

# SOLICITATION POLICY

- Soliciting by outside entities is prohibited on campus at all times. Student solicitors must obtain prior permission from the Dean of Student Life 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.
- Most 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 formal complaint procedures. 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 Vice Provost for Academic Affairs 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, Student Conduct Process, section 7)
  - 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:
 

Attorney General's Office	Consumer Protection
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

- All student organizations wishing to schedule speakers from outside the Belmont Abbey College community must obtain written approval from the organization's advisor and the Dean of Student Life at least four weeks prior to the event. Speaker approval requests for academic programs should be directed to the Vice Provost of Academic Affairs and follow the appropriate procedures.
- 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.