

# STUDENT HANDBOOK

2024-2025



*For Head, Hand and Heart.*

145 Cabarrus Avenue West Concord, NC 28025

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# Introduction

The Barber-Scotia Student Handbook stands as your guide to seamlessly navigate your entry into the vibrant community of Barber-Scotia College. Through your academic journey, we aspire to equip you with the essential pillars that foster not only your personal growth but also empower you to become a positive force within society.

It's strongly advised that you acquaint yourself with the comprehensive regulations, policies, and procedures outlined in this Student Handbook. As an authoritative document representing Barber-Scotia College, its legitimacy emanates from the Institution's official catalog, the definitive resource outlining the College's programs, policies, rules, and processes.

During your tenure here, you'll receive supplementary materials that complement the College Catalog and this Student Handbook. In the event of any inconsistencies, the regulations specified in the Barber-Scotia College Catalog shall prevail.

In line with the ever-evolving nature of our institution, practices, policies, and procedures are subject to periodic evaluation and refinement in alignment with our mission and objectives. Any modifications, whether pertaining to academics or conduct, will be duly incorporated as addenda, with students promptly notified of these revisions. Such updates will apply to all enrolled students of Barber-Scotia College.

The essence and honor of Barber-Scotia College are upheld by the very students it serves. Our institution takes immense pride in its faculty, staff, alumni, and student body. The Standards of Conduct are established and made available to students to ensure clear comprehension of acceptable behavioral norms, both on and off-campus, as long as you maintain an affiliation with Barber-Scotia College. It's crucial to acknowledge that breaches of the Standards of Conduct, whether within or beyond campus borders, that undermine the College's interests may result in consequential disciplinary actions.

Barber-Scotia College reserves the right to change, alter, and/or modify without notice the contents of the Student Handbook. The responsibility of the Student Handbook is given to the Division of Enrollment and Student Services.

# Message from the President

Greetings students,

I am delighted to extend a warm and enthusiastic welcome to each of you as you embark on a transformative journey at Barber-Scotia College. It is an honor to greet you as you step into our vibrant and close-knit community.

As you enter these historic halls, you become a part of a legacy that spans over 155 years of dedication to education, equality, and empowerment. At Barber-Scotia, we pride ourselves on fostering an environment that celebrates diversity, nurtures individual growth, and encourages the pursuit of knowledge and excellence.

Your decision to join us at Barber-Scotia College reflects your commitment to personal development and academic achievement. Our institution's rich history is built upon the idea that education is the key to opening doors of opportunity, and your presence here reaffirms this principle.

Throughout your time here, you will be supported by a dedicated faculty, a passionate staff, and a network of peers who are equally invested in your success. Our small class sizes and personalized attention will allow you to engage deeply with your studies and develop meaningful connections with your professors and fellow students.

As you settle into campus life, you will discover a range of academic programs and extracurricular activities that will challenge you, inspire you, and help you realize your full potential. From the classroom to the playing field, from community service to artistic expression, your time at Barber-Scotia will be marked by opportunities for growth and exploration.

I encourage you to embrace every moment, seize each opportunity, and make the most of your time here. Your journey at Barber-Scotia College is not just about earning a degree, but about evolving as a person, expanding your horizons, and leaving a lasting impact on our community and beyond.

Once again, welcome to Barber-Scotia College. I am excited to witness your growth, support your aspirations, and celebrate your achievements. Together, we will continue to uphold the values that have shaped this institution and forge ahead into a future of boundless potential.

Regards,



Chris V. Rey, J.D.  
President



# Message from the Vice President of Student Services/Dean of Students

Greetings Sabers,

We are pleased to have you join our academic community and are committed to supporting your aspirations for success both during your time here and in your future endeavors. Whether you are starting your educational journey or continuing your pursuit of knowledge, you are entering a realm rich with opportunities and potential.

The Division of Student Services is dedicated to fostering an environment that nurtures your overall development, encompassing educational, social, personal, and spiritual facets. Our Dean of Students Office and the entire Division of Student Services are here to ensure your holistic growth and well-being.

At Barber-Scotia, we are equipped to assist you in navigating campus life and accessing community resources essential to your journey. Upon enrollment, you will receive our comprehensive Student Handbook, a valuable repository of information covering campus resources, student policies, and various aspects of campus life. We understand the demands you may face beyond academics, whether from work, family, or other commitments. Hence, our Handbook serves as a vital tool to support your academic pursuits amidst your multifaceted responsibilities.

Furthermore, our faculty, staff, and fellow students stand ready to offer guidance, support, and a listening ear whenever needed. We encourage you to lean on this supportive network as you embark on your academic endeavors.

Wishing you a fulfilling and successful year at Barber-Scotia College! Please do not hesitate to reach out if there is any way we can assist you on your journey.

Best,

Dr. Tiffany Tuma

Vice President of Student Services/Dean of Students

# Vision and Mission Statements

## Mission

The Mission of Barber-Scotia College, through its quality academic and training programs in a Christian setting, is to produce creative, innovative, and lifelong learners. Our students will benefit from a traditional academic degree and a skills-based education that is inclusive, affordable, and accessible, allowing them to be major players in a global marketplace.

*[Approved and Adopted by the Board of Trustees, 2024]*

## Vision

We envision Barber-Scotia College as a premier institution of higher learning that is committed to preparing students for success in a global society. Graduates will be productive citizens, and many will be known globally for their great contributions to humanity and society.

## Core Values

- **Integrity**  
Barber-Scotia College is committed to doing the right thing, even when no one is watching. It's about being honest and transparent in all business dealings, and putting the College's interests above personal gain.
- **Spirituality**  
Barber-Scotia College is committed to cultivating the spiritual gifts within each student, staff, faculty, and community member, that each might be better equipped to serve others.
- **Critical Thinking**  
Barber-Scotia College promotes looking at things objectively, thinking critically, and making informed decisions. It involves questioning assumptions and looking for evidence before making a judgment.
- **Inclusion**  
Barber-Scotia College creates a supportive environment where everyone feels like they belong, regardless of their background, skills, or experience. It's about valuing and respecting the unique perspectives and contributions of all students, staff, faculty, and community.
- **Innovation**  
Barber-Scotia College promotes innovation that pushes past the status quo and coming up with bold, progressive ideas. It's about challenging traditional methods and finding new ways of thinking, learning, and doing.

# Faith Statement

The Faith Statement stands as a cornerstone, endorsed by the Board of Trustees, upon which Barber-Scotia College's modern ethos is built.

**Scripture** - Every word of the sixty-six (66) canonical books within the Old and New Testaments, stemming from divine inspiration, possesses an unassailable authority and is devoid of error. Its historical narrative, encompassing creation, the fall, the divine curse, the global deluge, and the origins of nations and languages, is affirmed.

**The Triune God** - An eternal, transcendent, omnipotent, and personal Godhead exists as a unified entity. Comprising three distinct persons - the Father, the Son, and the Holy Spirit - they form a singular entity equal in power and glory.

**The Father** - The first persona within the Godhead, the Father, is an infinite spirit characterized by sovereignty, eternity, and unchanging attributes. Deserving of all reverence and obedience, the Father garners these from His creation and its inhabitants.

**The Son** - The second persona, Jesus Christ, epitomizes the only begotten Son of the Father. He is both impeccably sinless in humanity and the absolute embodiment of the Father's full deity. This unique fusion of divine and human natures, achieved through miraculous conception and virgin birth, is a testament to His profound identity.

**The Holy Spirit** - The third persona, the Holy Spirit, serves as a divine force convicting, regenerating, and dwelling within believers in Christ. This presence seals the bond between the faithful and their faith. Additionally, the Holy Spirit imparts spiritual gifts to believers, although the manifestation of any particular gift isn't mandatory as proof of salvation.

**Redemption** - The redemption of humanity is attainable due to the substitutionary and redeeming sacrifice of Jesus Christ. His sacrificial death, burial, and resurrection, followed by His bodily ascension, provide the means for redemption.

**Salvation** - Personal salvation from the eternal consequences of sin is solely a product of God's grace, not human effort. This salvation is established on the foundation of Christ's atoning death and resurrection. Salvation can only be obtained through personal faith in the person and work of Jesus Christ.

**Biblical Creation** - God is the Creator of the universe, fashioning its fundamental systems and life forms from nothingness within the confines of space-time. This creation occurred over six (6) literal days.

**Satan** - A malevolent being known as Satan exists, acting as a tempter and accuser of mankind. He awaits eternal punishment, along with those who die without embracing Christ, suffering conscious torment indefinitely.



**End Times** - At a divinely chosen moment, Jesus Christ will physically return to earth to gather His Church. He will execute judgment, eradicate sin, establish His eternal Kingdom, and fulfill His purposes within creation and redemption, leading to eternal rewards and punishments.

In this contemporary context, the Faith Statement underscores Barber-Scotia College's commitment to an inclusive academic environment rooted in these principles.

## A Brief History of Barber-Scotia College

Barber-Scotia College was established as Scotia Seminary on January 27, 1867, under the guidance of Reverend Luke Dorland. The Presbyterian Church commissioned him to create an institution in the southern United States to educate African American women. After careful consideration, Concord, North Carolina, was chosen as the school's location. The institution offered a curriculum spanning elementary, secondary, and normal school education.

Aligned with its mission to train educators and social workers, Barber-Scotia College provided subjects categorized as normal, academic, and home economics courses. These offerings aimed to qualify students for state certification and included collegiate level studies. The College's core focus, epitomized by the inscription on the Faith Hall cornerstone – "For Head, Hand, and Heart" – remained rooted in Total Student Development (TSD).

In 1917, a significant period of academic expansion occurred, leading to the name change to Scotia Women's College. In 1930, Scotia Women's College merged with Barber Memorial College of Anniston, Alabama, and in 1932, the institution adopted the name Barber-Scotia College. Barber-Scotia granted its first bachelor's degree in 1945, and became a four-year women's college in 1946. Then in 1954, Barber-Scotia College became a coeducational institution.

Despite these formidable obstacles, Barber-Scotia College remains poised for proactive revitalization. Its restoration is entrusted to a dedicated team of key decision makers, collaborators, and visionaries who are committed to reinstating its standing within American higher education. The College looks ahead with confidence, anticipating that students will step forward to prepare for future challenges and contribute to the institution's academic reinvigoration.

Barber-Scotia College expresses enduring gratitude to the Presbyterian Church for their historical and ongoing dedication to the original vision of the College.

# Alma Mater

*Lyrics by Ione E. Jonesboro bc, '31*  
*Music by O. Inez Brown, '33*

Barber-Scotia, our alma Mater Dear

To Thee we sing;  
Cherished both far and near,  
Thy mandates we revere,  
Our tributes we will bring,  
Alma Mater Dear.

Barber-Scotia, our alma Mater Dear

Thy Name we love;  
Thou art our guiding star,  
And though we wander far  
Thy glory beams above,  
Alma Mater Dear.

Barber-Scotia, our alma Mater Dear

We honor Thee;  
Point us the path of right  
That leads into the light  
Of noble service free,  
Alma Mater Dear.

## Niche-Traditions

Throughout the rich history of Barber-Scotia College, certain activities have gained profound significance within the College community. As you engage with the Barber-Scotia family, may these activities not only enrich your personal experience but also foster a stronger dedication to the cherished traditions of Barber-Scotia College. These traditions are the very essence that sets Barber-Scotia College apart, rendering it distinctive and incomparable among educational institutions.

- **New Student Orientation** - Upon entering BSC, all new students partake in a mandatory orientation program. This initiation period acquaints students with the educational setting, academic resources, facilities, and key individuals shaping their journey at BSC.
- **President's Reception for New Students** - During the initial month of each academic year, the President of Barber-Scotia College extends a special invitation to every new student, welcoming them as guests in the First Family's home. This personal invitation is extended during orientation or the inaugural week of classes.
- **Opening Convocation** - Attendance at the opening convocation is obligatory for students. This event introduces students to the entire administrative team, faculty, staff, and fellow students, creating a foundation for building relationships and establishing a support network.
- **Chapel** - Every Tuesday, the College Family assembles for convocation programs that provide pertinent information related to Total Student Development (TSD) – encapsulated in "For Head, For Hand, For Heart." Timings and venues will be announced.
- **Candle-Lighting Service** - On the third Sunday of September, a Candle-Lighting Service is held, symbolizing the transfer of the torch of knowledge (head), service (hand), and love (heart) to the incoming freshman class. May our freshmen embrace this challenge with time-honored pride and responsibility to fulfill this privilege.
- **Thanksgiving Service** - The final weekly convocation preceding Thanksgiving Day features a unique "giving" service. Students, faculty, and staff have the opportunity to contribute food items or funds for purchasing food, which is then distributed to needy families in the Concord area.
- **Christmas Breakfast Service** - A special Christmas Breakfast Service commences at 8:00 a.m. on the last Sunday before the Christmas holiday break. Over the past four decades, this event has focused on the gift of love and devotion, both from God to each individual and reciprocally. The fellowship serves to rejuvenate students' physical, social, emotional, and spiritual well-being.
- **Honors Convocation** - During the spring of each academic year, students who have exhibited remarkable achievements across various facets of campus life receive esteemed distinctions. This event is mandatory for all students.
- **Founders Day** - Annually, on the Sunday nearest and preceding January 27, a commemorative service celebrates the founding of Barber-Scotia College and honors its visionary founders. These individuals shared a commitment to educating those seeking knowledge and readiness for enriching lives and societal betterment.

- **Robing Ceremony** - In the academic year 1963-64, Barber-Scotia College's graduating class introduced a new tradition – the Robing Ceremony. This event entails the official donning of graduation attire and occurs once each spring.
- **Holy Week** - To honor the Christian ministry and people of God, a series of religious programs takes place each spring in conjunction with the observance of Holy Week, encompassing the week from Palm Sunday to the conclusion of Easter break.

# Marketing and Communications

At Barber-Scotia College, our approach to marketing and communication revolves around fostering engagement, transparency, and excellence. We are dedicated to promoting the distinctive academic programs, rich campus life, and the achievements of our vibrant community. Through strategic communication, we aim to share the stories of our students, faculty, and alumni, reflecting our commitment to academic success, diversity, and the pursuit of knowledge.

Our marketing initiatives focus on authenticity and integrity, highlighting the unique experiences and opportunities available at Barber-Scotia College. We strive to reach diverse audiences through various channels, embracing innovative strategies to connect with prospective students, current community members, and alumni, fostering a robust network of lifelong relationships.

By emphasizing open and transparent communication, we aim to keep our stakeholders informed about the college's initiatives, successes, and areas of growth. Our communications are designed to create an inclusive environment where everyone feels connected, valued, and engaged in the life and progress of our institution.

Barber-Scotia College is committed to continuous improvement and innovation in our marketing and communication strategies, reflecting our dedication to excellence in education, service, and the overall college experience.

## *Intellectual Property Rights Policy*

Barber-Scotia College values the creation and protection of intellectual property. This policy outlines the guidelines for the management, ownership, and protection of intellectual property developed by students, faculty, staff, and any other individual associated with the college.

### *Ownership of Intellectual Property*

1. **Individual Creations:** Intellectual property created by individuals, including but not limited to faculty, staff, and students, is typically owned by the creator, subject to the college's policies and agreements.
2. **Work Created Under College Resources:** Work created using substantial college resources or as part of assigned duties, including research projects, curriculum materials, and institutional programs, may be owned by the college. Agreements regarding the ownership of such work will be clarified in advance, where possible.

### *Protection and Use of Intellectual Property*

1. **Respect for Rights:** All members of the college community are expected to respect intellectual property rights, including copyright, trademarks, and patents. Plagiarism or unauthorized use of intellectual property owned by others is prohibited.
2. **Use of College Resources:** Use of college resources for the creation or development of intellectual property should comply with college policies. Where applicable, agreements should be established to clarify ownership and rights related to the use of such resources.

### *Ownership Rights and Commercialization*

1. **Licensing and Commercialization:** Barber-Scotia College supports the commercialization of intellectual property developed within the institution. The college may explore licensing or other arrangements to commercialize such intellectual property for the benefit of the creator, the college, and the broader community.
2. **Distribution of Proceeds:** In cases where intellectual property generates revenue, the distribution of proceeds will be subject to negotiated agreements between the college and the creators, respecting the contributions and ownership rights.

### *Dispute Resolution*

In the event of disputes regarding the ownership, use, or commercialization of intellectual property, a process for dispute resolution will be established and overseen by appropriate college authorities.

### *Policy Review and Updates*

Barber-Scotia College will periodically review and update this Intellectual Property Rights Policy to align with changes in laws, technologies, and best practices in the management of intellectual property in coordination with the Institutional Assessment Plan procedures.

This policy serves as a guide to the ownership, protection, and use of intellectual property at Barber-Scotia College, fostering an environment that supports innovation, creativity, and the responsible management of intellectual assets.

### *Brand Identity for Barber-Scotia College*

At Barber-Scotia College, our brand identity is a reflection of our rich heritage, commitment to holistic education, and our aspiration for academic excellence. Our brand elements encapsulate our values, vision, and the unique spirit that defines our institution.

- Tagline: "In the beginning...Faith."
- Motto: "For Head, For Hand, For Heart"
- Colors: Royal Blue and Gray
- Mascot: The Saber-Tooth Tiger



### *Brand Description*

1. Barber-Scotia College embodies a legacy of academic rigor, community engagement, and the development of well-rounded individuals. Our brand represents:
  - a. **Academic Excellence:** We prioritize intellectual growth, providing a comprehensive education that cultivates critical thinking, innovation, and the pursuit of knowledge.
  - b. **Holistic Development:** Our commitment to "For Head, For Hand, For Heart" reflects our dedication to nurturing not only the mind but also the practical skills and compassionate spirit essential for personal and societal growth.

- c. **Strength and Tenacity:** The Saber-Tooth Tiger, our mascot, symbolizes resilience, strength, and determination, characteristics we encourage in our students as they navigate their educational journey.
- d. **Heritage and Tradition:** Rooted in tradition and history, Barber-Scotia College stands for values that have stood the test of time, adapting to the contemporary world while honoring its past.

### *Brand Experience*

Our brand endeavors to create an environment that fosters creativity, inclusivity, and a sense of community among students, faculty, staff, alumni, and supporters. It stands for an institution that champions knowledge, character, and service, shaping future leaders and contributing positively to the world.

Barber-Scotia College's brand identity celebrates the rich history, values, and the continuous pursuit of academic and personal excellence, fostering a community dedicated to learning, growth, and positive change.

### *Social Media Policy*

Barber-Scotia College recognizes the importance of social media as a means of communication, expression, and community engagement. This policy outlines the guidelines for the appropriate use of social media by students, faculty, staff, and anyone representing or associated with the college.

#### *Guidelines for Social Media Us*

1. **Representing the College:** Individuals associated with Barber-Scotia College, when identifying their affiliation with the institution, are expected to uphold the college's values and standards of conduct. Personal social media activity that identifies or reflects association with the college should be consistent with these values.
2. **Respect and Professionalism:** Respect for others, the institution, and the community is crucial. Posts should not contain offensive, discriminatory, defamatory, or harassing content. Maintain a professional tone and avoid engaging in any form of cyberbullying or negative behavior towards others.
3. **Confidentiality and Privacy:** Respect the confidentiality and privacy of students, employees, alumni, and the college itself. Do not disclose confidential information, proprietary information, or data that could compromise security or violate privacy laws.
4. **Accurate Representation:** Ensure that information shared on social media platforms regarding the college is accurate and factual. Avoid spreading rumors or misinformation about the institution, its policies, or any other related information.
5. **Intellectual Property and Copyright:** Respect intellectual property rights and copyright laws. Do not use copyrighted material without appropriate permission or violate intellectual property laws.
6. **Endorsements and Official Statements:** Personal opinions shared on social media platforms should be clearly identified as personal and not as official statements or endorsements on behalf of the college. Clear disclaimers stating that views expressed are personal and do not represent the institution's stance should be included when necessary.



7. **Crisis Communication Protocol:** In the event of a crisis or emergency situation, refrain from sharing unverified information. Follow official communication channels and guidelines established by the college.

#### *Social Media Etiquette*

1. Engage in constructive and positive interactions that contribute to the college's image and community.
2. Use social media platforms to share college-related achievements, events, and positive news.
3. Respect diverse opinions and engage in discussions respectfully and civilly.

#### *Consequences of Violation*

Violations of this policy may result in disciplinary action in accordance with college policies and procedures, depending on the severity and impact of the violation.

Barber-Scotia College encourages the responsible use of social media platforms to foster a positive and engaging online community. By adhering to these guidelines, individuals associated with the college can help maintain a respectful, professional, and constructive online environment.

# Visitor Policy

Barber-Scotia College values and welcomes visitors to our campus. To ensure the safety, security, and positive experience of both our visitors and our campus community, the following policies and guidelines have been established:

## *General Visitor Guidelines*

1. **Visitor Registration:** All visitors are required to check-in upon arrival at the designated campus entry point or reception area. Visitors must provide appropriate identification and purpose of their visit. A visitor badge or pass will be issued, which should be visible at all times during their stay on campus.
2. **Host Responsibility:** Hosts, which include students, faculty, or staff, are responsible for their visitors and must accompany them while on campus. Hosts are expected to inform visitors about campus policies and regulations.
3. **Access to Facilities:** Visitors are permitted in public areas of campus facilities unless otherwise specified. Some areas may have restricted access due to ongoing academic activities, security reasons, or confidentiality requirements.

## *Special Events and Guided Tours*

1. **Scheduled Events:** Visitors attending scheduled events, tours, or meetings organized by the college may have specific instructions regarding access and participation. Event organizers will provide necessary guidelines and support.
2. **Guided Tours:** Prospective students and families, as well as other groups, can request guided tours. These tours will be conducted by designated personnel and must be pre-arranged to ensure a fulfilling and informative visit.

## *Parking and Traffic*

1. **Visitor Parking:** Designated visitor parking areas are available on campus. Visitors are expected to park in these areas and adhere to parking regulations. Parking permits or passes may be required and can be obtained from the Campus Security Office.
2. **Traffic Regulations:** Visitors are required to follow all traffic regulations while on campus. Speed limits, stop signs, and other traffic rules must be adhered to for the safety of pedestrians and drivers.

## *Safety and Security*

1. **Identification and Badges:** All visitors must wear the provided visitor badges or passes at all times while on campus.
2. **Emergency Procedures:** In the event of an emergency, visitors should follow the instructions provided by college officials, including evacuation procedures.
3. **Compliance with Policies:** Visitors are expected to comply with all college policies, including those related to conduct, smoking, and alcohol or substance use.

Barber-Scotia College aims to provide a welcoming and safe environment for all visitors while respecting the needs and activities of our campus community. We appreciate your cooperation and understanding in adhering to these guidelines during your visit.

# Americans with Disabilities Act

Barber-Scotia College welcomes students with disabilities into all the institution's educational programs. It is the policy and practice of Barber-Scotia College to create inclusive learning environments and provide reasonable accommodations under the American with Disabilities Act (ADA). If there are aspects of the instruction or design of this course that may impact your performance, attendance, or grades and require accommodation, please notify me as soon as possible.

## *Disability Accommodations*

1. **Reasonable Accommodations:** Barber-Scotia College is committed to providing reasonable accommodations to qualified individuals with disabilities to ensure they have equal access to educational programs, activities, employment, and services.
2. **Accessibility Services:** The college's Office of Accessibility Services works collaboratively with students, faculty, and staff to provide and coordinate accommodations and support services.
3. **Accessibility Facilities:** The college continually assesses its facilities and works to ensure they are designed and equipped to accommodate individuals with disabilities.

## *Service and Emotional Support Animals*

1. **Service Animals:** Barber-Scotia College acknowledges and supports the use of service animals by individuals with disabilities as defined by the ADA. Service animals are permitted to accompany individuals with disabilities in all areas where the public is normally allowed. These animals are working animals and are not considered pets.
2. **Emotional Support Animals:** The college recognizes the importance of emotional support animals for individuals with documented disabilities. Requests for emotional support animals as an accommodation will be reviewed on a case-by-case basis by the Dean of Students. Approved emotional support animals may be permitted in college housing or other areas based on the individual's documented need and the college's policies.

## *Non-Discrimination Policy*

Barber-Scotia College prohibits discrimination against individuals with disabilities. This includes admissions, recruitment, educational programs, employment, and access to campus services and activities. The college provides an equal opportunity for qualified individuals with disabilities in accordance with the ADA and other applicable laws.

## *Request for Accommodations*

Students, employees, or visitors requiring accommodations due to a disability (hearing, mental, medical, physical, or visual) are asked to contact the Vice President of Student Services/Dean of Students, Dr. Tiffany Tuma, via email at [ttuma@b-sc.edu](mailto:ttuma@b-sc.edu) to initiate the conversation on your documented disability and start the reasonable accommodation process. .. Requests for accommodations should be made in a timely manner to allow the college sufficient time to review the request and provide appropriate accommodations.

All students must provide current documentation of their disability by an appropriate licensed professional. This documentation must indicate a specific diagnosis, information regarding onset, longevity, and severity of symptoms, and must state how the disability and/or related medications and treatments interfere or limit functioning in any major activity, including participation in courses, programs, services, or any other activity of the College. Disabilities may include, but not limited to, physical, developmental, sensory, mobility, psychological or medical conditions.. An Individual with a disability is a person who has a physical or mental impairment that limits one or more major life activities and has a record of such impairment

### *Education and Awareness*

The college conducts educational initiatives and training programs to increase awareness and understanding of disability-related issues, rights, and accommodations within our community.

Barber-Scotia College values the diversity and unique contributions of all individuals within our community. We are committed to fostering an inclusive environment that recognizes and respects the rights and needs of individuals with disabilities, ensuring their full participation in all aspects of college life.

# Division of Enrollment Management

## Enrollment Management

### Financial Aid and Scholarships\*

Barber-Scotia College is dedicated to fostering accessibility to higher education and supports its students through various financial aid options and scholarship opportunities. The institution strives to assist students in pursuing their academic aspirations by providing financial aid resources, including need-based aid, merit scholarships, and other forms of financial support.

Financial aid at Barber-Scotia College encompasses federal aid programs, grants, loans, and work-study opportunities, offering assistance to eligible students who demonstrate financial need. Additionally, the institution endeavors to award scholarships based on academic achievements, leadership qualities, and other criteria to aid students in their educational journey.

Barber-Scotia College encourages students to explore and apply for available financial aid packages, scholarships, and grants, thereby making higher education more accessible and achievable for a diverse range of students. The institution's commitment to supporting students' academic and personal growth includes a commitment to facilitating financial aid resources to help offset the costs of education.

*\*Currently, Barber-Scotia College does not offer federal Financial Aid to students.*

### Admissions and Recruitment

The Division of Enrollment Management at Barber-Scotia College is dedicated to welcoming, guiding, and assisting prospective students through the admissions process. The office is committed to providing a supportive and informative experience for individuals considering enrollment at the institution.

Key facets of the Division of Enrollment Management include:

1. **Guidance and Support:** Providing comprehensive guidance and support to prospective students throughout the admissions process, including application assistance, information about academic programs, and resources available at Barber-Scotia College.
2. **Outreach and Engagement:** Engaging with potential students through various outreach programs, events, campus tours, and recruitment initiatives designed to showcase the unique educational opportunities offered by the college.
3. **Application Process:** Offering information and guidance to applicants regarding admission requirements, application deadlines, and assisting with the completion of necessary admission forms.

4. **Community Partnerships:** Cultivating partnerships with schools, community organizations, and other entities to create opportunities for student recruitment and establish connections with potential applicants.

The Division of Enrollment Management serves as a resource for individuals seeking to begin their academic journey at Barber-Scotia College. By providing comprehensive information, support, and guidance, the office aims to facilitate a smooth and informative admissions experience for prospective students, welcoming them into the college community.

## New Student Orientation and First Year Experience

SaberStart at Barber-Scotia College is a comprehensive program designed to ensure a successful transition and holistic development for our first-year students. Our practices and initiatives encompass a wide range of strategies and activities that foster academic excellence, personal growth, and a sense of belonging within our vibrant campus community.

# Division of Student Services

## Dress Code

At Barber-Scotia College, we uphold a standard of respect and professionalism in attire that reflects our commitment to a positive, safe, and healthy academic environment. All students are expected to adhere to the following dress code guidelines while on campus.

The dress code guidelines are as follows, are mandatory for all College events including, but not limited to formal dining events, pageants, and those when announced indicate that dress guideline is enforced. Students who fail to comply with the dress guideline will be denied admission to the event.

- Suit or jacket and pants with a dress shirt
- Blazers, cardigans, pullover sweaters
- Knee length dress or dressy skirt with a blouse
- dress shoes and dress socks or hosiery

Dress must be in good taste and appropriate for the occasion or setting. The following are not permitted outside of the residential halls

- Bare feet
- Hats
- Hoods
- Baseball caps
- Head coverings expect for religious or medical reasons
- Rollers/Bonnets/Skull Caps/Do-Rags
- Sagging Pants
- Pajamas/lounge pants
- House Shoes/Slippers
- Excessive Display of Body Parts
- Showing of Undergarments
- Shirts must always be worn while in public or common areas of the College.
- Netted shirts, cut-off t-shirts, or “wife beaters” are not permitted
- Attire must not display obscene, profane, lewd, illegal, or offensive images or words

## Student Services

### Career Services

The Office of Career Services at Barber-Scotia College is a pivotal resource hub dedicated to guiding students toward their professional aspirations and career goals. Situated at the intersection of academic excellence and career readiness, this office serves as a supportive partner for students throughout their academic journey and beyond graduation. Its primary focus

is to equip students with the tools, guidance, and opportunities essential for a successful transition from college to a fulfilling career path the Office of Career Services offers career coaching, resume development, mock interviews, experiential learning coordination, career readiness workshops, career assessments, intern and externship opportunities.

At Barber-Scotia College, the Office of Career Services operates as a strategic partner in the professional development of students, ensuring they are well-prepared to enter the workforce upon graduation. Through personalized guidance and an array of career-related resources, the office seeks to empower students to make informed decisions about their future, supporting them in achieving their career objectives and aspirations.

## Student Activities and Leadership

The Office of Student Activities and Leadership at Barber-Scotia College is committed to enhancing student engagement, intellectual curiosity, and personal development by providing diverse programs, activities, and resources that will support their holistic growth. We recognize that being involved and providing opportunities outside of the classroom enriches the college experience. Nestled at the heart of campus life, this office serves as the epicenter for fostering a sense of community, engagement, and personal development among students.

At Barber-Scotia College, the Office of Student Activities and Leadership aims to provide an inclusive and empowering environment, where students become well-rounded individuals, that have a deeper impact on their overall college experience which systematically prepares them for life after graduation. Through an array of living-learning activities, the Office of Student Activities and Leadership will engage students, foster self-discipline, improve time management skills, study skills, and organizational skills with the overall goal of graduating Sabres, ready to make an impact locally, globally, and in their respective careers.

## Student Activities

### Student Government Association (SGA)

At the present time, Barber-Scotia College does not have an active Student Government Association (SGA). In the future, we seek to reestablish the SGA at Barber-Scotia College. The Student Government Association will serve several functions, including promoting cooperation on campus, fostering self-expression, self-discipline, and leadership among students. The SGA will aim to facilitate understanding and cooperation between the administration and students on matters of general welfare. It represents all students and functions as the governing body for Barber-Scotia students. Membership in the SGA will be open to all students, and continued membership requires adherence to its rules and regulations. Each member has a voice and the right to vote in elections and decisions of the organization.

The SGA will act as the primary governing body for students and represents student opinions on matters concerning the student body. It serves as the official communication channel between students and the College administration. Activity Organizations

At the present time, Barber-Scotia College does not have any active student organizations. In the near future, Barber-Scotia College does encourage the establishment and operation of student activity groups and organizations. The college supports opportunities for students to develop and showcase their positive skills. The college is currently undergoing reorganization and will evaluate the feasibility of student activity organizations.



### Establishing a New Student Organization

Student organizations play a significant role in education and personal growth. When students wish to create a structured group on campus, utilizing college facilities and resources, it is beneficial for the College community. Registering student organizations with the College is appropriate and entails certain privileges and responsibilities.

A new student organization seeking recognition must submit the following documents to the Office of Student Activities and Leadership:

1. Student Organization Registration Form provided by the Office of Student Activities and Leadership.
2. Typed copy of the proposed or current constitution, signed by students promoting the group and a proposed faculty advisor. The constitution should include:
  1. Name of the organization
  2. Purpose statement
  3. Membership eligibility criteria
  4. Officers' titles and responsibilities
  5. Terms and method of election
  6. Requirements for reporting officers to the Office of Student Activities
  7. Meeting frequency
  8. Dues, if any
  9. Faculty advisor's name
  10. Non-discrimination statement
  11. Disposition of funds if the organization dissolves
3. Copy of the constitution and by-laws of the local, state, or national organization with which the student organization seeks affiliation.
4. An advisor consent form signed by a faculty member agreeing to oversee the organization.
5. Prospective members must hold at least three organizational meetings before submitting the petition to the Office of Student Activities and Leadership.

### Terms of Registration

Both existing and new student organizations are required to register annually with the Office of Student Activities and Leadership and follow the outlined guidelines.

#### *For All New Organizations*

A petition for a new organization can be denied for the following reasons:

- Purpose or proposed activities violate local, state, or federal laws or duplicate an existing Barber-Scotia College organization's purpose.
- The organization poses a clear and present danger to the College's continued operation.
- The organization's goals do not align with the College's mission.

#### *For Previously Existing Organizations*

An updated list of registered organizations is prepared each semester by the Office of Student Activities and Leadership. Registration may be denied if:

- The organization lacks sufficient activity or progress towards its goals.
- The organization violates College or legal regulations.

- The organization does not adhere to registration terms.
- The organization's goals are inconsistent with the College's.

### Student Organization Standards of Conduct

Student organizations must adhere to prescribed conduct standards, and individual members are responsible for complying with the College's Student Code of Conduct.

### Disciplinary Action and Penalties for Student Organizations

Organizations found guilty of misconduct may face disciplinary sanctions, including permanent revocation of recognition, suspension, probation, or reprimand. Sanctions may be imposed individually or in combination, based on the severity of the violation.

### Membership Eligibility and Records of Student Organizations

Full-time students are eligible for membership in student organizations. Only Barber-Scotia College faculty or staff members can serve as primary advisors. Advisors are responsible for guiding organizations in accordance with College policies.

### Officers of Student Organizations

New officers' names must be submitted to the Office of Student Activities and Leadership within five days of their election. Officers must be in good academic and disciplinary standing, and failure to maintain these standards can lead to relinquishing their positions.

### Election of Student Organization Officers

Candidates for office must be in good academic, financial, and disciplinary standing. Nominations for elections must be submitted to the Vice President for Student Services/Dean of Students at least two weeks before the election. Eligibility is verified by the Vice President for Student Services/Dean of Students, and Registrar

### Faculty and Staff Advisors for Student Organizations

Faculty or staff advisors play a crucial role in student organizations. Advisors are responsible for encouraging organizations to fulfill their purposes while adhering to College policy. They must be present at organizational activities or appoint a replacement. Advisors must attend an Advisor Workshop.

### Posting of Notices

Posting signs or notices on College property must adhere to guidelines, including not damaging surfaces, using appropriate locations, and avoiding references to alcohol or inappropriate content.

### Parties

All campus parties must follow College regulations, including those regarding alcohol and room capacity. Parties must be scheduled and approved by the Office of Student Activities and Leadership, and the Facilities Use Form must be completed. Parties should end by specified times, with exceptions requiring approval.

### Off-Campus Activities

Off-campus activities require advisor presence and prior college approval.

These regulations outline the procedures, responsibilities, and expectations for student organizations and their members at Barber-Scotia College.

### Security for Special Events

To ensure the safety and security of students and guests during special events, Barber-Scotia College enforces the following policy for all student organizations and groups hosting events on campus:

1. **Event Request and Approval:** A formal request for all special events must be submitted to and approved by the Vice President for Student Services/Dean of Students at least seven (7) working days before the event.
2. **Security Personnel Requirements:** Events advertised on campus and in the community will require a minimum of two (2) off-duty police officers (Concord or Cabarrus County) in addition to regular campus security personnel in attendance.
  1. Events held in the gymnasium.
  2. Events with characteristics that inherently necessitate additional security, such as dances, concerts, athletic games, and appearances by VIPs.
3. **Additional Security for Large Events:** For events with expected attendance of 400 or more, or events held in the College Union or other facilities, at least two (2) security officers will be required.

### Guest Speaker Policy

At the present time, Barber-Scotia College does not allow outside guest speakers. In the near future and as students return to campus, Barber-Scotia College will follow these principles as a guideline for student organizations inviting outside speakers to campus:

1. **Invitation Approval:** Speakers or performers may only appear on campus by invitation from a registered student organization or College departments. Approval from the Vice President for Student Students/Dean of Students and Provost/Chief Academic Officer is required, followed by the President's approval.
2. **Non-Endorsement Statement:** It's important that the College is not associated with or endorsing the views expressed by an outside speaker. No implication of endorsement should be made.
3. **Desire of Recognized Group:** Invitations should reflect the group's genuine interest after discussion with the faculty or staff advisor. External pressure shouldn't drive invitations.
4. **Notifying the President:** If a speaker has political prominence, the President must be informed during the event planning process before extending an invitation.
5. **Political Candidates:** Registered student organizations may invite candidates from public office with prior permission from the President. Equal opportunities for all candidates for the same office must be ensured.
6. **Purposeful Invitations:** Invitations should align with the goals of Barber-Scotia College and its student body. Events should contribute positively to the College and its community.

This policy aims to uphold security during events and maintain the College's commitment to free inquiry, education, and open dialogue while ensuring the institution's reputation is protected.

### Solicitation of Financial Funds or Resources

Solicitation refers to the act of seeking financial funds or other forms of support, including supplies, sales of items, products, or services, from sources on campus or elsewhere.

Barber-Scotia College has established rules and guidelines for solicitation, which apply to students, registered student organizations, and College employees. Prior approval is required from the President of the College and the Vice President for Student Services/Dean of Students for all fundraising activities.

#### *General Rules of Solicitation*

1. **Door-to-Door Solicitation:** Representatives from magazine service or mail-order companies are not allowed to solicit door-to-door in residence halls or on campus. However, the College may post notices on bulletin boards in residence halls to provide contact information for these representatives, as long as the companies are legitimate. Approval from the Office of Student Activities and Leadership is necessary for such notices.
2. **Residence Hall Use:** The use of residence hall rooms for sales, service offices, storage, or solicitation of any kind is prohibited.
3. **Personal Benefit Solicitation:** Individual students or members of student organizations are not permitted to solicit for personal benefit. Faculty, staff, students, and student organizations cannot solicit or advertise for regular business enterprise sales. Designated bulletin boards can be used for occasional sales or rentals that are not part of a business.
4. **Door-to-Door and Campus Solicitation:** Door-to-door solicitation in residence halls, cottages, offices, and anywhere else on campus is not allowed. Limited philanthropic solicitations in designated areas of College buildings may be permitted, subject to approval from the Office of Business and Fiscal Affairs.
5. **Raffles and Gambling:** Barber-Scotia College does not permit raffles or any form of gambling within its name or facilities, in accordance with state law.
6. **Political Solicitation:** Political solicitation is allowed only if all candidates for a particular office are granted the same privilege. Speakers must be sponsored by registered student organizations or academic departments. Posters and notices related to political activities should be posted on bulletin boards following College regulations. Political candidates may solicit votes through handshaking tours and handing out cards, but not posters. Political rallies must receive approval from the President of the College.

These rules and guidelines aim to regulate solicitation activities on campus while ensuring fairness, transparency, and compliance with state laws and College regulations.

#### *On-Campus Solicitation by Students or Student Organizations*

Students or student organizations interested in soliciting on campus in designated areas need to follow specific procedures and guidelines outlined by the College. The Office of Student Activities and Leadership is responsible for managing these activities, and individuals or groups must adhere to the following steps:

1. **Request Submission:** Those wishing to solicit on campus must submit a request to the Office of Student Activities and Leadership at least one week before the proposed

activity. Provided forms should be used for this purpose. Adequate arrangements and scheduling must be made to ensure the approved project is conducted as planned.

2. **Reporting Fundraising Projects:** Students involved in fundraising activities, such as soliciting funds for charitable causes, scholarship funds, educational or social events, volunteer projects, etc., are required to report these projects to the Office of Student Activities and Leadership. The purpose of the solicitation, details on how funds will be collected and distributed, and a report of all funds raised must be provided within five working days after the activity. Additionally, a report showing fund distribution, including recipient details, should be submitted within a week of fund disbursement.

#### Off-Campus Solicitation by Students or Student Organizations

For off-campus solicitation activities, such as door-to-door sales, car washes, or dances, students or student organizations must seek prior approval from the Chief Financial Officer.

#### On-Campus Solicitation by Off-Campus Persons

External vendors wishing to solicit on campus must obtain prior approval from the Chief Financial Officer and pay a vendor's fee. Vendors need to complete an authorization form for review and approval. Unauthorized solicitation, particularly door-to-door selling, is not allowed in residence halls, cottages, faculty offices, or administrative offices.

Illegal activities like drug trafficking or dealing in stolen property are strictly prohibited on campus. If unauthorized persons are seen soliciting on campus, Campus Security will be informed. Vendors interested in addressing College needs should contact the Business Office for appropriate guidance.

#### College Disclaimer Regarding Off-Campus Vendors

Barber-Scotia College does not assume responsibility for the condition, quality, or legitimacy of articles, goods, or services purchased by students from off-campus vendors selling on campus. The College does not guarantee the quality of products or services offered by these vendors. While efforts are made to ensure represented vendors are reputable, students make purchases at their own risk. The College holds no liability for transactions involving off-campus vendors.

#### Fundraising

Student organizations engaging in fundraising activities need to ensure that their activities are conducted in compliance with local and state laws, permitting regulations, and College policies. To ensure proper execution, the following steps should be taken:

1. **Compliance with Laws and Regulations:** Organizations should ensure that their fundraising activities adhere to local and state laws and permitting regulations, if applicable. This includes obtaining any necessary permits and licenses.
2. **Obtain Necessary Permits:** Prior to initiating any fundraising activity, student organizations must obtain all required permits. These permits should be obtained from the appropriate authorities based on the nature of the fundraising activity.
3. **Confirmation with College Offices:** Organizations should confirm their compliance with laws and their acquisition of necessary permits with both the Office of Business Affairs and the Office of Student Activities and Leadership before proceeding with any

fundraising activities. This step ensures that the College is aware of and approves the fundraising plans.

### Food Sales

Student organizations planning to conduct food sales as part of their fundraising efforts need to be aware of health regulations and taxation laws in the State of North Carolina. Here are the steps to follow:

1. **Application for Food Sales Permit:** Organizations planning to conduct bake sales or any other events involving the sale of food must apply for a permit before the event. The "Application for Organization and Clubs to Sell, Serve, or Prepare Food on Campus" form should be completed, approved, and submitted to the Office of Student Activities and Leadership at least three weeks before the scheduled event.
2. **Contact Environmental Health Department:** Each organization planning a food sale must contact the Environmental Health Department to apply for a food permit. The application should include details about the organization, the event, the food items to be sold, the event location, food sources, and the names of individuals handling food.
3. **Food Permit Approval:** The Environmental Health Department may issue a permit if the requirements outlined in Section 0400 of the North Carolina Administrative Code governing food establishments are met. The organization should receive the permit from the health department before Barber-Scotia College grants permission to hold the fundraising activity on campus.

By following these guidelines and obtaining necessary permits, student organizations can engage in effective and lawful fundraising activities on campus.

## Religious and Spiritual Life

The mission of the Office of Religious and Spiritual Life at Barber-Scotia College is to nurture the spiritual and ethical development of students, faculty, and staff within a diverse and inclusive community. We aim to provide opportunities for exploration, reflection, and engagement with various religious and spiritual traditions. Our office supports individuals in their quest for meaning and purpose, promotes interfaith dialogue and understanding, and encourages service and social justice initiatives rooted in spiritual values. We strive to create a welcoming and supportive environment where all can explore their beliefs, cultivate moral integrity, and contribute positively to the college community and beyond.

While Barber-Scotia College has strong historical ties to seminary education within the Presbyterian Church (U.S.A.), it embraces an ecumenical approach that respects other denominations as well. The college remains committed to fostering the development of the whole individual with compassion and care. As spiritual growth and development are integral components of the college experience, all members of the college community are invited to participate in chapel services, assemblies, and special convocations. These gatherings offer opportunities for students, faculty, staff, and the community to come together, hear guest speakers, and actively engage in worship and communal activities.

Barber-Scotia College desires to be a welcoming place, that is a safe haven for all - regardless of race, culture, religion, sexual orientation, sexual identity, socio-economic status or ability.

Barber-Scotia College is committed to fostering an inclusive and supportive environment for spiritual and religious exploration, while promoting and respecting the diverse religious beliefs and practices of its students, faculty, and staff.

The college encourages and supports the freedom of individuals to practice and express their religious beliefs. Students are welcome to explore and participate in various religious and spiritual activities, services, and organizations in the local community.

## Athletics and Recreational Sports

At the present time, Barber-Scotia College does not offer athletics or recreational sports. In the future, we seek to provide physical education courses, in addition to the usage of the college's gymnasium facilities to offer a range of physical activities for students.

The mission of the Office of Athletics and Recreational Sports at Barber-Scotia College is to promote physical fitness, wellness, and sportsmanship among students through diverse athletic programs and recreational activities. Our aim is to foster teamwork, leadership, and personal growth while upholding the values of integrity and fair play. We strive to provide opportunities for students to excel both academically and athletically, preparing them for success in their future endeavors.

We will assess the feasibility of establishing an intramural program annually. This program will provide students the chance to partake in a preferred sport activity of their choice. Intramural sports enhance the physical education curriculum and contribute to the development of athletic skills, fostering lifelong enjoyment.

Our goal is to provide high-quality educational and athletic experiences for its student-athletes through successful competition in intercollegiate athletics, while simultaneously maintaining and enhancing the academic profile and achievements of the student-athletes.

This policy will set guidelines involving student athletes and athletic programs that are important to the support, operation, and integrity of intercollegiate athletics. To ensure the appropriate oversight and control of intercollegiate athletics, the policy aligns with TRACS Standard 10.6: The institution's CEO exercises appropriate academic, administrative, fiscal, and health and safety controls over the institution's intercollegiate athletics program.

### **Eligibility**

It will be the policy of Barber-Scotia College that any student interested in becoming a member of the college's collegiate athletic teams, must have graduated from high school or had received

a General Education Diploma (GED) before the season officially begins, and maintain the established GPA of the college and governing conference to be eligible for competition. Students are allowed to participate in collegiate athletics for a maximum of four academic years per each sport.

### **Tryouts**

Tryouts are conducted at the discretion of the Head Coach or Athletic Director. Students that make the team may be offered an athletic scholarship or be a non-scholarship student athlete.

### **Scholarships**

Barber-Scotia College athletic scholarships will cover the cost of tuition, and are awarded at the discretion of the Head Coach or Athletic Director. Athletic scholarships are awarded to potential student-athletes that the coaching staff recruits from various states throughout the country. The student athlete must be on course to graduate from high school or be making progress to receive their G.E.D. If these qualifications are not met before the beginning of school the scholarship shall be voided. Scholarship athletes as well as non scholarship athletes must pass a minimum of 12 credit hours per semester with at least a 2.0 grade point average in order to keep their scholarship and remain on the team. At the conclusion of one year in attendance, the student athlete must have earned a minimum of 24 credit hours with a cumulative GPA of 2.0 or better in order to be eligible for participation the following year.

### **Student Code of Conduct**

Barber-Scotia College student-athletes must abide by all College rules and regulations as established in the student handbook, the governing athletic conference, and team rules as established by the Head Coach and or Athletic Director.

## **Student Health Services**

### *First Aid and Medical Services*

For students in need of medical attention, referrals may be made to off-campus physicians at Atrium Health Cabarrus, located at (920 Church St N Concord, NC 28025). Students may call (704) 403-3000 for appointments. However, in such cases, students will be responsible for covering the associated costs.

North Carolina law mandates that all students must submit a comprehensive physical examination and immunization report to the College before starting classes (during registration). Students are expected to maintain regular health check-ups and immunizations and furnish the College with relevant documentation.

Transportation for medical purposes is not provided by the College. Emergency medical services are administered by the Concord City Emergency Services System. Expenses related to ambulance services, hospitalization, etc., are the responsibility of the student and/or their parent/guardian.



If a student's medical needs have the potential to disrupt the normal campus routine or environment, it is their responsibility to inform the Vice President for Student Services/Dean of Students. Students on regular prescription medications for physical or mental health reasons should ensure this information is documented in their health records, with confidentiality maintained.

### *Insurance*

All students are required to carry medical insurance, either through their family's insurance plan or independently. Students should inform the College of their insurance coverage by providing written proof of the insurance provider's name, address, and policy account number.

### *Immunizations*

North Carolina state law mandates that all students entering colleges within the state must present immunization records for the following diseases:

- **Rubella:** One (1) shot, for students under the age of 30. Proof of Rubella immunity must be provided to the College before the student's 49th birthday.
- **Measles (Rubeola):** Two (2) shots received on or after the student's first birthday, for students born in 1957 or later. Proof of Measles immunity is required.
- **DTP or TD (Tetanus-Diphtheria-Pertussis):** Regardless of the student's age, three doses are required, with at least one (1) of the three received within the past ten (10) years.
- **OPV (Oral Poliovirus Vaccine):** If the student is under the age of 18, three doses of OPV are mandatory.
- **Hepatitis B:** Three doses are required for individuals entering college or university. Hepatitis B vaccine is not required if an individual was born before July 1, 1994.
- **Varicella:** One dose is required for individuals entering college that were born on or after April 1, 2001.

Students are obligated to provide an acceptable immunization record to the Registrar's Office Barber-Scotia College Office of the Registrar 145 Cabarrus Avenue West Concord, NC 28025 or at [registrar@b-sc.edu](mailto:registrar@b-sc.edu) within thirty (30) calendar days of enrolling. In cases where a student is required to initiate a series of vaccinations to fulfill compliance, the entire series must be completed before the student can legally continue their enrollment at Barber-Scotia College. Students failing to meet these requirements will face administrative withdrawal.

## Residential Life

### *Housing Requirements*

At the present time, Barber-Scotia College does not allow on-campus/residential students. In the near future, Barber-Scotia College will offer on-campus residential housing as a

convenience for its students. Generally, freshmen are expected to live on campus unless they fall into specific categories:

1. Residing off-campus with a parent or guardian
2. Aged over 21
3. Veterans of active military service
4. Married
5. Enrolled for less than twelve (12) semester hours during the semester
6. Engaged in an off-campus affiliation with permission from the Vice President for Student Services/Dean of Students.

### *Room Reservation*

Room reservations and board will cover the entire academic year. Students who reserve a room for the Fall Semester are committed to paying room rent for both the Fall and Spring Semesters, provided they remain enrolled at Barber-Scotia College. Exceptions can be granted via the Division of Student Services office for students who marry during the agreement term or those who don't enroll for any coursework in the Spring Semester. Prorated refunds may be considered for married students relocating off-campus during the semester, with proof of marriage.

New students receive room reservation forms and acceptance deadlines from the Office of Admissions. Returning students have until 60 days before the beginning of the fall semester to confirm room assignments for the upcoming school year, avoiding billing for a semester's rent and retaining their confirmation payment.

Former students seeking readmission can apply for housing directly through the Division of Student Services. All payments should be addressed to Barber-Scotia College and returned to the Division of Student Services office.

Before processing a housing application, an individual must have admission to the College. Accepting a housing assignment implies an agreement with the terms, conditions, and regulations communicated by the College. Non-compliance with these rules may lead to housing privilege revocation. Students are required to verify the room's condition upon occupancy, and the College will conduct regular health and safety inspections. Tampering with health and safety items will result in the termination of the housing contract.

The College maintains the right to terminate a student's housing assignment if the student isn't registered as a full-time student (with at least twelve semester credit hours), stops attending classes, exhibits health issues impacting group living, displays disruptive behavior detrimental to communal living, or violates residential living regulations.

### *Room Accommodations*

All housing arrangements at Barber-Scotia College are designed for multiple occupants. Single or private rooms are not available for student use. Nevertheless, if space permits and the student is willing to cover the additional cost for a private room, the Vice President for Student Services/Dean of Students will consider the request.

- **Faith Hall.** Traditional style rooms with 2 beds, 2 closets, and 2 desks. Community bathrooms are in each hall.

- **Honors Complex.** Suite style with 4 rooms (2 persons per room). Each room is equipped with 2 twin size beds, 2 desks, 2 closets, and a full bathroom. A common living area includes a full size kitchen and living area. There are 3 complexes for 24 persons total.

### *Room Assignment*

The College acceptance of the application does not guarantee a specific room or roommate assignment. Room assignments are primarily based upon the date of application and the data listed on the contract. Residents currently residing on campus are offered the opportunity to select their housing assignment and potential roommates.

### *Roommate Request*

Roommate pairing is conducted randomly, however, if you have a roommate request, we will try to honor it. Both parties must request the other person on their housing application and submit forms and nonrefundable fees by the application deadline. Specific rooms may not be requested.

### *Single Room Option*

When space allows, double rooms may be occupied privately. Students who reside in a single room are required to make contact with the Residential Hall Director and the Business Office to have the proper charges placed on her student account. After a meeting with the Business Office the student should provide documentation from the Business Office stating financial eligibility.

### *Room Damages*

Students are held accountable for the condition of their assigned room and its furnishings during their stay. Any damages to the room or surrounding living areas (such as suites, halls, landings, etc.) are the student's responsibility. It's crucial to promptly report any damages to the Resident Advisor. Neglecting to report damages leads to financial responsibility

### *Room Inspections*

The residence hall staff conducts routine inspections of resident rooms. These inspections focus on visible areas for health, safety, sanitation, and overall orderliness. Authorized college personnel may enter resident rooms as necessary to inspect and repair college property or to check for conditions that might jeopardize others' well-being.

There are two (2) scenarios in which college authorities can enter occupied rooms within the residence hall or living units:

1. **General Inspection:** This involves entry into the room to assess health and safety conditions, perform repairs, or provide cleaning and janitorial services.
2. **Search:** Entry into a room by campus authorities, including residence hall staff, to investigate suspected violations of campus regulations, local, state, or federal laws.

### *Room Search Procedures*

The Barber-Scotia College Vice President for Student Services/Dean of Students or their representative will authorize college staff members to conduct searches. If there's reasonable

cause to believe a search is warranted, the Residence Hall Coordinator or Supervisor may grant authorization.

Search-conducting individuals will knock on the room door. If entry is denied, they may use a passkey to enter if necessary.

Upon entering an occupied room, individuals will introduce themselves with their names, positions within the College, the purpose of their visit, and their intention to conduct a search.

Those conducting the search will request identification from all individuals in the room, including student IDs.

If any contraband, stolen items, or items violating College policy are discovered, they will be confiscated. A written receipt detailing the items removed and the names of the individuals involved will be provided to the room's occupant(s). If the room is unoccupied, the receipt will be left in a visible location. A copy of the receipt will be retained by those conducting the search.

A comprehensive report of the search and its outcomes will be submitted to the Vice President for Student Services/Dean of Students.

If warranted by the search, appropriate disciplinary charges will be initiated.

In cases of emergencies where obtaining authorization would risk harm to individuals, property, or the building, searches of rooms and vehicles may be conducted without following the regular procedure.

**Please note: Suspicion of possession of firearms, theft, weapons, or illegal substances is deemed an emergency, allowing for potential searches of individuals and facilities. An authorization and a statement of findings must be promptly forwarded to the Vice President for Student Services/Dean of Students, within 24 hours of the search. This authorization specifies the reason(s) for the search and the object(s) of information sought. The authorization is required unless the search personnel are in compliance with state law.**

Whenever possible, the student(s) should be present during the search. In cases where the search uncovers an object that violates college regulations or local, state, or federal laws, the college may take appropriate disciplinary action, even if the object wasn't initially listed on the search authorization.

When searching school-maintained property, student rooms, motor vehicles, or personal belongings, a representative from Campus Security should be involved in the process.

### *Utilities Usage*

Residents are expected to use utilities in a mindful, efficient, and environmentally responsible manner. In the event of equipment malfunctions (such as air conditioning, heating, hot water, or other utilities) or interruptions in electricity or water services, the College will make reasonable efforts to promptly restore services.

There will be no reduction in residence hall fees due to the College's inability to promptly restore utility services, despite reasonable efforts. The College shall not be held liable for such service interruptions, as these services are provided by external, independent companies.

### *Solicitation*

Using a residence hall room for sales, services, storage, or solicitation of sales, services, or donations is prohibited.

### *Respecting Others*

Residents are encouraged to maintain a considerate noise level at all times. Controlling the volume of electronic devices is essential to ensure each resident's ability to engage in activities without infringing on others' rights and privacy. Every resident has the right to kindly request consideration from anyone who may overlook the communal nature of living.

### *Visiting Residence Halls*

Requests for overnight guest accommodations must be submitted to the Residence Hall Supervisory Staff as soon as the need arises. Guests are expected to follow the same regulations that apply to residents of the residence hall. Guests should sign in and out using the provided Guest Sign-In Book in each Residence Hall. Guests are required to adhere to all rules and regulations applicable to residents of the facility.

### *Security of Personal Belongings*

Barber-Scotia College cannot assume responsibility for the loss of students' personal belongings. Hence, students are strongly advised to take necessary precautions to safeguard their personal possessions, especially valuables like money, jewelry, and clothing. It is recommended that valuable items be insured before being brought to the residence hall.

### *Checking In and Out of Residence Halls*

There are occasions when College staff need to be aware of the whereabouts and anticipated return times of resident students. This practice is implemented to ensure residents' safety and to handle family emergencies effectively. Each residence building maintains a resident sign-out sheet for this purpose.

### *Pregnancy Policy*

Title IX prohibits discrimination on the basis of gender in educational programs and activities that get federal funding. This means that school must give all students who might be, are, or have been pregnant the same access to school programs and educational opportunities that other students have. College personnel will not tell students to drop out of classes or programs or change your educational plans due to your pregnancy.

Barber-Scotia College does not discriminate against a student because of pregnancy. A student should notify the Vice President for Student Services/Dean of Students upon learning of her pregnancy. In situations where the student is a resident in the residence hall, the student should inform the Vice President for Student Services/Dean of Students as soon as she learns that she is pregnant. Confidentiality will be maintained, and the information will be released only if there is a need to know by other individuals. It is important that pregnant students seek medical treatment as soon as it is determined that she is pregnant.

Barber-Scotia College is concerned about the mental and physical health of its students realizing that a pregnancy can be very stressful. The college does not assume liability for the

care of the student or any pregnancy related costs. The student must be solely responsible for any and all pregnancy related expenses. No medical resources are available through the college. Pregnant students may continue taking classes and engage in all other college activities if they choose to do so. Alternatively, the student may request a medical leave of absence until after the birth of the child. However, it is important that the student make arrangements for housing of the prior baby to delivery. Infants are not allowed to live on campus or visit the rooms of the residence halls. There may be instances during a student's pregnancy that campus housing is not adequate to meet the student's needs. If this should occur, The Vice President of Student Services/Dean of Students may recommend that the pregnant student move to an appropriate residence off campus. Students who choose to remain on campus must understand that the College does not assume any responsibility should an incident occur.

***\*Please note that Barber-Scotia College is not currently offering on-campus housing to students.***

## Student Code of Conduct

The Student Code of Conduct is to create an academic-friendly environment at Barber-Scotia College that promotes the growth and development of all community members; a comprehensive set of rules and procedures governing student conduct and behavior has been established. This set of guidelines, collectively known as the Student Code of Conduct, includes expectations for student behavior, safeguards for student rights, and processes for addressing allegations of student misconduct. The Student Code of Conduct also outlines the consequences for breaching these regulations.

It is the responsibility of all Barber-Scotia College students to read and become familiar with all sections of the Student Code of Conduct, and each student is individually accountable for adhering to these regulations. The Vice President Student Services/Dean of Students or their designee has the authority to extend, expedite, or create additional deadlines not explicitly mentioned in these procedures to ensure swift and effective case resolution. Furthermore, in collaboration with contracted Legal Counsel and the respective campus Provost, the Vice President for Student Services/Dean of Students or their designee can adjust these procedures as a whole or on a case-by-case basis to comply with applicable laws, regulations, guidance, or when deemed necessary. Any policy changes will be communicated to the campus community via email

Students, student groups, or student organizations found in violation of these regulations may face a range of actions, from a warning, probation, suspension, or expulsion. The severity of the sanction is determined by the seriousness of the offense, as assessed by Vice President Student Services/Dean of Students.

Discipline will be imposed as deemed appropriate, with the exception of cases where a qualified, licensed mental health professional has provided written communication to the Institution indicating that the actions resulted from severe psychological issues warranting the immediate withdrawal of the individual from the College. In such instances, the individual may not re-enroll at Barber-Scotia College for at least one full academic semester, and then only

upon the written recommendation of the mental health professional. If a student withdraws from the College before their scheduled student conduct hearing, re-admission will only occur after clearing the student conduct hold.

### Philosophy on Student Conduct

Students at Barber-Scotia College are expected to adhere to appropriate conduct both inside and outside the classroom. They are anticipated to uphold a standard of behavior that reflects positively on both themselves and the College. Part of nurturing a mature and well-balanced personality in each student involves formal classroom and laboratory instruction, as well as experiences and associations made available by the College.

Institution regulations and procedures, including the disciplinary system, are established with the aim of advancing the educational mission of the College and aiding in the personal development of individual students. These rules and procedures are applicable to the behavior of every student during their enrollment at the College.

The College prioritizes an educational approach to discipline whenever feasible. The Student Conduct System and the appeals processes are crafted to foster and sustain an academic-friendly environment within the College community. However, strict measures of student conduct, such as suspension or expulsion, are implemented only when deemed appropriate.

Reporting of violations of the Code of Conduct should be made to the Vice President of Student Services/Dean of Students. As members of Barber-Scotia College, students are expected to adhere to city, county, state, and federal laws in addition to college policies. Both legal and college disciplinary actions may occur in response to misconduct, and the college's disciplinary decisions remain independent of any off-campus legal actions.

Barber-Scotia College has developed a range of sanctions in its disciplinary procedures, ensuring fairness and due process in the decision-making process. These sanctions encompass both minimum and maximum penalties to ensure consistency and equity in addressing violations of the Code of Conduct.

The College expects all students to conduct themselves in accordance with the principles and values that define our institution's mission. Upholding these standards is vital to creating an environment that promotes integrity, respect, and a commitment to academic and personal excellence.

\*Refer to the Student Code of Conduct Handbook for a comprehensive understanding of additional student conduct and sexual harassment/misconduct policies, procedures, and guidelines.

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### Student Rights and Responsibilities

Barber-Scotia College, as an academic institution, is dedicated to the pursuit of knowledge, truth, and the holistic development of students as scholars and responsible citizens, all of which ultimately contribute to the betterment of society.



The duty of fostering an environment that upholds these essential freedoms is a collective responsibility shared by students, faculty, administrative personnel, and trustees. The College community acknowledges its obligation to establish policies and procedures that protect these freedoms while aligning with the College's and Board of Trustees' policies and bylaws.

Students, as integral members of this academic community, carry the responsibility of exercising their freedoms while honing their critical thinking abilities and embarking on independent quests for knowledge. It is expected that students exercise their freedoms in a manner that respects the rights and freedoms of others at all times.

### Students' Rights

- The right to learn in a safe campus community.
- Each student shall have the right to participate in all areas and activities of the College, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, gender, gender identity, gender expression, gender identity, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
- A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and College authorities alike.
- Each student subjected to disciplinary action arising from violations of the Student Code of Conduct Process shall be assured a fundamentally fair process.

### Students' Responsibilities

- A student has the responsibility to respect the rights and property of others, including other students, the faculty and College officials.
- A student has the responsibility to be fully acquainted with the published Student Code of Conduct and to comply with them, as well as federal, state, and local laws..
- A student has the responsibility to maintain a level of behavior which is consistent in supporting the learning environment of the institution and to recognize the College's obligation to provide an environment for learning.
- Students have the responsibility to uphold all Barber-Scotia College policies and regulations.
- Students have the responsibility to exhibit classroom behavior that is conducive to the learning process.
- Students have the responsibility to learn the content of a course of study, according to the standards of performance established by the faculty.
- Students have the responsibility to treat all members of the College community with dignity and respect.
- Students have the responsibility to act as good citizens.

- Students have the responsibility to ensure that guests on campus behave in a manner consistent with College values.

### Violations

- **ACADEMIC DISHONESTY.** committing or contributing to dishonest acts by those engaged in teaching, learning, research, and related academic activities, and it applies not just to students, but to everyone in the academic environment. Including but not limited to cheating, collusion, fabrication, forgery, plagiarism, and or sabotage.
- **AGGRAVATED BATTERY\*.** An unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon.
- **AIDING AND /OR INCITING\*.** Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the campus community or environment; the persuading or aiding of another person to breach the peace on campus premises or at functions sponsored, approved by, or participated in by any member of the College. Gatherings of groups of students on or off of the premises in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the College or with the normal flow of traffic or ordinary procedures.
- **ALCOHOLIC BEVERAGES\*.** The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on campus property, in cars or other vehicles, or at any of the College's activities (whether on- or off-campus) are prohibited, except as expressly permitted by the College regulations, exceptions, or local, state, and federal laws. This includes the possession of any alcohol paraphernalia (bottles, cans, etc.) It is illegal for any person under the age of 21 to possess or be sold, given, or furnished beer or light wine. This law has serious consequences for persons who provide or sell any alcoholic beverage, including beer and wine, to individuals under 21, as well as for underage drinkers.
- **ALCOHOL/DRUG INTOXICATION\*.** Appearing in public on the College premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property, as a result of intoxication.

- ANIMALS (pets). Having pets or other animals (e.g. dogs, cats, snakes, birds, hamsters), with the exception of service animals (when accompanied by their owner) including student residences, classrooms, and offices, except when needed in connection with an approved disability or with the written permission of the Vice President Student Services/Dean of Students or designee, is prohibited.

- ARSON\*. The malicious, voluntary, willful and/or intentional act of setting fire to a building(s) or other structure(s). Also includes activities further defined by North Carolina law.

- ASSAULT\*. The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. This includes engaging in, attempting or intending to engage in any form of verbal or mental abuse, coercion, which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, residential communities and on the College premises. In general, physical contact is not required.

- BATTERY\*. The unlawful application of force to the person of another is strictly prohibited. Note: Self-defense is that which reasonably appears necessary, in view of all the circumstances of the case, to prevent injury and remove oneself from the situation.

- BREACHING CAMPUS SAFETY OR SECURITY. Includes, but is not limited to: Unauthorized access to College facilities or unauthorized possession of, use of or duplication of master keys or access cards to College office or residential facilities; and unauthorized occupancy of or entry into locked or off-limit College buildings. This includes burglary and trespassing. Propping College exterior facility doors open is not allowed.

- o Tampering with fire alarms, extinguishers and emergency safety systems. This includes tampering with any emergency system, pulling alarms, using extinguishers and covering smoke detectors, all of which are prohibited.

- o Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.

- **BULLYING/CYBERBULLYING.** Any pattern of gestures or written, electronic or verbal communications, behaviors, or any physical act or any threatening communication that is threatening or intimidating which places a person in actual and reasonable fear of harm to their person or damage to their property, or creates a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits, or a College student employee's ability to perform the essential functions of his/her job. Examples include, but are not limited to, spreading rumors, teasing, taunting, and intentionally embarrassing another individual.
  
- **BURGLARY/ROBBERY\*.** The unlawful entry of a 'structure' to commit a felony or a theft. The taking or attempting to take something of value from another person by use of force, threats or intimidation.
  
- **CAMPUS VIOLENCE.** Violence, threats, harassment, intimidation and other disruptive behavior by members of the College community or visitors will not be tolerated. Such behavior may include but is not limited to fighting, participating in hazing (in any capacity), verbal or written statements, sexual assault, gestures, or expressions which communicate a direct or indirect threat of physical harm. It also includes conduct which materially interferes with the normal operation of the College and conduct and/or expressions which are obscene, intimidating, or which are blatantly offensive to the prevailing standards of an academic community. Note: Self-defense is that which reasonably appears necessary, in view of all the circumstances of the case, to prevent injury and remove oneself from the situation.
  
- **CONTEMPT OF HEARING.** Contempt of hearing violation includes (1) the failure to appear before a student conduct body after proper notification of a scheduled student conduct hearing or conference, (2) failing to adhere to hearing procedures, (3), and failure to comply with student conduct conditions as sanctions imposed by a student conduct body or student conduct administrative officer or staff person. Contempt charges will require the student to pay a student conduct fine in addition to other sanctions imposed.
  
- **DAMAGE TO PROPERTY/DESTRUCTION OF PROPERTY\*.** Damage, vandalism or destruction to property owned or leased by the College or personal property belonging to an individual, including but not limited to, car vandalism, defacing structures and facilities, littering, unauthorized biking, skate boarding in inappropriate areas, marking, egging, littering, painting, use of sidewalk chalk, spraying, the painting of residence hall rooms, hall ways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization.
  
- **DANGEROUS, THREATENING, and/or UNSAFE BEHAVIOR.** Any conduct or behavior, which threatens or endangers the health or safety of any person in the College environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping.

· **DIGITAL AND ELECTRONIC COPYRIGHT INFRINGEMENT.** Digital or electronic use of copyrighted materials without authorization from the owner of the copyright.

· **DISORDERLY OR DISRUPTIVE CONDUCT.** Disorderly or disruptive conduct that unreasonably interferes with College activities or with the legitimate activities of any member of the College community.

· **DISTRIBUTION OF ILLICIT PRINTED MATERIAL.** Distribution of printed materials that are libelous, obscene, or that encourages imminent violations of public laws or College regulations.

· **DRUG PARAPHERNALIA/POSSESSION OF/USE OF DRUGS (Illegal)\*.** The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the College, and beyond the premises according to all local, state, and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription. This policy also applies to engaging in smoking marijuana and/or other illegal substances in personal vehicles on College owned property. This policy also applies to distributing, manufacturing, passing of or purchasing illegal drugs in the form of edibles.

Students who reside in states where marijuana is legal are prohibited from the use and/or distribution of illegal drug products on campus. Having edibles in one's possession from a legal state is prohibited in the state of North Carolina. Drug paraphernalia is strictly prohibited at the College. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with, injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the College and/ or at events and activities sponsored by the College, and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to roach clips, bongs, hookah, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances.

Evidence of marijuana use may include, but is not limited to: the smell appears of smoke, the presence of marijuana seeds, or residue. The possession of illegal paraphernalia, such as a scale, accompanied with drug paraphernalia and/or an illegal substance and/or large quantities of money may result in a minimum of a one-year suspension due to intent to distribute.

Improper behavior or conduct on the campus which is a result of the use of illegal drugs which means that one who, having consumed or used drugs, experiences a loss of the normal use of his/her mental and/or physical faculties is restricted.

- **FAILURE TO COMPLY.** Failure to comply with a proper order or summons when requested by authorized College officials; failure to comply with the directions of College officials (including residence hall staff) acting in the performance of their duties; failure to appear before a student conduct committee upon request; failure to provide student identification upon request; failure to abide by or comply with College policies and procedures, including student leadership, organization, and/or membership requirements; failure to comply with an ordered student conducts sanction. This includes direct disobedience of a lawful order of a College official, as well as failure to evacuate a building during a fire alarm, drill, or when otherwise so ordered by a College official, fire department staff, or local law official.

- **FORGERY, DISHONESTY, FRAUDULENT ACTS, AND/OR MISREPRESENTATION\*.** Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to materials, alteration, misuse of College documents, records, or student identification cards, or documents and records belonging to another, cheating, plagiarism, or other forms of academic dishonesty; tampering with the election of any College recognized student organization; malfeasance or misuse of elective or appointive office in a student organization, its members, or the welfare of the College community; and fraudulently issuing checks to the College. Lying, knowingly furnishing false information to the College or its officials, other forms of dishonesty in College related affairs is also prohibited. The scope includes but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of an ID card, validation sticker, or any College document or service.

- **GAMBLING\*.** Prohibited activity includes but is not limited to: betting or wagering or selling pools on any athletic event; playing card games or dice for money; possessing any card, book or other device for registering bets; knowingly permitting the use of your room, suite, apartment, telephone or other electronic communication device for illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to sporting events.

- **GUEST'S BEHAVIOR.** Students are responsible for the behavior of their guests when accompanying a student or student organization while on any College property. Charges may be brought against a student when guests are left unattended for any reason. If a guest is found to be in violation of the Student Code of Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.

· **HARASSMENT (Verbal and/or Physical)\*.** The excessive physical interference with, or abuse of, any person employed by, enrolled with, or associated with the College through any form of constituency (alum, vendors, community partners, etc.). This policy also applies to social media use. Harassment includes conduct that is so severe, pervasive, and objectively offensive that a reasonable person with the same characteristics of the victim would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of a College activity, opportunity, or resource. When part of a pattern of conduct that rises to the level of this standard, harassment may include language to physical acts which degrades, insults, taunts, or challenges another person by any means or mode of communication, so as to provoke a violent response, communication of threat, or defamation of character. It includes the use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks, racist remarks or any behavior that places another member of the College community in a state of fear or anxiety.

· **HAZING\*.** Prohibited acts committed for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization or student group. Physically abusing or harassing another person or creating a situation which produces physical hurt or discomfort, severe emotional distress, embarrassment, or ridicule of another person. It includes physical injury, assault or battery, kidnapping or imprisonment, intentionally placing at risk of mental or emotional harm (putting “over the edge”), degradation, humiliation, the compromising of moral or religious values, forced consumption of any liquid or solid, placing an individual in physical danger (at risk) which includes abandonment, and impairment of physical liberties which include curfews or other interference with academic endeavors. Hazing is also a violation of North Carolina law.

· **HEALTH AND SAFETY VIOLATIONS.** Any behavior which creates a risk or danger to others of the College community, including but not limited to riding hover boards or devices similar in nature in residential communities, academic or support buildings, propping open doors to residential communities, throwing objects from windows, failure to keep one’s room in a condition that is safe and sanitary, or failure to maintain reasonable standards of cleanliness and safety as defined by the College. Also includes failure to remove trash from residential communities. This includes the possession of flammable liquids, fireworks, weapons, illegal or controlled substances, illegal cooking appliances, open fires, candles, and incense burners.

· **HOUSING VIOLATION.** Failure to comply with housing and residence life regulations including visitation policies, health and safety concerns such as possession of burning candles, failure to dispose of trash, etc.

· **IDENTITY DISCLOSURE/IDENTITY THEFT.** Failure to carry a valid College student identification card (when possession is in reason) while on the College property or failure to present it to a College official, including housing and residence hall staff, police officers, administration, and staff members upon request. Presenting a false name or other identification, including false or invalid ID card, to a College official, while in the performance of their duties is prohibited. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing or attempting or intending to misuse one's ID card or personal identifying information, without the consent of said owner, for the purpose of misrepresenting oneself to obtain any benefits, credit, goods, services or other items of value in the name of said owner.

· **POSSESSION OF STOLEN PROPERTY\*.** Knowingly possessing property that may be identified as being stolen from the College or from any other person is prohibited.

· **LITTERING.** The inappropriate disposal of refuse, including ejecting or dropping any object from windows in residential communities or balconies or other College buildings or vehicle.

· **MOTOR VEHICLES, TRAFFIC VIOLATIONS, PARKING VIOLATIONS.** Violation of properly constituted rules and regulations governing the use of motor vehicles (e.g. automobiles, motorcycles) on College owned or controlled property or at College sponsored or supervised activities. This also includes driving and parking on grass and sidewalks.

· **PROBATION VIOLATION.** Failure to comply with the sanctions placed on a student for a specified amount of time violating the Student Code of Conduct and/or breaking of any laws.

· **SMOKING.** The inhaling, exhaling, or burning of any type of lighted pipe, cigar, cigarette, marijuana, or any other smoking equipment, whether filled with tobacco or any other type of material in College owned buildings or in College owned vehicles. Smoking is also prohibited during any College sponsored outdoor events hosted on College property. Students are prohibited from smoking marijuana in their personal vehicles on College owned or affiliated property. Smoking shall only occur at a reasonable distance (25 feet or more) outside any enclosed area where smoking is prohibited, so as to ensure that secondhand smoke does not enter the area through entrances, windows, ventilation systems, or any other means. The policy applies to all students and student guests.

· **SOLICITATION.** Unauthorized selling, collection of monies, and promotion on campus or within College buildings is not permitted without permission of the appropriate staff members. Students may not act as agents for business firms which entail solicitation or the receiving of



business offers or goods on College property. Further, students may not solicit on behalf of the College without the permission from the appropriate staff members. Use of any residence hall room for business purposes of any nature, (e.g. the selling of food, clothing, jewelry, merchandise, favors, manicures/pedicures, hair relaxing/styling/braiding, barbering, babysitting) whatsoever is prohibited

- **SUSPENSION VIOLATION.** This policy applies to students that have been placed on suspension for a student conduct violation and have been restricted from College property. However, there is a suspension violation if the student appears on campus during a suspension period or appears on campus before they have been reinstated following a suspension period.

- **TECHNOLOGY.** Students and recognized organizations are cautioned that any material posted on the internet, including social networking sites and internet blogs will not be considered private or protected information. Students may be held accountable for inappropriate or unauthorized content posted in this manner and information obtained from such sources may be considered in cases of misconduct. This includes, but is not limited to, Instagram, Facebook, X, Snapchat, LinkedIn, GroupMe, and YouTube. This charge also includes content included in communication threads via texts, e-mails, group chats, etc. This policy also applies to any forms of phone or technology device usage.

This includes, but is not limited to:

- o Zoom Bombing (By Students and Non-Affiliated Parties)
- o Online Class Disruptions/Virtual Hearing Disruptions
- o Classroom/Virtual Events & Program Chat Behavior

- **THEFT/MISAPPROPRIATION\*.** Theft is defined as the wrongful taking of money or property without the consent of the owner, and/or the secreting of anything stolen, regardless of where the theft occurred; stealing from another person, agency institution, or the College; the taking of property belonging to another, with the intent of converting the property to one's personal use; the unauthorized taking or consumption of food from the cafeteria or from a campus event; unauthorized use of another's credit card; and failure to return another's personal property upon request or within a reasonable period of time. Misappropriation, the taking of property belonging to another by mistake and/or without the owner's permission, but with no intent to convert the property to one's personal use is not permitted. This includes unauthorized moving or relocation of College furniture to one's own room or to some other area, illegal and/or unauthorized possession or sale of any property without the proper authorization, and possession of property which has been reported lost or stolen.

- **TRADEMARK INFRINGEMENT.** The unauthorized use of the Barber-Scotia College logo, mascot, seal or any other logos on letterhead or in any other publications.

- **TRESPASSING.** Unauthorized presence on, in or within any building or property owned or operated by the College (including residential communities), or the unauthorized entry into or remaining in a facility, or in a private room or office under the control of another, after having been asked to leave.

- **UNAUTHORIZED USE/ENTRY OF COLLEGE FACILITIES.** Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from College facilities. Unauthorized entry/exiting includes the entering and/or occupying and improper exiting of College facilities that are locked, closed or restricted to certain or all persons. Unauthorized entry or exiting into and from residential communities, without proper permission into living quarters or other building and/or structures or College premises, or the aiding and assisting of such is prohibited.

- **VIOLATION OF CRIMINAL CODE OF THE LOCAL, STATE OR FEDERAL GOVERNMENT\*** Actions or activities, on or off-campus that violate criminal law.

- **WEAPONS/FIREARMS.\*** The use, storage, possession, or display of weapons, firearms, self-defense devices, or explosives is strictly prohibited on the premises of the College. Weapons include, but are not limited to the following: mace, pepper spray, rifles, shotguns, tasers, stun guns, ammunition, handguns, air guns, BB guns, bowie knives, daggers, switchblade knives, butcher knives, metallic or brass knuckles, explosives (including dangerous chemicals), water guns, play guns, firecrackers, propelled missiles, and fireworks. The possession or uses of items that resemble guns, knives, or other weapons are also strictly prohibited. A concealed weapons permit may not constitute authorization.

#### Notes:

\*- Could include criminal charges, in addition to educational sanctions. Students serve as a representative of Barber-Scotia College while enrolled with the College. Consequently, students may be charged with Student Code of Conduct violations for incidents that occur while representing the College. Any student who holds a student leadership position within the College (Campus Activities Board, Greek organization member, Student Government Association member, respective student organization executive board members, student-athletes, etc.) may be relieved of their duties upon receipt of an incident report listing a student leader as an alleged offender. Based on the severity of the incident, student leaders may be relieved of their duties until a final decision is reached. Students are expected to use their assigned Barber-Scotia College student email account, in order to receive all College correspondence, including information pertaining to student conduct violations.

#### Sanctions

All sanctions imposed on students, student groups, and/or student organizations found responsible of violation(s) are based solely on individual circumstances. No case is exactly the same as another, and sanctions will most likely differ in similar instances. It is primarily the decision of the hearing officer/committee to determine the sanction(s) imposed on each student.

The following sanctions may be imposed when students violate the Student Code of Conduct:

**COMMUNITY SERVICE-** A sanction imposed upon a student as a result of a violation of the Student Code of Conduct. Service is provided by the student to a specific on-campus or off-campus area or department of the College for specific hours as imposed by the designated Student Conduct hearing body. Monetary compensation is not provided.

**EXPULSION-** Permanent dismissal from the College. Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the College. When a student is expelled from the College, the student's relationship with the College is permanently severed.

**EDUCATIONAL SANCTION-** Such as book reviews, modules, research papers, reflective journals, etc. Based on the nature of the offense, students may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be typed, completed and submitted by the deadline specified. It must be thorough, comprehensive, and scholarly. The completed project must also conform to other specifications that may be given by the designated Student Conduct hearing body.

**FINE-**The amounts of fines may range from a \$50 minimum to a \$1,000 maximum per violation or charge, excluding any restitution. The amount of the fine per violation or charge is determined at the discretion of the Vice President of Student Services/Dean of Students.

**STUDENT CONDUCT HOLD-** When a student fails to respond to a charge notification, attend a scheduled student conduct hearing, or complete assigned sanctions; a student conduct hold will be placed on the student's account. The hold will not be removed until all student conduct requirements have been satisfied. A student conduct hold restricts students from conducting College related business, including but not limited to completing course registration, adding/dropping classes, and viewing grades.

**LOSS OF PRIVILEGES-** A student who receives a sanction will be notified in writing of the specific privilege(s), which they have lost. The privileges may include removal/eviction from on-campus housing and restrictions from affiliation and/or representing the College. Students with outstanding sanctions are prohibited from traveling. The written notification shall include the time period for which the student has lost certain privileges.

**PROBATION-** A specified amount of time, involving restrictions, after which College authorities will determine if the student's behavior has improved. During this time period, the student may receive additional student conduct measures resulting in suspension, if they are involved in violations of any type of the Student Code of Conduct and/or the breaking of any laws. The types of probation are Regular and Indefinite. NOTE: Probationary statuses range from one (1) semester through matriculation. A violation of a probationary status may result in the student being immediately suspended from the College.

**SUSPENSION-** Dismissal from the College for a specific period of time following severe acts of violation of the Student Code of Conduct or violation of a present probationary status. When a

student is suspended and assigned to a room in Housing and Residence Life, the student shall be permitted one (1) day to vacate the assigned room if the student is a North Carolina resident and two (2) days to vacate the assigned room if the student is an out of state student.

Suspensions are recorded on the student's permanent record (including transcripts) and case files are maintained when suspensions occur for student organizations. Students suspended from the College are required to return their student identification card and room keys and may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Dean of Students or designee. If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to Barber-Scotia College will be threatened and they will be subject to arrest.

During the period of suspension, the student is not eligible or entitled to receive any College services. The student's name is deleted from the roster of enrolled students and from the faculty class roll. The student will not get credit for course assignment, papers, projects, make-up work, or other course-related work during the period of suspension.

During the period of suspension, therefore, the student's relationship with the College is terminated. Students are not allowed to be on any College property, nor are students allowed to attend College sponsored events during their suspension. If a student wishes to conduct any business on any College property, the student is required to contact the Vice President of Students Services/Dean of Students or designee to be cleared. The request must be cleared in advance. Lastly, upon arrival, a suspended student must check-in and prior to departing, must check with the Dean of Students Office for documentation purposes.

Students may request transcripts while suspended by e-mailing [ttuma@b-sc.edu](mailto:ttuma@b-sc.edu). The e-mail needs to include the request for transcripts for a suspended student, as well as the student's name and ID Number. In turn, Vice President of Students Services/Dean of Students or designee will contact the Registrar's Office with the request. Afterwards, the student will be notified via email that the request has been submitted to the Registrar's Office. When students are suspended or expelled from the College, the student must allow 10 business days following the date of the final decision letter, prior to requesting a transcript. Lastly, the student will be required to contact the Registrar's Office to order transcripts, as well as submit the required payment. Please note: financial obligations must be satisfied with the College prior to transcripts being distributed.

Following a fully served suspension period, a student or student organization who wishes to re-enter the College must submit a written request to be reinstated into the College. The student or student organization must submit a typed letter to the Vice President of Students Services/Dean of Students or designee no later than (30) days prior to the beginning of the semester for which they is requesting to be allowed to return (e.g. the letter must be received by the proper College designee thirty (30) days before the begin of the fall semester the student wishes to return to the College). The reinstatement request should be e-mailed to the Registrar's Office. The document should outline productivity that has occurred throughout the suspension period, as well as measures that will be taken in order to avoid future violations of the Student Code of Conduct. The Vice President of Students Services/Dean of Students or designee will review the student's file or student organization and determine the eligibility to return to the College following a suspension period. The Vice President of Students Services/Dean of Students or designee will in turn schedule a reinstatement meeting. Following the reinstatement meeting, The Vice President of Students Services/Dean of Students or

designee will determine if the student is eligible to return. The decision will be distributed to the student via e-mail. Regardless of a student or student organization's completion of the suspension period, the Vice President of Students Services/Dean of Students or designee reserves the right and has the complete discretion relating to the decision of a student being reinstated from a suspension. This decision includes, but is not limited to, denial of readmission or reinstatement and restrictions on extra-curricular activity participation based upon the nature of the suspension.

**INTERIM SUSPENSION-** Suspension that is immediately put into effect when violations are alleged. The suspension will remain in effect until the student conduct hearing is held or the student has completed requirements of the sanction imposed. Suspensions of this type are usually temporary; however, if the student is found responsible for the violation(s), or fails to satisfy the requirements of the sanction imposed, the interim suspension may be changed to another sanction, including suspension or expulsion.

Barber-Scotia College will notify the parent of any student who is less than twenty-one (21) years of age at the time of being charged with alcohol violations and/or the parent of any student who is less than twenty-one (21) years of age at the time of being charged with regarding drugs, drug paraphernalia and other controlled substances, as soon as practically possible following the initiation of charges against the student.

### Conduct Process

When a student engages in behavior that may violate the Student Code of Conduct, the processes set forth in this section shall be followed. The Vice President of Student Services/Dean of Students has been delegated primary responsibility over the judicial process for resolution of student conduct issues, as well as the BSC Sexual Misconduct Policy.

Any member of the College community may submit a complaint to the Vice President of Student Services/Dean of Students against a student for an alleged violation of Student Code of Conduct policy. The complaint must include factual information supporting the allegation. Allegations concerning violations of the Code must be brought in writing to the attention of the Vice President of Student Services/Dean of Students.

Upon receipt of a complaint, the Vice President of Student Services/Dean of Students will conduct a preliminary investigation of the allegations included in the complaint. In the absence of sufficient substantive evidence, a complaint will be dismissed. The Vice President of Students Services/Dean of Students shall provide written documentation to the complainant (person who filed the complaint) that there will be no further substantive review of the allegations made in the complaint.

Should the Vice President of Student Services/Dean of Students determine that sufficient substantive evidence exists to substantiate the allegations made in the complaint; disciplinary proceedings will be initiated.

Allegations of Code violations will be presented to Respondent(s) by means of email from the Vice President of Student Services/ Dean of Students or designee. This notice will contain the substance of the allegations refer the Student to the Vice President of Student Services/ Dean of Students to schedule a Student Conduct Conference.

Allegations shall be prepared in writing and directed to the Vice President of Student Services/ Dean of Students or designee. Such allegations shall be submitted as soon as possible after the incident takes place, preferably within thirty (30) days of the discovery of the violation.

The Vice President of Student Services/ Dean of Students will conduct a preliminary screening of the allegations to determine whether (1) the allegations, if proven, would constitute a violation under the Code; and (2) based upon the allegations, there is reasonable belief that such a violation may have occurred. This screening may involve reading the description of the alleged conduct, or discussion with the individual(s) making the allegations, as appropriate to the situation. The College may decide to proceed with charges without the complainant's consent, if in the professional judgment of the Vice President of Student Services/ Dean of Students, the College community's interests are best served by proceeding with the conduct process.

Following the preliminary screening of the allegations, the Vice President of Student Services/ Dean of Students designee will schedule a Student Conduct Conference with the Respondent to discuss the allegations.

#### Notification of Charges

The Respondent will be provided written notification of the charges, at least five (5) business days prior to any hearing or administrative review on the charge.

The notification will:

- Specify the alleged violation of the Code.
- Inform the Student that they are presumed not responsible until proven responsible by a preponderance of the evidence.
- Inform the Student that they have the right to be represented by an attorney/non-attorney Advisor from the moment of notice of an allegation.

#### Student Conduct Conference

The purpose of the Student Conduct Conference is to ensure that the Respondent understands their rights and responsibilities within the student conduct process. The Student Conduct Conference shall be held within five (5) days of the student's receipt of the notification of alleged charges. The Student Conduct Conference shall be held with a conduct officer from the Dean of Students Office.

At the Student Conduct Conference, the Respondent will be:

- Given the opportunity to discuss the allegations and provide information.
- Notified of the possible charges which may result from the allegation(s).
- Given notice of the student conduct process to resolve charges in the Code.
- Provided a copy of the Student Code of Conduct and any other appropriate written material.
- Advised to consult further with the conduct officer handling their case concerning any questions or interpretation of procedure.
- Following this conference, the conduct officer will inform the accused as to whether a formal conduct charge will be pursued to resolve the allegations.

If the accused is formally charged with a conduct violation, the conduct officer will inform the student of their rights, options available for resolution, and procedures in cases of failure to respond or withdrawal from the College in the face of conduct charges.

### Resolution of Disciplinary Actions

Students who have disciplinary charges pending against them may choose one or more of the following means of resolution:

- Request a hearing.
- Plead responsible for the charges, waive a hearing on the charges and accept the sanctions to be levied after an administrative review by the Vice President of Student Services/Dean of Students, or his/her designee. The Vice President of Student Services/Dean of Students, or designee, may consult with appropriate officials, and other parties involved when determining the appropriate sanction(s). A written document stating that the accused waives his/her right to a hearing and will accept the sanctions levied by the Vice President of Student Services/Dean of Students, or designee, must be signed and witnessed by the accused and made a part of the record.
- Request that an interim sanction be imposed so that the student may resolve any pending criminal charges prior to proceeding with the campus disciplinary process.

### Hearing Procedures

Administrative Hearings (for Respondents who elect to resolve their disciplinary actions before the Director or his/her designee) The following Administrative Hearing procedures apply in cases where the alleged charges do not rise to the level of warranting a suspension or expulsion from the College, as determined by the Vice President of Students Services/Dean of Students. In addition, these procedures also apply when a student desires to resolve a charge(s) that could result in their suspension or expulsion from the College if Vice President of Students Services/Dean of Students determines that resolution of the issues via the Administrative Hearing process is appropriate.

A student who is charged with an alleged violation of the Student Code of Conduct will be provided an opportunity to meet with a conduct officer selected by the Director of SCCS. During this meeting, a student may accept responsibility for Student Code of Conduct violations and waive his/her right to a hearing before a judicial panel. A student who fails to attend the meeting with the conduct officer will forfeit his/her right to respond on his/her behalf regarding the alleged violation, unless the student can demonstrate that an extraordinary circumstance prevented his/her appearance as determined by The Vice President of Student Services/ Dean of Students.

During the Administrative Hearing, the student will be provided with the following:

- An explanation of the charges;
- A summary of the information gathered in support of the charges;
- A reasonable opportunity for the student to reflect upon and respond on his/her own behalf to the charges; and
- An explanation of the applicable disciplinary procedures.

The Administrative Hearing Officer will determine whether they finds the Respondent responsible or not for a violation of the Student Code of Conduct and, if so, the appropriate

disciplinary sanction to apply. In determining the sanction, the conduct officer will consider any aggravating or mitigating factors, including any prior violations of the Student Code of Conduct.

The conduct officer will inform the student of the decision in writing within three (3) days of the conclusion of the hearing. The written decision will include a statement of the charges, the determination, and the sanction to be imposed, if any. This decision is considered to be in full force and effect unless a notice of appeal is received by the Vice President Student Services/Dean of Students (non-suspendable/expellable cases) within three (3) days after the conduct officer/Administrative Hearing Officer pronounces his/her decision in writing.

In addition to the above sanctions, students, student groups, and/or student organizations found responsible for violating the Student Code of Conduct may be prohibited from a specified affiliation or from representing the College as a member of an organization or a College-sponsored activity.

Depending on the severity of an incident, students, student groups, and/or organizations may face criminal charges off campus. If a student, student group, and/or student organization has already been to court for an alleged incident, then the student, student group, and/or student organization has fulfilled their obligation to any violation of law. Meaning, the student, student group, and/or student organization has met the requirement set forth under North Carolina Law for the designated county. However, the student, student group, and/or student organization will still be required to meet their obligation to Barber-Scotia College's policies and procedures outlined in this handbook.

Consequently, even if the court finds a student, student group, and/or student organization not responsible or determined there was not sufficient evidence to even hear the case in court, the student, student group, and/or student organization will still be required to meet with the Vice President Student Services/Dean of Students for a hearing. The College student conduct process runs separately and concurrently to any process the law requires, and determines responsibility based on the preponderance of evidence. Under these circumstances, this process is not considered double jeopardy. Once an incident report is received, the Dean of Students Office will determine whether further action is appropriate based on its review of the alleged behavior.

### Appeals

The Appeals Committee is responsible for adjudicating cases after a decision has been rendered by a student conduct hearing board/officer. Appeals are granted on the basis of a substantial violation of the hearing procedure or new evidence, witnesses, or facts.

The Appeals Committee membership is comprised of a minimum of one faculty member, one staff member, and one student. Decisions of the Appeals Committee are made by a simple majority vote.

### Student Conduct Process, Terms, and Communication Expectations

DECISION/SANCTION LETTER- Written notification of the hearing outcome.

APPEAL DECISION LETTER- Written notification of the appeal decision.



**COMMUNICATION-** Correspondence from the Vice President of Student Services/Dean of Students will be distributed to the student's assigned Barber-Scotia College student e-mail account. Therefore, students are expected to check their student e-mail account daily. When the term e-mail is used throughout the Student Handbook, it refers to the student's Barber-Scotia College student e-mail account.

**NOTIFICATION PROCESS-** The initial form of communication with a student, student group, and/or student organization named in an incident report will be via e-mail. Students will be contacted to schedule a hearing date and time. A hearing notification will be distributed to the student via e-mail, outlining the hearing date, time, as well as the charges brought against the student. In the event the student fails to respond to a call or e-mail, a hearing will be automatically scheduled and a notice of the hearing will be e-mailed to the student's Barber-Scotia College student e-mail account provided at least forty-eight (48) hour notice of the hearing. Therefore, students are strongly encouraged to routinely check their Barber-Scotia College student e-mail for important communications (at least once per day is encouraged).

When there are more than five (5) students involved in a case, the Dean of Students Office reserves the right to schedule the hearing date and time for all students involved, without confirmation from the students due to the number of individuals involved. Documentation can be provided to students for missed classes or work responsibilities when such circumstances exist.

Failure to attend a scheduled hearing will result in the accused student being charged with "Failure to Comply" and/or "Contempt of Hearing." In this case, a decision will be made in the student's absence based on the information outlined in the incident report and any information gathered from the investigation and contempt of hearing fine will be charged to the student's account, in addition to other sanctions that may be assigned.

**ADMINISTRATIVE HEARING-** Once a hearing day and time is confirmed with the student or made on behalf of the student; the student will receive documentation outlining the aforementioned information. The following outlines each student's rights:

- To receive information pertaining to the specific charges, the time, date, and place of the hearing no less than 48 hours prior to the hearing, unless accommodations are made by the student for a shorter time period. The specific names of committee members will not be provided to students.
- The accused student, student group, or student organization can be accompanied by a representative(s) of their choice; however, their representative(s) is not allowed to speak during the hearing with the exception of providing instruction regarding your Fifth Amendment Rights. The role of the representative(s) is to support the accused student or witness throughout the hearing, but that role is passive and will not include directly questioning witnesses, or addressing the hearing committee. If a student, student organization, or student group plans to bring a representative(s) and/or witness(es) to the hearing, the student, student group, or student organization must notify the hearing board in writing of their name at least 48 hours prior to the hearing. The information should be submitted to ttuma@b-sc.edu. Each student is allowed a one advisor during a hearing.

**HEARING PROCEDURES-** The purpose of the administrative or student conduct committee hearing is to reach a decision regarding the accused responsibility for violation of College rules

or regulations, to provide due process for the accused, and to recommend a sanction if necessary. Such decisions may affect students, groups, and student organizations and their relationship to the College.

Administrative hearing decisions shall be determined by the Dean of Student Office designee. In the event additional information is provided during a hearing that may not have been included in the initial incident report, the hearing officer or hearing committee reserves the right to amend the charges during the hearing, in an effort to expedite the decision process. If a student, student group, or student organization fails to attend the hearing after being notified, it will be held in their absence. Attendance at an administrative or student conduct committee hearing is limited to only those individuals directly involved or those requested by the Dean of Students Office designee. The confidentiality of all student cases must be maintained. The accused is informed in writing of the outcome (responsible or not responsible) of the hearing and sanctions within three (3) business days after the hearing.

## APPEALS PROCESS

A student, student group, or student organization may submit an appeal to Dean of Students once the decision of the administrative or student conduct committee hearing is reached. A decision may be appealed for one or more of the following reasons:

- Substantial violation of the hearing procedure. If the appeal is based on substantial violation of the hearing procedure, the following should be noted: Citation of specific procedural errors, reason(s) why procedural error was not mentioned in the original hearing, and reason(s) why correction of error can contribute to a decision other than the one originally made; and
- New evidence, witnesses or facts. If the appeal is based on new facts, the following must be included: A description of new evidence, name(s) of person(s) who can present this evidence (if any), or reasons why the evidence was not discussed at the original hearing, and reason(s) why the evidence can contribute to a decision other than that which was originally made.

Note: An appeal may not be submitted to the Dean of Students simply due to a student disagreeing with the assigned sanctions associated with being found responsible for a student conduct violation.

## FILING AN APPEAL

All appeals must be submitted in writing (typed) from the student via e-mail to the Dean of Students Office within two business days of the initial decision letter date. As a reminder, students are expected to check their Barber-Scotia College email account daily. The appeal needs to be distributed to ttuma@b-s.edu. The e-mail must include supporting documentation along with the appeal letter. The appeal request must state the specific grounds on which the student, student group, or student organization should be granted an appeal as described in the previous section.

The appeal request must also be clear and specific. The Vice President of Student Services/Dean of Students or designee is not obligated to confer with the student, and may choose to review only the written information in making a decision. After the letter of appeal has been received, it will be determined whether there are grounds to grant an appeal. In turn, notification will be distributed to the student, student group, or student organization within seven (7) business days after receipt of the student, student group, or student organization's appeal

request. If a conference is needed to consider the matter further, the notice shall include the time and place at which the student, student group, or student organization is to be present.

In this case, the accused student, student group, or student organization can be accompanied by a representative(s) of their choice; however, their representative(s) is not allowed to speak during the hearing with the exception of providing instruction regarding your Fifth Amendment Rights. The role of the representative(s) is to support the accused student or witness throughout the hearing, but that role is passive and will not include directly questioning witnesses, or addressing the hearing committee. If a student, student organization, or student group plans to bring a representative(s) and/or witness(es) to the hearing, the student, student group, or student organization must notify the Vice president of Student Services/Dean of Students in writing via email at [ttuma@b-sc.edu](mailto:ttuma@b-sc.edu) of their name at least 48 hours prior to the hearing. Each student is allowed one advisor during an appeal review.

The sanction of suspension imposed by the Vice President of Student Services/Dean of Students or designee does not become effective until all available appeals have been exhausted by the student, student group, or student organization within the time periods designated for appeals. An exception occurs when, in the determination of the Vice President of Student Services/Dean of Students, their designee, or Appeals Committee, the student, student group, or student organization's continued presence on campus constitutes a clear and present danger to the students and/or others in the College community. In such instances, the student, student group, or student organization will be asked to leave the campus; however, the student, student group, or student organization rights to request an appeal within the designated time periods shall not be compromised.

The decision of the Vice President of Student Services/Dean of Students, their designee, or Appeals Committee, to grant an appeal, is final, except in those cases involving expulsion from the College. If an expelled student chooses not to request an appeal within the specified time period, the decision of the Vice President of Student Services/Dean of Students is final. It is, therefore, imperative that the student abides by the stipulations of their sanction(s). In cases involving expulsion, the student, student group, or student organization may appeal the sanction to the President of Barber-Scotia College, in writing via email to the Vice President of Student Services/Dean of Students within two business days following the appeal decision letter date.

Similarly, the President is not obligated to confer with the student, and may choose to review only the written information in making a decision. An appeal to the President is the final step in an appeal for an expulsion. Once a decision is made, it is final.

#### Official Withdrawal from the College

Should an accused student be academically dismissed or leave the College voluntarily before pending disciplinary charges have been resolved, a hold will be placed on the student's account. If an accused student withdraws from the College with a case pending, that accused student shall not be readmitted to the College until after the pending case has been processed, resolved, or otherwise adjudicated. The Dean of Students Office will place a student conduct hold on the student's record, which will prevent reinstatement (selection of classes and registration) of that student until the case has been adjudicated.

#### Student Conduct Files and Records

The Dean of Students Office shall maintain student conduct records and a disciplinary tracking system, which shall include, but not be limited to, the accused student's name and related information, description of the incident, parties involved, code violations, sanctions, and other relevant information. Such information shall be maintained in accordance with the provisions of the Federal Educational Rights and Privacy Act. Student Conduct records shall be made available to student conduct bodies and College officials designated in the Code, as necessary.

#### Parental Notification

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations.

When a student is not dependent, the College will contact parents/guardians to inform them of situations in which there is a significant health and/or safety risk. The College also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act. In contrast, the Student Code of Conduct will not notify or inform parents/guardians of other Student Code of Conduct violations or associated sanctions, without written consent from the student.

#### Special Notation to Students

Each violation of the Barber-Scotia College Student Code of Conduct is treated separately from any other case. Student Conduct sanctions will vary accordingly, depending upon the severity of each offense. All sanctions will be determined on an individual basis; however, all mitigating circumstances are reviewed and taken into consideration Vice President of Student Services/Dean of Students. Therefore, students may or may not receive similar sanctions for offenses of the same or similar nature.

## Title IX Policy Statement

### *Title IX Policy*

Barber-Scotia College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Barber-Scotia College does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of age, sex, pregnancy, sexual orientation, gender, gender expression, gender identity, race, color, creed, religion, disability, genetic information, national origin, military or veteran status and forbids retaliation against anyone for engaging in protected activity. This policy extends to all students, employees and applicants for admission and/or employment. Furthermore, it extends to all programs and activities supported by the College.

Barber Scotia College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the College. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by Barber Scotia College policy.

Any member of the campus, guest, or visitor who attempts to deny and/or limit the educational, employment, residential (where applicable), or social access, opportunities and/or benefits of any member of the Barber Scotia College community on the basis of sex is in violation of the Policy and Procedures on Sexual Discrimination and Misconduct.

Barber-Scotia College will take appropriate steps to investigate reports of sex-based discrimination, harassment, or violence and will take necessary corrective action if a violation is found. The College will also provide supportive measures to the reporting party, maintain confidentiality to the extent possible, and ensure a fair and impartial process for all involved parties.

This policy statement reflects Barber-Scotia College's commitment to fostering an inclusive and safe learning environment, free from sex-based discrimination. The College is dedicated to upholding Title IX and promoting an atmosphere that respects the rights and dignity of all individuals within its community.

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct) using the contact information listed below for the Title IX Coordinator. A report may be made at any time (including during non-business hours). Questions regarding Title IX, and/or concerns about noncompliance, should be directed to the Title IX Coordinator, Dr. Tiffany Tuma at 984-500-3814 or [ttuma@b-sc.edu](mailto:ttuma@b-sc.edu).

### **Discriminatory Harassment**

Discriminatory harassment includes verbal, physical, or cyber/graphic conduct that defames, shows intimidation, or hatred toward an individual or group on the basis of race, color, national or ethnic origin, religion, sex, gender, gender identity, gender expression, genetic information, age, disability, sexual orientation, marital status, familial status, or veteran status, or any factor that is a prohibited consideration under applicable law, and that is so severe and/or pervasive it:

- Has the purpose or effect of creating an intimidating, hostile, or offensive employment, educational, or living environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance or a student's academic performance.

Depending upon its severity and/or pervasiveness, the prohibited behavior may include conduct or material (physical, oral, written, graphic, electronic messages or social media posted or circulated in the community) involving labels, slurs, negative stereotyping, threatening, intimidating, or hostile acts, that serve no scholarly purpose appropriate to the academic or employment context and denigrates or shows hostility or aversion toward an individual or group because of race, color, national or ethnic origin, religion, sex, gender, gender identity, gender expression, genetic information, age, disability, sexual orientation, marital status, familial status, veteran's status, or any factor protected by applicable law.

Actions, words, jokes, emails, materials or comments based on the factors listed above.

Such harassment may create an intimidating, threatening or abusive environment, cause personal anguish, and, as an assault upon an individual's dignity, it is clearly inconsistent with the nature of an academic community.

### **Reporting Unlawful Discrimination to Barber-Scotia College**

Barber-Scotia College encourages anyone who wants to report an incident of unlawful harassment or any form of discrimination, to promptly report the matter. Individuals can raise concerns and make reports without fear of reprisal and will not be retaliated against for reporting incidents of harassment or discrimination.

- Complaints of sex-based discrimination, including sexual harassment and violence, dating violence, domestic violence and stalking should be reported to Barber-Scotia College's Title IX Officer.
- Some forms of discrimination, such as sexual assault, dating violence, domestic violence and stalking are also considered crimes; as such the members of the Barber-Scotia College community are encouraged to report violations the Title IX Officer.
- With the exception of sex-based discrimination, employees should report all types of unlawful harassment to his or her supervisor. The supervisor should contact the Director for Human Resources. If the supervisor is unavailable or if the individual does not feel comfortable approaching their supervisor with the report, the individual should immediately contact the Director of Human Resources.

## **Responsibilities of Management**

Any supervisor or manager who becomes aware of possible sexual or other unlawful discrimination must promptly advise the Director of Human Resources. All complaints will be taken seriously and thoroughly and fairly investigated. To the extent practical, the privacy of all parties involved will be protected.

## **Disciplinary Action**

Anyone found responsible for engaging in unlawful discrimination will be subject to disciplinary action, up to and including expulsion or termination of employment, and/or actions outlined in the Student Handbook, Employee Handbook, and Faculty Handbook.

## **Request for Further Review for Other Types of Discrimination**

If the first review is not satisfactory to the complainant, they may request a final review by the President's Office by submitting a request for review that contains an explanation of the basis for further appeal of the resolution. The President's Office may designate a representative to review the complaint in order to accept or modify the previous resolution.

## **Definitions**

- **COERCION** involves unreasonable and unwanted pressure to engage in sexual activity. Engaging in sexual activity should be the result of a freely given choice. An individual should engage in sexual activity because he/she/they want to, and not as the result of being pressured by someone else. Threatening, cajoling, badgering, or pressuring someone is not consent but examples of coercion.
- **COMPLAINANT** is the term used for the individual who is alleged to be the victim of conduct that could constitute sexual harassment, regardless of gender.
- **CONSENT** is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely, willingly, and actively by all parties. Consent is informed, knowing, and voluntary. Consent is active, not passive. Silence or an absence of resistance cannot be interpreted as consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be

given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to sexual activity may be withdrawn at any time. If consent is withdrawn, all sexual activity must immediately cease.

- **DATING VIOLENCE** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. It is based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. It includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- **DOMESTIC VIOLENCE** is an offense committed by a current or former spouse or intimate partner of the Complainant; or by a person who has a child in common with the Complainant; or by a person who is cohabitating with OR has cohabitated with the Complainant as a spouse or intimate partner, or is "similarly situated to a spouse" of the Complainant; or violence against an adult or youth who would otherwise be protected by domestic or family violence laws in that jurisdiction.

- **FONDLING** is the touching of the private body parts of another for the purpose of sexual gratification, without the consent of the victim, including any instance where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental incapacity.

- **HOSTILE ENVIRONMENT SEXUAL HARASSMENT** occurs when a reasonable person would determine that the unwelcome conduct of a sexual nature is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Barber-Scotia College's education program or activity. A hostile environment can be created by anyone, including a school employee, another student, or even someone visiting the school, such as a student or employee from another school.

- **INCAPACITATION** is defined as being in a state in which a person sufficiently lacks the mental awareness that the situation is of a sexual nature, or cannot appreciate (rationally and reasonably) the nature and/or extent of a situation that may involve sex. Respondents of sexual assault often use alcohol or drugs as a tool to rape. Under NC law, no one can give consent if he/she/they are under the influence of drugs or alcohol. Further, being intoxicated or high is



never an excuse to perpetrate sexual assault. Barber-Scotia College encourages all bystanders to report to the police any act that could potentially lead to sexual assault.

- INCEST is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  
- INTIMIDATION is the use of threats or promise of a threat to compel and/or deter someone from taking a particular action.
  
- MANDATORY REPORTERS include all Barber-Scotia College faculty and staff members, with the exclusion of confidential resources. As Mandatory Reporters, all faculty and staff must report instances of sexual harassment, sexual assault, dating violence, domestic violence, and stalking to the Barber-Scotia College's Title IX Coordinator immediately upon learning of such allegations.
  
- NON-CONSENSUAL SEXUAL CONTACT entails the touching of any sexual body parts (such as breasts, buttocks, groin, genitals, mouth, and/or clothing covering them); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts.
  
- NON-CONSENSUAL SEXUAL INTERCOURSE involves the unwilling or non-consensual penetration of any bodily opening with any objects or body part. This includes, but is not limited to, penetration of a bodily opening without consent through the use of coercion.
  
- QUID PRO QUO SEXUAL HARASSMENT occurs when a school employee causes a student to believe that he/she/they must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. For example, when a teacher threatens to fail a student unless the student agrees to date the teacher, it is quid pro quo sexual harassment.

- RAPE is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
  
- RETALIATION is intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's informal or formal complaint or participation in a school or U.S. Department of Education Office for Civil Rights investigation or proceeding related to sexual harassment for Title IX purposes. Title IX makes it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by the Title IX law.
  
- RESPONDENT is the term used for the individual who has committed the alleged sexual harassment. Until the conclusion of the investigation, the sexual harassment is alleged.
  
- SEX OR GENDER-BASED DISCRIMINATION AND HARASSMENT is any intentional or unintentional unlawful distinction, preference, or detriment to an individual, as compared to others, that is based on the individual's sex or gender identity or expression, or sexual orientation that results in an individual being excluded from participation, denied the benefits of, or subjected to discrimination or harassment under any academic, extracurricular, research, or other education program or activity.
  
- SEXUAL ASSAULT is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Sexual assault also includes engaging in, or attempting to engage in oral, vaginal, or anal penetration through any means (such as a penis, tongue, finger, foreign object, etc.) without the consent of the other person.
  
- SEXUAL HARASSMENT occurs when either (i) an employee of the institution conditions the provision of an aid, benefit or service on an individual's participation in unwelcome sexual conduct (called quid pro harassment); (ii) an individual engages in any type of unwelcome conduct on the basis of sex that is so severe, pervasive and objectively offensive that it effectively denies a person equal access to an education program or activity; or (iii) an individual's behavior constitutes sexual assault, as defined in the Clery Act (includes rape, fondling, incest and statutory rape), dating violence, domestic violence, and stalking (as defined by the Violence Against Women Act).

- STALKING is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others, or suffer substantial emotional distress.
  
- STATUTORY RAPE is sexual intercourse with a person who is under the statutory age of consent. In North Carolina, the statutory age of consent is 16.
  
- SUPPORTIVE MEASURES are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge, to the Complainant or Respondent before or after the filing of a Formal Complaint, or when no Formal Complaint has been filed. The measures are not designed to punish or discipline either the Complainant or the Respondent and cannot unreasonably burden any one person. Supportive measures may include, but are not limited to, counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the Complainant and the Respondent; changes in work or housing locations; leaves of absence; increased security and monitoring of certain areas of campus; and other similar measures. The purpose of the supportive measures is to restore and preserve equal access to education, protect the safety and welfare of members of the Barber-Scotia College Community or deter sexual harassment.

Barber-Scotia College may dismiss a Formal Complaint or any particular allegations therein, if, at any time prior to the reaching of a resolution:

- 1) A Complainant notifies the Title IX Coordinator, in writing, that the Complainant would like to withdraw the Formal Complaint or any of the particular allegations therein;
- 2) The Respondent is no longer enrolled in or employed by Barber-Scotia College; or
- 3) Specific circumstances prevent Barber-Scotia College from gathering evidence sufficient to reach a determination as to the Formal Complaint or any particular allegations therein.

Upon the mandatory or discretionary dismissal of the Formal Complaint, Barber-Scotia College will promptly send written notice of the dismissal, and the reasons therefore, simultaneously to each Party. A dismissal decision is appealable by either party.

Within two (2) business days of receiving notice of the dismissal, either Party submitting an appeal must set forth, in writing, in detail, the grounds for review, and attach all material that he/she wishes to have considered in the appellate process. A Party may only appeal a dismissal on the following grounds:

- 1) A procedural irregularity occurred that affected the Title IX Coordinator's dismissal decision;
- 2) There is new evidence that was not reasonably available at the time of the determination regarding dismissal that could affect the Title IX Coordinator's dismissal decision; and/or
- 3) The Title IX Coordinator had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the Title IX Coordinator's dismissal decision.

Appeals of dismissal decisions must be submitted to the Chief Operating Officer, who will serve as Barber-Scotia College's Appellate Officer with respect to dismissal decisions.

### **Supportive Measures**

Upon receipt of a Formal Complaint, in person, by telephone, in writing, or by e-mail, Barber-Scotia College will provide reasonable and appropriate supportive measures (non-disciplinary and non-punitive) designed to eliminate any existing hostile environment and protect the Parties involved.

Supportive Measures are offered as appropriate, as reasonably available, and without fee or charge to both the Complainant and Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. These Supportive Measures are designed to restore or preserve equal access to Barber-Scotia College's Education Program or Activity without unreasonably burdening the Complainant and Respondent, including measures designed to protect the safety of all Parties or Barber-Scotia College's educational environment, or deter sexual harassment. Barber-Scotia College offers to support students through access to the following services:

- 1) Supportive Measures may be provided or implemented regardless of whether formal disciplinary action is sought by the Complainant or Barber-Scotia College, and irrespective of whether a crime is reported to local law enforcement.
- 2) A Complainant or Respondent may request a "No-Contact Order" or other protection.

Barber-Scotia College may choose to impose Supportive Measures at its discretion to promote the safety of all Parties, the broader College community, and/or the integrity of the process.

- 3) Barber-Scotia College will maintain the privacy of any supportive measures provided under this Policy to the extent practicable and will promptly address any violation of the supportive measures. All individuals are encouraged to report concerns about the failure of another individual to abide by any restrictions imposed by a supportive measure. Barber-Scotia College

would take immediate and responsive action (through, by way of example but not limitation, Barber-Scotia College's student conduct process or Human Resources as deemed appropriate) to enforce a previously implemented restriction if such limits were violated.

4) Supportive Measures will be implemented at the discretion of Barber-Scotia College. Supportive measures may include, but are not limited to, examples in the list below, regardless of whether the Respondent is a student or an employee. Supportive measures may continue after a case is resolved if it is in the best interest of the Complainant, Respondent, or the campus community.

Examples of Supportive Measures for Students may include, but are not limited to:

- a. Transferring to another section of a lecture or laboratory
- b. The imposition of campus No-Contact Order and/or Persona Non-grata;
- c. Rescheduling of exams and assignments;
- d. Providing alternative course completion options;
- e. Change in the class schedule;
- f. Change in work schedule or job assignment;
- g. Assistance in finding alternative housing;
- h. Limit an individual or organization's access to certain College facilities or activities pending resolution of the matter.

## Resource Guide

### *Campus Security*

In case of emergency situations, contact 911 for immediate assistance.

### *Community Resources*

- **National Sexual Assault Hotline (RAINN):** Provides confidential support and resources for survivors of sexual assault. Contact: 800-656-HOPE (800-656-4673) or visit RAINN's website for online chat.
- **National Domestic Violence Hotline:** Offers support and assistance to individuals experiencing domestic violence. Contact: 800-799-SAFE (800-799-7233).

- **Loveisrespect:** Provides support and resources for young people experiencing dating abuse. Contact: Call 1-866-331-9474, text LOVEIS to 22522, or chat online.
- **National Alliance on Mental Illness (NAMI):** Offers information and support for individuals dealing with mental health concerns. Contact: 800-950-NAMI (800-950-6264).
- **The Steve Fund Crisis Text Line:** Provides crisis counseling services to students of Color. Text STEVE741741
- **Veterans Crisis Line:** Free 24/7, confidential support for veterans, even if you are not receiving VA Benefits. Text 838255 or dial 988, then press 1.
- **National Suicide Prevention Lifeline:** Can be reached at 1-800-273-TALK (1-800-273-8255). If you prefer to communicate via text, you can text "HELLO" to 741741 to connect with a trained crisis counselor through the Crisis Text Line.
- **Crisis Text Line:** A free, 24/7 text line for individuals in crisis. Text HOME to 741741 to connect with a trained crisis counselor.

### *Health Services*

1. **Atrium Health Cabarrus**
  - a. Address: 920 Church St N, Concord, NC 28025
  - b. Phone: (704) 403-3000
2. **Novant Health Rowan Medical Center**
  - a. Address: 612 Mocksville Ave, Salisbury, NC 28144
  - b. Phone: (704) 210-5000
3. **Carolinas HealthCare System NorthEast**
  - a. Address: 920 Church St N, Concord, NC 28025
  - b. Phone: (704) 403-3000
4. **CaroMont Regional Medical Center**
  - a. Address: 2525 Court Dr, Gastonia, NC 28054
  - b. Phone: (704) 834-2000

### *Legal Resources*

1. **Legal Aid of North Carolina - Charlotte Office**
  - a. Address: 1431 Elizabeth Ave, Charlotte, NC 28204
  - b. Phone: (704) 971-2600
  - c. Legal Aid of North Carolina offers free legal services to low-income individuals and assists with various civil legal matters.
2. **Cabarrus County Courthouse**
  - a. Address: 77 Union St S, Concord, NC 28025
  - b. The courthouse can provide information regarding legal matters, filing procedures, and other legal resources within Cabarrus County.

### *Supportive Measures*

The College will provide supportive measures to ensure the safety and well-being of those involved, including interim measures to help protect individuals while the investigation is ongoing.

### *Education and Prevention*

Barber-Scotia College conducts ongoing education and prevention programs on sexual misconduct, consent, healthy relationships, and bystander intervention.

## Emergency Contacts

### *Using 911 for Emergency Situations*

#### **Life-Threatening Emergencies and Non-Emergency Situations**

1. Dial 911 immediately in life-threatening situations, such as medical emergencies, crimes in progress, fires, accidents with injuries, or any situation requiring immediate police, fire, or medical assistance.
2. When calling 911, remain as calm as possible and provide the dispatcher with accurate information. Be prepared to provide your location, a brief description of the emergency, and any other details requested.
3. Listen carefully to the dispatcher's instructions and follow them. They may provide essential guidance or first aid instructions while help is on the way.

For non-emergencies, such as a non-life-threatening incident, suspicious activities, or to report a crime that is not currently in progress, dial 911.

Always prioritize safety and never hesitate to call 911 in situations where immediate assistance is needed. Being aware of how and when to contact local emergency services is essential for ensuring timely help in critical situations.

## Smoke-Free Campus Policy

Barber-Scotia College is committed to providing a smoke-free campus, as well as a healthy and safe environment for its students, faculty, staff, and visitors. In pursuit of this commitment, we have established a Smoke-Free Campus Policy, to promote the well-being and comfort of all members of our community. Effective immediately, the following guidelines shall apply:

- **Smoke-Free Campus:** The Tobacco-Free Policy applies to all Barber-Scotia College facilities, property, and vehicles, owned, or leased, regardless of location on the main and extended campus. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within Barber-Scotia College housing. The use of electronic cigarettes and tobacco products shall also be prohibited outdoors on all Barber-Scotia College campus property, including, but not limited to, parking lots, paths, fields, and sports/recreational areas. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit. **Tobacco Cessation Resources:** Barber-Scotia College is dedicated to supporting individuals in their efforts to quit smoking. We offer access to resources and assistance for those seeking help with smoking cessation. Information on these resources can be obtained from the college's Health Services or the Human Resources Department.

- **Compliance:** All members of the Barber-Scotia College community, including students, faculty, staff, and visitors, are expected to adhere to this Smoke-Free Campus Policy. Non-compliance with this policy may result in disciplinary action or sanctions as outlined in the college's code of conduct or employment policies.
- **Communication:** The success of this policy relies on cooperation and shared responsibility. Members of the college community are encouraged to respectfully inform others about the Smoke-Free Campus Policy and to report violations to appropriate college authorities.
- **Signage:** Signs indicating the smoke-free nature of the campus will be posted at prominent locations throughout the college premises.
- **Policy Review:** The college will periodically review and update this policy to ensure that it remains effective in promoting a smoke-free environment as noted in the Institutional Assessment Plan.

## Litter-Free Campus Policy

Barber-Scotia College is dedicated to maintaining a clean, beautiful, and environmentally responsible campus. In pursuit of this commitment, we have established a Litter-Free Campus Policy to ensure the cleanliness and aesthetic appeal of our campus. Effective immediately, the following guidelines shall apply:

- **Responsible Disposal:** Littering is strictly prohibited and a violation of the College Code of Conduct. Littering shall include, among other things, the throwing of debris such as cigarette butts, food wrappers, paper, cans, bottles, or other trash on the ground. No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by the College except in receptacles provided for the purpose. Intentionally discarding of such will be seen and adjudicated as a violation of the College Littering Policy. All members of the Barber-Scotia College community, including students, faculty, staff, and visitors, are expected to responsibly dispose of their waste.
- **Recycling:** We encourage the recycling of materials in accordance with college recycling programs. Recycling bins will be provided for the collection of recyclable items such as paper, plastic, glass, and aluminum cans. Everyone is encouraged to participate in recycling efforts.
- **Clean-Up Initiatives:** Barber-Scotia College will organize regular clean-up initiatives and events aimed at maintaining the cleanliness of the campus. All members of the college community are encouraged to participate in these efforts and contribute to the preservation of our campus environment.
- **Compliance:** All members of the Barber-Scotia College community are expected to comply with this Litter-Free Campus Policy. Non-compliance may result in disciplinary action or sanctions as outlined in the college's code of conduct or employment policies.
- **Communication:** The success of this policy relies on cooperation and shared responsibility. Members of the college community are encouraged to respectfully inform others about the Litter-Free Campus Policy and to report instances of littering to appropriate college authorities.
- **Policy Review:** The college will periodically review and update this policy to ensure that it remains effective in promoting a litter-free and environmentally responsible campus as noted in the Institutional Assessment Plan.



## Drug-Free Schools & Communities Act

Barber-Scotia College is a drug-free and dry campus campus (the prohibited use of alcohol on campus, regardless of the owner's age or intention to consume it elsewhere).dedicated to fostering a safe, healthy, and supportive educational environment for all members of its community. In compliance with the Drug-Free Schools and Communities Act, we affirm our commitment to maintaining a campus that is free from the illegal use, possession, or distribution of controlled substances.

The college recognizes the adverse impact that drug abuse and illicit substance use can have on individuals, the community, and the educational process. Therefore, Barber-Scotia College prohibits the unlawful possession, use, or distribution of illicit drugs, controlled substances, and alcohol on its premises, properties, and at any college-sponsored events, whether on or off campus.

To support this commitment

1. **Policy Enforcement:** The enforcement of a strict drug-free campus policy will be conducted in accordance with federal, state, and local laws, as well as college disciplinary procedures. Violations of this policy will result in appropriate disciplinary action and may also involve legal consequences.
2. **Annual Notification:** The college will distribute an annual notice to all students and employees outlining the Drug-Free Schools and Communities Act policy, its related procedures, and the legal and health consequences of drug and alcohol abuse.

Barber-Scotia College remains steadfast in its commitment to ensuring a drug-free and alcohol-free environment that promotes a safe, healthy, and productive academic community. We encourage the cooperation and support of all individuals within our institution to uphold this commitment and contribute to the welfare of our college community. To uphold this policy, please remember the following:

- No person of any age, Student Organization, or University Administrative Unit may possess, consume, provide, distribute, sell, and/or manufacture Alcoholic Beverages
- No person of any age may engage in behavior as a result of consumption or use of alcohol that is disorderly, disruptive, or jeopardizes the health or safety of self or others.
- Providing alcohol to minors.
- Providing a venue for minors to consume alcoholic beverages.
- Misrepresenting one's age (altered, forged, or ID belonging to someone else) in order to access/consume alcohol.
- Using student organization funds to purchase alcoholic beverages
- Walking around campus grounds, including sidewalks adjacent to campus, with open containers regardless of one's age.

### Medical Amnesty

Barber-Scotia College places the safety and well-being of students as a high priority and strives to encourage both bystander assistance and individual calls for Emergency Medical Services (911) at any point a student (or campus visitor) may be experiencing alcohol poisoning/overdose symptoms. This Policy is to be interpreted in a manner that encourages Campus Members to

seek appropriate assistance in the event of an alcohol-related medical emergency or the treatment of an alcohol dependence related condition. When students call for assistance they will be immune from minor possession/consumption consequences with the College and with law enforcement. When one does call for help, one can expect an invitation from the Vice President of Student Services/ Dean of Students to discuss the incident.

## Clery Act

Barber-Scotia College is committed to providing a safe and secure campus environment for all members of its community. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are dedicated to enhancing campus safety and ensuring transparency in reporting campus crime and security information.

### *Campus Safety and Security Measures*

1. **Campus Security Personnel:** The college maintains a professional campus security team responsible for patrolling and safeguarding the campus around the clock.
2. **Emergency Procedures:** Barber-Scotia College has established emergency response procedures and protocols to address potential threats or hazards. Regular drills and training are conducted to ensure preparedness.
3. **Security Policies:** We have implemented security policies to govern the conduct of students, faculty, staff, and visitors. This includes policies related to access control, alcohol and drug use, and reporting of crimes.
4. **Crime Reporting:** We encourage prompt and accurate reporting of all crimes and incidents on campus. Members of the college community are encouraged to report any criminal activity to campus security and local law enforcement.
5. **Timely Warnings:** In the event of a crime that poses an ongoing threat to the campus community, timely warnings will be issued to alert the community to potential risks.

### *Annual Security Report*

Barber-Scotia College publishes an Annual Security Report (ASR) by October 1st of each year, as required by the Clery Act. The ASR contains information about campus security policies, crime statistics for the previous three years, and important information related to security on campus. This report is available to all current and prospective students and employees.

### *Crime Statistics*

Crime statistics are collected and reported in accordance with Clery Act requirements. These statistics are made available in the Annual Security Report and can be accessed from the college's website or by request through the Department of Campus Security.

Barber-Scotia College is dedicated to creating a campus environment where safety and security are paramount. We encourage the active participation and cooperation of all members of our college community in helping to maintain a secure and transparent campus environment. Your awareness and commitment are essential in making our institution safer for everyone.

## Campus Police

At present, Barber-Scotia College does not have campus police. In the event of an emergency, students, faculty, and staff should promptly contact local emergency services by dialing 911 for immediate assistance. It is essential to prioritize personal safety and well-being, and contacting emergency services ensures a swift response to any urgent situations.

## Campus Emergency Procedures

### 1. **Emergency Notification System**

- The college employs an emergency notification system to alert students, faculty, and staff about emergencies via text, email, or other communication channels. Ensure your contact information is updated.

### 2. **Understanding Emergency Signals**

- Familiarize yourself with emergency alert systems and signals used on campus. Different signals may indicate varying types of emergencies, such as fire alarms, severe weather warnings, or lockdown procedures.

### 3. **Evacuation Plans**

- Know evacuation routes and assembly points for different areas on campus. These plans typically address fire drills, natural disasters, or any incident that requires immediate evacuation.

### 4. **Shelter-in-Place Protocols**

- Understand shelter-in-place protocols for situations such as severe weather or security threats. Know designated safe areas and procedures to follow.

### 5. **Reporting Emergencies**

- In the event of an emergency, promptly contact local emergency services by dialing 911. Additionally, report the situation to campus authorities or designated emergency contacts.

### 6. **Stay Informed**

- Listen to and follow instructions given by campus security, authorities, or via emergency alerts. Pay attention to official communications regarding the status of the emergency and any further instructions.

## Final Thoughts

As you embark on your journey at Barber-Scotia College, we extend our heartfelt wishes for a rewarding and transformative experience. This student handbook serves as your guide, but your time here will be defined by the memories you create, the knowledge you gain, and the relationships you build. In the beginning...faith, as echoed in our tagline, exemplifies the foundation upon which your endeavors at Barber-Scotia are built.

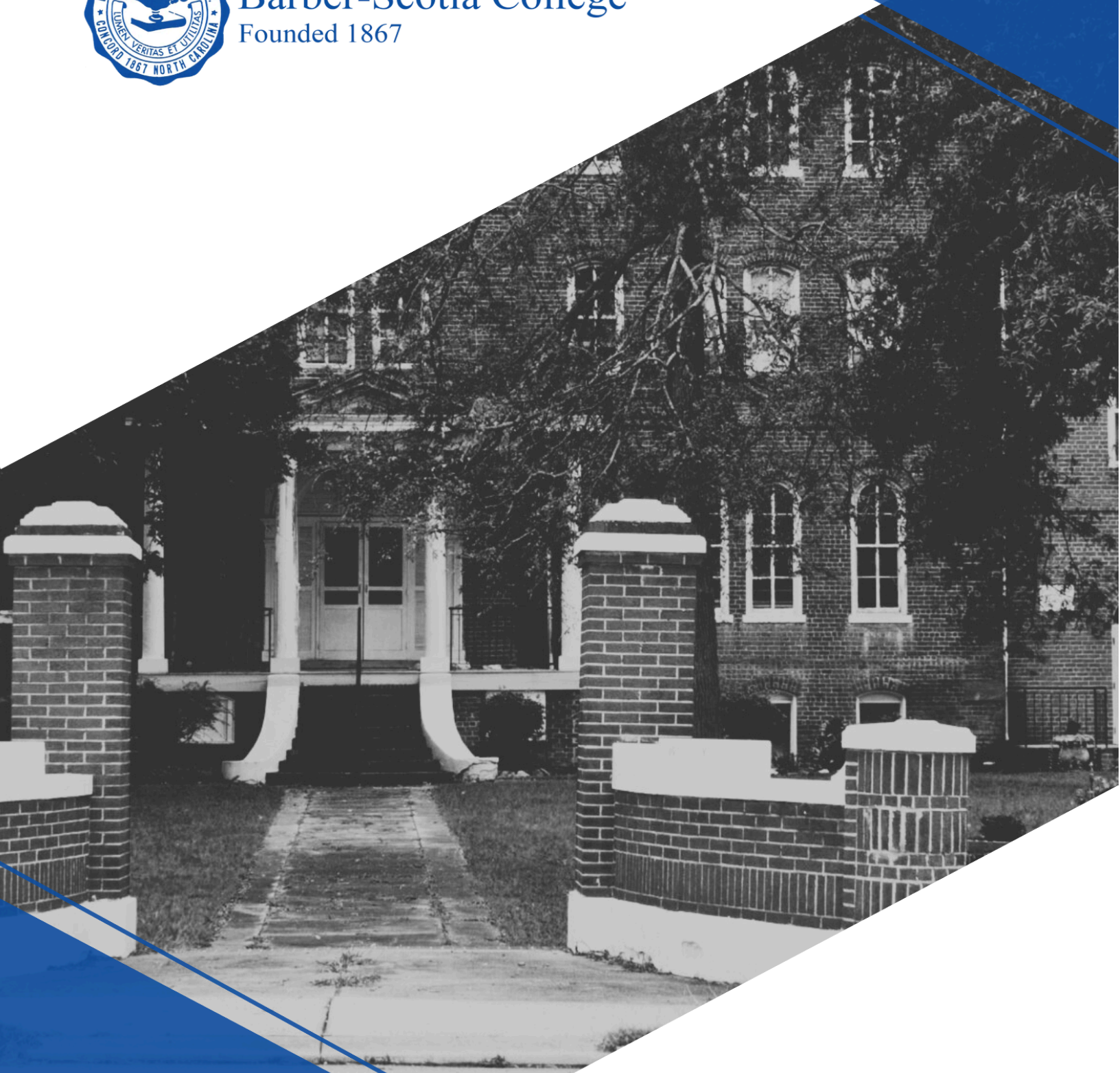
May your years at Barber-Scotia be filled with academic excellence, personal growth, and lasting friendships. Our motto, "For Head, For Hand, For Heart," underscores our commitment to nurturing not only your intellectual growth but also your practical skills and the development of your character.

We believe in your potential, and we look forward to witnessing your success and accomplishments. As you navigate this educational odyssey, remember that the college community is here to support you every step of the way. On behalf of the Division of Student Services, we wish you well in your pursuit of knowledge, your pursuit of greatness, and your pursuit of a bright and promising future. Embrace the adventure ahead, and make your mark on the world. You have the talent, ambition, and dedication to thrive, and we're excited to see where your journey will take you.



# Barber-Scotia College

Founded 1867



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