Cuthbert Allen Apartment building 1 or males to use the Poellath Hall laundry facility and females to use O'Connell Hall laundry facility.
- Unlimited use of washing machines and dryers is available free of charge for residential students
  - Commuter students, former students and guests are not permitted to use on-campus laundry facilities. You may be asked for your student ID and where you lived by college officials.
- Students should stay with their laundry to prevent thefts. Students should report any problems with the washers or dryers to the Residence Life Department. Students in O'Connell, Poellath, St. Benedict, St. Scholastica, and Cuthbert Allen Apartments can monitor their laundry via www.laundryview.com. Residents of St. Gertrude, St. Gregory, and St. Michael Halls can monitor laundry machines at www.cscsw.com.
- Laundry services are permitted only during the academic year. Students found using laundry facilities outside of the academic school year (summer. longer breaks, etc) may have their laundry privileges revoked for the following year.

MAINTENANCE REQUESTS

- Report maintenance requests (except internet) to the Office of Residence Life and submitting a request using QR codes on flyers in the halls.
- Students should report any maintenance problems as soon as possible to their Resident Assistant or Residence Life staff so that repairs can be made in a timely manner via the maintenance request form. The form is found at this link which is listed on the Residence Life website and linked to the QR codes found throughout the Residence Halls.. It is the responsibility of the student to make known any maintenance issues.
- Students are not permitted to make, nor arrange for, their own repairs. Doing so will result in applicable damage assessments and possible disciplinary action.
- It is important to remember that the college can only fix something if they know it is broken. Students are responsible for making the Office of Residence Life aware that something is wrong with their hall, suites, room or bathroom.

MEAL PLAN EXEMPTIONS

- All residents must be enrolled in a meal plan. Exemptions from the meal plans are accepted only in cases of demonstrated health needs. It is the student's responsibility to demonstrate a case for an exemption. If the student needs an exemption from the meal plan he or she must proceed accordingly:
  - Complete the meal plan exemption application, including any requested documentation and return to the Director of Dining Services
  - In cases where a condition develops during the course of the academic year, the student must submit the application and the physician's report as soon as possible and no later than two weeks after the diagnosis of the medical condition.
  - Your application will be reviewed, and a decision will be returned to you promptly.
  - Outcome of exemption request will be provided via email to your BAC email address.
- Students are obligated to pay for your meal plan until the exemption request is approved. A refund will be processed from the date the request was approved. Every attempt will be made to process requests in a timely manner provided all documentation is submitted promptly. Belmont Abbey College will not adjust outstanding balances minus meal plan during the exemption process.
- Typically, approved exemptions are valid for two semesters and do not automatically "roll over." If a student wishes to continue past two semesters, he/she will need to submit a letter annually to the Nurse Practitioner (Wellness Center), Business Office, Residence Life and Dining Services stating there is no change in the health condition that warranted the exemption.
- Exceptions to the meal plan for resident students are rare as Dining Services will work to accommodate most requests.
- It is understood that if a meal plan exemption is granted, an adjustment may be made to your financial aid package.
- Meal plan exemptions cannot be used as a sole reason to apply for an exemption from the residency requirement.

PETS, SERVICE ANIMALS & EMOTIONAL SUPPORT ANIMALS

- The only pets allowed in the halls or apartments are non-carnivorous fish, which need to be kept in a regularly cleaned water tank that is no larger than five (5) gallons. The pet policy applies to all residents and their guests. The limited space of a residence hall room or apartment is not an appropriate environment for animals. Properly trained and documented service animals are allowed following application and approval from the Office of Accessibility Services and the Office of Residence Life.
- Any student found to have pet paraphernalia (crate, litter box, etc) suggesting that a pet is living in their room will be fined $100 immediately and the matter will be investigated further.
- If it is confirmed that a student has an unauthorized animal on campus living in their room, the student will be given 24 hours to remove the animal and find it a permanent home off campus. A member of the Office of Residence Life will follow-up with the resident after 24 hours to confirm that the animal is no longer living on campus. If the student has not removed the animal from campus permanently, a $500 fine will be assigned to their account.

    - The college reserves the right to check in on a student's room at a time in the future (determined by the college) to verify that the unauthorized animal is indeed gone.
- If a student is found with an unauthorized animal living on campus for a third time, they will be issued a $1000 fine immediately and will be suspended from the residence halls.
- Belmont Abbey College recognizes the importance of "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADA) and of Emotional Support Animals (ESAs) supported by the Fair Housing Act. BAC is committed to allowing individuals with disabilities to use a Service Animal on campus to facilitate their full participation and equal access to the College's programs and activities. BAC is also committed to allowing ESAs necessary to provide individuals with mental health disabilities an equal opportunity to use and enjoy college housing. The Office of Residence Life, in consultation with the Office of Accessibility Services, is committed to supporting residents with disabilities and their use of Service and Emotional Support Animals in on-campus housing to facilitate their full-participation and equal access to the College's programs and activities. Guidelines have been established concerning the protocols associated with Service and Emotional Support Animals. For more information, please make an appointment with the Office of Accessibility Services.
    - Animals found on campus are assumed to be pets unless explicitly approved through the Office of Academic Assistance and the Office of Residence Life.
    - Animals are not officially Emotional Support Animals until they have gone through the application process and are approved. Emotional Support Animal accommodations are not retroactive.
- College administration and staff (including Resident Assistants) reserve the right to ask a student with an animal if that animal is residing on campus and if it has been approved.

PREGNANT ON CAMPUS

- Belmont Abbey College promotes and believes in the Catholic Church's teachings on human sexuality and the sanctity of life. The College is fully committed to supporting life in all its forms and at all stages, including providing support and encouragement to our students who become pregnant while attending our institution. Specifically, the Director of Residence Life, Director of Campus Ministry, and NCAA Faculty Athletic Representative are willing and happy to connect male and female students with resources in the event of an unexpected or crisis pregnancy. Additionally, MiraVia offers a variety of services and support to students facing an unexpected pregnancy, including outreach assistance and a maternal residential program on the campus of Belmont Abbey College. For additional information, please visit www.mira-via.org.
- Belmont Abbey College residential halls are not structured to support long-term living with infants or children.

PRIVATE/SINGLE ROOM

- Cuthbert Allen, St. Benedict, and St. Scholastica halls are single occupancy rooms and Raphael Arthur Hall can be a mix of double and single occupancy. O'Connell Hall, Poellath Hall, St. Michael Hall, St. Gregory Hall, and St. Gertrude Hall are double occupancy.
- Students with a medical reason for requesting a single room must complete the Request for Special Housing Accommodations form with their medical provider and submit supporting documentation to the Office of Residence Life. The Office of Residence Life will do its best to meet the requests stated in the documentation within its capabilities and reasonable expectations and availability.

QUIET HOURS AND NOISE POLICY

- Residents are expected to respect the right of fellow students to study and sleep in a quiet atmosphere at all times. Quiet hours are enforced and require that no noise from a room or apartment can be heard outside of that room or apartment. Quiet Hours are:
    - Sunday-Thursday 10:00 pm – 12:00 pm = All halls and apartments
    - Friday-Saturday 12:00 am – 12:00 pm = All halls and apartments
- A student who is disturbed by noise coming from another room or apartment should request the residents of that area to decrease the noise to an acceptable level. This is an example of the respect necessary in a community living setting. If the request is not respected, the student should contact Residence Life staff for assistance.
- During final exams 24-hour quiet hours will be in place for the benefit of studying and preparing for exams. No noise will be tolerated.

ROOFS, LEDGES, & WINDOWS

- Students must consider roofs and ledges of College buildings off limits. Students found occupying ledges, rooves or other off-limits areas of campus will be referred to the student conduct process.
- Articles are not to be placed on exterior window ledges and window screens are not permitted to be removed for any reason.
- Windows cannot be used for general entrance or exit from a building, unless directed to do so by emergency personnel.
- Throwing objects from windows may be dangerous and is prohibited.
- Windows cannot be covered by paper, plastic, or any other material at any time.
- Students wishing to use hammocks can use the hammock garden in the residential quad. Hammocks may not be strung between support columns of the residence halls.

- These policies can be applied to other elevated locations, structures, and features (e.g. trees) not explicitly communicated in this handbook.

ROOM CARE AND DECORATING

- The College shall not be liable for any property of any kind which may be lost, stolen, damaged, or destroyed by fire, water, steam, defective refrigeration, or other natural and unnatural forces and causes, while on the leased premises or in any storage space owned by the College. Therefore, these guidelines should be followed when occupying your room:
  - College-supplied furniture and Residence Hall Emergency Guideline Charts may not be removed from individual student rooms. Therefore, students may not bring their own beds to campus. If a student removes or disassembles any furnishings him/herself, he/she will be charged for any damage or replacement.
  - Students can only occupy the space assigned to them. Students may not utilize empty bedrooms in suites or apartments for any means. Should an unoccupied bedroom be entered and used the result will be all residents of the suite or apartment being held responsible.
  - Students living in CA apartments may not enter or use locked closets.
  - Room furniture is not permitted on apartment patios or lawn areas, or on lawn areas around the residence halls. Furnishings deemed to be a fire or safety hazard are not allowed in rooms, common areas, apartments, or patios.
  - Items left in the hallway or bathroom may be removed and/or thrown away by College staff.
  - Students are not permitted to paint or wallpaper their room; nor are they permitted to put nails, screws, or hooks into woodwork, walls, or ceilings.
  - Absolutely no drilling into the walls is permitted.
  - Contact paper, decals, duct tape, foam tape, and bumper stickers may not be affixed to College property.
  - Masking tape may be utilized to hang posters and pictures. Many wall adhesives (like 3M products) claim they cause little damage to drywall and other porous surfaces but this is not the case. These products are in St. Benedict, St. Scholastica, St. Michael, St. Gregory, and St. Gertrude.
    - Students wanting to put up items on their walls can request assistance through Residence Life and Housekeeping to ensure surfaces are not damaged.
  - Personal lofts, waterbeds, or water filled furniture, and wood paneling are not permitted in student rooms.
  - Students are not permitted to hang items, including but not limited to, blankets, clothing, plants, etc., from their ceiling, or on any exposed pipes. Students who disregard this notice can be held responsible for any and all damage resulting from the breaking of piping.
  - Ceiling tiles serve as a smoke and heat barrier and may not be removed.
  - The outside of room doors and windows are visible to all members of the community, and therefore, decorations should be kept to a minimum. Residents will be asked to remove any offensive or inappropriate materials. Any displays in any location not consistent with the Catholic, Benedictine values deemed inappropriate must be removed immediately. The Residence Life Department will remove offensive items.
  - Ironing must be done only on an ironing board, not on the floor or other furniture.
  - A student may not use his/her room for commercial purposes.
  - One (1) five (5) gallon fish tank per resident is permitted.
  - Portable hot tubs, pools, or Jacuzzis are not permitted on campus.
  - Exterior antennas are not permitted. Tampering with the cable TV in common areas is against College policy.
  - Questions regarding the appropriateness of decorations should be directed to the Office of Residence Life.
  - Students will be assessed for any and all damages to College property for which they are found responsible for.

ROOM ASSIGNMENTS AND SELECTION

Belmont Abbey College believes that residence hall living is an educational experience that contributes to the development of each student. The residential experience provides many opportunities for students to meet friends, develop personal relationships, and learn to live and communicate with a diverse group of people. As part of this process, returning students have the option of selecting their own roommates and room (if possible) during Room Selection in April for the upcoming academic year. The Residence Life Department coordinates all assignments. Once room assignments have been made students are not permitted to make changes without prior permission from the Director of Residence Life or her designee.

- Assignments for new students are completed on a first-come, first-serve basis. Housing information will be emailed to new students in July. A deposit must be paid to the Admissions Office prior to receiving a room assignment. The College's acceptance of an application, contract, and advance room payment within the assigned deadlines for each does guarantee an assignment.
- Assignments for returning students are based on completed academic hours and then by GPA. At the time of room selection, students must have deposited and registered for the following semester's classes; are required to fill out a housing contract; and must pay the $300 registration/housing deposit.
- If the Student fails to occupy their room within twenty-four (24) hours after the first day of classes, the room assignment may be cancelled unless proper notice of late arrival is given to the Director of Residence Life or her/his designee.
- Students remain in their same room for the duration of the academic year.
- Students cannot sublet or offer for short-term leave their assigned room or bed to another party.
- Students cannot change rooms without advance approval of the Residence Life Department.
- If a student should find themselves in a double occupancy room by themselves, they must keep their room ready to receive a roommate at all times. This means that the student can only use ½ of the space and furniture. Significant fines will be levied should the space be found occupied with personal belongings.

- The Residence Life Department reserves the right to move any student to a new location should it be deemed necessary by the Director of Residence Life or her/his designee.
- Residential students that do not participate in housing application and selection for the following academic year but have not been approved to be a commuter can and will be assigned housing. In this situation, every effort will be made to select the most suitable housing assignment but is also subject to availability.
- As permitted by federal law (see 34 C.F.R. § 106.32(b)), the residential model at Belmont Abbey College is based on single-sex housing. Residence halls are separated between men and women and students are placed into halls based on their birth sex. Belmont Abbey College does not allow housing selection or assignment based on gender identity.
- Belmont Abbey College does not have housing for married couples.

ROOM AND ROOMMATE CHANGES

- All room changes must be approved by the Director of Residence Life, Assistant Director of Residence Life, or appropriate Area Coordinator.
- Any students who perform a roommate switch or move to another room without approval and authorization from the Office of Residence Life will be subject to severe disciplinary action. Placement in a specific bed is not only an important function to control residence hall capacity but is also a function of safety as it may be vitally important to know the exact location of a student's residence in the case of an emergency. Room change requests will only be considered in extenuating circumstances for the health and safety of our campus community.
- Steps for mediating roommate challenges:
  - Discuss with your roommate your concerns and how you may be willing to collaborate to find a solution.
  - Discuss the situation with your RA and set up a time for a mediation.
  - If concerns remain after these steps, the RA and your Resident Director will assist you in additional steps.
- It is the responsibility of the student to move their belongings in a room change.
- Roommate change week is held a few weeks into each semester. For more information, please refer to instructions communicated by the Office of Residence Life.

SAFETY IN HALLS

A safe and secure living community for residents is important. The safety of the community is everyone's responsibility, not just the responsibility of Campus Police. It is important that everyone take the community's safety seriously and look out for each other's wellbeing. Any action on the part of a resident that threatens the safety or security of another resident, or his/her property, will result in disciplinary action.

- Keep all doors and windows locked when you are out of your room or asleep.
- Do not remove screens from your windows.
- If you observe a stranger lingering around outside the residence halls, call Campus Police (704-400-6200) immediately.
- If you encounter any wildlife on campus and do not feel safe, contact Campus Police immediately and give them your location. Heed all warnings and directions from Campus Police and safety with regards to wildlife.
- If you lose your room or building key, notify the Residence Life Department immediately.
- Do not block open entrance doors.
- Never loan your hall or room keys to anyone.
- Be familiar with all emergency procedures and fire exits.
- If you return to your room and notice that it has been broken into, do not go into the room. Notify the Campus Police Department immediately.
- Solicitors are not permitted on campus. If one comes to your door, contact Campus Police immediately.
- Never leave anything in the hallway unattended.
- For your safety and that of the campus community, do not bring guests that you do not know onto campus.
- When dressing, keep your window blinds closed.

SEARCH AND SEIZURE/ENTERING INTO A ROOM

Searches may be made with the permission of the occupant(s) of the room and in their presence, when applicable; or without their permission and presence in cases of necessity or extreme emergency. The Director of Residence Life or her designee may authorize a room search when there is probable cause and/or in cases of investigation for suspected violations of College policy, local, state, or federal laws.

- Rooms and apartments may be entered by authorized representatives of the College, including but not limited to the Residence Life staff, maintenance staff, and Campus Police for any of the following reasons:
  - Repair or inspect reported or suspected damage.
  - Inspection of area and its condition, for compliance with health, safety, or other College regulations.
  - Inspection of room to insure that the area is vacated during fire drills, emergency situations, and vacation periods.
  - Investigation and/or enforcement of suspected College policy violation(s). Searches can include looking in and going through personal items within the entirety of the room, adjoining bathroom and closets.
- In a non-emergency situation, only the Director of Residence Life or her designee may authorize a search of a student's room and belongings. Should this occur, the presence and consent of the occupant(s) of the room may be requested but is not necessary. If a Head Resident

Assistant or Resident Assistant performs a room search, they will instruct the student on opening drawers to provide visible access to each part of the student's room.

- Law enforcement officials with a search warrant will have lawful entry to a student's room.
  College staff will seize a student's personal items that violate a College policy; local, state or federal law; or any item that is needed as evidence in a student conduct case; or that could later cause personal harm. See Confiscated Items Policy in General College Policies and Regulations.

STORAGE

- No personal belongings or furnishings from a residence hall room may be stored in the residence halls due to a lack of storage space.
- The College does not provide storage for personal belongings of students.
- Items left by students are presumed abandoned after 30 days and the items then are subject to disposal without notice.

SUMMER RESIDENCY

- Summer residency is subject to change from year to year. If made available, details on the arrangements will be communicated only to students who may need it (working for the college, in-person classes, internships, etc). Students working locally or participating in internships that are not receiving academic credit will not be permitted to stay in the residence halls over the summer.
- Students working for the College over the summer may live on campus if their work requires it. Approval must be given prior to student moving in and varication must be secured from the faculty, staff or office that is employing the student for the summer and Residence Life.
- Students found responsible for conduct violations or non-compliance with College policies over the previous 12 months may not be allowed to reside on campus over the summer. The determination if a student may reside on campus lies with the Director of Residence Life.
- Transition housing between the spring to summer or summer to fall may or may not be available depending on the readiness of spaces.

VISITATION

The College's visitation policy is implemented with the intent of facilitating a strong community in each of our residence halls. Similar to how guests leave a family's house at a certain point in the evening so family members can relax and spend time together, the visitation policy allows for residents of a hall to have quality time together at the end of the day. Furthermore, the policy encourages the respect of personal space and consideration for others, particularly among roommates and suitemates. The visitation policy is also intended to promote healthy relationships and boundaries with members of the opposite sex.

- Residents may have guests in the residence halls or apartments, as long as they do not infringe on the primary right to privacy of other resident students, and do not violate College policies, including visitation. It is the responsibility of the host/hostess to familiarize his/her guests with College policies and to escort the guest(s) at all times. The student host/hostess is responsible for the actions of the guest and will be subject to disciplinary action if the guest violates any College policy. Guests, whether enrolled students or not, may be required to leave any room/apartment/area by a College official if a violation of College policy has or is occurring in that area.
  - Visitation Hours for the different residential facilities are as follows:
    O'Connell and Poellath Halls and any room where first year students reside in other residence halls.
    Sunday – Saturday 12:00 pm – Midnight
    Raphael Arthur, St. Benedict, St. Scholastica, St. Michael, St. Gregory, St. Gertrude, and Cuthbert Allen Apartments:
    Sunday - Thursday 12:00 pm – Midnight
    Friday - Saturday 12:00 pm – 2:00 am
- Visitation is defined as those times when a resident may have a visitor that is of the opposite sex, whether student or non-student, in his/her residence area. Students who abuse the privilege of visitation will face disciplinary action including, but not limited to the loss of the privilege.
- In Poellath Hall, O'Connell Hall, and any room on campus where first-year students reside, if a member of the opposite sex is present, the room door must be left open.
- Non-Abbey guests found on campus outside of visitation hours or not accompanied by a student host/hostess at any time, may be subject to arrest for trespassing.
- Guests of the opposite gender are not permitted to use suite or hall bathrooms. In the case of an emergency the guest should only enter the bathroom when the host is present. The host should stand outside of the bathroom and notify other suitemates. At no time should a guest use a suite bathroom without the host's knowledge.
- Opposite gender guests are not permitted to use a suite, floor, or hall shower at any time.
- Overnight guests of the opposite sex are prohibited regardless of relation to the resident. This includes siblings.
- Due to fire code, students are limited to a maximum of 10 people in a residence area at one time. A residence area is defined as a suite in the residence halls or an apartment (including the porch area) in Cuthbert Allen. The maximum number (10) includes the residents of that suite or apartment. female residence halls and vice versa. If a student of the opposite sex wishes to wait for their friend, they must do so in the quad or in an open space close to the hall.
- Those who violate the visitation policy on a regular basis or have one egregious violation can and will be forwarded to the student conduct process and this privilege can be revoked.

- Cohabitation is prohibited by Belmont Abbey College in all spaces including residence halls.

"Now, therefore, after ascending all these steps of humility, the monk will quickly arrive at that perfect love of God which casts out fear."
Rule of St. Benedict 7:67

STUDENT CONDUCT PROCESS

If a brother is found to be stubborn or disobedient or proud… he should be warned twice privately by the seniors in accord with our Lord's injunction (Matt 18: 15-16)."
Rule of St. Benedict 23:1-2

CIVIL LAW AND THE STUDENT

- The College upholds civil law, whether it pertains to traffic, drugs, disorderly conduct, alcohol, felonies, or other offenses. Each student is liable to sentence and appropriate penalty when he or she is found guilty of an infraction of law by civil authority or court. The College does not grant—indeed it cannot grant—immunity to a student simply because he or she is a student. Violations of civil law may result in additional sanctions imposed by the College, including penalties above and beyond those imposed by civil authorities.
- Belmont Abbey College, as a private institution, reserves the right to create policies and procedures independent from the legal system and courts of law. Disciplinary policies and procedures at the College are essentially educational in nature and purpose, and thus distinct from legal standards and legal procedures/processes.
- At the discretion of the Dean of Students and in consultation with appropriate college administrators, a conviction, guilty plea, plea of no contest, or deferred adjudication in a court of law for a criminal violation may serve as a conclusive finding of responsibility under the policies outlined in this student handbook. In such cases, the College may elect to bypass the standard determination of responsibility and proceed directly to an administrative sanctioning meeting. This section shall not apply to cases falling under the jurisdiction of the College's Title IX Grievance Procedures.

GENERAL PROCEDURES

- If a student has reason to believe that a policy has been violated, he or she may bring this information to a Resident Assistant or a member of the Residence Life professional staff. The Residence Life staff will then investigate the situation and proceed as necessary.
- The outcomes of student conduct meetings are confidential except when the law requires specific disclosure.
- Guests of Belmont Abbey College students and/or non-students may be charged for violations of residence hall policies. Resident students can be held responsible for the behavior of their guests, up to and including being equally sanctioned for their actions. Egregious or repeated violations demonstrate a lack of respect for the college and its policies. Therefore, guests can be barred from college property.
- When the student is an athlete, member of a leadership program, or holds a leadership position, the appropriate athlete personnel and advisors will receive notification that a student under their direction has been documented on an incident report. Once a decision has been made about the student's responsibility, the athlete personnel and/or advisor will be copied on the outcome.
- The totality of a student's conduct record can be considered when determining an appropriate sanction for a violation of policy. Repeat violations of any college policies can and will escalate restorative corrections.
- A pre-meeting *may be* scheduled when the alleged conduct is very serious. The prehearing can be held with the officer hearing of the case within twenty-four (24) hours of the student receiving meeting instructions. The purpose of the pre-meeting is to review the charges and the disciplinary procedures. The pre-meeting is not intended to review the content or the merits of the case, but merely the procedural aspects of the student conduct process. If the student involved in the incident does not contact the Residence Life Department within 24 hours of notification then a pre-meeting will not be set. It is not necessary to conduct a pre-meeting to have a meeting. A pre-meeting can be conducted at the request of the accused or at the behest of the Dean of Students or Director of Residence Life.
- Neither parents/legal guardians nor legal counsel may be present at a student conduct meeting. Parents and attorneys may meet with the Dean of Students, Director of Residence Life or her designee prior to or after the conduct meeting.
- The rules of evidence in a court of law do not apply to a student conduct meeting. All that is required to establish responsibility is the preponderance of evidence. The conduct officer is not bound to the standards of criminal or civil courts of law as the student conduct process is an educational exercise.

HEARING OFFICER

- Hearing officers are the professional members of the Residence Life Department, other Student Life professionals, or any designee of the Director of Residence Life or Dean of Students.
- Hearings may be conducted either by an individual hearing officer or a panel of them, depending on the offense, the record of the individual(s) involved, and the discretion of the Director of Residence Life.

- Students may not request a specific hearing officer(s).

FAIR PROCESS

- To ensure that the student conduct process is fair, these guidelines will be followed to the best ability of the College:
  i. When possible, a student will receive student conduct communications within thirty-six (36) business hours, or four (4) business days, of the reported violation. The student conduct summons will state the related conduct violations.
     - Students will receive an email to their BAC email address with the subject line: "Correspondence for Case [Number]" and will require a login using BAC credentials for identity verification.
  ii. Initial letters will include the assigned hearing officer for the case and a date and time for the student conduct meeting. The hearing officer will make every effort to schedule the conduct hearing such that it does not interfere with the student's class schedule.
     - Campus Police or other authority's investigations may or may not delay the beginning of the student conduct process depending on the severity of the situation.
  iii. Student conduct letters will be delivered via student email accounts. Students are expected attend the conduct hearing. Failure to schedule and/or attend will result in a decision without the benefit of the student's input or record of events. In such cases, the student waives his/her right to review or appeal the decision.
  iv. The student will receive written notification of the finding(s) and restorative correction(s) as soon as possible after the conclusion of the meeting.
  v. These processes nor procedures do not, nor do they intend to, afford neither the specificity nor due process of criminal or civil statutes or procedures.
  vi. Belmont Abbey College can choose to delay the student conduct process until criminal or civil proceedings have concluded.

WITHDRAWAL PRIOR TO ADJUDICATION

- Belmont Abbey College retains full disciplinary authority over any student for conduct occurring during their enrollment or participation in institution-sponsored activities. A student's voluntary withdrawal, leave of absence, or graduation while a conduct matter is pending does not halt or divest the College of its ability to investigate, adjudicate, or issue sanctions.
- The College reserves the right to advance the investigative and administrative hearing processes to a final determination regardless of the student's presence or active enrollment. Findings of responsibility will be decided based on the evidence available at the time of review.
- Upon the initiation of a conduct review, Belmont Abbey College may place a restrictive hold on the student's records, blocking registration and the release of transcripts or degrees. If a student separates from the College prior to a final resolution, an appropriate notation (e.g., *"Withdrew with Disciplinary Charges Pending"*) may be placed on their academic transcript.
- Students separating from Belmont Abbey College with a pending conduct case are ineligible for readmission until the case is fully adjudicated. The College will disclose the existence of pending investigations or unresolved disciplinary actions in response to authorized transfer inquiries from other colleges and universities.

SUSPENSIONS PENDING CONDUCT MEETING

- In rare cases, the Dean of Students (in consultation with other personnel) may suspend on an interim basis a student from the residence halls or from the campus pending the resolution of a disciplinary hearing. Suspension pending a hearing does not assume responsibility before the fact but is meant to protect all parties in a dispute until a formal decision is made regarding the case.
- Students wishing to appeal the interim suspension from campus must submit a letter from their official Belmont Abbey College email address with supporting documentation to the Dean of Students within 48 hours of receiving the letter. The Dean of Students will confer with staff and/or faculty to review the appeal within seven business days and modify, terminate, or uphold the interim suspension from campus.
- Students on an unresolved interim suspension from campus status that are enrolled in seated courses for the upcoming semester must coordinate with their advisor and Registrar's Office to determine what online course offerings are available to continue their progression toward degree, if they so desire.
- In cases where criminal charges and conduct violations overlap and the student's criminal proceedings have completed (regardless of outcome), the student's interim suspension from campus will remain in place and the student may not return to campus until approved to do so.

APPEALS

- An appeal hearing is not a re-adjudication of the case. If the student has been found responsible, the student is bound to that judgment.
- A student must appeal a decision on at least one of three grounds:
  i. Lack of Fair Process: The student was not informed of the charges within the appropriate period of time or was not given a hearing.
     - Please note that this ground for an appeal is not dependent on whether the student feels that he or she thought the hearing or the restorative correction is fair, but on whether the process afforded the individual to be informed of the charges beforehand and on whether an opportunity was given for the student to give his/her account of the incident.

ii. New Information/evidence: The student has become aware of new information essential to the case.
iii. Proportionality between Offense and Sanction: The student asserts a lack of proportionality between the sanction and the offense. This ground does not apply simply on the basis that a sanction is severe. A severe violation will accrue a severe sanction. Rather, the ground applies if the sanction seems disproportionate.

- All appeals must be made on at least one of these three grounds. Appeals cannot be made on grounds other than one of these three. The hearing officer to whom the appeal is made may reject to hear the appeal if insufficient grounds are present. In such cases the student is bound to the original sanctions.
- **Steps to Appeal**
  - The student appealing the decision must send their appeal to the original hearing officer. The original hearing officer will determine the most appropriate appeal hearing officer and forward the appeal. The student can expect to hear from the officer responsible for the appeal shortly after receiving the appeal.
    i. An intent to appeal is not considered a full appeal. A student must submit an appeal utilizing the grounds explained above.
  - The student appealing the decision must submit the appeal via their @abbey.bac.edu email address to the appropriate entity within three (3) business days of being informed of the sanction as defined by the date on the sanction letter.
  - Sanctions are suspended while the appeals process takes place. Should the student be found responsible for handbook violations during the appeals process, he or she will be removed from campus while the appeals process takes place.
- **Levels of Sanctions and Appeals**
  - The Director of Residence Life serves as the final authority on sanctions of Residential Suspension, Residential Probation, and all lower sanctions.
    i. If the Director of Residence Life is the original hearing officer for the sanctions less than Residential Suspension or Residential Probation, he/she may allow another conduct hearing officer to hear the appeal.
    ii. If the Director of Residence Life gives a sanction of Residential Suspension or Residential Probation, the student must appeal to the Dean of Students.
    iii. There will be no appeal committee for Residential Suspension, Residential Probation, or lesser sanctions. The decision of the appeal hearing officer is the final word.
  - Sanctions of College Expulsion, College Suspension, and College Probation must be submitted to the Dean of Students.
    i. Upon reception of the appeal, he/she will confer with appropriate College personnel to determine if there is sufficient reason to move forward with the appeal. If there is sufficient reason to move forward with the appeal, the Vice Provost and Dean of Students will convene a committee to consider all information pertinent to the student and the specific conduct case.
       - While the committee's members and representation may vary due to availability and ability to be objective, every effort will be made to have a representative from Student Life, Academic Affairs, and College Administration on the appeal committee.
    ii. Once the committee has considered all pertinent information, they will arrange for a time to meet. The student will have the opportunity to appear before the appeal committee to state the reasons for their appeal in person, if they so desire. This is not a rehearing of the case and the student's remarks must be based on the three reasons for appeal listed above.
       - As per regular conduct policies and procedures, parents and/or legal representation are not permitted in appeal meetings.
  - Students may only appeal on their own behalf and not on behalf of other students.

RESTORATIVE CORRECTIONS & SANCTIONS

- Restorative corrections are cumulative, as the disciplinary record of an individual indicates whether he or she is willing to live according to the standards of the community. If it has been determined that a student has violated a policy, a restorative correction or combination of corrections are imposed. The hearing officer determines and issues restorative corrections, giving consideration to the following: seriousness/severity of the incident, the comportment of the student during the disciplinary hearing and the incident, cumulative disciplinary record of the student, any special or mitigating circumstances, and rights of others in the community.
- Restorative corrections for violating the College's Student Handbook include, but are not limited to, the following:

i. **Warning:** Formal notification (given verbally and/or in writing) that the student has violated the policy and that subsequent violations may incur steeper restorative corrections.
ii. **Educational Restorative Corrections:** These restorative corrections can be but are not limited to: meet with faculty, staff, coaches, or other community partners, complete reflection or research papers regarding the violated policies, community service, mandatory counseling sessions, alcohol or drug education programming, assistance with Student Life programming, restitution and/or fines. If there are fees assigned to external educational corrections, the student will be responsible for paying them.
iii. **Loss of Privileges:** Students can lose privileges assigned through college policies including but not limited to: access to areas of campus, visitation, possession and/or use of alcohol even if 21+, parking on campus, participation in athletics, participation in clubs/organizations, attendance at activities and other college programming, and contact with individuals or groups on campus.
iv. **No-Contact Order:** A Hearing Officer may also prevent a student(s) from addressing or communicating with particular parties and/or individuals. This limitation is particularly important in cases where one party has threatened, intimidated, harassed, or caused apprehension of harm to another party. Non-compliance with a No-Contact Order and its ensuing directives could result in very serious sanctions, including dismissal from the halls or from the College on a temporary (suspension) or permanent (expulsion) basis.

v. **Residential Probation:** An official restorative correction that places the student in a status that if there are any subsequent violations of college policy, the student will be removed from the residential halls and spaces. While on residential probation a student may be barred from representing the College in any public way, including but not limited to Student Government, group leadership, athletics, clubs, and membership in campus organizations. Permission to represent the College while on residential probation must be obtained from the Dean of Students, or his/her designee. Parents/guardians may be notified of the decision.

vi. **College Probation:** College probation is the second and more serious form of probationary status. If a student is found responsible for a residential or College violation while on College Probation then he/she will be removed from the College either for a period of time (suspension) or permanently (expulsion). While on College Probation a student may not represent the College in any public way. A student may also be banned from the residence halls while on College Probation. Parents/guardians may be notified of this status.

vii. **Residential Suspension:** Separation of the student from the Residence Halls and residential areas of campus for a specified period of time. This suspension can range from the remainder of the semester in which the violation occurred to full academic year(s). A student suspended from the Residence Halls/Apartments may continue to attend classes but living arrangements are at the student's expense. However, he/she shall not be inside of, or in the immediate vicinity of any College Residence Hall/Apartment; this includes all lawn areas, sidewalks, dining hall, parking lots near the Residence Halls/Apartments, etc. Appropriate College offices will be notified of the residential suspension. Parents/guardians may be notified of this decision.
    - If a student is dismissed from the residence halls then he/she must leave the residence halls within the period of time designated by the Student conduct Hearing Officer. Dismissal from the residence halls automatically bans the student from entering the residence halls. Any entrance to or attempt to enter the residence halls or residential areas after dismissal will be viewed as trespassing and charges may be pressed against the individual.
    - Students suspended from the residence halls are not entitled to any refund for room and board.
    - Students in this status must submit a letter to the Director of Residence Life and Dean of Students at least 3 weeks prior to the semester they would like to return to residence halls to allow appropriate time for deliberation. The letter must explain the steps taken to change their behavior and describe the plan for success and appropriate conduct moving forward.

viii. **Residence Hall Expulsion:** Permanent separation of the student from the residence halls. A student expelled from the residence halls shall also lose all future visitation privileges. The student may not be inside of, or in the immediate vicinity of any College residence hall/apartment; this includes all lawn areas, sidewalks, parking lots near the residence halls/apartments, etc.
    - Students expelled from the residence halls are not entitled to any refund for room and board.

ix. **Class Only Limitation:** A Student conduct Hearing Officer may also limit a student's presence on campus to attendance of classes only.

x. **College Suspension:** Separation of the student from the entire College, and all College premises, for a specified period of time, or until certain conditions is met. Appropriate College offices will be notified of the college suspension and parents/guardians may be notified. The student's academic transcript shall be noted as follows: "Suspended for Judicial Reasons". Students judicially suspended from Belmont Abbey College are not entitled to any refund of room, board, or tuition.

xi. **College Expulsion:** Permanent separation of the student from the entire College, and all College premises. The Expulsion shall be noted on the student's academic transcript as follows: "Expelled per Student Code of Conduct" and the effective date of the expulsion. Students judicially expelled from Belmont Abbey College are not entitled to any refund of room, board, or tuition.

- All sanctions must be completed within the manner and time stated in official communications. Failure to do so shall result in the student being held responsible for Non-Compliance with College Officials. In addition, the hearing officer shall prescribe a more severe disciplinary action or require the student to complete the original sanction and a new sanction or remove the original sanction and issue a severe fine.
- Other than College Suspension or Expulsion, restorative corrections will not be made part of the student's permanent academic transcript but shall become part of the student's confidential record. Upon graduation and written application to the Dean of Students, the student's confidential record can be expunged of restorative corrections other than Residence Hall Suspension, Residence Hall Expulsion, College Suspension, or College Expulsion. Cases involving the imposition of sanctions other than Residential Suspension, Residential Expulsion, College Suspension, or College Expulsion may be expunged from the student's confidential record five (5) years after the final disposition of the case unless the seriousness of the violation(s) or laws require longer retention.

STUDENT ACTIVITIES AND INVOLVEMENT

The Office of Students Activities complements the classroom experiences by providing channels for students to become actively involved in extra-curricular activities and services. The staff encourages each student to take full advantage of numerous growth and development opportunities existing on and off campus. Our goal is to assist students in becoming well informed, responsible, and contributing members of the Belmont Abbey community. We are here to assist students by listening to and meeting their needs all while using the mission and goals of Belmont Abbey College as our guide.

- Supports all BAC registered student clubs organizations and acts as a liaison, financial manager, and resource for student club and organization activities
- Supports campus-wide programs such as Orientation, Welcome Week, Abbey Experience, Homecoming, Campus Activities Board, etc
- Serves as coordinator for involvement, student leadership, and character development
- Manages facility and equipment reservations for student club, student organization, and interdepartmental programs and events
- Oversees the Intramural Sports and Recreation Program
- Provides poster and banner making supplies and marketing assistance to registered clubs and organizations: Including Rolls of colored paper, poster paper, markers, paint, and other resources. Also manages posting policies for clubs, organization, events and programming

- Students are encouraged at any time to bring their ideas to the Director of Student Activities (Commons 204) as well as their ideas on how to execute the events for the campus community.

DEFINITION OF STUDENT CLUB AND ORGANIZATION

- **Club:** A club is comprised of a group of students who share a similar interest for a social, literary, sporting, or other common activity/ideal. Clubs can be run/organized by a single person or group without defined roles and responsibilities. Members of a club need to adhere to the policies and expectations of Belmont Abbey College and do not need a constitution or by-laws. Each club will be required to have a staff/faculty advisor to help plan meetings and events as well as ensure the club's adherence to the College's policies and expectations. Clubs will also receive limited funding for meetings and events.
- **Organization:** An organization is a group of students organized for and acting toward a particular cause/purpose. A group of elected students will lead the organization, following the specific expectations/guidelines that have been set in organization's constitution and by-laws. All activities of the club, including elections, event/program planning, and meetings should follow the expectations/guidelines in the constitution and by-laws. The charter members of an organization will draft a constitution and by-laws. The Director of Student Activities will assist in the drafting of the constitution and by-laws. All members of organizations will be required to be in good standing with Belmont Abbey College and the organization. Organization members will respect and follow both the rules and expectations of Belmont Abbey College and the ones set by the organization. Membership requirements will be defined in the constitution and by-laws of the organization. Organizations will also receive limited funding for meetings and events.

RECOGNITION OF STUDENT CLUBS AND ORGANIZATIONS

- All official student clubs and organizations must be recognized and registered through the Office of Students Activities. Accordingly, student clubs and organizations are expected to meet and maintain certain standards that are in keeping with the mission of the College. College recognition of student clubs and organizations is an opportunity that is given to all students but may be revoked at any time based on conduct.
- The College reserves the right to monitor all activities and to conduct both regular and periodic reviews of approved student clubs and organizations to ensure consistency with the original goals and purpose of each club and organization and alignment with the mission and identity of Belmont Abbey College.
- The College may, at any time, suspend or revoke recognition of a student club or organization. Furthermore, student clubs and organizations that violate College policy or standards of conduct, or conflict with the mission, policies, parties, or goals of the College, or its Catholic, Benedictine traditions and beliefs, may be subject to disciplinary action, including the suspension or loss of College approval. Recognition of a student club or organization by the College or application for recognition in no way implies consent or endorsement of the positions or viewpoints espoused publicly or privately by members of the club or organization. Consequently, student clubs and organizations will, at all times, represent themselves in a manner which reflects this policy, using disclaimers or other statements, as may be necessary, which clearly state that the views held by the student organizations are its own and not necessarily the views, opinions, or beliefs of the College, its faculty, administration, staff, or student body.

RIGHTS OF REGISTERED STUDENT CLUBS AND ORGANIZATIONS

- Recognized student clubs and organizations in good standing will be granted the following benefits:
  - Use of the College's name in association with the club or organization in a manner designated by the College
  - Participation in the Crusader Involvement Fair held at the beginning of the fall semester
  - Use of College facilities and equipment, at no charge, provided appropriate scheduling and requesting procedures are observed
  - Ability to post events and meetings on campus event calendars
  - Use of campus bulletin boards and other designated posting areas according to the College's posting policy
  - The right to request funding from Student Government Association and Student Activities
  - Use of the club's or organization's name to solicit membership on campus
  - Inclusion in Student Activities publications including website
  - Ability to receive communications from the Office of Student Activities regarding campus policies, events and opportunities
  - Use of the Office of Student Activities materials for advertising, this includes making copies for official organization use
  - Access to leadership and professional development through the Office of Student Activities.

ASSEMBLY POLICY

- Although Belmont Abbey College will provide clubs, organizations, and students space to assemble and conduct activities when available, it reserves the right to limit or restrict time, location, and functional use of its facilities.

NEW STUDENT CLUB AND ORGANIZATION RECOGNITION PROCESS

- A student club or organization is officially recognized by Belmont Abbey College only when it has followed the approval process outlined below. It is important to remember that officially recognized clubs and organizations of Belmont Abbey College carry with them the approval of the institution. Therefore, the college reserves the right to stop the application process for any clubs or organizations that are directly or indirectly opposed to our identity as a Catholic, Benedictine institution.
- An individual or group must initiate the recognition process by setting up a meeting with the Director of Student Activities. The vision and goals of the proposed club will be discussed and if approved, the proposed club or organization can begin the process of applying for recognition.
- The group must submit a completed New Club Application or New Organization Application and any supporting materials to the Office of Student Activities. A complete submission should include the following:
- A written proposal to include:
  - A statement of purpose and goals which are consistent and compatible with the mission and goals of the College and its Catholic, Benedictine beliefs
  - A statement demonstrating how the club or organization would benefit Belmont Abbey College and how its purpose and goals contribute to the overall educational mission of the institution.
  - A schedule of proposed activities for the first academic year of its existence along with a statement demonstrating how those activities will contribute to the advancement of the social, moral, cultural, intellectual, and/or spiritual development of its membership and the College community.
  - A sustainability plan that explains the process by which students are recruited and information/organizational memory is passed on from year to year
- Student organizations are required to draft a constitution and set of bylaws; if applicable, a copy of the constitution and bylaws of national and/or local affiliates. A template can be obtained from the Office of Student Activities. Student clubs will not be required to draft a constitution or set of bylaws.
- A list of at least five (5) currently enrolled Belmont Abbey College student members to include their student identification numbers and signatures. Within the 5 interested students, at least 2 students must be officers.
- A completed Advisor Agreement Form designating a full-time Belmont Abbey College faculty/staff member as the student club or organization advisor. Part-time employees nor adjunct faculty can serve as advisors for clubs or organizations.
- All information listed above must be submitted to the Office of Student Activities and will then be considered by the Director of Student Activities, Dean of Students, and the SGA President.
- All information will be considered again, in light of the question and answer session and a decision will be made to:
  - Full Approval
  - Conditional Approval (all conditions must be met before approval will be given)
  - Deny (reasoning will be communicated to listed officers)

REGISTRATION OF STUDENT ORGANIZATIONS

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

STUDENT ORGANIZATION OFFICERS

- In order for an individual to be eligible for, elected to, appointed to, or hold office in any registered student club or organization, he or she must meet the following requirements:
  - Must be enrolled as a full-time student at Belmont Abbey College
  - Must have a minimum of a 2.2 cumulative grade point average
  - Must be in good standing with the college and be under no academic or disciplinary probation
  - Must meet all other reasonable academic standards established by the student club or organization and included in the group’s constitution and/or bylaws
- Officers of a club or organization (as listed with the Office of Student Activities) may represent the group in official relations with the College. Only those individuals listed as officers are permitted to reserve space, schedule events, make purchases from campus accounts, and conduct other business on behalf of the club or organization.

ADVISORS

- All registered student clubs and organizations are required to have an advisor who is a full-time faculty or administrative staff member at Belmont Abbey College (contract employees and adjunct faculty may not be advisors). An advisor should be able to do the following:
  - Be aware of and follow policies that govern student clubs and organizations
  - Encourage and assist the group in setting club or organization goals
  - Be available to the officers of the club or organization for consultation
  - Encourage the officers to maintain accurate records
  - Stay up-to-date on what is occurring within the club or organization
  - Assist the officers in understanding their duties and organizing programs
  - Advise and consult club or organization officers on budgets and other financial affairs
  - Provide continuity to a club's or organization's policies, programs, and traditions
  - Promote personal growth and leadership development among group members
- Each faculty/staff advisor is required to sign the Advisor Agreement Form. By signing this agreement, the Belmont Abbey College faculty/staff member certifies that he/she will fulfill the duties of a registered student club or organization advisor to the best of his/her ability.
- The college reserves the right to assign any recognized club or organization an advisor.

CONDUCT AND RESPONSIBILITIES

- Whether on or off campus, student clubs and organizations and their members are representatives of Belmont Abbey College and are expected to act in accordance with the policies outlined in the Student Handbook. In addition, student clubs, organizations, and their members are responsible for complying with applicable local, state and federal laws as well as any national regulations that their club or organization may have. As such, any student clubs and organizations found in violation of these policies may be subject to disciplinary action through the Office of Student Activities.
- No officially recognized student club or organization represents the views of Belmont Abbey College.
- Officially recognized political clubs and organizations cannot endorse candidates for political office. The Office of Student Activities will not register or recognize a student club or organization that has as its goal the support of a particular candidate. As a non-profit, private institution of higher education whose activities are in part by Section 501(c)(3) of the Internal Revenue Code, the University itself is prohibited from directly or indirectly participating in any political campaign on behalf of or against any candidate for elective public office. Violation of this prohibition can carry serious consequences.
- If a student engages in business ventures on behalf of a club or organization of Belmont Abbey College but does not have the authority or has not obtained official permission to do so, he/ she may incur disciplinary action, and will be held personally accountable for any financial arrangements he/she engaged.
- Any member of the faculty, staff, or student body may formally submit allegations of student club or organization misconduct to the Office of Student Activities. A report may be filed by submitting a written statement to the Director of Student Activities that includes specific allegations and supporting details (names, dates, etc.).
- If Belmont Abbey College receives information suggesting a club or organization is violating College policy, the Office of Student Activities or Student Life may conduct an informal or formal investigation to determine if further action is needed. This process will be similar to the student conduct process but focus on the actions of a club or organization. If it is determined through the investigation that individuals may be responsible for violations of college policy, the college reserves the right to begin additional investigations.
  - A meeting will be scheduled at a time designated by the Office of Student Activities, accommodating your schedule as possible.
  - The College official will explain the purpose of the meeting, the investigation process, and gather pertinent information.
  - The club or organization under investigation may bring their advisor to the conduct meeting and can add pertinent information to the club or organization's functions.
- Student clubs and organizations found in violation of Belmont Abbey College policy may receive restorative corrections through the Office of Student Activities and/or the Division of Student Affairs. Possible sanctions may include, but are not limited to, the following:
  - *Written Warning*: Written reprimand to the club or organization for its violation of specified regulation(s). Further violations of College and/or Student Club and Organization policies may result in additional disciplinary sanctions.
  - *Disciplinary Probation*: Club's and Organization's exclusion from participation in privileges or extra-curricular activities as set forth in the notice of disciplinary probation for a specified period of time.
  - *Restitution:* Reimbursement for damages or for a misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for the damage per the discretion of the College.
  - *Suspension:* Revocation of the group's status as a recognized student organization and the privileges associated therewith for a designated period of time and/or until specified performance objectives have been achieved.
  - *Restrictions:* Limitations or parameters placed on the group to utilize College facilities/resources or regarding the manner in which the group may conduct its activities for a designated period of time and/or until specified performance objectives have been achieved.
  - *Revocation of Recognition:* Termination of a student club's or organization's official status as a recognized student group at BAC and its funding for an indefinite period.

STUDENT ORGANIZATION TRAVEL

- Each instance of student club or organization travel will be assessed on a case-by-case basis and school officials will seek counsel from whomever they see fit to protect the integrity of the process and decision. Any funds requested from The Office of Student Activities by an approved club or organization will be subject to further review. Student clubs and organizations who wish to travel for events and activities must follow the policies and procedures as outlined below:
  - Student clubs and organizations must turn in a completed Travel Request Form to the Office of Student Activities no less than three (3) weeks prior to travel date. The form must be accompanied by a completed Travel Waiver with the signatures for each student traveler. If College providing vehicles and driver, one blanket waiver with all signatures will be acceptable per event.
  - Students utilizing privately owned vehicles must complete and sign a Personal Vehicle Use Waiver prior to travel. If College organized event, and will be transporting students by personal vehicle, driver must be approved by Campus Police to operate College vans/vehicles.
  - Members of student clubs and organizations who are traveling to conferences and activities are considered representatives of Belmont Abbey College and are expected to behave accordingly. Students must follow all policies outlined in Belmont Abbey College Student Handbook and act in accordance with all local, state, and national laws. Any failure to do so may result in disciplinary action.
  - Any accidents, injuries, or incidents occurring while traveling must be reported immediately to the Director of Residence Life, Dean of Students, Campus Police and/or Wellness Center.
  - Students must return to the College in the same vehicle in which they arrived at the event.
  - A roster should be provided to Student Life prior to departure of students participating and how being transported; i.e., college van, rented van, John Smith's personal car, etc.

LIABILITY AND SAFETY

- In order to ensure the safety of Belmont Abbey College students, student club and organization representatives must notify appropriate College personnel if any serious incident occurs at any student club or organization event. A "serious incident" is defined as any occurrence in which it is reasonable to believe that a person(s) safety or well-being is at risk or that an individual or group's behavior may put the safety or well-being of others at risk. If such an incident occurs, student club and organization representatives must immediately contact the Director of Student Activities or his/her designee. If the incident requires that a student be returned to campus, the representative must also contact the Residence Life professional staff member On-Duty. Student organizations hold the responsibility of ensuring that they have the contact information for all appropriate College personnel.
- Club officers should consult with the Director of Student Activities and their advisor regarding hold harmless forms.

FUNDRAISING

- Student clubs and organizations are permitted to engage in activities or programs to support their student club or organization and/or community organizations. As a non-profit institution, all fundraising should be for implementing club or organization programs or to raise money for philanthropic causes. It should be noted that all fundraising activities are deemed an "event" and must be registered with the Office of Student Activities. In the event that fundraising activities include the solicitation of businesses and/or external constituents, approval is required by the Belmont Abbey College Vice President of College Relations, or his/her designee. Student organizations must provide a written list (email or hard copy) of potential donors or sponsors to the Vice President of College Relations or his/her designee. Before approaching any outside source for donations and/or sponsorship, a signed copy or email of approval from the Director must be forwarded to the Office of Student Activities in conjunction with the Event Registration Form.
- The misappropriation or misuse of student club or organization funds or property, or the sale of textbooks by any student other than the book owner, is strictly prohibited.

ADVERTISING & PROMOTIONAL PRODUCTS

- See "Posting Policy" for particular policies for location, flyer size, and other pertinent information
- Student clubs and organizations must promote and publicize their group and events in a manner that is in accordance with the mission and values of Belmont Abbey College. Publicity and promotional items that utilize the name or trademarks of Belmont Abbey College and/or its registered student clubs and organizations (either directly or indirectly) are subject to limitations set forth by the College. Student clubs and organizations are responsible for ensuring that any materials produced are in line with College policies. Advertising and promotional items (including, but not limited to, printed advertisements or publications, t-shirts or other attire, give-always or favors) may not include the following:
  - Implicit or explicit mention of alcohol products or alcohol consumption
  - Words or images that may be deemed offensive, demeaning or in poor taste
  - Illicit images, language, inappropriate references or sexual innuendo
  - Inappropriate use of Belmont Abbey College trademarks or symbols as defined by the Office of Marketing and Communications

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

CAMPUS FACILITY RESERVATIONS

- Registered student clubs and organizations may reserve campus spaces by submitting a Program Proposal Form to the Office of Student Activities. Facilities are reserved on a first come first serve basis. Failure of the reserving party to return the facility to its original state of cleanliness (including disposal of garbage in appropriate containers) will result in clean-up fees. It is expected that clubs and organizations will respect all College policies and guidelines when using facilities. Failure to follow facility guidelines may result in sanctions or disciplinary action. Registered student clubs and organizations may utilize a number of resources for events and programs. Those clubs and organizations reserving and utilizing Belmont Abbey College's resources and equipment are responsible for its proper use and for ensuring that all items utilized remain in good condition. Requests for setup and equipment usage should be made well in advance to ensure that they are reserved.
- Students may request event setup for reserved spaces by included the necessary information on the Facilities Reservation Form. Clubs and organizations are encouraged to submit requests as early as possible to ensure proper setup, but forms must be submitted a minimum of one week prior to an event.

SAFETY AND EMERGENCY PROCEDURES

EMERGENCY AND SECURITY PROCEDURES

- Students and their guests are required to follow the emergency procedures and follow the instructions of college officials or emergency personnel. Failure to leave the facility or respond to instructions is considered non-compliance with a college official and will result in a referral to the student conduct system.
- Residential students should utilize their "Emergency Guidelines" flipchart located on the back of their room door.
- CRUSADER ALERT Sign Up
  - Log into *MyAbbey* (Self-Service) and ensure your information is up to date.
  - Download the Everbridge App when you receive the invitation.
- Medical Emergency
  - For emergencies that are not life threatening, call the Wellness Center for assistance during regular business hours.
  - INCASE OF LIFE THREATENING EMERGENCIES, CALL 911. Then contact Campus Police.
  - Please let your RA or Residence Life Professional Staff know that you are going to the hospital.
- Safety
  - Although the College and Belmont are generally considered to be relatively safe places to live, it is important for students to take responsibility for their own safety and well-being. Safety is everyone's responsibility.
- Crime prevention is essentially being aware of your environment and avoiding those situations that could make you vulnerable to crime. We strongly encourage everyone to use common sense and take steps to ensure the safety and security of themselves, others, and their belongings:
  - Lock your room door and carry your keys.
  - Do not open your room door or building door to strangers or let strangers into a building.
  - Do not prop doors open!
  - Do not give your name, address, or phone number to strangers. This includes placing personal information on websites such as facebook.com and other internet communities or sites.
  - When going out, let your roommate, friend, or RA know where you are going and when you expect to return.
  - At night, travel in well-lighted areas. Do not take shortcuts through dark or deserted areas. Walk in groups and avoid walking alone at night.
  - Do not keep large sums of money or items of high monetary value in your room.
  - Avoid advertising your valuable and/or prescription medications - keep them out of sight in your room.
  - Keep a record of the serial numbers of your personal possessions.
  - Never lend your keys to anyone. You will be held responsible for whatever they do with them.
  - Follow all fire safety regulations.

- Familiarize yourself with the location of the campus emergency call boxes. They are located: Near soccer field, in front of St. Leo's Hall, in the rear parking lot of the Science Building, in the post office building parking lot, on the side walk in front of Cuthbert Allen Apartments Building One, outside the Police Department.

EMERGENCY NOTIFICATION

- Belmont Abbey College uses multiple emergency notification systems to alert our campus to danger. These consist of an emergency notification siren which is located in the center of the campus near the dining hall and the Crusader Alert.
  i. The siren when activated will sound for 30 seconds. If you hear this siren you are to immediately seek cover if outside or shelter in place if indoors.
  ii. The Crusader Alert will also be activated to provide additional information. Students are encouraged to sign up for the Crusader Alert as it is the primary notification system used by the college for communications on our campus.
- Please follow instructions for sign up for our CrusaderAlert system to stay up to date on important information in the case of an emergency in the Belmont Abbey College campus community. You can sign up through SelfService.

FIRE RESPONSE

- **Residential Fire Alarms**
  When a fire alarm sounds, or college personnel request evacuation, react immediately:
  i. Leave room, closing your door. Take keys but don't worry about personal belongings.
  ii. Walk quickly to the nearest exit encouraging others to do the same.
  iii. Report to your designated evacuation check point.
  iv. Follow direction of college personnel.
  v. In case of an emergency, each building has an evacuation check point where all persons in the building are to meet safely when evacuated from the building. Please report immediately to the following areas in case of evacuation. Be prepared to move further from the building as directed by college or emergency personnel. This meeting place is also used during fire drills:
    - O'Connell /Poellath – Blessed Mother statue in front of the Dining Hall
    - Raphael Arthur- the Raphael Arthur parking lot
    - Cuthbert Allen Apartments, St. Gregory, St. Gertrude Halls- the Raphael Arthur parking lot
    - Saints Benedict, Scholastica, St. Michael Halls – Baseball practice field
- **Non-Residential Fire Alarms**
  Evacuate the building quickly and quietly and close all doors to prevent the spread of the fire. Be aware of any occupants with disabilities exiting the building, assist them if asked or needed. Be aware of any emergency personnel or vehicles that need to have access to the building. Report to designated evacuation location and report to college personnel, be prepared to follow their direction. Do not return to the building until instructed by college personnel or emergency responders to do so.
- **For Actual Fires**
  If fire is discovered:
  i. Extinguish only if you can do so safely and quickly. Use only the fire suppression equipment available.
  ii. Confine the fire by closing the doors
  iii. Activate the fire alarm
  iv. Call 911
- **For person evacuating from an area where a fire is suspected:**
  i. Feel the door from top to bottom with the back of your hand. If it is hot, DO NOT proceed; go back.
  ii. If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present so you do not inhale it.
  iii. If no smoke is present, exit the building via the nearest stairwell or exit. DO NOT use the elevators!
  iv. Stay near the floor where the air will be more breathable.

EVACUATION LOCATIONS

Building Name	Primary Rally Point	Secondary Rally Point
Adoration Chapel	O'Connell Parking Lot	Residence Life Office
Alumni House	Science Quad/Yard	Science Building
Basilica	Basilica Parking Lot	Stowe Hall
Chi Rho House	Softball Field	Alumni House
Cuthbert Allen Apartments	Cuthbert Allen Parking Lot	Wheeler Center
Haid (Theater and Ballroom)	Haid Parking Lot	Library
Holy Grounds	Haid Parking Lot	Library
Library	Science Quad/Yard	Science Building

Maintenance Building	100 yards from building	Monastery Lane
St. Benedict Residence Hall	Baseball practice field	Student Commons
St. Scholastica Residence Hall	Baseball practice field	Student Commons
O'Connell Residence Hall	Blessed Mother statue in front of the Dining Hall	Student Commons
Poellath Residence Hall	Blessed Mother statue in front of the Dining Hall	Student Commons
St. Michael Hall	Between Baseball and Softball field	Alumni Field
Raphael Arthur Residence Hall	Raphael Arthur parking lot	Wheeler Center
Science Building	Science Quad/Yard	Library
St. Leo's Hall	Haid Parking Lot	Haid
Stowe Hall	Haid Parking Lot	Haid
Student Commons	Student Commons Parking Lot	Haid
Wheeler Athletic Center	Soccer Field	Commons Parking Lot
Dining Hall	Quad/ Residence Life	O'Connell Parking Lot
Old Music Building	Basilica/ Yard	Basilica Parking Lot
Mercedes Hall/ Sacred Heart	Rear Parking Lot	Summerhouse
McAuley Hall/Sacred Heart	Rear Parking Lot	Summerhouse
Sacred Heart Gym	Summerhouse	Rear Parking Lot
St. Gregory and St. Gertrude Halls	Raphael Arthur Parking Lot	Wheeler Center

SHELTER IN PLACE COMMUNICATIONS AND RESPONSE

- The activation of the Emergency Notification Siren will signal the immediate need to lockdown and shelter in place. Persons who are outside, ie on the Athletic fields, etc. should come inside the closest indoor facility if it is safe to do so.
- The Crusader Alert will also be utilized to provide specific details as to the type emergency the campus is facing and will provide specific information and instructions as they become available. Please note that most emergencies such as active shooter situations are fast moving and rapidly changing. This means the situation may have changed even before the previous known information can be transmitted. It is therefore vitally important that all students, faculty, and staff be observant to their surroundings at all times.
- For this reason the following options for other responses during a lockdown/active shooter situation are therefore given: Please note the following response types SHOULD NOT REPLACE common sense and/or experience. Students/staff should not typically deviate from ***Lock Down/shelter in place*** mode unless instructed through the Crusader Alert, campus safety and police, or emergency responders. But based on their observation of the situation in their particular location, if the situation warrants it, the following response options are provided:

  1. **AVOID**
     - In extreme cases WITH NO OTHER OPTIONS and you face an imminent threat, the situation may dictate that you RUN
     - Run if you are outside on a athletic field or parking lot (If you are near a wooded area, these provide a very good option for cover and concealment)
     - Leave your belongings behind, keep your hands visible and follow the directions of law enforcement officers, if present
     - Dial 911 when you are safe
  2. **BARRICADE**
     - This is an extreme version of the routine LOCK DOWN procedure; if evacuating is not possible, you and your students should find a place to hide where the Active Shooter is less likely to find you
     - Hide if you cannot reach a secure classroom or you are unable to secure your door and get out of the assailants view
     - Seek protection if shots are fired in your direction
     - Stay away from doors and windows.
     - Try to hide in a place that will not trap you or restrict your options for escape if that becomes possible
     - Lock the door (if possible) and barricade the door with desks or filing cabinets
     - Dial 911 if possible; alert police to the active shooter's location; if you cannot speak, leave the line open to allow the dispatcher to listen
  3. **COUNTER**
     - Use this response only as a LAST RESORT and only if your life or the lives around you are in imminent danger. Fight to survive.
     - Use chairs, heavy objects or improvise a weapon to attack the shooter
     - Yell or shout at the shooter. If you make contact with the assailant, seek to gain control of their hands

  Department of Homeland Security that addresses Run, Hide and Fight.
  https://www.youtube.com/watch?v=zcnA_Cq_Csk

- Should you be alerted to that the campus is on lockdown, take the following steps.
  - DO NOT leave the building in which you are located
  - Lock and/or barricade the room where you are located
    - If you are outside take shelter in the closest facility you can safely enter.
    - If you are on the athletic fields, take shelter in the Wheeler Center if it can be safely entered.
  - Wait to be notified by police or other campus personnel before you leave your location
  - This will occur either in person, via Crusader Alert, and/or the emergency notification siren.

- Should you see anyone out in the open that you can identify, as discreetly as possible and without putting yourself in danger, bring them inside.

SEVERE WEATHER

- The region in which Belmont is located is prone to snow and ice storms during the winter months. Additionally, the area is prone to tornadoes. When then National Weather Service is predicting such a storm, please use good judgment when venturing out and regularly check your email if possible. Do not call Residence Life or Campus Police about closings. This ties up the phone lines and prevents these offices from dealing with the emergency as is necessary.

Alert Information
Listen To: WFAE 90.7 FM, WSOC 103 FM
Watch: WBTV Ch. 3, WSOC Ch. 9, WCNC Ch. 6

THUNDERSTORMS

- Threat assessments:
  - **Severe Thunderstorm Watch:** Conditions are favorable for the development of severe thunderstorms.
  - **Severe Thunderstorm Warning:** Thunderstorms have been reported by the spotters or by radar- imminent danger
- If you are outside a building:
  - Move to the shelter area of the nearest buildings as quickly as possible.
  - Do not seek shelter under trees, near metal fences, or in exposed locations. Avoid open fields and tall objects. Avoid objects that conduct electricity.
  - If you cannot get into a building, seek shelter in a vehicle, ravine or ditch. Stay away from water.
  - Do not park vehicles under electrical lines or trees. If you are in a vehicle, stay inside it and avoid touching exposed metal parts.
- If you are inside a building:
  - Stay indoors and stay away from doors, windows, metal objects, appliances and plumbing
  - Avoid using land line telephones or computers. Lightning will travel through data lines. Unplug all electronics, if possible.
  - Do not handle flammable liquids in open containers.

TORNADOES

- Threat Assessment:
  - **Tornado Watch**: Conditions are favorable for a tornado. During a tornado watch be alert to weather conditions.
  - **Tornado Warning**: A tornado has been sighted in the area. The Emergency Siren and Crusader Alert will be initiated. Take cover when you see a tornado or receive information a tornado has been sighted. **Danger is imminent.**
- If you are outside a building:
  - Move as quickly as possible to the emergency shelter area of nearest building.
  - If there is not enough time to enter a building, get into a ditch or depression away from power lines and trees.
  - Lay as flat as possible. Duck and Cover. Remain in that position until the danger passes and the all clear signal is given.
- If you are inside a building:
  - Stay indoors.
  - Position yourself on the floor against the suite interior wall or closet, duck and cover until the danger passes and the all clear sign is given. Be prepared for debris caused by furniture, equipment, and other objects as these may impede evacuation
  - If directed to evacuate a building, students should move to the designated evacuation site for that building.

EMERGENCIES AND NON-EMERGENCIES

- In case of an emergency always **call 911 immediately.** Campus Police and other appropriate emergency resources will be dispatched.
- For non-emergency situations Campus Police can be contacted at **704-400-6200**. For general issues or problems contact your Resident Assistant.



Alma Mater

(Sung to the melody of Beethoven's Chorale "Ode to Joy")

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

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