About Campus Police

Meredith College campus police and security officers provide 24-hour patrol service to the campus, including residence halls, parking lots and grounds. The department has armed police officers and unarmed security officers. Campus police officers wear white dress shirts with distinguishing shoulder patches, badge and nameplates or either embroidered maroon polo shirts and dark pants. Security officers wear a distinctive gray uniform with distinguishing shoulder patches, badge and nameplates or either maroon polo shirts and dark long pants (or short pants during the summer). Officers do not wear civilian or plain clothes while conducting security business on the campus.

The campus police department is responsible for crime reports, initial investigations, coordinating fire and emergency medical services, traffic accident reports and other public safety services. Officers prepare and submit incident reports to the Meredith College Campus Chief of Police who distributes them to the appropriate College officials.

Law Enforcement Authority

Campus police officers have full police authority on College property under the provisions of Paragraph 74G of the General Statutes of the State of North Carolina. Police Commissions are granted under that statute by the Attorney General of North Carolina, including the power to make arrests for felonies and misdemeanors within the agency’s jurisdiction. The Campus Police maintain a close working relationship with the Raleigh Police Department both through informal meetings and formal agreements between the departments.

Security and Access To Campus Facilities

Campus buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. Campus classroom buildings are accessible from 7 a.m. to 11 p.m.

Officers regularly patrol the campus by vehicle and on foot to ensure a high level of physical security. They also note any safety hazards such as defective lighting, inoperative doors or locks, broken sidewalks, steps or handrails and any other hazardous conditions. These are reported in writing to the maintenance department.

In addition:

- Access to the campus is controlled after evening closing hours (11 p.m.). Students must check in with the gatehouse officer when returning to campus after these hours.
- Residence halls are equipped with automatic door locks which are activated by student CamCards.
Reasons for Calling Campus Police

- Emergency Situations
- Information to Provide When Reporting a Crime or Suspected Crime
- Non-Emergency Situations

Call Campus Police in case of any emergency on campus, including:

- Fire
- Medical emergencies
- Suspicious persons on campus:
- Crime

Information to Provide When Reporting a Crime or Suspected Crime:

- Your name
- Victim's name
- Location of incident
- Time incident occurred
- Description of suspects
- Description of any vehicles involved, including license number, if known

Suspected criminal actions or other emergencies should be reported as soon as possible. Dial 8888 from a campus telephone or 919-760-8888 from a cellular or off-campus telephone.

Report all unusual incidents to your campus police department immediately. Never assume that someone else has reported a crime, suspicious activity or other emergency on campus.

The Campus Police Department is also a resource for campus information, including the following non-emergency situations:

- General information (special events, locations)
- Information on parking
- Maintenance problems after normal business hours
- Vehicle accidents
- Lost and found items.

Emergency Notification Systems

In the event of an emergency, or to notify the campus of college closings or delays, rapid communication with the campus community is essential. Meredith College utilizes an emergency notification system known as MC Alert.

The MC Alert system allows Meredith to convey time-sensitive information within minutes, through a single phone call. Meredith College can schedule, send and track personalized voicemail, email and text messages to students, faculty and staff.

MC Alert emergency notification messages are sent via four different modes of communication:
In order to receive MC Alerts, you must sign up for the service via Web Advisor. You will need to log in with your Web Advisor user name and password.

**Campus Alarm Warning System:** Meredith has a siren warning system that allows the College to issue warnings for incidents involving safety and security issues. This system has both alarm and voice warning capability.

Meredith’s siren system uses two tones. Click on each tone to hear a sample.

- Emergency
- All Clear

**Enroll in MC Alert**

In the event of an emergency, rapid communication with the campus community is essential. In the spring of 2008, Meredith College launched an emergency notification system known as MC Alert.

The MC Alert system allows Meredith to convey time-sensitive information within minutes, through a single phone call. Meredith College can schedule, send and track personalized voicemail, email and text messages to students, faculty and staff.

MC Alert emergency notification messages are sent via four different modes of communication:

- Voice messages to home, work and/or cell phones
- Text messages to cell phones, PDAs and other text-based devices
- Written messages to email accounts
- Messages to receiving devices for the hearing impaired.

**What to do in an Emergency/Security/Safety and Emergency Procedures**

In the event of an on-campus medical emergency, the campus community should contact Wake EMS by dialing 9-911 from a campus phone or 911 from any other phone and then immediately contact Campus Police by dialing 8888 from a campus phone or (919) 760-8888 from any other phone.
In the event of any other on-campus emergency, the campus community should contact Campus Police by dialing 8888 from a campus phone or (919) 760-8888 from any other phone. The Residence Director on duty can be reached at (919) 612-6350. Meredith College’s Campus Police Department is staffed 24-hours-a-day, year-round.

Included on this website are guidelines for what to do in case of the following emergency situations: (http://www.meredith.edu/about_meredith/emergency_planning)

- **Bomb Threats**
- **Building Evacuation**
- **College Closings or Class Cancelations**
- **Crime Prevention Tips**
- **Criminal Behavior**
- **Fire and/or Explosion**
- **Hazardous Materials**
- **Health/Medical Related Situations**
- **Lockdown Procedures**
- **Missing Residential Student Notification Policy**
- **Severe Weather/Natural Disasters**

**Bomb Threats**
Bomb threats must be treated as a serious matter.

- All threats must be considered real.
- Allow proper authorities to make evacuation decisions. Early evacuation before the evacuation route has been searched may place more people in jeopardy than not evacuating at all.
- Call Campus Police at 8888 from a campus phone or (919) 760-8888 from any other phone.

If suspicious object or potential bomb is discovered:

- Do not handle the object.
- Evacuate the immediate area and call Campus Police at 8888 from a campus phone or (919) 760-8888 from any other phone.
- Be sure to include the location and appearance of the object when reporting.

If a phone bomb threat is received, try to ask the caller the following questions and record the answers:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
Keep the caller talking as long as possible and try to determine and record the following information:

- Time of call
- Sex and approximate age of caller
- Speech pattern
- Emotional state of caller
- Background noise.

**IMMEDIATELY CALL CAMPUS POLICE AT 8888 from a campus phone or (919) 760-8888.**

After evacuation, report to the Emergency Assembly Area. DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY AUTHORITIES.

**Building Evacuation**

- Quick Response
- Building Evacuation Guidelines

**QUICK RESPONSE**

1. When the alarm sounds, leave immediately.
2. Alert others to the emergency and ask if they will need help.
3. Do not use elevators.
4. Go to an emergency assembly point 500 feet from the building.
5. Do not block roadways.
7. Remain at the emergency assembly point until further instructions are provided by Campus Police.

**DO NOT return to an evacuated building until advised to do so by the fire department or Campus Police.**

**Building Evacuation Guidelines:**

Buildings will be evacuated when an alarm sounds continuously and/or upon notification by emergency officials.

Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary.

**College Closings and Cancellations**

In the event of inclement weather, members of the College's Executive Leadership Team make decisions relating to the cancellation of classes and the closure of the College. Decisions are then announced immediately through the following avenues (listed in priority order):

1. MC Alert notification
2. Meredith's Inclement Weather Line: (919) 832-8878
3. A notification in a prominent location on Meredith’s “Enews” page and an e-mail to students and employees (providing that the college's servers are up and electricity is available to the college campus)
4. WRAL-TV and/or WPTF radio.

Decisions about canceling classes or delaying the opening of the College are made available on the inclement weather line ((919) 832-8878) no later than 6 a.m. (on the day of the cancellation). If it is necessary to delay the opening of the College, any changes to that decision will be announced on the inclement weather line no later than 2 hours prior to the previously communicated time for opening the college.

For those Meredith community members who live a long distance from the College and/or in neighborhoods which are significantly impacted by inclement weather, we understand that decisions about whether or not to come to campus during inclement weather events are best made by you.

Criminal Behavior

- In-Progress Incidents
- Reporting Crimes that Have Already Occurred

The Meredith College Police Department is staffed 24-hours-a-day year-round for your assistance and protection.

IN-PROGRESS INCIDENTS

- Call 8888 from a campus phone or (919) 760-8888 from any other phone.
- Protect yourself, but do not attempt to interfere with the crime.
- Give your name and location and make sure the responding officer understands that the INCIDENT IS IN PROGRESS.

Call 8888 and provide the following information:

- The nature of the incident. Advise that the incident is in progress!
- location;
- description of suspects;
- description of weapons;
- description of property;
- vehicle license plate number;
- direction of travel upon escape.

Stay on the line with the responding officer.

Reporting Crimes That Have Already Occurred
All crimes should be reported by calling Campus Police at 8888 from a campus phone or (919) 760-8888 from any other phone.
Do not touch or move anything that may relate to the crime. When Campus Police responds, provide a description of property and the names/descriptions of any suspects or witnesses.

**Crime Prevention Tips**

- Always lock your office, car and room door(s) when you leave (even if only for a few minutes).
- Avoid walking or jogging alone. Avoid poorly lighted areas.
- Engrave identification number on valuables. Keep a record of all credit cards and property serial numbers. Campus Police will engrave your valuables if you request it.
- When walking at night to a parking lot, have your keys ready so that you can get into your car quickly without attracting attention. Be aware of what is going on around you.
- Do not leave keys in your vehicle or valuables in view. Lock all valuables, cellular phones, radios, sporting equipment, camera, briefcase, luggage, etc. in the trunk.
- Never leave wallets, purses, book bags, etc. unsecured or unattended.

**REPORT ALL THREATS AND SUSPICIOUS PERSONS IMMEDIATELY.**

**Fire and Explosion**

- Quick Response
- Evacuation Procedures
- Small Fire Procedures
- Operating a Fire Extinguisher
- What to Do If You Are Trapped in a Building

**QUICK RESPONSE:**

1. PROTECT YOURSELF
2. Contact Campus Police by dialing 8888 from a campus phone or (919) 760-8888 from any other phone.
3. Fire: Evacuate to an assembly area.
4. Explosion: (1) Take cover (2) Assist the injured (3) Evacuate to an assembly area.

**Evacuation Procedures:**

1. Maintain a way to exit the room.
3. Once outside, move to an Evacuation Assembly Point.
4. Campus Police and the Fire Department will respond to the scene.

**Small Fire Procedures:**

1. Avoid personal injury and excessive risks.
2. Alert people in the immediate area and activate the alarm.
3. Call Campus Police at 8888.
4. Smother fire or use nearest fire extinguisher.
Operating a Fire Extinguisher

1. Pull the pin.
2. Aim extinguisher hose at the base of the fire.
3. Squeeze the lever.
4. Sweep from side to side.

What to Do If You Are Trapped in a Building

1. Place an article of clothing (shirt, coat, etc.) outside a window as a marker for rescue crews.
2. If there is no window, stay near the floor.
3. Shout at regular intervals to alert rescue crews of your location.
4. Do not panic.
5. If the door is warm, do not open it.

If smoke is entering through cracks around the door, stuff something in the cracks to slow the flow.

Wildlife in Buildings/On Campus

- Call Campus Police at 8888 to remove
- Do not touch the animal/wildlife
- Keep windows to buildings closed to limit wildlife access

Hazardous materials

- Quick Response
- Chemical Spills Procedures
- Biological (Blood) Spills Procedures

Quick Response for spills, leaks and incidents:

- Call Campus Police at 8888 from a campus phone or (919) 760-8888 from any other phone.
- Call 9-911 if unable to contact Campus Police
- Protect yourself.
- Secure the area.
- Assist the injured.
- Evacuate if necessary.

Chemical Spills Procedures

For Major Spills:

- Evacuate the area immediately.
- Call Campus Police at 8888 from a campus phone or (919) 760-8888 from any other phone and say you are reporting a chemical spill.
- Call 9-911 if unable to contact Campus Police.
- Do not enter contaminated area.
For Minor Spills

- Have students evacuate the area immediately.
- Alert people to the immediate area of the spill.
- Avoid breathing vapors from the spill.
- Put on protective equipment, including eye protection, suitable gloves, and long-sleeved lab coat.
- Confine spill to a small area.
- Use appropriate kit to neutralize and absorb inorganic acids and bases. Collect residue, place in appropriate container, and dispose of as chemical waste.
- For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand, or absorbent pads.
- Clean spill area with water.

Biological (Blood) Spills Procedures

- Housekeeping employees or other staff trained in spill cleanup should follow established protocols.
- For blood or body fluid spills in residence halls, academic buildings, administrative buildings or on outside surfaces, contact Facilities Services at (919) 760-8560 or Campus Police at (919) 760-8888.

For specific questions regarding chemical or biological safety, call the Meredith College Campus Police at 8888.

Health/Medical Related Situations

- Medical Emergency
- Personal Injury
- Psychological Crisis
- Sexual Assault/Rape

Medical Emergency

- What is considered a Medical Emergency?
- Quick Response
- What to Say When Reporting A Medical Emergency
- Non-emergency Illness or Injury to Students

What is Considered a Medical Emergency?

Medical emergencies include:

- Any life-threatening situations;
- Alcohol related conditions;
- Chest pain;
- Excessive bleeding;
- Eye injuries;
- Head injuries;
- Ingestion or inhalation of a toxic substance;
- Seizures;
- Serious allergic reactions; or
- Suspected fractures.

**QUICK RESPONSE**

- Contact Wake EMS by dialing 9-911 from a campus phone or 911 from any other phone and then contact Campus Police by dialing 8888 from a campus phone or (919) 760-8888 from any other phone.
- Do not move victim unless safety dictates.
- If trained, use pressure to stop bleeding. Use CPR if victim has no pulse and no breathing.

**What to Say When Reporting A Medical Emergency:**

State that medical aid is needed and provide the following information:

- Location of the injured person (which building, room number, etc.).
- Type of injury or problem.
- Patient's present condition.
- The sequence of events that led to the emergency.
- Patient’s medical history, if known.
- Phone number from which you are calling.
- Stay on phone with dispatcher until help arrives.

**Non-emergency Illness or Injury to Students**

- Call Meredith’s Health Center at (919) 760-8535. (Health Center hours are Monday – Friday: 8:30 a.m. – 4:30 p.m.)
- When the Health Center is closed, contact the R.D. on duty (cell phone number (919) 612-6350). If an R.D. cannot be contacted, notify the Campus Police Department at (919) 760-8888.

**Illness or Injury to Faculty, Staff or Visitors**

- Call the Campus Police at (919) 760-8888.
- Responding officers will assist immediately and call for emergency medical services, if necessary.

**Personal Injury Procedures**

- Clothing on Fire
- Hazardous Material Splashed in Eye
- Minor Cuts and Puncture Wounds
- Biological Spill on Body
Clothing on Fire

1. Stop, Drop and Roll to smother flame or drench with water if safety shower is immediately available.
2. Obtain medical attention, if necessary.
3. Call Campus Police at (919) 760-8888. Call 9-911 if unable to contact Campus Police
4. Report incident to supervisor.

Hazardous Material Splashed in Eye

1. Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
2. Forcibly hold eye open to ensure effective wash behind eyelids.
3. Obtain medical attention.
4. Report incident to supervisor.

Minor Cuts and Puncture Wounds

1. Vigorously wash injury with soap and water for several minutes.
2. Obtain medical attention.
3. Report incident to supervisor.

Biological Spill on Body

1. Remove contaminated clothing.
2. Vigorously wash exposed area with soap and water for one minute.
3. Obtain medical attention.
4. Report incident to supervisor.

Shelter-in-Place

The purpose of an emergency shelter-in-place alert on campus is to limit human exposure to an apparent life-threatening, hostile or hazardous situation. A shelter-in-place alert is necessary in situations where there is reason to believe that exiting a sheltered area will expose individuals to greater danger than remaining in place.

Shelter-in-Place Authority

The primary authority to initiate a shelter-in-place order will be Campus Police. Should the situation warrant it, all faculty and staff have the authority to initiate an emergency shelter-in-place alert. Situations where an emergency shelter-in-place order may be warranted include, but are not limited to:

A. observing an armed intruder or shooter,
B. a serious crime being committed in close proximity to campus, or
C. any situation where exposure to outside hazards may endanger staff, faculty, students and/or visitors.
Anyone observing any one of these situations should immediately call Campus Police at (919) 760-8888 and be prepared to answer detailed questions to describe the location and description of the perpetrator or event. (See Initial Action/Reporting Procedures below.)

**Campus-wide/Off-campus Notification**

The Meredith Campus Community will be notified through MC Alert, our campus emergency notification system. In addition, individuals may be told by Campus Police personnel and/or Staff to go into Shelter-in-Place, and encounter security personnel making their “lockdown rounds.” However, Campus Police personnel will be performing critical duties, locking buildings and communicating with other law enforcement agencies during the lockdown and may not be able to stop and provide individual directions. Therefore, it is important to know and follow the steps listed below. Should circumstances prevent the "Lockdown" of a particular building, the Campus Police personnel will take appropriate steps to secure the building.

The primary authority to initiate a lockdown will be Campus Police. Should the situation warrant it, all faculty and staff have the authority to initiate an emergency lockdown. Campus Police would be immediately notified by the faculty or staff initiating the lockdown. Situations where an emergency lockdown may be warranted include, but are not limited to:

A. observing an armed intruder or shooter,
B. a serious crime being committed in close proximity to campus, or
C. any situation where exposure to outside hazards may endanger staff, faculty, students and/or visitors.

Anyone observing any one of these situations should immediately call Campus Police at (919) 760-8888 and be prepared to answer detailed questions to describe the location and description of the perpetrator or event. (See Initial Action/Reporting Procedures below.)

**Initial Action/Reporting Procedures**

When an intruder on campus is actively causing deadly harm or the threat of imminent deadly harm to people, you must immediately seek cover and call or contact Meredith College Campus Police at (919) 760-8888 (extension 8888, from any campus phone). Give as many details as possible relative to location, number of assailants, means of aggression, and other pertinent information.

**General instructions for individuals on campus during an emergency “Shelter-in-Place”**

Remain calm.

Do not sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke.

Do not gather in open areas or hallways. These ARE NOT areas of shelter.

Stay away from windows and doors.
Do not leave until police or security contact you to confirm it is safe; follow instructions from police or security.

When instructions are given for a lockdown by a member of the Campus Police or a college administrator, the following procedures are to be implemented immediately:

**Active Shooter or Hostage Situation**

Every person facing a dangerous situation must be prepared to take direct responsibility for his or her own personal safety and security. What should you do if an active shooter or other violent situation is in progress on campus?

**Understand what is happening, and quickly decide how to respond.** Based on what you see and hear, determine if it makes sense to stay where you are and try to hide, or if you should try to escape to a safer location. ACT QUICKLY—Don’t wait for others to validate your decision.

**RUN**

If you decide it is best to try to escape to a safer location:

- Move quickly
- Leave your belongings behind
- Get as far away from the shooter/sounds of gunfire as you can
- If caught outside, take cover behind something like a thick wall or a large tree
- After reaching shelter, call 911 and Campus Police at 8888 from any campus phone or (919) 760-8888 from any other phone.
- Tell the police as much as you can about the shooter’s location and description

**HIDE**

If you decide it is best to stay where you are:

- If possible, lock the door from the inside and shelter in place.
- Even if locking door(s) is possible, use furniture or other available objects to barricade the door(s)
- Turn off the room lights and stay as quiet as possible.
- If multiple people are inside the room, spread out – don’t huddle in groups.
- If possible, use any available phone to call 911 and Campus Police at 8888 from any campus phone or (919) 760-8888 from any other phone.
- Tell the police as much as you can about the shooters location and description.
- Put your cell phone on vibrate or silent in order to receive MC Alert message.
- Help keep others calm and focused on survival.

**FIGHT**

If you are directly confronted by the shooter:
Assume his or her intentions are lethal to you and others. ACT WITH PHYSICAL AGGRESSION
Be mentally prepared to do whatever you can to fight back and survive.

In case of an active shooter or situation involving a threatening individual, an emergency notification will be sent out via MC ALERT as quickly as is practical.

**Remember that your survival of an active shooting or situation involving a threatening individual will likely depend on the immediate actions you take to help protect yourself.**

**Alternative Shelter**

Alternative shelter refers to specific provisions which are detailed for those people who have been in transit (e.g. moving from one building to another, at the time of the lockdown). If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (i.e. vehicle, tree, mailbox, wall, dumpsters). As you would if you were in a building, remain hidden with your cellphone on vibrate until you are directed by a law enforcement officer and/or MC Alert that it is safe to come out from your location of concealment.

Carefully follow all commands of the officers.

**DO NOT LEAVE SHELTER UNTIL ADVISED BY MC ALERT OR PROPER AUTHORITY THAT IT IS SAFE TO DO SO.**

**Serious Crime Occurring or Committed in Close Proximity to Campus:**

Specific instructions will be based upon the crime or incident that is or has recently occurred. The actions listed under Active Shooter situation may apply, but will be determined by Campus Police. Individuals should follow instructions given by Campus Police or through MC Alert.

**Hazardous Materials Incident:**

Specific instructions or containment procedures are to be given based upon the specific hazardous materials-related incident that has occurred or is actively occurring.

**Psychological Crisis**

A psychological crisis exists when an individual is talking about or considering suicide, has attempted suicide, is threatening to do harm to someone else, or appears to be out of touch with reality (characterized by hallucinations, delusion, complete withdrawal, or uncontrollable behavior) because of drug use or a psychotic break.
Respond quickly if an individual is at risk of harming self, i.e., is talking about wanting to die; has plan to attempt suicide; or has a known history of past attempts.

QUICK RESPONSE

1. If student is attempting or has attempted suicide, call Campus Police at 8888 immediately. Call 9-911 if unable to contact Campus Police.
2. Notify Health Center/Nurse on duty at (919) 760-8535 of attempt.
3. Call RD on duty for support (cell phone number is (919) 612-6350)

Primary Resource to assess a potential suicide

Call the Meredith Counseling Center at (919) 760-8427. (Counseling Center Hours are Monday-Friday, 8 a.m.-5 p.m. during the academic year). During the academic year, page the Counselor-on-Call by calling the RD on duty at (919) 612-6350, or Campus Police at (919) 760-8888.

The Meredith Counseling Center provides

- Crisis intervention and debriefing.
- Individual, group and family counseling.
- Psychological consultation.
- Resource and referral services.

- All services are free and confidential (unless you waive confidentiality or disclosure is legally required).

Other resources:

- Consult RD on duty at (919) 612-6350 (cell phone, evenings and weekends)
- Contact Holly Hill Hospital’s 24 hour Respond Line (919) 250-7000 to receive a consultation, to schedule an appointment for free assessment at the hospital, or to arrange for a mobile assessment unit to come to campus.
- Call Wake County Community Mental Health. (919) 250-3133

Note: if circuits are busy, call Campus Police (8888) for access to a cell phone and outside line.

Sexual Violence and Title IX

Meredith College is committed to providing a safe and positive living, learning and working environment. Members of the campus community are expected to treat others with integrity and respect and to take responsibility for their actions. Meredith College will not tolerate sexual misconduct including, but not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, sexual coercion, relationship violence, and stalking. Sexual misconduct can be committed by men or women, and it can occur between persons of the same or different gender. Acts of sexual misconduct are forms of sex discrimination prohibited by College policy and Title IX.

As a recipient of federal funds, Meredith College complies with Title IX of the Education Amendments of 1972. Title IX provides: "No person in the United States shall, on the basis of
sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.”

**Jurisdiction:** This policy applies to all members of the Meredith College community, including students, employees, visitors, and independent contractors. It applies to all College programs and activities. All campus community members are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. Members of the campus community have a responsibility to adhere to College policies and local, state and federal law.

As a result, this policy applies both to on-campus and off-campus conduct. In particular, off-campus behaviors that have an actual or potential adverse impact on any member of the campus community or the College fall under this policy.

Although there is no geographic limitation to invoking this policy, sexual misconduct that is alleged to have occurred at a significant distance from the College may be more difficult to investigate. Complaints brought by those who are not members of the College community will be handled according to this policy and the College will use all appropriate and available resources to support the complainant.

**Reporting:** If you believe you or someone you know has experienced sexual misconduct, you should promptly report incidents to the Meredith Title IX Coordinator, Pamela Davis, Director of Human Resources, at davispm@meredith.edu or at 919-760-8760. For incidents involving students, contact the Deputy Title IX Coordinator, Ann Gleason, Dean of Students, at gleasona@meredith.edu or at 919-760-8521. As soon as Meredith College employees (including faculty, staff and residence life staff members, with exceptions made for those designated as Confidential Resources under this policy) become aware of possible sexual misconduct involving Meredith students, they must report this information to Pamela Davis, Title IX Coordinator, or to Ann Gleason, Deputy Title IX Coordinator. No employee is authorized to investigate or resolve complaints of sexual misconduct without the involvement of the Title IX Coordinator or the Dean of Students. Incidents that involve employees but do not involve students should also be reported. If you are unsure about what constitutes sexual misconduct at Meredith College, please contact the Title IX Coordinator or the Deputy Title IX Coordinator.

In accordance with Meredith College’s Medical Amnesty Policy, the College encourages the reporting of possible violations of this policy by those subject to the violation or witnesses. Sometimes students are reluctant to make such reports or participate in a grievance proceeding because they themselves may be accused of an honor code violation, such as underage drinking. However, it is in the best interests for those subject to sexual misconduct or witnesses of possible violations to report those with College officials under this policy. Thus, a student who reports sexual misconduct by another will not be subject to Honor Council or disciplinary proceedings for her/his own personal consumption or possession of alcohol at or near the time of the incident, provided that the reporting student’s actions did not place the health or safety of any other person at risk or violate additional College policies. Only those who are subject to the violation or a witness may receive amnesty, not the alleged respondent.

Instances of sexual misconduct may violate both the College’s sexual misconduct policy and the law. Meredith College strongly encourages complainants to pursue their complaints through both the Meredith College reporting process for sexual misconduct and through the criminal justice system. Campus Police at Meredith College may be reached at 919-760-8888 to provide information about the off-campus criminal reporting process. The off-campus criminal investigation is independent from any investigation that is reported to Meredith College officials under this policy. Regardless of whether a complainant decides to pursue a criminal investigation, Meredith College will take immediate steps to investigate the complaint, protect
the complainant, and to ensure safety of the campus community. If a criminal complaint is filed in addition to a complaint reported to Meredith College, the College will continue implementing its procedures and protections without waiting on the outcome of the criminal procedures.

Some campus officials must report sexual misconduct for federal statistical reporting requirements under the Clery Act. All personally identifiable information is kept confidential but statistical information about the type of incident and general location (such as on or off campus) for publication in the annual campus crime report. The mandatory reporters are Campus Police, the Deputy Title IX Coordinator / Dean of Students and the Title IX Coordinator / Director of Human Resources. Complainants of sexual misconduct should be aware that the College must issue timely warnings when it is determined that there is a serious, imminent or continuing threat of bodily harm or danger to the members of the campus community. While the College will try to ensure complainant’s name or other identifying information is not disclosed, the College must provide sufficient information to permit members of the College community to protect themselves.

Upon request of the complainant, sexual misconduct allegedly committed by a student from another campus against a Meredith community member or on Meredith’s campus can be referred by the Dean of Students or Campus Police to that student’s campus for judicial action.

In addition to reporting to on-campus resources and off-campus law enforcement officials, a complainant also has the option of filing a complaint at any time with the United States Department of Education (Office of Civil Rights). The Office of Civil Rights for North Carolina is located at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; telephone: 2020-453-6020; email: OCR.DC@ed.gov

Confidential Resources: While all persons receiving a report of sexual misconduct understand the desire to keep information confidential, maintaining confidentiality is not always possible in order to take appropriate remedial actions. Meredith College does provide confidential resources to whom one can speak and those individuals are not required to report this to the Title IX coordinator. These confidential resources are the licensed counselors in the Counseling Center (919-760-8427), the campus Chaplain (919-760-8346), and the medical and nursing staff in Meredith College Health Services (919-760-8535). These resources may be consulted at any time, including prior to making an official report to the College or to off-campus law enforcement officials. Otherwise, when those other than the confidential resources learn of a report, while to the extent possible, the College will respect an individual’s request for confidentiality; however, the request for confidentiality will be weighed against the College’s obligation to act on information it has received in order to provide a safe campus environment.

Assistance and support for complainants of sexual misconduct: Meredith College recognizes the importance of assisting a member of the Meredith College community who is a complainant of sexual violence. In this respect, several College departments coordinate efforts to offer services to a complainant and others upon whom the sexual misconduct might have an impact. Meredith College strongly urges anyone who has experienced sexual violence/misconduct to:

• **Seek immediate medical assistance:** If the complainant is in Wake County, she/he may contact the Solace Center as soon as possible to receive a forensic evidence exam by a trained Sexual Assault Nurse Examiner (within 120 hours or five days of the assault). This exam is free, and a Raleigh Police officer will respond to begin an investigation. Forensic evidence may assist a complainant in pursuit of a criminal investigation. If the complainant is unsure about pressing charges, she/he can receive an anonymous exam, giving the complainant up to one year to decide about next steps in
the criminal justice process. If outside of Wake County, complainants are encouraged to go to the nearest emergency room.

Immediate resources for support and response: Meredith College Campus Police, 919-760-8888; Solace Center, 919-828-3067; Interact’s 24-hour Rape Crisis Line, 919-828-3005; Meredith College Health Services, 919-760-8535.

- **Seek on-campus crisis support:** Call the Meredith College counselor on call through Campus Police at 919-760-8888. For confidential on-campus counseling, resources and information, contact the Counseling Center, Chaplain, or Health Services. These offices offer confidentiality.

- **Gather information** about filing a complaint, campus policies, rights, reporting and resources: Contact the Title IX Coordinator, Pamela Davis, or Dean of Student Affairs Ann Gleason.

**Interim actions:** If the person reporting sexual misconduct to persons other than campus confidential resources does not wish to pursue a hearing or requests that his/her complaint remain confidential, the College must investigate and take reasonable action in response to the complaint/report to prevent any recurrence of an incident or to remedy a hostile environment. Even if a person does not pursue submitting a report or complaint to the College, he/she may seek or request the following short-term, interim options. These interim options or actions operate to provide safety of individuals involved and the fairness of the investigation process; they are not decisions about responsibility.

Interim actions include these options: seek counseling; request changes in academic or living arrangements; request a no-contact or trespass order; or request that the Title IX Coordinator or Dean of Students address the complainant’s concerns with the respondent. The complainant may request informal resolution through mediation with the respondent conducted by the Title IX Coordinator or Dean of Students (when incident involves a Meredith student); however, informal resolution and mediation is never appropriate in incidents involving sexual violence.

**Non-retaliation:** All members of the College community, including students, faculty and staff, who have a good faith concerns regarding possible sexual misconduct are expected to report these concerns to the Title IX Coordinator or Dean of Students. The College prohibits retaliation, in any form, directed against any individual who reports in good faith an actual, potential, or suspected violation of the sexual misconduct policy or who participates in an investigation. Anyone who engages in retaliation will be subject to discipline in accordance with this policy.

**Wrongful allegation:** It is a violation of this policy to bring a knowingly false complaint under this policy. However, failure to prove a claim of sexual misconduct does not alone constitute proof of a false and /or malicious accusation. Individuals who make frivolous or false reports shall not be deemed to be acting in good faith.

**Definitions of Consent and Acts of Sexual Misconduct:**

- **Complainant:** The individual who has experienced alleged sexual misconduct.

- **Respondent:** The individual who has been accused of committing sexual misconduct.

- **Bystanders:** Persons who observe possible sexual misconduct and have the opportunity to intervene. Bystanders may report possible sexual misconduct (see “Reporting”) and faculty and staff who observe sexual misconduct are required to report.
- **Confidential resources**: Individuals permitted to provide confidentiality and not report to the Title IX Coordinator. Included are licensed counselors in the Counseling Center (919-760-8427), the campus Chaplain (919-760-8346), and the medical and nursing staff in Meredith College Health Services (919-760-8535).

- **Responsible employees**: Meredith College faculty and staff, including residence life staff, who are not designated as confidential resources.

- **Consent**: Clear words or actions that demonstrate a knowing and voluntary willingness to engage in mutually-agreed-upon sexual activity. Consent is informed, freely given, and mutual. Consent cannot be gained by force, intimidation, duress, deception or by ignoring objections. Consent may not be inferred from silence or any other lack of active resistance. It may not be implied by attire or inferred from an individual by spending money on that individual (e.g., buying a meal on a date). Prior consent, even a current or previous sexual or dating relationship, does not imply consent to future sexual acts. In addition, consent to one type of sexual act does not automatically imply consent to another type of sexual act.

Once a person says "no," it does not matter if or what kind of sexual behavior has occurred at an earlier date in time. For example, if one individual says "no" and the other forces penetration, it is sexual misconduct. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal of consent is communicated clearly; upon clear communication, all sexual activity must cease.

Consent may not be given by the following persons:

- Individuals who are mentally incapacitated at the time of the sexual contact in a manner that prevents him or her from understanding the nature or consequences of the sexual act involved;
- Individuals who are unconscious, passed out or otherwise physically helpless; and
- Minors.

Incapacitation is when someone cannot make informed, rational judgments because they lack the capacity to give knowing consent. Incapacitation may be caused by a permanent or temporary physical or mental impairment, sleep, involuntary physical restraint, or from taking rape drugs. Incapacitation may also result from the consumption of alcohol or the use of drugs.

The use of alcohol or drugs may, but does not automatically affect a person's ability to consent to sexual contact. The consumption of alcohol or drugs may create an incapacity if the nature and degree of the intoxication go beyond the stage of merely reduced inhibition and reach a point in which the complainant does not understand the nature and consequences of the sexual act. In such case, the person cannot consent.

A person violates the sexual misconduct policy if he or she has sexual contact with someone he or she should know is incapacitated or based on the circumstances should reasonably know to be incapacitated. A respondent student cannot rebut a sexual misconduct charge merely by arguing that he or she was drunk or otherwise impaired and, as a result did not know that the other person was incapacitated.

A person who is passed out or unconscious as a result of the consumption of alcohol or drugs is physically helpless and is not able to consent.
- **Non-consensual sexual contact**: Any sexual contact that occurs without consent. Examples of sexual contact include, but are not limited to, the intentional touching of a person's genitalia, groin, breast, or buttocks or the clothing covering any of those areas, or using force to cause the person to touch his/her own genitalia, groin, breast, or buttocks.

- **Non-consensual sexual intercourse**: The act of sexual intercourse that occurs without consent. Sexual intercourse is defined by penetration (anal, oral, or vaginal) by a penis, tongue, finger, or inanimate object.

- **Sexual exploitation**: Taking sexual advantage of another person without consent. This includes but is not limited to causing the incapacitation of another person for a sexual purpose; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; non-consensually distributing intimate or sexual information about another person; and knowingly transmitting a sexually transmitted infection, including HIV, to another person, without disclosing one’s sexual transmitted infection status.

- **Stalking**: Repeatedly contacting another person when the contact is unwanted. The conduct may cause the other person reasonable apprehension of imminent physical harm or substantial impairment of the other person's ability to perform the activities of daily life. Contact includes but is not limited to unwanted communication (in person, by phone, or by computer), unwelcome gifts or flowers, following a person, and watching or remaining in the physical presence of the other person.

- **Sexual Harassment** includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success; 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or 3) such conduct has the purpose or effect of substantially interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive work or educational environment.

  Sexual harassment includes threats or insinuations, either explicitly or implicitly, that an employee’s refusal to subject to sexual advances will adversely affect the employee’s employment, evaluation, wages, advancement, assigned duties, shifts or any other conditions of employment.

  Such prohibited conduct may include, but is not limited to, unwanted sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; unwanted graphic verbal comments about an individual’s body; the display in the work place or educational environment of inappropriate and sexually suggestive objects, pictures, writing, language or drawings; or unwelcome touching or physical contact. Such conduct, whether committed by a person of the same or opposite sex, is prohibited whether or not it rises to the level that might constitute unlawful harassment.

- **Sexual Coercion or Intimidation**: an unreasonable amount of pressure or threat to engage in sexual activity. Coercion begins not when one makes a sexual advance, but
when one realizes that the other person does not want to be convinced and he/she continues to pressure.

- **Relationship Abuse and Violence:** Coercion, abuse or violence between partners in a personal, intimate relationship. This behavior can be physical, sexual, psychological, verbal and/or emotional. Incidents can occur between current or former intimate partners who have dated, lived together, or been married. Relationship abuse and violence can occur between persons of the same or different gender.

**Role of Title IX Coordinator:** The Title IX Coordinator will first seek to ensure that the complainant is safe and that the campus community is protected. The Coordinator or a designee of the Coordinator will meet with the complainant of the reported sexual misconduct, known as the “complainant.” The Coordinator is trained in what constitutes sexual misconduct and familiar with the College’s process and resources available both on and off campus. The following information is available in writing:

- Resources on campus and in community, including counseling support as well as in support of victims of domestic violence, stalking, and sexual assault or dating violence.
- Information about the College’s investigation process and grievance procedures for pursuing a formal complaint against a faculty, staff or student member of the campus community or third party.
- Information about Meredith College’s policy against retaliation for making a complaint under this policy.
- Information about the person’s right to pursue criminal action in addition to the College’s procedures and actions.
- Possible alterations or other interim measures to assure the complainant’s well-being, including no-contact orders, adjustments to work/living arrangements/classes.
- Description of the College’s obligation to treat both the complainant and respondent fairly and to promptly investigate the reported sexual misconduct.
- Description of the role of the Dean of Students in assisting with sexual misconduct investigations and grievance process when students are involved.

**Investigation Procedures:** When a report of sexual misconduct is received by the Title IX Coordinator or Deputy Title IX Coordinator, an investigation will be initiated promptly by the Coordinator or their designees:

- Complainant, respondent and witnesses will be contacted for interviews.
- Relevant information, materials and documents will be gathered. This information may include, but is not limited to, reviewing campus and community law enforcement investigation documents, if applicable; physical materials and videos; and gathering and examining other relevant documents and evidence. Such investigation may involve review of documents, statements and/or interviews of the complainant, the respondent and any witnesses whom the investigator determines may have relevant information. The respondent and the complainant will each have access to provide information to the investigator and will be provided full information about the allegation.
- Investigation will be prompt and will generally not take longer than approximately thirty (30) days, unless extenuating circumstances necessitate a longer time frame. If an investigation cannot be completed in that time, the investigator will communicate in writing to the complainant and the respondent that the investigation will take longer and will advise when the investigation is anticipated to be complete.
• At the conclusion of the investigation, a written report shall be prepared, with findings given to the complainant and respondent. The written investigative report is also given to the Hearing Board for review through the formal grievance procedures outlined in this policy.

Grievance Procedures

Informal Resolution: A complainant who wishes to file a complaint of sexual misconduct at Meredith College but who does not wish to pursue a grievance hearing may request a less formal proceeding, referred to as the informal resolution process. The informal resolution process is not available for complaints of sexual violence, such as sexual assault, even on a voluntary basis. The informal resolution process is intended to resolve complaints quickly, efficiently, and to the mutual satisfaction of both parties. The informal resolution process should be initiated as soon as possible after notifying the College of a complaint, and if this is desired by complainant and respondent. The Title IX Coordinator and/or the Dean of Students will consider ways to permit both persons to continue participation in campus activities as appropriate.

If appropriate, the Title IX Coordinator or Dean of Students may arrange a meeting between the two parties to facilitate discussion of the complaint. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved, and to reach an agreement that is binding on both parties. If the complainant and the respondent are satisfied with the outcome, the matter will be considered resolved. Both the complainant and the respondent have the right to bypass or end the informal resolution process to initiate the College Grievance Hearing Board process. Any failure to comply with the terms of an informal resolution agreement may result in additional disciplinary action or a further allegation of sexual misconduct or harassment.

Formal Grievance Procedures: As sexual misconduct is considered by the College to be a serious and dangerous form of sexual harassment and a violation of the College’s Harassment and Non-Discrimination Policy, all formal complaints of sexual misconduct (unless resolved through the informal resolution process), as warranted by the Title IX Coordinator or the Dean of Students (if students are involved), will be addressed through the College Grievance Hearing Board. The complainant and the respondent will be granted the same rights and access to provide an equitable and fair process that provides the same opportunities to both parties.

Both the Complainant and Respondent have the following rights:

• Equal opportunity to present relevant witnesses and other evidence.
• Equal opportunity to have an adviser at any stage of the proceedings. An adviser can include a student, faculty or staff member who is currently employed or enrolled at Meredith College. Attorneys and parents are not permitted to be present in the hearing or otherwise participate, but may be seated outside the hearing room.
• Preponderance-of-the evidence (more likely than not) standard in fact-finding and hearing procedures.
• Right to an appeal.
• Receive written notification of the outcomes of both the hearing board’s decision and the appeal.
**Representation on the College Grievance Hearing Board:** The Title IX Coordinator will assemble the College Grievance Hearing Board (the “Board”) from the College Grievance Hearing Board pool of available members ensuring that no member has a known conflict of interest. The College Grievance Hearing Board pool includes members of Faculty Council, the Staff Affairs Committee, undergraduate students who serve as student representatives on the Honor Council, and one graduate student from each school with graduate programs. The Director of Human Resources will select five (5) members of the Grievance Hearing Board pool and one alternate to serve on the hearing board. The Board should include individuals from each segment of the campus community represented by the concerned parties. For example, if the complaint is from a student against a faculty member, the Director of Human Resources would select two students (undergraduate students or graduate students, depending upon the complainant’s or respondent’s enrollment in either an undergraduate or graduate program) and two faculty members to hear the case; the fifth and the alternate could be either a student, faculty or staff members. If the hearing involves only faculty and staff members as complainant and respondent, the hearing board will consist only of faculty and staff. The chair will be selected by committee vote.

The Director of Human Resources or Dean of Students (if a student is involved) will be available to provide technical assistance on procedural and policy matters.

**Grievance Board Review Process:** The Board will review the complaint, study all pertinent facts, carefully examine any policies involved, and may take statements or call witnesses to evaluate the complaint. Evidence and a list of witnesses who will be called will be distributed to both parties in advance of the hearing. The complainant and respondent may also submit written statements to the hearing panel in advance of the hearing and both parties shall have a maximum of ten minutes to present relevant facts during oral opening statements at the hearing. Both parties may propose questions of witnesses to be asked through the Chair of the Board. The complainant and the respondent will not be permitted to ask questions directly of each other; questions submitted to the Chair will be reviewed for relevance related to the hearing. The complainant and the respondent may each elect to be present in the hearing room during the proceedings. If either party requests to not be physically present during some or all of the proceedings, arrangements will be made by the Director of Human Resources to allow for both parties to participate in the hearing while not being required to physically be in the same hearing room.

Issues regarding admission of evidence or testimony, including relevancy and reliability, will be determined by the Chair of the College Grievance Hearing Board. The legal rules of evidence do not apply. The Director of Human Resources may provide information of previous conduct violations if the information bears a substantially similar pattern to this allegation. Witnesses are expected to provide complete, honest information and statements.

Both parties have the option of having another member of the Meredith community (current student, faculty or staff) not otherwise involved in the matter or serving as a witness to be present as an adviser or supporter. As this is not a legal proceeding, legal counsel may not participate or be present during the hearing in the hearing room. Up to three individuals who wish to provide support to persons involved in the hearing may be seated outside of the hearing room. The complainant and the respondent, along with designated advisers, may be present during the hearing with the exception of the deliberation portion of the hearing.

The Board may find that no misconduct has occurred or it may find in whole or in part for responsibility and recommend action to remedy the situation. Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct. The Chair will prepare a written report within five (5) business days with findings and recommendations to be submitted to the Director of Human Resources as applicable. The Director of Human Resources will deliver a written notification of the Board’s decision and any sanctions to the respondent and the complainant.
Standard of proof: The basis for a decision will be the preponderance-of-the-evidence standard (more likely than not). This means that in order to find the respondent responsible, the Board must find, based on the evidence presented at the hearing, that it is more likely than not that the respondent is responsible for the violation.

Procedures for Appeal of a Grievance Hearing Board Decision: The complainant or the respondent may appeal the Board’s decision, subject to the scope of a review and confined to these questions: 1) whether there is evidence in the record to support the decision and/or sanctions based on the preponderance-of-the-evidence standard; 2) whether the hearing was free of substantial error prejudicial to the appellant under the prescribed procedures; and/or 3) whether the sanction imposed is appropriate to the violation. Appeals must be submitted in writing to the Director of Human Resources within five (5) business days.

Appeals of the College Grievance Hearing Board decision shall be heard by the appropriate vice president (or President when the employee reports directly to the President.) If the hearing included both students and faculty or staff members, the appeal shall be heard jointly by the Vice President for College Programs and the vice president for the division in which the faculty or staff member is employed. The vice president(s), at his or her discretion, may seek the advice and counsel of the Grievance Appeal Advisory Committee, which shall consist of two members of the Grievance Hearing Board pool who were not involved in the original hearing. The Director of Human Resources will also serve as a non-voting member of the Grievance Appeal Advisory Committee. Decisions will be made within ten (10) business days. In the event of extenuating circumstances that prevent a decision to be made within this timeframe, both parties will be notified in writing of the anticipated date of the decision.

In considering the appeal, the vice president shall consider only what is included in the hearing records; no new evidence may be permitted. The vice president will send a written notification of the decision to both the complainant and the respondent. The decision of the vice president is final.

Title IX Coordinator

Every campus is required to designate a Title IX Coordinator to oversee complaints, identify problems, be available to students and law enforcement, and handle Title IX concerns. Meredith’s Title IX Coordinator is the Director of Human Resources, Pam Davis, who can be reached at (919) 760-8760, davispm@meredith.edu and is located in the Park Center (1st floor/Office of Human Resources). The Deputy Title IX Coordinator is Ann Gleason, Dean of Students, 1st floor Park Center; gleasona@meredith.edu; (919) 760-8521.

Severe Weather/Natural Disasters

- Quick Response
- Tornado/Hurricane
- Earthquake

QUICK RESPONSE

1. Remain calm and ACT—DON’T REACT!
2. Seek refuge away from windows.
3. Call 8888 if assistance is necessary.

**Tornado/Hurricane**

1. Move away from open doors and windows and move into an interior hallway.
2. Do not use electrical equipment or phones.
3. Do not use elevators.
4. Go to the first floor of the building.
5. Take shelter.
6. Sit on the floor and put your head in your lap. Cover head with arms.
7. Remain calm.

See [http://www.meredith.edu/about_meredith/emergency_planning/emergency_procedures/severe_weather_natural_disasters](http://www.meredith.edu/about_meredith/emergency_planning/emergency_procedures/severe_weather_natural_disasters) for more information on Meredith's Hurricane Preparedness Efforts.

**Earthquake**

1. Stay inside.
2. Watch out for falling objects.
3. Crawl under a table or desk or stand in a doorway and hang onto something.
4. Do not use open flame.
5. Do not use phones or elevators.
6. Remain calm and be prepared for aftershocks.
7. If evacuation is ordered, proceed to the designated assembly area.

**Missing Student Notification Policy**

Meredith College takes student safety very seriously. If a member of the College community has reason to believe that a Meredith student who resides in on-campus housing is missing, he or she should immediately notify Meredith College Campus Police at 919-760-8888. Campus Police, in conjunction with College Programs staff (residence life staff, Dean of Students, etc.), will initiate an investigation which will include the following:

- Conduct a welfare check in the student’s on-campus residence.
- Attempt to contact the missing student via her phone numbers on file in the Office of Residence Life and/or the Office of the Registrar.
- Call or speak in person with known contacts such as roommate, suitemates, apartment mates, and friends.
- Contact student employer, if known.
- Contact the student’s professors to gather information about the student’s recent class attendance.
- If the student has a vehicle, Campus Police will attempt to locate the vehicle on campus.

If the student cannot be located after reasonable efforts, the Dean of Students or the Chief of Campus Police will then contact the student’s emergency contacts no later than 24 hours after the student has been determined to be missing. If a confidential contact has been listed by the student and the student is over the age of 18, that person will be contacted. If the missing student is under the age of 18 and is not an emancipated individual, the Dean of Students or the Chief of Campus Police will notify the student’s parents or legal guardians. If the investigation
indicates that a student is missing, Campus Police will file a Missing Persons Report with the Raleigh Police Department. In addition to registering an emergency contact with the Office of Residence Life, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Meredith College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact may do so through adding the name and contact information on the emergency contact form completed by the student when moving into the on-campus residence, or by contacting the Office of Residence Life at (919)760-8633. A student's confidential contact information will be accessible only by authorized campus officials as appropriate.

**Meredith College Campus Safety Resources**

- Campus Police
- Residence Director on Call
- Counseling Services
- Health Services
- Emergency Notification Systems
- Campus Closing Hours
- Incident Response Plan
- Care Assessment Team

**Campus Police:** Meredith College campus police officers provide 24-hour patrol service to the campus, including residence halls, parking lots and grounds. The department has armed police officers and armed security officers. Campus Police are trained in first responder care. In the event of an on-campus medical emergency, the campus community should contact Wake EMS by dialing 9-911 from a campus phone or 911 from any other phone and then contact Campus Police by dialing 8888 from a campus phone or (919)760-8888 from any other phone. In the event of any other on-campus emergency, the campus community should contact Campus Police by dialing 8888 from a campus phone or (919)760-8888 from any other phone. Visit [www.meredith.edu/student-life/campus-security0607.pdf](http://www.meredith.edu/student-life/campus-security0607.pdf) to view Meredith's campus safety report.

**Residence Director (RD) on Duty:** The resident director on duty can be reached at (919) 612-6350.

**Counseling Center:** The Meredith College Counseling Center provides a 24-hour Counselor-on-Call throughout the regular academic year for students experiencing mental health crises (e.g. psychological trauma, thoughts of harming self or others). The Counselor-on-Call can be paged by calling the RD on duty at (919) 612-6350 or Campus Police at (919)760-8888.

Contact the Counseling Center at (919) 760-8427. Visit [http://www.meredith.edu/on_campus_services/academic_and_support_services/counseling_center](http://www.meredith.edu/on_campus_services/academic_and_support_services/counseling_center) for more information.

**Health Services:** Carroll Health Center is Meredith’s on-campus health services office. The health care professionals on staff at Carroll Health Center will provide care to those eligible for services, and strive to educate the Meredith community about medical issues that are pertinent and relevant to the total wellness of students, faculty and staff.
Visit http://www.meredith.edu/on_campus_services/health_services for more information. Call Health Services at (919) 760-8535.

**Campus Closing Hours:** Residence Halls are locked 24 hours a day, with access by Meredith CamCard only. Campus closing hours are 1 a.m. Sunday-Thursday, and 2 a.m. Friday and Saturday.

As an additional security measure, Meredith is closed to the public at 11 p.m. daily. At this time all cars entering campus must stop at the gatehouse on Main Campus Drive. The Faircloth Gate is locked nightly at 11 p.m. and opened at 6:45 a.m. each day.

**Incident Response Plan:** Meredith College has a regularly reviewed and updated incident response plan in place that will be followed in case of any emergency.

**Care Assessment Team**

In order to provide appropriate outreach, support and services for all Meredith students, a Care Assessment Team meets to discuss and address student situations as they arise (death in student’s family, major student illness, student crises, etc). Members of the Care Assessment Team may include the vice president for college programs, dean of students, associate vice president for enrollment, an academic dean, chaplain, chief of campus police, director of the counseling center, director of health services, director of residence life and assistant dean of students.

Referrals to the Care Assessment Team may be directed to Ann Gleason, Dean of Students, at (919) 760-8521 or at gleasona@meredith.edu.

For situations involving immediate danger to the campus community, please contact Campus Police at (919) 760-8888.

**Alcohol and Drugs**

The College strongly discourages illegal and irresponsible use of alcoholic beverages by Meredith students. North Carolina State law prohibits the use or possession of alcoholic beverages for persons who are under twenty-one years of age. The possession and/or consumption of alcoholic beverages on campus or in any College building is prohibited except by those of legal age in individual on-campus apartments. Any amount of alcohol possessed or consumed by persons under the age of twenty-one shall be considered “possession.” Memento bottles are not allowed in residence halls. Providing alcohol to any person who is under the age of twenty-one is illegal. A student may not attend class while under the influence of alcohol. Inappropriate or illegal behavior related to alcohol use will result in disciplinary action.

Meredith students are expected to represent the College with dignity at all times. Students who choose to possess and consume alcohol are encouraged to do so responsibly and not in a manner that would disrupt the living community or endanger themselves or others. Students shall not possess or consume intoxicants at any College-sponsored functions sponsored by Meredith students or any Meredith student organization. Students participating in any Meredith or Meredith-affiliated study abroad program are expected to follow the laws of the host country and host institution during any study abroad program.
Meredith believes it essential to the well-being of students to make every effort to maintain a campus environment free of such influences as illegal drugs. In view of this belief, the Board of Trustees has articulated the following policy related to illegal drugs. The policy simply stated is as follows: Meredith College students shall not illegally manufacture, possess, sell or deliver a controlled substance or counterfeit controlled substance or possess drug paraphernalia. The terms “controlled substance” and “counterfeit controlled substance” shall be defined in accordance with the definitions set out in the North Carolina General Statutes. Any student suspected of a violation of this policy is subject to a hearing by the Honor Council of Meredith College. If found responsible, the student will be suspended or expelled in accordance with the drug policy as enunciated by the Board of Trustees. The violator is also subject to North Carolina law. Paraphernalia that tests positive for any illegal substance shall be considered possession of a drug.

Drivers deemed by campus police to be impaired will not be allowed to operate vehicles on campus. The threshold of impairment is very low (any alcohol or controlled substance previously consumed remaining in the body) for persons under the age of twenty-one. Campus Police will send a report to the Dean of Students in the case of any student deemed to be driving while impaired. In the case of a resident student deemed to be driving while impaired, an immediate report will be made to the residence director on duty or the apartment manager.

**Medical Amnesty Policy**

Student health and safety are of primary importance to the Meredith College community. The essence of the Medical Amnesty policy is that each individual has an ethical responsibility to help those in need. The Medical Amnesty policy encourages students to seek or request immediate medical assistance for themselves or others when there is concern about extreme intoxication, alcohol poisoning and/or sexual misconduct that threatens a student’s health and safety. When a student requests medical assistance (for herself or another student) because she or another student has consumed too much alcohol, or is at risk of being a victim of sexual misconduct, **neither student will be subject to Honor Council action for the consumption.** This policy does not preclude Honor Council actions regarding other violations of College policies and does not protect the intoxicated students from actions taken by local, state or federal authorities.

When seeking immediate medical attention, contact 911 (or 9-911 from a campus phone), then call Campus Police at 919-760-8888 (or ext. 8888 from campus phone). First responders will assess the need for next steps in medical attention, treatment or hospitalization. Campus Police will report the name of the student needing medical attention and any students witnessing the incident to the Office of the Dean of Students for any follow-up deemed necessary by the College.

In lieu of disciplinary action and following the receipt of the report in the Office of the Dean of Students, the following procedures will be followed under the Medical Amnesty policy:

- Any student listed in the Campus Police report will be required to meet with the Dean of Students to discuss the incident. The Dean of Students will contact each student to schedule a meeting within a few days of the incident.

- Following the meeting with the Dean of Students, the student requiring medical attention must meet with the Director of the Counseling Center or a designee for an informal alcohol assessment. The student must complete the assessment and any resulting treatment recommendations by a deadline specified by the Dean of Students in consultation with the Director of the Counseling Center or a designee.
• The student meeting with the Director of the Counseling Center will be required to sign a release allowing the Director of the Counseling Center or a designee to communicate with the Dean of Students. The release will be limited as to protect the student’s confidentiality as much as possible. The student will be asked to give permission for the on-campus counselor to disclose whether or not the assessment and any resulting treatment recommendations have been completed.

• Failure of a student to attend the follow-up meeting with the Dean of Students or complete the assessment or resulting treatment recommendations by the Counseling Center may result in a referral of the student to Honor Council for further action.

**Weapons and Firearms**

Possession of weapons/firearms is strictly prohibited on-campus and at College-sponsored functions. Violators will be reported to campus police and to the Honor Council. Violators are subject to arrest and prosecution.

**Health Related Issues**

**Sexually Transmitted Diseases**
STD testing is available and confidential at the Health Center. Students may choose to be tested by the health center staff for a fee, or some STD testing is provided FREE to students by a collaborative agreement with Wake County Human Services and the Meredith College Health Center every 2nd and 4th Wednesday from 12:00-3:00 p.m. fall and spring semesters.

**HIV**
Students with HIV (human immunocompromised virus) will have access to enrollment or employment, unless medically-based judgment in individual cases establishes that restriction is necessary for the welfare of the individual or other members of the College community. Individuals with HIV will be expected to maintain appropriate health practices in relationship to other members of the Meredith community and in accordance with the law.

**Other Communicable Diseases**
The College reserves the right to request that a student with a highly communicable disease leave the campus immediately and remain away until she is medically no longer deemed contagious.

The College attempts to respect the privacy of students in all health–related matters, except when required by law.

**Immunization Records**
A law enacted by the General Assembly of North Carolina requires all new enrollees in a private or public college/university system to present proof of immunization prior to matriculation. The enforcement of this law is to help prevent outbreaks of dangerous communicable diseases (e.g., mumps, measles), which have been a problem on some campuses in recent years. Outbreaks are preventable if students are vaccinated adequately. The law became effective July 1, 1986, and requires proof of certain immunizations as evidence of protection against specific vaccine preventable diseases.
Students must present, as a minimum, the following verification:
1) Three (3) DPT or DT Series, proof of Td or Tdap Booster within the last 10 years.
2) Proof of two (2) Rubeola, Rubella, and Mumps vaccines (MMR).
3) Students born after 7/1/1994 need three (3) Hepatitis B doses.
4) Proof of TB screening test (PPD), within one year prior to enrollment.

If you need further information about immunizations, please see the health Form in the Enrollment handbook. The health Form can also be located on-line at: http://meredith.edu/students/health/documents/healthform.pdf. The immunization record is on page 16.

Influenza, meningococcal and cervical cancer vaccines are recommended but not required.

All immunization records will be screened carefully and, if deficiencies are found, the student will be notified. Please note that if the immunization requirement is not met, dismissal from school 30 days after registration is mandatory under NC State law.

**Important Information about Meningococcal Disease and Vaccine**

Neisseria meningitidis is the bacterium responsible for meningococcal disease. This particular bacterium can live unnoticed in individuals (“carrier state”) with no symptoms. Occasionally, the bacteria will invade the bloodstream or other body tissues and cause meningococcemia, meningitis, pneumonia or pharyngitis (sore throat). Individuals who have had close, intimate contact with a “carrier” or with an individual who has one of these illnesses may become infected with the bacteria also. Even if treated promptly, meningococcal disease may progress rapidly and cause serious medical problems including death.

Overall, college students do not seem to be at higher risk for meningococcal disease, and in fact have lower rates of disease than the general populations of 18 to 24-year-olds. However, freshmen, particularly those who live in residence halls, constitute a group at modestly increased risk of meningococcal disease relative to other persons their age.

There are two vaccines against N. meningitidis available in the United States. Meningococcal polysaccharide vaccine (MPSV4 or Menomune®) has been approved by the Food and Drug Administration (FDA) and available since 1981. Meningococcal conjugate vaccine (MCV4 or Menactra™) was licensed in 2005. Both vaccines can help to prevent 4 types of meningococcal disease (serogroup A, C, Y, and W-135). Meningococcal vaccines cannot prevent all types of the disease (e.g. serotype B), but they do help to protect many people who might become sick if they didn’t get the vaccine.

On May 27, 2005, the Advisory Committee on Immunization Practices of the CDC (ACIP) recommended that all college freshmen living in residence halls be vaccinated against meningococcal disease using either of the currently available vaccines (the conjugate vaccine is preferred). Other undergraduate students wishing to reduce their risk of meningococcal disease can also choose to be vaccinated.

The American College Health Association concurs with the ACIP recommendations. NC Session Law 2003-194, HB 825 requires that any private or public institution that offers postsecondary degrees “provide meningococcal disease information to students if the institution has a residential campus.”
A Meredith student who decides to get the meningococcal vaccine should get it from their family physician or local health department. The vaccine is also available at Wake County Health and Human Services. For more information on Meningococcal Disease, please go to the CDC website at [www.cdc.gov/meningitis/index.htm](http://www.cdc.gov/meningitis/index.htm).

**Request to Return to Campus Following Mental Health or Medical Evaluation/Hospitalization**

Returning to campus following a mental health or medical evaluation or hospitalization off-campus is contingent upon the mental health/medical condition being sufficiently resolved or managed successfully. While off-campus, students are expected to seek necessary or appropriate medical attention and to document the steps taken and progress made toward resolving or managing the mental health/medical condition. Students returning to campus will be required to provide written documentation that verifies they are ready to return to a rigorous academic and living environment and describe treatment and/or discharge plans signed by the medical clinician who provided services to the student.

Decisions about returning to campus are made by the Dean of Students in consultation with appropriate on-campus professionals. At any time, the College may contact parents/family of the student and any appropriate College officials about the student’s status. If a student withdraws or takes a leave of absence from the College, the student must comply with these requirements before resuming enrollment.

*Mental Health Evaluation or Hospitalization*

Any student who harms or threatens to harm herself or another will be referred immediately to an off-campus mental health facility for assessment. Prior to returning to campus, the student must be assessed off campus by a licensed mental health professional and deemed safe to return to campus. It is the student’s responsibility to facilitate communication between the off-campus mental health professional(s) and the college counseling center. The student will need to sign a release of information authorization form requesting the off-campus provider share information with the Meredith College Counseling Center. The Meredith College counselor will review the outside mental health assessment coupled with an in-person session with the student (within normal hours of operation) to provide a recommendation to the Dean of Students about the student’s readiness to return to campus.

*Physical Evaluation or Hospitalization*

Treatment for a serious physical injury or condition that prevents a student from returning to an academically rigorous campus environment will be referred immediately to an off-campus specialist or hospital. Serious injury, illness, or condition may include the following but is not limited to:

- prolonged hospitalization (longer than one week)
- unstable chronic illness
- contagious infection that has potential to affect the larger community; i.e. measles, Tuberculosis

Depending on the physical illness or injury and prior to returning to campus, the College requires the student to be assessed off campus by a licensed health professional and deemed able to return to campus. It is the student’s responsibility to facilitate communication between the off-campus health professional(s) and the college health center. The student will need to sign a release of information authorization form requesting the off-campus provider share information with the Meredith College Health Center. The Meredith College Health Center will review the
outside health assessment coupled with an in-person session with the student to provide a recommendation to the Dean of Students about the student’s readiness to return to campus.

**Decision about Student’s Return to Campus**

The Dean of Students will consider the recommendation from the Health Center or Counseling Center and make a decision regarding the student’s return to campus. The College reserves the right to request an opinion from another healthcare provider to determine the student's fitness to return to campus. The Dean of Students may consult with the Health Center or Counseling Center staff as necessary. The Dean of Students will communicate the decision to the Health Center or the Counseling Center who will convey the decision to the student.

A student may appeal any denial of return to campus by submitting a written statement regarding the grounds for appeal to the Vice President for College Programs within five (5) business days of the decision by the Dean of Students. A decision will be made within five (5) business days of the appeal and communicated in writing to the student. The Vice President for College Programs may consult with any appropriate members of an advisory committee. These advisors will include appropriate College officials (for example, an academic dean, Director of Residence Life, Director of Health Services, Director of Counseling Center, Assistant Dean of Students, Campus Police and/or the Provost). The decision by the Vice President for College Programs shall be final.

**Freedom of Expression and Demonstrations**

**Meredith College Statement of Philosophy on Freedom of Expression**

Meredith College values freedom and openness in the pursuit of truth. The lively and free exchange of ideas is essential to the intellectual life of the College as well as to the expansion of knowledge itself. Freedom of thought, free speech, and peaceful assembly are rights of citizens and are fundamental to this open inquiry and search for knowledge.

Members of the Meredith College community express their views through a variety of established means, including Student Government, faculty governance, and staff affairs committees. The College also recognizes the right of an individual to express views through dissent and peaceful protest. The College has an obligation and responsibility to protect the rights of individuals who do not wish to participate in demonstrations and whose educational or employment pursuits must not be disrupted.

The College has the obligation to ensure the safety of individuals, the protection of property, and the continuity of the educational process. Demonstrations and assemblies may not infringe on the rights of others or disrupt essential operations of the College.

Meredith College protects the rights of all of its students, faculty, and staff.

**Meredith College Policy on Demonstrations**

Meredith College requires notice in advance of any proposed demonstration on campus as follows: students should contact the Office of Student Leadership and Service at least 24 hours in advance; all others should contact the Vice President for College Programs (111-113 Johnson Hall) at least 48 hours in advance. With less notice, the College will try to accommodate a demonstration but may not be able to do so. For demonstrations that are to take place over the weekend, notification should occur before the close of business on Thursday.
Be prepared to tell the College:

- Number of people involved with demonstration
- Proposed nature of the demonstration
- Contact info for responsible person
- Plans to advertise/inform others about the demonstration.

Any persons on College property should be prepared to present a picture ID at the request of campus police. Failure to do so may result in exclusion from campus.

Demonstrations may not interfere with any classes or campus events.

All demonstrations, including distribution of flyers or brochures, must take place outside of campus buildings, stay at least 30 feet from the main entrances to those buildings, and refrain from blocking access to and from the buildings, roads or sidewalks. The College will clearly mark the 30 foot boundary at public events.

No one may harass, abuse, or intimidate any person on campus.

No sound amplification equipment may be used.

All people on campus must follow all directives of campus police or other College officials acting in their official capacity.

In normal circumstances, no demonstrations or assemblies will be allowed near campus housing between the hours of 9 pm and 9 am.

Meredith College reserves the right to deny requests for access to the campus by individuals or groups who are not affiliated with Meredith College faculty, staff, or students or that are commercial in nature.

**Harassment and Non-Discrimination and Complaint Procedures**

**Introduction**

Meredith College prohibits discrimination and harassment in the administration of any of its educational programs, admissions policies, scholarship and loan programs, and other school administered programs as well as employment. Meredith College prohibits and does not engage in discrimination or harassment that is based on a person’s religion, race, color, national origin, age (as defined in the Age Discrimination in Employment Act), sex, disability, veteran’s status, sexual orientation or any other category protected by applicable law. The College views violations of this policy as very serious matters and any person who violates this policy will be subject to corrective action, up to and including dismissal (please see disciplinary information in appropriate handbook whether faculty, staff, student or board policies), whether such conduct occurred on or off campus.

Meredith College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972, as amended by Public Law 93-568 Inquiries concerning Title IX compliance by the College may be made to the Title IX Coordinator or Office of Civil Rights. The College’s Title IX Coordinator is the
Director of Human Resources, who may be contacted at 3800 Hillsborough Street, Raleigh, NC 27607; davispam@meredith.edu; 919-760-8760.

Reports made to the Title IX Coordinator under this policy requires the College to promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

Descriptions

I. Discrimination. Discrimination is treating someone unfavorably because of his or her religion, race, color, national origin, age, sex, disability, veteran’s status, sexual orientation or any other category protected by applicable law.

II. Harassment. Harassment is any action (oral, written or electronic), repeated or persistent series of actions, or expressions that are reasonably perceived as creating an offensive, hostile educational, employment or college living environment for a student or College employee. Harassment may rise to the level of being so severe and pervasive as to create an offensive or hostile work or educational environment and adversely affect a student’s participation or educational environment or adversely affect an employee’s terms or conditions of employment.

III. No Retaliation. It is a violation of this policy to retaliate against a person who has complained about discrimination or harassment (to include sexual violence, or for assisting, participating or cooperating in an investigation or grievance of a complaint hereunder.

IV. Wrongful Allegations. It is a violation of this policy to bring a knowingly false complaint under this policy. However, failure to prove a claim of harassment does not alone constitute proof of a false and/or malicious accusation.

V. Confidentiality. The College will make reasonable efforts to keep all information relating to complaints under this policy confidential on a need-to-know basis, to the extent consistent with the College’s legal obligations, its need to investigate allegations, and its need to take corrective and/or disciplinary actions. Complainants may use the chaplain and/or counselors as confidential resources to learn more about sexual harassment and its effects. However, reporting to the College chaplain and/or counselors as confidential resources is not reporting to the College under this policy and they are obligated to keep confidentiality unless the complainant asks for assistance in reporting. All participants in the grievance process or any investigation of any allegation hereunder shall respect the confidentiality of the process and violation of confidentiality on a need-to-know basis is a violation of this policy. Individuals have the right to report incidents of sexual violence to law enforcement official at any point in this process, in addition to any remedies sought under this policy.

VII. Grievance Materials. Once grievance proceedings are completed, all materials related to the case, including statements, evidence and documents, and all other materials examined, shall be retained in a separate file in the Office of Human Resources or Office of the Dean of Students (as appropriate) for a period of ten years, unless the findings result in termination of employment or expulsion, in which case records are to be kept permanently on file. Complaint information is not placed in personnel or student files.

VIII. Corrective and/or Disciplinary Action. Violations of this policy subject the violators to corrective and/or disciplinary action, up to and including termination or expulsion in accordance with College procedures. If sanctions result, documentation of such will be placed in the personnel or student files, and may be taken into consideration for other situations as appropriate. Sanctions of expulsion would be kept permanently on file and reflected on a
student’s academic transcript. In allegations of sexual violence, the College may be required to report incidents to law enforcement officials. The College is obligated to take prompt and effective steps to end sexual violence, harassment and/or discrimination, prevent its recurrence, and address its effects, whether or not there is a criminal investigation.

**Harassment or Discrimination by Undergraduate Students: Methods of Resolution**

At any point in the grievance process, the Office of the Dean of Students may be contacted and will receive a complaint or provide assistance as appropriate. In the event of employee involvement, the Office of Human Resources may be contacted. Discussing a complaint does not commit one to making a formal charge. Complainants may use the College chaplain and/or counselors as confidential resources to learn more about sexual harassment and its effects. However, reporting to these resources is not reporting to the College and they are obligated to keep confidentiality unless the complainant asks for assistance in reporting. Complaints should be presented within a timely manner usually within thirty (30) business days of the conduct giving rise to the grievance.

**I. Informal Resolution.** Either directly, or with the assistance of a third party (current student, faculty or staff) chosen by the complainant, complainants are encouraged to make their discomfort known to perceived harassers in a timely manner. Perceived harassers have a responsibility to attempt to understand both the intentional and unintentional effects of their behavior and to respond in a thoughtful, sensitive manner to those perceived effects. In serious instances of harassment (including sexual violence), it is unreasonable to expect complainants to confront their perceived harassers.

If appropriate, the dean of students may arrange a meeting between the two parties to facilitate discussion of the complaint. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved, and to reach an agreement that is binding on both parties. In cases involving allegations of sexual violence, mediation will not be used in the resolution process. If the complainant is satisfied with the outcome, the matter will be considered resolved. If the outcome of mediation is unsatisfactory to the complainant, the complaint will be returned to the dean of students within five business days and the formal process may be enacted. A complainant can end an informal resolution process at any time and proceed to formal resolution.

**II. Formal Resolution.** If complainant prefers to proceed to formal resolution directly or at any time during informal resolution, the incident should be reported by the complainant to the solicitor general or the dean of students as a violation of the Honor Code. The accused student will be asked to report to the solicitor general of Honor Council or the dean of students. The accused student and the complainant will be afforded all rights outlined in the procedures of the Honor System, as described in the Constitution of the Student Government Association in the Student Handbook and Activities Calendar (Article IV, Section II). In Honor Council cases involving sexual violence, preponderance of the evidence standard will be applied. The College reserves the right to discipline, including immediate suspension or expulsion at any time, any student whose conduct is regarded by Meredith as undesirable, unacceptable or a violation of this policy.

**Harassment or Discrimination by Graduate Students: Methods of Resolution.** At any point in the grievance process, the dean of the school of the student’s program (hereafter referred to as “dean of the school”) may be contacted and will receive a complaint or provide assistance as appropriate. In the event of employee involvement, the Office of Human Resources may be contacted. Discussing a complaint does not commit one to making a formal charge. Complainants may use the College chaplain and/or counselors as confidential resources to learn more about sexual harassment and its effects. However, reporting to these resources is
not reporting to the College and they are obligated to keep confidentiality unless the complainant asks for assistance in reporting. Complaints should be presented within a timely manner usually within thirty (30) business days of the conduct giving rise to the grievance.

I. Informal Resolution. Either directly, or with the assistance of a third party (current student, faculty or staff) chosen by the complainant, complainants are encouraged to make their discomfort known to perceived harassers in a timely manner. Perceived harassers have a responsibility to attempt to understand both the intentional and unintentional effects of their behavior and to respond in a thoughtful, sensitive manner to those perceived effects. In serious instances of sexual harassment, it is unreasonable to expect complainants to confront their perceived harassers.

If appropriate, the dean of the school may arrange a meeting between the two parties to facilitate discussion of the complaint. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved, and to reach an agreement that is binding on both parties. In cases involving allegations of sexual violence, mediation will not be used in the resolution process. If the complainant is satisfied with the outcome, the matter will be considered resolved. If the outcome of mediation is unsatisfactory to the complainant, the complaint will be returned to the dean of the school within five business days and the formal process may be enacted.

II. Formal Resolution. If complainant prefers to proceed to formal resolution directly or at any time during informal resolution, the incident should be reported by the complainant to the dean of the school of the student’s program (hereafter referred to as the “dean of the school”) as a violation of the Honor Code. The dean of the school will receive the complaint or provide assistance as appropriate. In Honor Council cases involving sexual violence, preponderance of the evidence standard will be applied. The accused student and the complainant will be afforded all rights outlined in the procedures of the Honor System, as described in the Graduate Catalogue.

The College reserves the right to discipline, including immediate suspension or expulsion at any time, any student whose conduct is regarded by Meredith as undesirable, unacceptable or a violation of this policy.

Harassment or Discrimination by Faculty or Staff: Methods of Resolution. At any point in the grievance process, the Office of Human Resources may be contacted and will receive a complaint or provide assistance as appropriate. In the event the complainant is a student, the dean of students or the dean of the school may be contacted. Discussing a complaint does not commit one to making a formal charge. Complainants may use the College chaplain and/or counselors as confidential resources to learn more about sexual harassment and its effects. However, reporting to these resources is not reporting to the College and they are obligated to keep confidentiality unless the complainant asks for assistance in reporting. Complaints should be presented within a timely manner usually within thirty (30) business days of the conduct giving rise to the grievance.

I. Informal Resolution. Either directly, or with the assistance of a third party (current student, faculty or staff) chosen by the complainant, complainants are encouraged to make their discomfort known to perceived harassers in a timely manner. Perceived harassers have a responsibility to attempt to understand both the intentional and unintentional effects of their behavior and to respond in a thoughtful, sensitive manner to those perceived effects. In serious instances of sexual harassment, it is unreasonable to expect complainants to confront their perceived harassers.
Complainants are encouraged to report acts of harassment or discrimination to the immediate supervisor of the alleged harasser/discriminator or the Office of Human Resources, the Office of the Dean of Students or the Office of the Dean of the school, as appropriate. Upon notification of a complaint, the supervisor/dean should contact the Office of Human Resources to assist with the review of the complaint and to take any appropriate actions. The supervisor will hear the complaint and should respond verbally to the complainant as to the findings and outcome within ten business days of notification of the complaint.

In some situations, mediation may be an appropriate option for resolution. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. If the complainant is satisfied with the outcome, the matter will be considered resolved. In cases involving allegations of sexual violence, mediation will not be used in the resolution process.

II. Formal Resolution. If step I does not resolve the situation to the satisfaction of the complainant or if complainant prefers to proceed directly to the formal resolution option, the complainant should submit a Formal Grievance Form or give a verbal statement documented by the individual receiving report within five business days of receiving the response from the supervisor. The Formal Grievance Form is available from the Office of Human Resources, the Office of the Dean of Students, or the Office of the Dean of school or online at the Meredith website (www.meredith.edu/humres/forms.htm). Complainants may proceed directly to step II if so preferred and in cases of sexual violence. A representative from the Office of Human Resources, the Dean of Students or the dean of the school (as appropriate for complainant’s status) will assist with completion of forms or explanation of process as requested.

The College will promptly and thoroughly investigate any allegation that has not been resolved informally. Such investigation may involve review of documents, statements and/or interviews of the complainant, the alleged harasser/s and any witnesses whom the investigator determines may have relevant information. The alleged harasser and the complainant will each have access to provide information to the investigator and will be provided full information about the allegation. Most investigations will be completed within 30 business days. If an investigation cannot be completed in that time, the investigator will communicate to the complainant and the alleged harasser that the investigation will take longer and will advise when the investigation is anticipated to be complete. The results of the conclusion of whether the policy has been violated will be reported to both parties.

Complaints regarding the director of human resources should be made to the vice president for business and finance. Vice presidents of the college who wish to bring a complaint should communicate it to the President of the College or the President’s designee; likewise, complaints about vice presidents should be taken to the President of the College. When a complaint concerns a vice president, the President shall direct the complaint to be investigated and provide a prompt response to the complainant.

Complaints about the President of the College should be communicated to the chairperson of the Board of Trustees. In such a case, the trustees shall devise an appropriate procedure for handling the complaint. Any individual who needs assistance initiating contact with the Board of Trustees may contact the Office of Human Resources.

Complaints regarding vendors, contract workers, guests or others who may be visiting the campus should be brought to the attention of the appropriate vice president or Office of Human Resources.

The College reserves the right to discipline, including immediate suspension or termination, of any employee whose conduct about which Meredith becomes aware is regarded by Meredith to
be a violation of this policy. Any dismissal should be in keeping with the dismissal policy in the Faculty Handbook.

**III. Appeals - Grievance Hearing Subcommittee.** If the situation is still not resolved to the satisfaction of the complainant after Step II, he or she may submit a Grievance Appeal Form to the Office of Human Resources within five days of receiving the response to the Formal Grievance. The Grievance Appeal Form is available from the Office of Human Resources, Office of the Dean of Students, and Office of the Dean of the school or online at the Meredith website ([www.meredith.edu/humres/forms.htm](http://www.meredith.edu/humres/forms.htm)). A representative from The Office of Human Resources will notify the employee and all levels of supervisor through to the vice president’s office that the grievance has progressed to this level. A representative from the Office of Human Resources will assemble the grievance hearing subcommittee as outlined below, ensuring that no member has a known conflict of interest.

The subcommittee will review the complaint, study all pertinent facts, carefully examine any policies involved, and may take statements or call witnesses to evaluate the complaint. Both parties can propose questions of witnesses to be asked through the committee in its discretion. Both parties have the option of having another member of the Meredith community (current student, faculty or staff) not otherwise involved in the matter present for moral support but not speaking during any discussions. The basis for a decision will be based on a preponderance of the evidence, with the simple majority decision of the subcommittee. The subcommittee may find that no discrimination or harassment has occurred or they may find in whole or in part for the complainant and recommend action to remedy the situation. The chair will prepare a written report within 30 business days with findings and recommendations to go to the vice president.

The vice president then has the option to accept the recommendations of the committee, return the case to the committee for further consideration, or reject the findings after reviewing the case. The vice president will then prepare a letter to both parties within five days to notify them of the decision and any actions to be taken. The decision of the vice president is final.

**Grievance Subcommittee:** At the time a complaint is received, the complainant will select one person from the grievance committee (see below), and the Office of Human Resources will select four individuals and one alternate to complete the subcommittee which will hear the complaint, ensuring no member of the committee has a known conflict of interest. The subcommittee should include individuals from each segment of the campus community represented by the concerned parties. For example, if the complaint is from a student against a faculty member, HR should try to select two students (undergraduate students or graduate students, depending upon the student’s enrollment in either an undergraduate or graduate program) and two faculty members to hear the case; the student would select either another student, or a faculty or staff member; and the alternate could be either a student, faculty or staff member. The chair will be selected by committee vote.

A representative from the Office of Human Resources shall serve as an ex-officio, non-voting facilitator, to provide technical assistance on procedural and policy matters. The subcommittee will receive training on this policy on at the time they are convened to ensure they understand the policy and their responsibilities as a member of the subcommittee.

**Grievance Committee:** The grievance committee shall be composed of the Faculty Council, the Staff Affairs Committee, six undergraduate students to be selected based on student positions appointed for the year (Honor Council Chair, Student Life Chair, Residence Hall Association President, Association of Meredith Commuters President, WINGS President and the Apartment Association President), and one graduate student from each school with graduate programs.
**Procedures for Appeal of a Grievance Hearing Board Decision:** The complainant or the respondent may appeal the Board’s decision, subject to the scope of a review and confined to these questions: 1) whether there is evidence in the record to support the decision and/or sanctions based on the preponderance-of-the evidence standard; 2) whether the hearing was free of substantial error prejudicial to the appellant under the prescribed procedures; and/or 3) whether the sanction imposed is appropriate to the violation. Appeals must be submitted in writing to the Director of Human Resources within five (5) business days.

Appeals of the College Grievance Hearing Board decision shall be heard by the appropriate vice president (or President when the employee reports directly to the President.) If the hearing included both students and faculty or staff members, the appeal shall be heard jointly by the Vice President for College Programs and the vice president for the division in which the faculty or staff member is employed. The vice president(s), at his or her discretion, may seek the advice and counsel of the Grievance Appeal Advisory Committee, which shall consist of two members of the Grievance Hearing Board pool who were not involved in the original hearing. The Director of Human Resources will also serve as a non-voting member of the Grievance Appeal Advisory Committee. Decisions will be made within ten (10) business days. In the event of extenuating circumstances that prevent a decision to be made within this timeframe, both parties will be notified in writing of the anticipated date of the decision.

In considering the appeal, the vice president shall consider only what is included in the hearing records; no new evidence may be permitted. The vice president will send a written notification of the decision to both the complainant and the respondent. The decision of the vice president is final.

**Consensual Relationships**
Meredith College strives to maintain a safe and intellectually stimulating environment where students and employees can live, work and think without undue negative influences, concerns of favoritism, intimidation, and/or hostile working or learning environments. To that end, consensual romantic, intimate and/or sexual relationships are prohibited when they occur between faculty, staff and/or students when a professional power differential exists in these situations in terms of the influence and authority that the one can exercise over the other.

A “power differential” relationship is defined to include relations between a student and any faculty, staff member or student who 1) now supervises or would have a reasonable or usual expectation of supervising the student in the future; 2) now provides or would have a reasonable or usual expectation of providing the student with oral or written recommendations; 3) now grades and/or formally evaluates or would have a reasonable or usual expectation of grading and/or formally evaluating the student in the future; and/or 4) now makes significant decisions, or would have a reasonable or usual expectation of making significant decisions in the future affecting the student’s living space, financial aid, and/or access to essential College programs and services.

The College strongly discourages faculty or staff from engaging in any consensual sexual, intimate or romantic relationships with any student, even where a “power differential” is not present. Of course, non-consensual sexual, intimate or romantic relationships are unlawful and strictly prohibited by College policy. This information is available on the Meredith College web site.

Meredith only admits to and serves females in its undergraduate program, as it is permitted by law.
Off-Campus Responsibility

Meredith College assumes no liability for any student when that student is off the Meredith College campus. Each student is personally responsible for her own safety, her own actions, and the results of her own decisions.

Carroll Health Center

Meredith College’s Carroll Health Center provides confidential health care services for the Meredith community that is eligible for services.

Our student services include the following:

- clinical care for minor illnesses;
- care for minor emergencies;
- health education;
- health promotion and disease prevention.

*Minor illnesses and emergencies will be treated by the health services staff. Major illnesses will be referred off campus or to a family physician.*

Services are maintained under the direction of the director of health services and the College physician. Click here to learn more about our staff.

In addition to health services for students, the Health Center also offers a low cost Urgent Care Clinic for Meredith faculty and staff.

Visit the Health Center, which is located on the first floor of Carroll Hall, between Belk Dining Hall and Martin Hall.

Contact:
Telephone: (919)760-8535
Fax: (919)760-8534
E-mail: healthcenter@meredith.edu

Smoking Policy

Out of consideration for members of the College community who choose not to smoke or are allergic to smoke, smoking is prohibited in residence halls and all other campus buildings. Smoking is also prohibited within 30 feet of campus buildings. Each residence hall floor sets policies for its porches.

NC/National Sex Offender Registry

The North Carolina General Assembly created the North Carolina Sex Offender and Public Protection Registry in January 1996. This law outlines registration requirements for persons living in North Carolina, non-resident students and non-resident workers.
The Registry serves as a resource to help protect and inform the public. "The North Carolina Sex Offender Registration Program", a publication of the North Carolina Department of Justice, provides more detailed information about the state’s Sex Offender Registry.

### Criminal Incidents on Campus

<table>
<thead>
<tr>
<th>Year</th>
<th>Residence Halls</th>
<th>On Campus</th>
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<tbody>
<tr>
<td></td>
<td>Murder/Manslaughter</td>
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<tr>
<td></td>
<td>Sex offenses (either forcible or non-forcible)</td>
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<tr>
<td></td>
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<tr>
<td></td>
<td>Aggravated assault</td>
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<td>Burglary</td>
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<tr>
<td></td>
<td>Motor vehicle theft</td>
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<th>Year</th>
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Referrals for Campus Disciplinary Action

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<td>Residence Halls</td>
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Annual Fire Report

Fires On Campus

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<td>Vann Hall</td>
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<tr>
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<td>Building</td>
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**2011**

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<tr>
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<th>Number of Fires</th>
<th>Injuries</th>
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**Fire Evacuation Procedures**

**In case of fire:**

*If YOU discover the fire:*

- Activate the nearest alarm.
- Get out of the building immediately if fire is threatening.
- Alert Campus Police at 8888. Also alert residence director for a residence hall fire or apartment manager for an apartment fire.
- If it is a small fire, use a fire extinguisher.
- If it is a large fire, exit the building.
- Before leaving a room, check the doorknob to see if it is hot. If hot, do not open; go to the window and wait for the firefighters to rescue. Do not try to jump or climb down. (With the door closed, you are not in immediate danger).
- If smoke is beginning to fill the hallway as you evacuate, grab something to help filter the smoke. If you get caught in heavy smoke, crawl to the nearest exit.
- If fire blocks your nearest exit, go immediately to the next closest exit.
- If evacuating a residence hall, meet the resident assistant at the evacuation meeting point; if evacuating the apartment building, meet a staff person outside the building at the designated meeting point.
During a fire drill:

**Students**

- Close windows.
- Turn off all lights except overhead.
- Close door when leaving.
- Walk rapidly (do not run) out of the building. The first person to reach the door should hold it open for others.
- When evacuating a residence hall, meet the resident assistant at the evacuation meeting place. If evacuating the apartment building, meet a staff person outside the building at the designated meeting point.
- Wait for the “all clear signal” from a person in authority to return.

Please Note: Students should be aware that it is against the law to activate a fire alarm when there is no fire.

**Residence Life Fire Safety**

**Information for resident students regarding procedures during fire drills or real fires:**

**Residents Housing Association**

- Coordinates check of fire alarm equipment with the director of residence life and campus police during the first week of school.
- Designates the date and time for the drill and announces it at the regular meeting of the Executive Board.
- Explains procedure to the residence hall presidents.
- Informs security and RD on duty prior to the fire drill.
- Informs the director of residence life of the fire drill.
- Designates outside evacuation meeting places for each hall to line up in single-file line.

**Residence Hall Presidents**

- Conduct fire procedures training for resident assistants, fire marshals, and residence directors.
- Locate fire alarms for the residence hall; know how to operate them and check to make sure they are working correctly (check with the Residents Housing Association chief Fire Marshal) Check fire extinguishers on each hall of the residence halls periodically to see that they are functional.
- Make sure resident assistants have chosen fire marshal suites.
• Inform the hall of designated outside evacuation meeting place for hall residents to line up in single file.

• Sound alarm at the designated time and move to designated evacuation meeting place.

• Receive reports from resident assistants.

• Relay any necessary information to residence directors, security and firefighters.

• In a fire drill, at the signal of the Residents Housing Association Chair, deactivate the alarm to signal the end of the drill.

Fire Marshal

• Check rooms to make sure all students are out and make note of any locked doors.

• Knock on locked doors or closed doors.

• Close windows and turn off overhead lights in each room.

• Close doors to each room.

• Go directly to the resident assistant and report that all rooms are clear.

Resident Assistants

• Move quickly to the evacuation meeting point.

• Receive reports from fire marshals and account for all students on the hall using hall roster.

• Report to the residence hall president evacuation times and problems (in real fire, i.e., the possibility of students still in building, etc.). Remain at the assigned position until instructed to return to the residence hall.

Residents Housing Association Chair

• Records the time of each residence hall’s departure.

• Receives reports from the residence hall presidents regarding evacuation after the fire drill.

• Keeps careful records of all fire drills and forwards copies of these records to the director of residence life.

Apartment Residents

• Students residing in on-campus apartments will receive specific fire safety information from the Oaks staff.

Fire Alarm System Policies

Students should be aware that it is against the law to activate a fire alarm when there is no fire. It is also against the law to tamper with fire safety equipment including automatic door
Fire Drill Policy

Fire drills are held frequently for the safety of all students. Any student who does not leave the residence hall or apartment during a fire drill will be subject to a maximum penalty of $50. Repeated failure to cooperate in the fire drill procedures will result in judicial action.