2019-2020 Student Handbook

COLLEGE POLICIES AND REGULATIONS

In this section you’ll find information about College policies and regulations. For more information, contact the Office of the Dean of Students.

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Alcohol and Other 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. Paraphernalia, as defined by the North Carolina General Statutes, shall be considered possession of a drug. The abuse or misuse of any prescription drug by any student also is prohibited. Abuse and misuse of prescription drugs includes taking medication in ways other than prescribed, and/or providing or selling prescription drugs. 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 Meredith College Honor Council. If found responsible, the student will receive sanctions – both punitive and educational. Depending upon the nature and severity of the violation, punitive sanctions may range from probation to suspension, delay of graduation, or
expulsion. In addition to a punitive sanction, appropriate educational and counseling sanctions will be levied. The violator may also be subject to North Carolina law. 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.

**Animals**

**Service Animals**

Service Animals are highly trained to perform specific tasks that create equal access to the College for individuals with disabilities. Service Animals are allowed everywhere the student goes on campus.

**Emotional Support Animals**

Emotional Support Animals (ESAs) do not have any formal training and provide passive support to individuals with disabilities. Students requesting an ESA accommodation must contact Meredith College Disability Services, submit documentation of the disability, and follow the established procedures for ESA requests.

**Automobile Regulations, Fees and Parking**

Faculty, staff, and students must display a parking permit at all times when the vehicle is parked on college property. All faculty, staff and students who park on campus are required to register their vehicles with the Campus Police Department. Questions concerning parking should be directed to the Meredith College Campus Police Department Parking Director at 919-760-8888. **Meredith College assumes no responsibility for damage, loss, repossessions or theft of any vehicle parked on campus.**

**Shuttle Service**

As part of our crime prevention program, Campus Police offers security escort service 24 hours a day to all members of the college community upon request. Officers may provide this service on foot, by golf cart, or by campus police vehicle.

**Student Parking**

There is adequate student parking on campus, and it is available on a first come, first-served basis. All students who wish to park on campus must register their vehicles with Campus Police, purchase a parking permit, and park in student designated parking lots. Students are not permitted to park in visitor or staff/faculty spaces except for availability in specific lots between the hours of 4 p.m.–7 p.m. daily. (See Additional Evening Parking for Students)

**Additional Evening Parking for Students**

The following lots are available for student use between the hours of 4 p.m. – 7 a.m. daily: Alumnae Lot, Cate Lot, Chapel Lot, and Martin Lot.
Faculty/Staff Parking
Faculty/staff are authorized to park in designated spaces or lots with a faculty/staff decal. Faculty/staff are not authorized to park in visitor’s or student spaces.

Visitor/Family Parking
Meredith College welcomes visitors to campus. Visitors are individuals not enrolled or employed by the college. Visitors are expected to comply with the college's parking and traffic rules and are held responsible for citations issued for incorrect or improper parking. The following lots have designated visitor parking: Chapel, Alumnae House, and Library. Main Campus Drive and the front Athletic Field lots are used for special events.

Visitors may park campus-wide daily after 6 p.m. with the exception of reserved spaces, which are enforced 24 hours a day.

Handicap Parking
Handicap parking is provided in many locations across campus. Vehicles displaying a handicap placard or tag may park in any handicap space. For any vehicle that is parked in a handicap space on campus, the handicap placard/tag must be issued to the driver of the vehicle — with exception for instances in which the driver is providing an escort for the placard holder. Any student who has a state-issued handicap placard or tag registered in their name, must provide a copy of the placard and the handicap registration card to Campus Police when obtaining a Meredith College parking permit.

Reserved Parking
Reserved space parking is enforced at all times, including holidays and breaks.

Conference, Seminar, and Workshop Parking
 Coordination between the program/event host and the Parking Director is required to determine parking availability and the type of permit to be used for visitors attending a conference, seminar, or workshop on campus.

Sporting Event Parking
Parking for sporting events will be located near the event site. The decision on sporting event parking will be based on weather, condition of the parking site and other on campus scheduled activities/events. Parking arrangements should be coordinated between the Campus Police Department and the Athletics Department.

Vendor/Contractor Parking
All vendors/contractors working on campus must register their vehicles with Campus Police. Coordination between the vendor, program/event host and the Parking Director is required to determine parking availability and the type of permit to be used.

Temporary Parking Permits
Faculty, staff and students with a valid parking permit may obtain a temporary parking permit, free of charge, when their registered vehicle is unavailable. Temporary permits are available from the Campus Police Department during the hours of 8 a.m. - 4
p.m., Monday - Friday. After-hours permits can be obtained from the Gate House located on Main Campus Drive.

**Replacement Permits**
A permit cannot be transferred from one vehicle to another. A replacement permit for a vehicle is $5.00.

**Parking Regulations**
Parking regulations are enforced year-round, including breaks. Park only in areas designated by your permit. No warning tickets are given. The following parking practices are specifically prohibited:

- Parking an unregistered vehicle anywhere on the Meredith Campus.
- Double parking.
- Parking on lawns, grass, landscaped areas, sidewalks, or other areas not set aside for parking.
- Parking in such a manner as to block traffic, parked vehicles, or roadways.
- Parking in fire lanes, loading areas, emergency areas marked as NO PARKING ZONES, including areas marked with diagonal yellow lines.
- Parking in a handicap space without displaying a handicap placard or tag.
- Parking in an area designated for registration decals other than the one displayed (for example, students parking in a reserved spot or parking in visitors’ area with a Meredith decal).
- Parking is prohibited in the circle in front of Johnson Hall (Fire Lane). Exceptions will be allowed on move-in or move-out days as long as a driver remains with the vehicle at all times. Unattended vehicles will be ticketed and may be towed.
- Parking is prohibited in the circle in front of Wainwright (Fire Lane). Unattended vehicles will be ticketed and may be towed.
- Apartment residents are not allowed to park on main campus. Residence Hall students are not permitted to park in The Oaks parking lot.

**Parking Fines**

- Most parking fines are $50.
- Fines for parking in handicapped or fire lanes are $100.
- Auto-boot and towing fines are $100. Unregistered cars will be auto-booted and will not be released until all fines are paid (an auto-boot is a device that clamps to the wheel of a car; attempts to move a car with an auto-boot will result in serious damage to the car).

**Traffic Appeals**
Faculty, staff, students and visitors have the right to appeal a campus parking citation issued for violation of the colleges parking and traffic regulations. Appeals must be submitted within fifteen days of the violation. Appeal forms are available at the Campus Police Department. Complete, print and bring the form to the Parking Director (or mail it to Meredith College ATTN: Campus Police, 3800 Hillsborough Street Raleigh, NC 27607) along with the ticket and a self-addressed envelope. The Appeal Board is made up of faculty, staff and students. Once the appeal has been heard and a decision made, notice is sent to the appellant informing him or her of the decision by mail. If you fail to comply with the appeal guidelines, your appeal will not be honored.
Purchasing Parking Permits
Students can obtain a parking permit from the Campus Police Department. Students can either obtain the permit by submitting the application form at the Campus Police Department or by mail. If the application is submitted by mail the student must completely fill out the application and mail it with a self-addressed stamped envelope to Meredith College, Attn: Campus Police, 3800 Hillsborough Street Raleigh, NC 27607. Applications can be obtained online at http://www.meredith.edu/. Go to A-Z, "P" (Police), Parking on Campus and follow the instructions.

Parking Fees

Student Parking Permits
At the beginning of each semester, all students may qualify for the privilege of bringing a car on campus by signing the appropriate agreement, paying the parking permit fee, and displaying a numbered decal. Decals for students living in residence halls and commuting students must be affixed permanently with the decal’s adhesive to the rear left window or bumper of the car. Decals may not be taped to the rear window. Decals for apartment residents must be affixed to the front windshield of the car. Forms and decals may be obtained from Campus Police. Adequate parking is provided for all those who qualify.

Fee Schedule for Parking Permits
Annual Residence Hall permit: $200
Annual Apartment resident permit: $200
Annual Commuter permit: $125
Annual Graduate permit: $100
Permits must be renewed each year by September 1st
A student who does not have a vehicle registered may purchase a temporary permit for $1.00 per day for a period not to exceed ten business days. The temporary permit must be for a specific need and is not intended for the purpose of avoiding the purchase of a permanent permit.

Counterfeiting, Theft, Deceit, and Unauthorized Transfer
It is unlawful for any person to produce any facsimile or reproduction of a permit, sticker, decal or other device indicating eligibility to park on campus. It is unlawful to steal or obtain a permit by fraud, deceit or trickery, willful misrepresentation of facts, purchase or gift from another. It is unlawful for any person in lawful possession of a parking permit to alter, give, sell, transfer or attempt to transfer a permit to another person or to place on a vehicle other than that for which it is registered. Violation of the provision is a misdemeanor.

Towing Rules
A vehicle will be towed at the owner’s expense:

- When parked in a reserved parking space without a permit that matches that space.
- When illegally parked in an emergency space or when blocking an emergency road.
- When the vehicle has received five or more parking violations and has been immobilized (booted) for the duration of 48 hours.
- When illegally parked in an emergency space or when blocking an emergency road.
- When a vehicle has been parked illegally for more than ten days, or is determined to be
“derelict” under N.C. General Statute 20-137.7, the Chief of Police is authorized to dispose of such vehicles as prescribed by N.C. General Statute 20-137.6 to 20-137.14.

- Vehicles will be towed if they parked in a way that would impede the operation of the college or are creating a safety hazard.

**Vehicle Immobilization Policy**

Vehicles may be immobilized (booted) for any of the following reasons:

- Non-payment of accrued fines, to include five or more unpaid citations.
- Display of a lost, stolen, or revoked permit.
- Unsatisfactory payment for a permit. Removal of the boot requires a payment of $100.00 in addition to payment of all accrued fines and other fees.

Wheel boots may be removed only by a member of the Campus Police Department upon payment of the boot removal fee and all outstanding fines. All payments must be made in the Accounting Office, Johnson Hall during business hours Monday through Friday.

**Repeated Offenses**

If the conduct of any student, employee or visitor establishes a pattern of excessive violations and disregard of the campus parking regulations, Campus Police will auto boot the vehicle and campus parking privileges may be revoked.

**Warnings**

- If you are parked in a reserved or handicap space without the proper permits, your vehicle is subject to ticketing and towing.
- Parking regulations remain in force at all hours.
- If you need to unload your vehicle during any time moving in and out of the residence halls, even for a few minutes, contact Campus Police at 919-760-8888 for permission.
- All Meredith student vehicles without a parking permit parked on campus in any space are subject to be towed at owner’s expense.
- Parking rules and regulations are enforced all year, at all times.
- For questions related to parking, please contact the Campus Police Department at 919-760-8888.

**Baby Sitting**

Baby sitting is not permitted on campus regardless of the age of the child. The residence halls and apartments are not appropriate communities for young children, especially infants.

**Bicycle Policy**

Bicycles are to be registered with the campus police. There is not charge for this service. Bicycles are to be stored in the bike racks outside the residence halls and campus apartments unless they can be dissembled and stored in a student’s room in such a way as not to create a fire hazard or infringe on a roommate’s space. The penalty for violation of this policy is a $15 fine.
CamNet Responsible Computing Policy

This document sets forth the CamNet Use Policy for Meredith College. Please read it—you are responsible for knowing and following these policies. All students, faculty and staff are responsible for using Meredith’s computing resources in an effective, ethical, moral and legal manner.

Purpose

Technology Services has responsibility for providing voice and data support services to Meredith College. In terms of systems, Technology Services is responsible for telecommunications, administrative computing, academic computing and library computing activities. Computers and networks provide access to resources on and off the campus, as well as the ability to communicate with other users worldwide. Such access is a privilege and requires the user act responsibly.

Users must respect the rights of other users, respect the integrity of the systems and observe all relevant laws, regulations and obligations. All existing laws, federal and state and college regulations and policies apply. Illegal reproduction of software protected by US Copyright Law is subject to civil and criminal penalties including fines and imprisonment.

The practice of unauthorized downloading and file sharing runs counter to the college’s commitment to integrity. Use of illegally copied software is a violation of federal law as detailed in the Digital Millennium Copyright Act (Title 17 United States Code). The introduction of software programs that enable the sharing of illegal files over the college’s network often introduce adware, spyware, worms and viruses that adversely affect the performance of the individual’s computer; infect and even damage the college’s network resources requiring costly time-consuming repair efforts; and deny the use of these electronic resources to others in the college community. A student who has obtained unauthorized software is encouraged to bring her computer to the Technology Services department for assistance in deleting unauthorized software. If the College receives an Infringement Notification showing that a computer belonging to the college network has been illegally downloading and sharing digital music, movies, or game files, Meredith College will comply with the request to remove the specified files.

When a student is notified that her computer has been identified in an “Infringement Notification,” she will first be given a warning and assistance by the Technology Services department in deleting unauthorized software from her computer.

If a student, after receiving a warning, again violates copyright law, she will be referred to the Honor Council for further action.

Misuse of computing, networking, or information resources may result in the loss of computing privileges. Certain infringements may lead to prosecution under the applicable statutes. Users will be held accountable for their conduct under applicable College policies. Complaints alleging misuse should be directed to Chief Information Officer, Technology Services, Meredith College, by sending an e-mail to cio@meredith.edu.

Use of College-Owned Resources

The following policies apply to all College-owned technology resources provided for use by the Meredith College Community—faculty, staff and students. The intent is to give an overview of acceptable and
unacceptable uses. This document is not to be considered as an exhaustive enumeration of all uses and misuses.

**Acceptable Use**
- Consistent with the mission of the college
- For the purpose of and in support of education and research
- By students, faculty and staff who have been trained, and who have a current network account and a valid password

**Unacceptable Use**
- Unauthorized copying of copyrighted material
- Destruction of or damage to the equipment, software or data belonging to the college and/or other users
- Use of computers or network that violates federal, state or local laws or statutes
- Providing, assisting in or gaining unauthorized or inappropriate access to Meredith’s computing resources
- Activities that interfere with the ability of others to use resources effectively
- Use of printers as copiers—one copy of output should be made and taken to the copiers for the production of multiple copies
- Activities that result in the loss of another person’s work/data or unauthorized access to another person’s work/data

Activities that result in the loss of another person’s work/data or unauthorized access to another person’s work/data.

**Campus ID Cards/CamCards**
All Meredith students are required to have and carry a Meredith photo identification card called the CamCard. A “Meredith student” is defined to be any student registered for at least one academic credit course through the Meredith College registrar or the John E. Weems Graduate School. Identification cards are made free-of-charge in the Campus Police Office. Lost or stolen CamCards should be reported immediately to the Campus Police Office. There is a $5.00 charge to replace lost or stolen CamCards.

CamCards are required of all individuals in order to check out library materials, for student access to residence halls, and for general identification purposes around the campus. Resident students must use the CamCard for Meredith dining services.

Any individual who has a CamCard may open a Secure Spending Account by making a deposit to her/his Secure Spending Account. Funds on deposit will allow the identification card to be used for access to the Secure Spending Account for purchases for individual meal purchases in Belk dining hall, the Food For Thought snack bar, the BeeHive Café, and campus photocopy machines. Deposits may be made in person with cash or check in the Accounting Office, or by registering online to add funds with a credit/debit card. Online funds require registration and a convenience fee of 2.99% will be deducted from the deposit. Cash withdrawals are not allowed. For more information, related to depositing money in a Secure Spending account, please contact the Accounting Office.
Complaint/Grievance Procedures for Students

Undergraduate Students

**Academic Problems (undergraduate)**

Students who are experiencing academic problems either with a grade or other conditions of the course should first discuss the matter with the professor. It is the professor’s responsibility to explain fully all grades and requirements of the course. If the problem is not resolved, the student or professor should consult the department head. Should further action be required, the matter should be brought to the dean of the school. Any grievance concerning a grade that has not been satisfactorily resolved by the teacher, the department head, or the dean may be appealed in a written statement to the Senior Vice President and Provost. This appeal must take place within eight weeks of receiving the grade or initially experiencing the problem. Grades may be appealed on the basis of a question concerning (1) clerical or numerical error or (2) personal bias or arbitrary grading.

**Housing Problems (undergraduate)**

A student who resides in a residence hall who experiences a housing problem during the academic year should discuss the problem with the resident assistant responsible for her floor or the residence director responsible for her residence hall. Oaks residents who experience a conflict can contact a community assistant or the Oaks Apartment Manager. If the problem cannot be resolved through discussion with residence life staff, the student may make an appointment with the director of residence life for further consideration.

**General Student Complaints (undergraduate)**

Meredith College provides a learning environment that prepares students for responsible lives of lifelong learning, professional development and global citizenship. The Meredith experience is designed to encourage collaborative learning among students, faculty and staff. Meredith College has a long and rich history in student self-governance and in promoting the general welfare of all students. To continue to enhance the quality of services and resources offered to students, Meredith College welcomes opinions, feedback and constructive ideas. The College is committed to ensuring that students have an avenue for articulating concerns, complaints and grievances.

In communicating specific concerns, complaints and grievances, students are encouraged to follow established policies and procedures outlined in the online Meredith College Undergraduate Student Handbook and the Meredith College Catalogue. These methods include grievance and appeal procedures for academic problems or grades, academic suspension and other academic policies, harassment and non-discrimination policy complaints, reports of sexual misconduct, Honor Code violations, housing issues, financial aid probation or suspension, disability services, student employment, and access to educational records.

In communicating general concerns, complaints or grievances that do not follow one of the specific grievance procedures indicated above, students have recourse through the following avenues:

**Communication of Concerns through the Student Government Association (undergraduate)**

Any Meredith student may bring a concern to any branch of the Student Government Association. The Student Life Committee, a branch of the Student Government Association, directs attention and study to the concerns and well-being of the students at Meredith College. Students are also invited to participate
in forums and student body meetings sponsored by the Student Government Association in fall and spring semesters.

**Informal Process for General Complaints (undergraduate)**

A student is encouraged to resolve concerns or complaints by directly discussing the matter with the staff member or department in which the issue originated. If the complaint is not resolved, the next contact will be the supervisor or responsible administrator to investigate the issue. The student should attempt to resolve the complaint informally as soon as possible but at least within 30 days of the occurrence. Staff members in the Office of the Dean of Students are also available as a resource for students who have complaints.

**Formal Process for General Complaints (undergraduate)**

If the matter is unresolved after following the informal complaint process, the student may complete a formal written complaint by completing a Student General Complaint Form available in the Office of the Dean of Students, 2nd floor Park Center. The formal complaint form must be submitted to the Office of the Dean of Students within ten (10) College working days following the date that the informal complaint process is completed. If the complaint is about the staff in the Office of the Dean of Students, the student may submit the complaint form to the Vice President for College Programs. The formal complaint must contain the following information:

- Name of student filing the formal complaint
- Name of the staff member or department the complaint is against
- Date(s) of the incident(s)
- Statement of facts and nature of the concern/complaint
- Description of steps already attempted to resolve concern through informal procedures
- Resolution being sought by student
- Student signature and contact information

**Procedures for Resolution of Formal Complaints (Undergraduate)**

The staff in the Office of the Dean of Students will log all general formal complaints and send the complaint to the appropriate administrator for review, investigation and decision.

The responsible administrator will usually respond within ten (10) working days to the complainant. Depending on the nature of the complaint, the responsible administrator may call together involved parties to mediate the situation and determine a solution or decision. The administrator will inform the student of the decision in writing. When a decision is made about a formal complaint, a copy of the written decision should be sent to the Dean of Students, who maintains the general complaint log.

If the resolution is unsatisfactory to the student, she may then contact the Dean of Students for a referral to the appropriate Vice President. The Vice President shall respond to the complaint within twenty (20) College working days after receipt of the formal complaint and inform the student of the decision in writing. Decisions and resolutions made by a Vice President are final.

If the complaint is submitted about a Vice President, the complaint will be referred to the President for response and decision.
No person against whom a complaint is filed shall intimidate, threaten, coerce, or discriminate against any student submitting a complaint. Complaints about retaliation may be communicated to the Office of the Dean of Students.

Graduate Students
To continue to enhance the quality of services and resources offered to graduate students, Meredith College welcomes opinions, feedback and constructive ideas. The College is committed to ensuring that students have an avenue for articulating concerns, complaints, and grievances. In communicating specific concerns, complaints, and grievances, students should follow established policies and procedures outlined in the Graduate School Catalog and in the Graduate Student Handbook. For your convenience they are listed below.

- Academic problems (from the Graduate School Catalog Academic Policies section) Students who are experiencing academic problems, either with a grade or other conditions of the course, should first discuss the matter with the professor. It is the professor’s responsibility to explain fully all grades and requirements of the course. If the problem is not resolved, the student or professor should consult the Program Director. Should further action be required, the matter should be brought to the Dean of the school. Any grievance concerning a grade that has not been satisfactorily resolved by the teacher, the Program Director or the Dean may be appealed in a written statement to the Senior Vice President and Provost. This appeal must take place within (8) weeks of receiving the grade or initially experiencing the problem. Grades may be appealed on the basis of a question concerning (1) clerical or numerical error or (2) personal bias or arbitrary grading. Graduate students experiencing other academic problems, including honor code violations, access to educational records, leave of absence or withdrawal, or graduation should consult the Graduate School Catalog section on Academic Policies.
- Financial aid probation or suspension (see Graduate School Catalog section on Financial Assistance Scholarships)
- Request to Return to Campus Following Mental Health or Medical Evaluation/Hospitalization (see Student Handbook College Policies and Regulations)
- Harassment and non-discrimination policy complaints (see Student Handbook College Policies and Regulations)
- Reports of sexual misconduct (see Student Handbook College Policies and Regulations)

Concerns, complaints, and grievances not covered by policies and procedures laid out elsewhere in the Graduate School Catalog or Graduate Student Handbook should follow the processes and procedures outlined below. The College allows only one appeals process per incident.

Problem-Solving Process for Concerns (Graduate)
A graduate student will first seek to resolve concerns or complaints by directly discussing the matter with the member of the faculty or staff directly involved in the issue. If this is not possible or feasible or if the issue is not resolved by working directly with the faculty or staff member, then the student will next meet with the department head or responsible administrator to resolve the issue. The student should attempt to resolve the complaint through the problem-solving process as soon as possible and must seek to resolve the issue within 30 days of the occurrence.
**Formal Process for General Complaints (Graduate)**

If the matter is unresolved after following the informal complaint process, the graduate student may complete a formal written complaint by completing a Graduate Student Formal Complaint Form available in the Office of the Dean of his or her school or in the Office of the Provost. The formal complaint form must be submitted to the Office of the Dean of his or her school, or to the Office of the Provost in the case where the student’s program is not housed within a school headed by a dean or where the complaint concerns staff in the Office of the Dean, within ten (10) College working days following the date that the informal complaint process is completed. The Provost will assign an academic Dean to process the complaint. The formal complaint must contain the following information:

- Name of graduate student filing the formal complaint
- Name of the faculty or staff member or department involved
- Date(s) of the incident(s)
- Statement of facts and nature of the concern/complaint
- Description of steps already attempted to resolve concern through informal procedures
- Resolution being sought by student
- Student signature, contact information, and date

**Procedures for Resolution of Formal Complaints (Graduate)**

The Office of the Dean in each school will log all general formal complaints and assign the complaint to the appropriate administrator for review, investigation and decision. The responsible administrator will usually respond in writing within ten (10) working days to the complainant. Depending on the nature of the complaint, the responsible administrator may call together involved parties to mediate the situation and determine a solution or decision. The administrator will inform the student of the decision in writing. When a decision is made about a formal complaint, a copy of the written decision should be sent to the Dean, who maintains the general complaint log. If the resolution is unsatisfactory to the student, he or she may then contact the Dean for a referral to the Provost. The Provost shall respond to the complaint within twenty (20) College working days after receipt of the formal complaint and inform the student of the decision in writing. Decisions and resolutions made by the Provost are final. If the complaint is submitted about the Provost, the complaint will be referred to the President for response and decision. No person against whom a complaint is filed shall intimidate, threaten, coerce, or discriminate against any student submitting a complaint. Complaints about retaliation may be communicated to the Office of the Provost.

**Contractual Agreements**

Any contractual agreement for which the College must issue a check or upon which the name of Meredith College appears must have the signature of the vice president for business and finance or the president. This policy includes any club, organization, group, or individual acting directly or indirectly as a part of the College. Organization advisers and/or sponsors must approve the agreement which is to be signed by the director of student leadership and service and, if necessary, by the vice president for college programs and the vice president for business and finance.
Copyright Policy
Meredith College expects students, faculty and staff to be familiar with and obey copyright law. At a minimum, members of the Meredith community should have a basic understanding of Fair Use concepts. Users of Brightspace should be aware of additional limitations as described in the TEACH Act. Refer to the Meredith College copyright web page at http://infotogo.meredith.edu/copyright for more information. Supplementary copyright instruction sessions will be offered annually to the Meredith community.

Corrections to College Records
Students should notify the Office of the Registrar of name, address, phone, and marital status changes in addition to changes in the student’s academic program, anticipated completion or catalogue. Some corrections can be made on WebAdvisor. Others will require paperwork, documentation, and signatures. The Registrar’s Office is located on the first floor of Johnson Hall, East Wing.

Dockless Vehicles
Meredith College has no formal agreement with a dockless vehicle company, and riders ride at their own risk and must obey all applicable city and state regulations. Meredith College strongly urges anyone who uses dockless vehicles (bikes, scooters, etc.) to wear a safety helmet.

Meredith College prohibits leaving these vehicles or others of similar nature anywhere on campus that would block access to sidewalks, breezeways, ramps, and curb cuts. Avoid creating unpredictable hazards to those with physical impairments or anyone practicing distracted walking.

Rental bikes and scooters may be left only outside Meredith Mile roadway, freely visible to any campus visitor; they may not be left in any courtyard or area near academic buildings, residence halls, or campus apartments. Rental bikes or scooters may not be taken into a campus building for any purpose.

Dress
For reasons of health and safety, shoes must be worn in the dining hall and science laboratories.

Family Communications
The College reserves the right to contact the family of Meredith students in accordance with the Federal Education Rights and Privacy Act of 1974. For more information visit The U.S. Department of Education's website at: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html

Fountains
The fountains on campus are for the visual enjoyment of campus community members and visitors. Please do not climb on or in any portion of the fountain that is part of the Elizabeth Triplett Beam Fountain Plaza (located in front of Johnson Hall) or the Fannie E. S. Hecht Fountain (located in the courtyard).
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 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.

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.

**Freshman Regulations (for undergraduate students)**

Traditional-aged freshmen observe the same regulations as all other students with the addition of the following:

- Freshmen must attend the required hall or commuter meetings during freshman orientation. Other required meetings are indicated through student advisers and campus administrators.
- Freshmen must attend all sessions of the Discovery Series. Three sessions take place during the fall semester. Sessions are designed to enhance each first year student’s college experience by introducing her to campus and community resources and informing her about issues which may affect her success and well-being.

**Fundraising, Vending, and Sales**

Information regarding fundraisers and the sale of items can be found on MyMeredith under the Office of Student Leadership and Service. More information can be found under “Imprinted Item/Merchandise Approval.”

To reserve a table in the Park Center Lobby (first floor), contact the Office of Student Leadership and Service at 919-760-8338 or leadershipandservice@meredith.edu. Please contact the Director of Dining Services to use a table in the dining hall.

Meredith College does not permit the sale of items advertising or advocating the use of drugs, including alcohol or tobacco. All imprinted items should represent Meredith College in a positive way and should reflect the diversity of people, identities, and beliefs that our campus community represents. Meredith reserves the right to deny permission to any group selling or distributing materials that are not in accord with the philosophy of the College.

**Guests**

A Meredith student is responsible for the appropriate behavior of her campus guests. A guest is expected to observe the same regulations as the Meredith student. Guests will be responsible for paying for all of their meals eaten in the dining hall (see dining hall fee schedule). A guest should carry a photo ID while visiting campus. A guest is defined as any person, including a current student, who has not signed a campus housing contract.

**Apartment Guests**

Overnight guests are permitted to stay up to three consecutive nights in any seven-day period. An apartment resident is responsible for her guest’s behavior. If a guest is disruptive to the living
community, he/she may be asked to leave the apartments. Any resident wishing to host a guest more than three nights should contact the Apartment manager via email prior to the stay. Apartment residents and their guests shall be considerate of others and the living community while using common spaces. A guest is defined as any person who has not signed a Rental Agreement for the Oaks (including current students).

**Residence Hall Guests**

**Female Guests, Residence Hall**

A female guest is allowed to stay overnight on campus only if her host is also on campus. When hosting a female guest, a student should respect the rights of her roommate regarding the behavior and length of stay of the guest. Female guests should be accompanied by a Meredith student. If the guest arrives after closing hours, the student must register her with a security guard. The security guard may request identification of any guest coming in after closing hours. A guest will not be permitted onto campus if she does not have a guest pass or is not accompanied by her Meredith host.

Residents are permitted to host the same guest for a maximum of three nights within a 30-day period.

**Male Guests, Residence Hall**

Except during an Open House for reasons of privacy and security, male guests are allowed in the residence halls only in first floor parlors and only when accompanied by a Meredith student. During Open House hours, male guests may enter through any residence hall door when accompanied by a Meredith student. During non-Open House hours, male guests must enter only through the first floor parlor doors (during hours in which the campus is not closed). Males are not allowed on campus after closing hours (1:00 a.m. Sunday – Thursday; 2:00 a.m. Friday and Saturday) except to accompany students to their residence halls. Then the male guest must immediately leave campus.

**Open House hours for male guests**

Beginning the first weekend in September and the weekend after classes start in January, Open Houses are planned for:

- Thursdays 5 p.m.- 10 p.m.
- Fridays 3 p.m. – 1 a.m.
- Saturdays 10 a.m. – 1 a.m.
- Sundays 10 a.m. – 10 p.m.

No Open Houses are held during exams or holidays/campus breaks. All open house weekends are posted in the residence halls and on the MyMerdith calendar found on-line.

Residence directors may grant special permission for men to carry heavy items to or from a student’s room (heavy items include: refrigerators, heavy trunks, book shelves, heavy furniture, unusually bulky or large items). This permission is a privilege; therefore, men should not linger on the halls after they have completed the task for which they were granted permission.

The person giving permission for a male to carry things onto the hall is responsible for checking to make certain the male vacated the hall. Residents are expected to announce “male on the hall.” They are to escort their helper out of the building within 15 minutes. Fathers of Meredith students and brothers
under the age of 12 are allowed in the residence halls at any time before closing hours provided they are escorted by the Meredith student to and from her room.

Males unaccompanied by a Meredith student are not allowed in the courtyard after dark unless they are en route to a residence hall first-floor parlor for an arranged meeting.

Other campus locations for visiting with male guests:

- Weatherspoon Gymnasium during the hours posted by the department of Health, Exercise and Sports Science. Equipment must be returned to its proper place upon leaving. (Note: no guests may use equipment in the Lowery Fitness Center).
- Cate Center, including the Bee Hive Cafe, lounges, and campus store.

Harassment, Non-Discrimination Policy and Grievance 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 Pamela Davis, Director of Human Resources, who may be contacted at 3800 Hillsborough Street, Raleigh, NC 27607, by email at davispm@meredith.edu, or by phone at 919-760-8760. The Deputy Title IX Coordinator is Ann Gleason, Dean of Students, who may be contacted at the same address, by email at gleasona@meredith.edu, or by phone at 919-760-8521.

Reports made to the Title IX Coordinators under this policy require the College to promptly evaluate the situation and address concerns. 

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

1 Meredith only admits females in its undergraduate program, as it is permitted by law.
environment and adversely affect a student’s participation or educational environment or adversely affect an employee’s terms or conditions of employment.

Sexual harassment is a particular form of harassment also prohibited by the College. Sexual harassment will vary with the circumstances but the Equal Employment Opportunity Commission (EEOC) has defined sexual harassment with regard to employment as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Condition of an individual’s employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating hostile or offensive working environment.”

By way of example, verbal or written sexual harassment can include sexual innuendoes, offensive remarks about another person’s clothing or body, suggestive or insulting sounds, implied or overt sexual propositions, cyberstalking or harassment, or pressure for sex. Examples of physical sexual harassment can include leering or ogling, obscene gestures, inappropriate touching, fondling or kissing, and coerced sexual contact. Sexual harassment can be perpetrated upon members of the opposite gender or one’s own gender. Occasional compliments of a socially acceptable nature do not normally constitute sexual harassment. Similarly, depending upon the circumstances (including the nature of course materials or the context of an action), not all verbal or physical conduct will be considered sexual in nature. The classroom in an academic setting is distinct in the workplace, and the College will maintain and encourage academic freedom. The academic setting will be considered with regard to complaints and to be harassment such behavior must be not germane to the subject matter.

A more serious form of sexual offense is sexual violence. Sexual violence is a severe form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual exploitation, sexual abuse, relationship violence, stalking and sexual coercion. Individuals should refer to the College’s Sexual Violence Policy for more information found in the online student and employee handbooks, and on the Title IX website and the websites of the Offices of Human Resources and Dean Students.

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 and share information 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, Health Services medical
personnel, or Counseling Center counselors as confidential resources. However, reporting to the College chaplain, medical personnel or 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, Health Center staff, and/or counselors as confidential resources to learn more about sexual harassment/violence 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. Instances involving sexual violence will be addressed through the College’s Sexual Misconduct Policy. 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.

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). Incidents involving sexual violence will be addressed through Grievance Procedures outlined in the College’s Sexual Misconduct Policy. 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. Incidents involving sexual violence will be addressed through Grievance Procedures outlined in the College’s Sexual Misconduct Policy. 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. 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. 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. Incidents involving sexual violence will be addressed through Grievance Procedures outlined in the College’s Sexual Misconduct Policy. 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. Incidents involving sexual violence will be addressed through Grievance Procedures outlined in the College’s Sexual Misconduct Policy.

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 web site (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 web site (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, and Wings President), and one graduate student from each school with graduate programs.

**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.

**Hazing**
Meredith College does not permit hazing. The potential for hazing typically arises as part of a student’s introduction to or initiation in an organization in which there is often a perceived or real power differential between members of the organization and those newly joining it. Hazing is defined as any action taken or situation created, whether on or off university premises, that is harmful or potentially harmful to an individual’s physical, emotional, or psychological well-being, regardless of an individual's willingness to participate or its bearing on his/her membership status. Acts of hazing may be reported to the Office of the Dean of Students or Campus Police. A report of hazing committed by a Meredith College student or a Meredith organization may be referred to the Meredith College Honor Council for further action.

**Health Related Issues**
**Sexually Transmitted Diseases**
Confidential STD testing is provided FREE to students by a collaborative agreement with Wake County Human Services. Wake County Human Services comes to the Meredith College Health Center every 2nd and 4th Wednesday from 12:00 - 2:00 p.m. during the fall and spring semesters. Testing can also be done through the Health Center and sent off to a local lab for a fee.

**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 to aid the welfare of the individual and protect transmission to other members of the College community. The College attempts to respect the privacy of students in all health–related matters, except when required by 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 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, young adults, 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).

From 2013 to 2016, five college campuses experienced outbreaks of serogroup B meningococcal disease. The newest Meningococcal vaccines (Bexsero® and Trumenba® both approved in 2015) cover serogroup B. Meningococcal vaccines cannot prevent all types of the disease but they do help to protect many people who might become sick if they did not 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.”

Beginning on August 1, 2020, a Meningococcal vaccine booster dose will be required for North Carolina high school students; first dose entering the 7th grade or by age 12, whichever comes first and the second dose entering the 12th grade or by age 17. Meredith students who decide to receive 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.

Hoverboards
Meredith College bans from campus residential spaces the indoor storage, operating or charging of hoverboards and similar products. Neither residents nor their guests are permitted to have or use hoverboards within residential apartments, both inside rooms and in public areas.

Imprinted Item/T-Shirt Approval
Designs for any student imprinted items (such as t-shirts, sweatshirts, cups, mugs, keychains, etc.) must be approved by Student Leadership and Service and the Department of Marketing. Designs for any residence hall t-shirts and sweatshirts must be approved by the Resident Director and Student Leadership and Service. All students must complete the Imprinted Item Pre-Approval Form and have it approved and on file in the Office of Student Leadership and Service. All copyright laws apply. Please contact the Office of Student Leadership and Service at 919-760-8338 for more information.

Information regarding design approvals can be found under the Sales for Fundraising section on the Office of Student Leadership and Service MyMeredith site entitled Imprinted Item Pre-Approval Form.

Intellectual Property Policy
I. Introduction
Meredith College (the “College”) is dedicated to teaching and scholarship. In these pursuits, intellectual property is often created by members of the College community. The purposes of this intellectual property policy are to establish means for allocating ownership of such intellectual property and any
revenues obtained on account of the commercialization of such intellectual property in compliance with applicable law and agreements and to provide guidance respecting the protection and enforcement of the College’s intellectual property rights and the resolution of disputes that may arise from time to time. This intellectual property policy applies to all College employees, students and independent contractors as well as anyone else using College facilities and resources under the supervision of or with the permission of College personnel. The universe of intellectual property is as boundless as the collective imagination of humankind. This intellectual property policy is concerned chiefly with works of original authorship and inventions created by covered individuals acting alone or with collaborators, whether all collaborators are members of the College community or not.

II. Definitions
As used in this intellectual property policy, the following terms have the meanings set forth below:
A. “College facilities and resources” means funds, work space, equipment and supplies, library collections, release time and administrative and technical support owned or provided by Meredith College.
B. “Covered individual” means any employee, independent contractor, student and anyone else using College facilities and resources for work or study under the supervision or with the permission of Meredith College personnel, including, without limitation, volunteers.
C. “Employee” means all faculty including full-time, part-time, adjunct and visiting teaching and administrative faculty; all staff; and all students who are employed by the College.
D. “Faculty” means the President, the Vice Presidents, all teaching faculty and such other persons as may be so designated by the President and approved by the Executive Leadership Committee.
E. “Funded invention” means an invention funded in whole or in part by third-party grants or sponsorships awarded to the College or administered by the College on behalf of the grantee.
F. “Funding agreement” (also “sponsorship agreement”) means a written agreement whereby an individual or entity provides monetary support for the creation of a work or conception of an invention by a covered individual.
G. “Independent contractor” means a person or entity retained by Meredith College to perform certain duties under the terms of a written professional services or vendor agreement.
H. “Invention” means, collectively, any new, useful and nonobvious process, machine or composition of matter and any new or useful improvement thereto conceived by one or more individuals. Notwithstanding its status as a literary work under the Copyright Act, computer software may in some instances also be regarded as an invention.
I. “Net revenues” means all revenues attributable to the exploitation of a work or invention (i.e., gross revenues) less any deductions or overhead expenses agreed in writing between or among the applicable parties.
J. “Original work of authorship” means any literary, musical, dramatic, choreographic, artistic, audiovisual or architectural work that owes its creation to the independent effort of an author.
K. “Royalty” means a periodic payment made by an assignee or licensee of one or more intellectual property rights to the owner or licensor of such intellectual property rights pursuant to a written agreement respecting the commercialization of a work or invention.
L. “Staff” shall mean all Meredith College employees other than teaching faculty and administrative faculty.
M. “Student” shall mean any individual who registers for any course through the Meredith College Registrar’s Office or the Graduate and Professional Studies Program Office.
N. “Substantial use of College facilities and resources” shall mean requires resources of a degree or nature not routinely made available to all faculty.

O. “Work made for hire” as it relates to copyrightable works of original authorship shall mean either (i) a work prepared by a Meredith College employee within the scope of his or her employment or (ii) a work specially commissioned by Meredith College under the terms of a written agreement which fits one of nine categories specifically enumerated in the Copyright Act.

III. Copyrights

A. “Works by Faculty” generally, it is fairly simple to determine who owns a copyright under the law. Copyright typically vests in the author or authors of a protectable work. Where a work is created by an author within the scope of his or her employment, however, copyright vests in the employer because under the law the employer is the author, and the work is a so-called work for hire. In the academic setting courts have frequently recognized a so-called teacher, or academic, exception, which presents a perpetual conundrum. Even when faculty create works within the scope of their employment, this teacher exception operates to allocate the ownership of any resulting copyright, not to the employing institution, but to the author. This is not a provision of the copyright statute, and some courts have declined to follow it. Under the terms of this policy, for clarity and in keeping with the value the College places on scholarship and teaching, the College recognizes the teacher exception. Unless otherwise provided in a writing, the copyright in a work of original authorship created by a member of the faculty, whether working alone or in collaboration with others (be they covered individuals or not) is allocated to the author or authors without implicating the work-made-for hire rules, which might otherwise pertain. As consideration the College requires that faculty members benefiting from the teacher exception grant back to the College a nonexclusive right to use their works for educational purposes identified by the College in its sole discretion. When the College specially commissions a member of the faculty to create a work of original authorship which does not fall within the scope of that faculty member’s employment but does fit within one or more of nine categories specifically enumerated in the Copyright Act, that work may be deemed a work made for hire if and only if the College and faculty author sign a written agreement to that effect. If such an agreement is signed, the College becomes the owner of copyright. The College in its sole discretion may require that such an agreement be signed prior to commissioning the work. Where a member of the faculty enters into a collaboration with another covered individual, including a student, or with someone who is not a member of the College community, with the intention that the parties’ contributions be merged to create a joint work, each author owns a fractional interest in the copyright in the entire work and not simply an interest in the copyright in his or her individual contribution to the work. That interest will be proportional unless otherwise negotiated. In other words, if there are two authors, each one owns a one-half interest in the entire copyright. Each author may enter into nonexclusive licensing agreements respecting the joint work, provided he or she pays the appropriate fractional share of the revenues earned to each author.

When joint authorship with a student or an individual who is not a member of the College community is contemplated, this intellectual property policy requires the signing of a written acknowledgment of the collaboration by each participant as a condition of participation in the collaboration. The Office of the Provost will provide appropriate form agreements for execution by the parties.
B. “Works by Staff” pursuant to the work-made-for-hire doctrine of U.S. copyright law, the College is regarded as the author and owner of copyright in all works of original authorship created by staff, including administrators with faculty status when acting in their administrative (nonteaching) roles.

C. “Works by Students” students are presumed to own the copyrights in their individual works of original authorship except when such works are the product of a student’s College employment. In that event, the work-made-for-hire rules apply. Where a student enters into a collaboration with another covered individual, including joint works created by two or more students as part of a collective class project, collaboration with a faculty member, or collaboration with someone who is not a member of the College community, with the intention that the parties’ contributions be merged to create a joint work, each author owns a fractional interest in the copyright in the entire work and not simply an interest in the copyright in his or her individual contribution to the work. That interest will be proportional unless otherwise negotiated. In other words, if there are two authors, each one owns a one-half interest in the entire copyright. Each author may enter into nonexclusive licensing agreements respecting the joint work, provided he or she pays the appropriate fractional share of revenues earned to each coauthor. The College requires that students grant to the College a nonexclusive right to use their works for educational purposes identified by the College in its sole discretion.

Joint Authorship
When joint authorship with a faculty member is contemplated, this intellectual property policy requires the signing of a written acknowledgment of the collaboration by each participant as a condition of participation in the collaboration. The Office of the Vice President for Academic Programs will provide appropriate form agreements for execution by the parties.

D. “Works by Independent Contractors and Others” absent written assignment of copyright to the College, independent contractors, volunteers and visitors who are specifically commissioned by the College to create works of original authorship own the copyrights in such works. Typically, the College will require a written assignment of copyright in such cases.

E. “Registration of Copyrights” the College has the right, but not the obligation, to register its copyrights in its own name in the U.S. Copyright Office. In the case of works of original authorship in which the College is not the owner of copyrights, the College encourages, but does not require, the author or authors to register the applicable copyrights in the U.S. Copyright Office. Federal courts are generally barred from exercising jurisdiction in disputes involving unregistered copyrights.

F. “Exceptional Circumstances” the foregoing allocation of copyrights notwithstanding, under certain exceptional circumstances, the College may claim copyright in works of original authorship created by faculty and/or students, that is, works that do not come within the purview of the work-made-for hire doctrine. From time to time works of original authorship are funded by third-party grants or sponsorships awarded to the College or administered by the College on behalf of the grantee. Where a funding or sponsorship agreement stipulates that the College will be the owner of any resulting intellectual property rights, the affected author will execute a written assignment of his or her intellectual property rights in the work to the College as a condition for the release of funds or other
resources. From time to time, the development of works of original authorship by faculty and/or students requires an extraordinary allocation of College facilities and/or resources. An extraordinary allocation is defined as an allocation exceeding what is normally provided to faculty members generally in the preparation of course materials, to be determined by the College. As consideration for granting a request for an extraordinary allocation of College facilities and/or resources, the College may require the author to assign his or her intellectual property rights in the work to the College as a condition for permission to use the facilities and/or resources. The College understands that adjunct and visiting faculty may be subject to conflicting intellectual property policies that restrict the College’s claims of ownership in their works of original authorship. Such conflicts will be considered on a case-by-case basis by the Provost.

G. “Permitted Uses of Works of Original Authorship by the College” the College is the owner of all right, title and interest, including, without limitation, copyright, in all works made for hire and may exercise all of the exclusive rights granted to such owners by the Copyright Act. In addition, the College is the owner of those rights assigned to it and may exercise all such rights without seeking permission of the authors. The College may make any use of any works of original authorship pursuant to any of the exemptions set forth in the Copyright Act.

IV. Patents
There are multiple distinctions between the doctrines of copyright and patent. Originality and creativity are the hallmarks of a copyrightable work of original authorship. Neither novelty nor utility is a prerequisite. Patentability, by contrast, requires both novelty and utility. A work of original authorship only becomes copyrightable when it is expressed in a tangible medium, while the elements of an invention must be articulated but need not be rendered—and in some cases cannot be rendered—in concrete form. An individual or organization can qualify as an author. Only individuals working alone or in collaboration with others can qualify as inventors; organizations cannot. Understandably then the concept of a work made for hire, which is a critical in the realm of U.S. copyright, does not exist in the realm of patent law.

A. Inventions The College encourages its faculty and staff to engage in the types of innovative activity that could lead to inventions and respects the ownership rights that arise from such activity. Therefore, other than in exceptional circumstances (discussed below), the College does not seek to challenge those rights and regards each invention as the property of the covered individual(s) who can be properly regarded as inventors. Each covered individual acknowledges, however, that when an invention has been developed using College facilities and resources, the College typically obtains what is known as a “shop right,” which provides the College with limited, nonexclusive rights to use the invention. The College shall not exercise any shop right, however, before (a) the filing of a patent application by the inventor or his or her attorney or agent or (b) receipt of written confirmation from the inventor that patent protection will not be sought. So that patent rights are not inadvertently forfeited, inventors who are members of the College community and their collaborators, if any, must refrain from commercializing and publishing inventions without, first, disclosing the invention in confidentiality to the Provost; and second, obtaining counsel from a patent attorney or agent who is registered with the United States Patent and Trademark Office (the “PTO”). If the invention is owned by one or more covered individuals and not by the College, then the covered individual(s) can decide whether to seek
patent protection. The cost of seeking such protection will be borne by each inventor. Confidential disclosure of all inventions conceived by College employees is required under this policy. The Provost will provide confidential disclosure forms for this purpose.

B. Exceptional Circumstances Where funding or sponsorship agreements stipulate that the College will be the owner of any intellectual property rights relating to inventions conceived and reduced to practice by employees, each inventor shall irrevocably assign his or her rights in the funded invention to the College as a condition for the release of funds or other resources. From time to time thereafter, the inventor may be required by the College to execute additional instruments as the College deems necessary for the filing or prosecution by the College of any and all patent applications directed to the funded invention through to a final action on each such application by the PTO. Ultimately, the College in its sole discretion shall decide whether to seek patent protection, and the College shall be solely responsible for the costs of doing so. In accordance with U.S. patent law, any issued U.S. patent covering a funded invention shall name the original inventor(s) despite patent ownership by the College. In addition, as in the case of works of original authorship developed with the assistance of extraordinary allocations of College facilities and/or resources, the College may require each inventor to assign his or her intellectual property rights in the invention to the College as a condition for permission to use such facilities and/or resources. For example, providing a faculty member with his or her own dedicated lab space or extended IT support from a staff member would be considered substantial use of College resources. However, ordinary use of computers or library resources or use of a departmental lab space that is available to all department members would not be considered use of substantial resources.

V. Distribution of Revenues

In the absence of any other agreement, Meredith College will share the net revenues it receives from an invention owned by or assigned to the College with the employee(s) who developed the property. The formula is:

<table>
<thead>
<tr>
<th>Net Revenue for Entire Invention</th>
<th>Employee(s)</th>
<th>Academic School Budget</th>
<th>Appropriate Vice President Budget</th>
<th>Meredith College General Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>First $20,000</td>
<td>100%</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>$20,001-$75,000</td>
<td>50%</td>
<td>15%</td>
<td>15%</td>
<td>20%</td>
</tr>
<tr>
<td>Over $75,001</td>
<td>50%</td>
<td>10%</td>
<td>10%</td>
<td>30%</td>
</tr>
</tbody>
</table>

A. If the employee is not associated with an academic school then the academic school revenue share will be allocated to the division.

B. The academic school share may be used for equipment purchases, research and instructional activities, and other purposes approved by the Provost, but it may not be used to create or support regular faculty or staff positions.

C. Where covered individuals enter into collaboration across academic schools or college divisions, allocations to schools and vice presidents will be made in equal shares.

VI. Trademarks and Service Marks

From time to time, the College may claim ownership of certain registered or unregistered trademarks and service marks. Such marks are for the exclusive use of the College in connection with the goods and services, among others, identified in federal and state registrations and pending federal applications. It is a violation of this policy for any member of the College community to make use of such marks without the express authorization of the Provost.
Allegations of Infringement
From time to time members of the College community or others might claim that a work of original authorship or invention owned by the College by assignment infringes a third-party’s rights. Conversely, a member of the College community might from time to time become aware that a third party is infringing the College’s rights in a work or invention. In either case, it is important that all College parties with an interest in the matter notify the Provost of any such claims of infringement so that appropriate action can be initiated. The College has the right, but not the obligation, to take action to stop third parties from infringing its intellectual property right. If the College elects to do so, all damages, costs or other amounts recovered by the College as a result of any such action shall be the sole property of the College.

VII. Miscellaneous
The President, or the Provost, if so delegated, has the authority to administer and enforce this policy. If a dispute arises between a covered individual and the College, between two or more covered individuals or between a covered individual and a collaborator who is not a member of the College community, such dispute will be referred to the Provost.

VIII. Effective Date
This policy will be effective as of July 1, 2009. Any instances for which the Provost has been provided confidential disclosure prior to that date will not be subject to the terms of this policy unless negotiated by a separate agreement.

(Approved by Faculty Council on May 7, 2009)

Jurisdiction of the College
Students are expected to maintain at all times a high standard of personal conduct in keeping with Meredith principles. The College reserves the right to exclude, suspend or expel at any time any student whose academic standing or conduct is regarded by Meredith as undesirable or unacceptable.

Lake
Use of the lake area after sunset is discouraged for security reasons. Swimming in the lake is prohibited. Sunbathing is prohibited in this area. Any visitor to the lake must be accompanied by student, staff or faculty in possession of a valid CamCard. Unaccompanied minors are not allowed near the lake at any time.

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.

Meredith Seal and Wordmark

The Department of Marketing oversees the College’s Graphic Identity Program and maintains a style guide that provides specific information on proper use of the visual identity elements.

Meredith’s seal is the official symbol of the College and should be used formally on College-wide event programs, documents, diplomas, certificates, and programs for official functions (convocations or commencement). The seal was designed in 1909 by Ida Poteat, professor of art, 1899-1940. Below the band running diagonally across the shield are pines symbolizing the State of North Carolina. The lighted torch illustrates Meredith’s motto, the single word LUX, meaning light—the light of the mind and the light of the soul.

The Meredith College wordmark, redesigned in 1993 and amended in 2013 by the Marketing design staff, is the official identifier for the College. It should be used as designed and always should be reproduced from authorized art work, which is available from the Department of Marketing. The wordmark and the seal may be printed in either black, white or maroon.
The creation of custom designed departmental or other individualized logos outside of the brand guidelines is prohibited. Departmental cobrand logos incorporating the wordmark are available from the Department of Marketing. The College has adopted exact specifications for letterhead, envelopes, business cards, and other components of Meredith’s official stationery program. See the Department of Marketing MyMeredith campus site for more information.

**Off-Campus Events**

All college policies as stated in the Meredith Student Handbook shall be followed at all off-campus events sponsored by Meredith. Meredith students are expected to represent the College with dignity at all times. An “off-campus, College-sponsored function” is any event or activity held off of campus grounds that is organized and hosted by Meredith College or a recognized campus organization(s).

“College-sponsored” means that Meredith College is aware of and has approved the event or activity. “Recognized campus organization(s)” refers only to those listed in the Student Organizations section of the Student Handbook.

- Students shall not possess or consume alcoholic beverages at any College-sponsored function regardless of legal age.
- Students shall not demonstrate inappropriate behavior at any College-sponsored function. Inappropriate behavior is any behavior by any person present at a College-sponsored function reflecting negatively upon Meredith College or resulting in an unreasonable risk or harm to that person or others. That person will be asked to leave a function if she/he demonstrates inappropriate behavior such as fighting, shoving, disruption of others’ enjoyment, getting sick publicly, passing out, or wearing inappropriate dress.
- Meredith students shall not possess or consume illegal drugs at any College-sponsored function.
- Meredith students shall be responsible for informing their guests attending off-campus functions of College policies to be followed.
- Meredith students and guests are subject to be searched at dances and other events.
- Inappropriate behavior that is in violation of the Meredith Honor Code may result in action by the Honor Council.

**Procedures to be followed for off-campus, College-sponsored functions**

- The Adviser to the group sponsoring an off-campus event shall be notified as to the time, place, date, and nature of the event. The organization Adviser or a substitute from the Meredith faculty or staff must attend the following: any event that is held outside of Wake County, any major off-campus event held locally by an organization or any high risk event (i.e. horseback riding, ropes course, etc.) and any event or activity that uses the Meredith College mini-buses. In the case that there is not an Adviser, the director of student leadership and service shall be notified.
- Organizations are asked to get prior approval for these events from the Office of Student Leadership and Service.
- The Meredith Campus Police Office shall be notified as to the time, place, date, and nature of off-campus social events.
- Meredith College security officers or other Law Enforcement personnel shall be hired by the sponsoring organization to attend each off-campus, College-sponsored dance or other social
functions requiring them. The purpose of hiring the security/law enforcement officers shall be to aid the sponsoring organization in its responsibility to maintain order and prevent inappropriate behavior. Any person exhibiting inappropriate behavior shall be asked to leave the function immediately. However, if by leaving the person presents a clear danger to her/himself or others, the sponsoring organizations may take reasonable steps to insure that the person is safely transported from the function, including, but not limited to, calling the appropriate law enforcement agency.

- Additional security shall be hired by the organization sponsoring the event if required to do so by the management of the off-campus building or area being used.
- Some events require release forms, which can be picked up in the Office of Student Leadership and Service.

**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, actions, and the results of her own decisions.

**Performances**

All public performances will be discussed in advance with the member of the faculty or administration sponsoring or advising the organization.

**Photography Release**

Photographers and videographers photograph and film Meredith College activities throughout students’ undergraduate and graduate years. The photos and videos may be used in various Meredith publications and presentations, including brochures, advertisements, magazines, newspapers, and online features, to promote Meredith and its programs and events. Students may be asked to sign and return a photography release form, but have the option to decline.

**Publications**

Meredith College students publish *The Meredith Herald*, a weekly newspaper; *The Colton Review*, an annual arts and literary journal; and the *Oak Leaves*, an annual yearbook. Student editors and their staffs, supported by college funding and guidance of faculty advisers, take full responsibility for editing and producing these publications. The *Meredith Herald* and *Oak Leaves* supplement their budgets with the proceeds of other approved fundraising activities. The staff of each publication is further guided by a constitution approved by the Student Government Association (SGA) Senate. Student publications operate with full editorial independence, free from prior approval of copy. Their endeavors, however, take place within the context of the Meredith community and with an awareness of the college’s mission. Editorial staffs maintain professional standards of journalistic integrity, social responsibility and ethics. They obey copyright laws. The College itself assumes no responsibility for the content of student publications.

**The Colton Review (A Journal of Art and Literature)**

*The Colton Review* is the student literary magazine and includes poetry, prose, and art. Published once yearly and distributed free of charge, The Colton Review accepts literary submissions from all interested
writers and art submissions from the Meredith community. Work is juried and only the strongest entries are published. Co-Editors: Rebecca Dowdy and Alex Rouch

The Meredith Herald

The Meredith Herald, the student newspaper, is both a vehicle for keeping the community informed and a permanent record of events that take place at Meredith. It is the medium that allows for total campus involvement through news coverage, letters to the editor, editorials, features, cartoons, or special columns. As readers and as contributors, all members of the Meredith community have both the privilege and the responsibility to contribute to the success of the paper. Editor: Sarah Kiser

Oak Leaves

The college yearbook, Oak Leaves, strives to capture the best memories of each year at Meredith. Oak Leaves shows the college campus, the academic departments and faculty, the administrative staff, the classes and their special events, the campus organizations, and the athletic and social programs offered each year. Yearbooks of the previous year are provided during the fall semester of each academic year to all full-time students. Students who are not full-time both semesters may pay for a yearbook. Seniors are responsible for having yearbooks mailed to them the fall semester following graduation or for picking them up at the College before the fall semester ends. Photographers are scheduled by the yearbook staff to photograph students, but it is the student’s responsibility to make an appointment, have the appropriate photograph made, and provide any additional information needed. Editor: Quinn Ostendarp

Residence Hall Regulations

Residence hall students also are responsible for abiding by rules and policies governing the residence halls. These rules and policies are listed in the Residence Life section of this Handbook.

Residence Requirement

Campus residence halls are living/learning environments that provide supportive communities for student development. Traditional-aged students are encouraged to take advantage of the opportunity for building friendships, developing interpersonal and communications skills, and participating in programs and activities that are all part of the residential living experience.

1. Freshman and sophomore students under the age of 23 must live in the residence halls or reside with their parents, spouses, or (with special permission) another close relative within a reasonable commuting distance. Freshman and transfer students who enter the College over the age of 21 may apply to live off campus. Housing contracts are for the entire academic year.

2. Continuing juniors and seniors with at least a 2.0 GPA may request to live off campus by a designated deadline in the spring semester. Along with at least a 2.0 GPA, students must have at least 60 hours or have resided four semesters in the residence halls. Transfer students who meet established eligibility requirements as stated on the transfer application for admission may apply as commuting students under the off-campus housing option. Requests are available in the Office of Residence Life.

3. Campus housing is available to undergraduate degree-seeking students, including students in the Wings program.
4. Resident students must be enrolled as full-time (at least 12 hours) students while living in the residence halls. If a student drops below full-time, she will not be eligible to live on campus unless approved by the dean of students.

5. Students interested in housing during the summer terms must check with the Office of Residence Life for housing options and stipulations.

6. The cost of health services and meals in the dining hall is included in the payment for room and board. Students who live off campus must pay a health fee in order to receive services from the Health Center. Students who live off campus must pay for any meals eaten in the dining hall.

7. Students who do not meet the requirements to live off campus but choose to do so can be charged the full amount of room and board for the academic year.

8. Residential policies will be reviewed annually.

Returned Checks
There is a $35 service fee for each returned check. Returned checks are automatically redeposited before they are charged to the student.

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 through an individualized assessment process. 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 individualized assessment 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 individualized assessment 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 a individualized assessment information 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 Advisers 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.

Sexual Misconduct 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, domestic violence, dating 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.”

Scope and Jurisdiction
This policy applies to all members of the Meredith College community, including anyone involved in a Meredith program or activity, such as students, employees, visitors, vendors, campus visitors, and independent contractors. 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.

This policy applies to conduct occurring on Meredith’s campus or off campus in the context of Meredith College employment or educational activities or programs including study abroad and internship programs. Other off-campus actions including on-line or electronic activities that have an adverse effect on campus or off-campus Meredith activities or programs may be subject to this policy.

In determining whether the College has jurisdiction over off-campus conduct that is not a part of a College educational activity or program, the College will look at how serious the conduct is, the risk of harm, whether both parties involved are members of the College community, and whether the alleged action is part of a series of actions that occurred on and off campus. In situations in which both the complainant and the respondent are members of the Meredith College community, this policy will apply regardless of the location of the incident. In particular, off-campus conduct that is likely to have an actual or potential adverse impact on, or poses a threat or danger to, any member of the campus community or the College is within the scope of this policy.

Although there is no strict geographic limitation to the scope of 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 procedures in this policy. Even when an action complained of is not within the scope of this policy, the College will offer available resources to College community members to assist them. Individuals are encouraged to report misconduct regardless of where the incident occurred, or who committed it. Even if the College does not have jurisdiction over the respondent, the College will take prompt action to provide for the safety and well-being of the complainant and the broader campus community, to the extent possible.

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 Galloway, Director of Human Resources and Title IX Coordinator, at davispm@meredith.edu or at 919-760-8760. For incidents involving students, contact Ann Gleason, Dean of Students and Deputy Title IX Coordinator, at gleasona@meredith.edu or at 919-760-8521. As soon as Meredith College employees (including faculty, staff and residence life staff members) become aware of an incident of sexual misconduct that occurred on or off campus that may affect the safety or well-being of a member of the campus community, they must report this information to Pamela Davis Galloway, 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 Deputy Title IX Coordinator or their designee. If you are unsure about what constitutes sexual misconduct at Meredith College, please contact the Title IX Coordinator or the Deputy Title IX Coordinator.

All persons are encouraged to make a report of any incident regardless of the location or time it occurred and to seek assistance from campus or community resources. The Title IX Coordinator or Deputy Title IX Coordinator will assess the incident at issue, any risk of harm to the parties or others including the broader campus community, any preferred course of action of the complainant, and any necessary and appropriate interim protective measures.

At the time of reporting, the complainant does not have to decide about which particular process or option to pursue. The decision on how to proceed can occur over time and, throughout that process, the College will provide resources and support regardless of what decision is made or if one has been made.

In accordance with Meredith College’s medical amnesty policy, a student who reports sexual misconduct 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 actions did not place the health or safety of any other person at risk or violate additional College policies.

Instances of sexual misconduct may violate both the College’s sexual misconduct policy and the law. Complainants may pursue their complaints through either or both of the Meredith College reporting process for sexual misconduct and through the criminal justice system, and Meredith College encourages complainants to pursue these avenues if they so choose. 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 regardless of the timeline or outcome of the criminal procedures.

Upon request of the complainant, sexual misconduct committed by a student from another campus can be referred by the Dean of Students or, in extreme situations, Campus Police, to that student’s campus for judicial action.

Anonymous reports of sexual misconduct may also be submitted online on the form located on the College’s Title IX web page at www.meredith.edu/title-ix

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 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. Confidential resources are those individuals at Meredith College permitted to maintain confidentiality except with the individual’s express permission and include only 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) (unless there is a continuing threat of serious harm to the patient or client or there is a legal obligation to reveal the information). 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.

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.

Privacy

In addressing any report under the Policy, the College will make every effort to respect privacy interests of all persons involved while assessing the allegation and taking any steps to prevent the conduct, prevent its recurrence, and address its effects. Confidential resources are able to share information only with the individual’s express permission. All other employees will share information on a “need-to-know” basis to investigate and resolve matters. Parents will usually not be contacted unless the party is a minor and disclosure is permitted by FERPA, a FERPA waiver is obtained, disclosure is necessary to protect the health or safety of the minor or other individuals, or there is express permission from the minor. The Title IX Coordinator maintains reports of incidents to track systemic issues in order to address them.

Clery Act and Timely Warning

At any time that a serious or continuing threat to students or employees exists, the College will issue timely notification and warning to the campus community. This notification required by the Clery Act will not include identifying information about the reporting party. Pursuant to the Clery Act and the Violence Against Women Act, anonymous statistics regarding reported criminal incidents must be shared with the Campus Police department for inclusion in the daily crime log and in the College’s Annual Security Report. This information will include anonymous aggregate data.

Assistance and support

Meredith College recognizes the importance of assisting a member of the Meredith College community who is impacted by sexual violence. In this respect, several College departments coordinate efforts to offer services and Meredith College strongly urges anyone who has been impacted by sexual violence to:

- **Seek immediate medical assistance**: If you are in Wake County, 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 or in obtaining a protective order. 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. If you have injuries that require immediate medical attention, beyond the injuries sustained through sexual assault, 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 guarantee confidentiality.

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

### Interim protective actions

When the College receives a report under this policy, the Title IX coordinator and other appropriate College personnel will take reasonable and appropriate interim protective measures necessary to protect the safety of the parties or witnesses involved, regardless of whether the complainant chooses to make a report to campus police or local law enforcement. These interim or temporary options or actions ensure the safety of all individuals involved and the fairness of the investigation process; they are not decisions about responsibility and may be changed as additional information is gathered.

Interim actions include but are not limited to: access to counseling and assistance in setting up an initial appointment; request a rearrangement of class schedule or living space; arrange for the complainant to have additional time to complete a course or re-take/withdraw from a class without academic or financial penalty; impose a no-contact order; provide an escort between classes and educational activities; changes in a class schedule; provide academic support services such as tutoring.

### Definitions

**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 guarantee confidentiality. 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) (unless there is a continuing threat of serious harm to the patient or client or there is a legal obligation to reveal the information).

Responsible employees
Meredith College faculty and staff (including resident assistants) who are not specifically designated as confidential resources.

Consent
Words or actions that affirmatively demonstrate a knowing or voluntary willingness to engage in mutually-agreed-upon sexual activity. Consent requires an outward demonstration, through understandable words or actions, that conveys a clear willingness to engage in sexual contact.

Consent cannot be gained by force, by intimidation, by ignoring objections, or by taking advantage of another's incapacitation. 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 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 regardless of whether there has been a past consensual sexual relationship.

Consent to sexual activity may be withdrawn at any time through understandable words or actions that clearly convey that a party is no longer willing to engage in sexual contact; 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 or otherwise physically helpless; and
- Minors.

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments that voids an individual's ability to give consent. Incapacitation may be caused by a permanent or temporary physical or mental impairment. 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 knows or should reasonably know based on the circumstances is incapacitated. A respondent 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.

**Prohibited Conduct:**

**Complicity**
Complicity is any act that knowingly aids, abets, facilitates, promotes or encourages the commission of prohibited conduct by another person.

**Sexual Violence**
Sexual violence is a severe form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual exploitation, sexual abuse, domestic violence, dating violence, stalking and sexual coercion.

**Sexual assault/non-consensual sexual contact**
Sexual assault is a severe form of sexual harassment and refers to 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 other object.

**Sexual exploitation**
Taking sexual advantage of another person without effective 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; distributing intimate or sexual information about another person; and knowingly transmitting a sexually transmitted infection, including HIV, to another person.

**Stalking**
Repeated contact or any other course of conduct directed at a person that is sufficiently serious enough to cause physical, emotional, or psychological fear or to create a hostile, intimidating or abusive environment for a reasonable person under similar circumstances and with similar identities. 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. Stalking may involve persons who know each other or strangers.

**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.

Sexual harassing conduct is also prohibited. Such 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.

**Gender-based Harassment**
Gender-based harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual’s actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex discrimination prohibited by Title IX.

**Sexual coercion or intimidation**
Is 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 push.

**Dating Violence**
Violence, sexual abuse, physical abuse, or threats of such abuse between partners who are or have been in a personal, romantic, or intimate relationship.

**Domestic Violence**
Attempting to cause bodily injury; intentionally causing bodily injury; or inflicting substantial emotional distress by causing fear of imminent serious bodily injury or harassment by someone with whom the aggrieved party has or has had a personal relationship. A personal relationship means one between current or former spouses, persons who live or have lived together, persons who have a child in common, or persons who are or have been in a dating relationship.
Retaliation
Retaliation is getting back at someone in words or actions for that person’s participation in protected activity. Protected activity under this policy includes (i) an individual’s good faith reporting of a complaint under the policy, participation in an investigation or hearing under the policy and (ii) an individual’s opposition to practices that an individual reasonably believes are in violation of this policy. Retaliation is also a violation of this policy and subjects violators to prompt and appropriate discipline. Report any acts of retaliation to the Title IX Coordinator. The College will not tolerate retaliation against anyone under this policy, including the Title IX coordinators.

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.

Education and Training Programs
The College is committed to promoting awareness and increasing the prevention of conduct prohibited under this policy through education and training prevention programs. The Title IX Coordinator maintains information about educational and training programs for students, faculty and staff. Programs include an overview of this policy as well as key terms such as prohibited conduct under this policy, consent, positive and safe ways for bystanders to intervene, available resources on campus and off, and the influence of alcohol and illegal drug use. The College provides educational materials through a variety of outlets including online training, emails, new student orientation, annual updates/training for employees, and new employee orientation.

Role of Title IX Coordinator/Deputy Title IX Coordinator
The Coordinator will first ensure that the complainant is safe and that the campus community is protected. The Coordinator may meet with the complainant of the reported sexual misconduct, known as the “complainant.” The Coordinator is trained in college sexual misconduct and will provide information (in writing) and advice to the complainant. The following information is provided:

- A copy of the College’s Sexual Misconduct policy including information about confidential resources, investigation process and grievance procedures, and the College’s non-retaliation policy
- Resources on campus and in community, including counseling support.
- Information about the person’s right to pursue criminal action in addition to the College’s procedures and actions.
- Information about possible interim protective 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 as deemed necessary.

Investigation Procedures
As sexual misconduct is considered by the College to be a serious form of sexual harassment and a violation of the College’s Harassment and Non-Discrimination Policy, all formal complaints of sexual
misconduct will be investigated by a Title IX coordinator, the Deputy Title IX Coordinator, or their
designee (the investigator). The investigator may also choose to initiate an investigation based on
other reported information or to assign the investigation to another impartial, qualified investigator. If
a decision is made to initiate an investigation, the following actions will be taken:

- May interview complainant, respondent and witnesses
- Relevant information and documents will be gathered. This information may include, but is not
  limited to, reviewing campus and community law enforcement investigation documents, if
  applicable; reviewing student and employee files; 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 usually take no longer than 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, findings will be shared with the complainant and
  respondent. The Title IX Coordinator will determine whether or not the College will bring a
  formal complaint under the College’s Title IX/sexual misconduct policy.
- If a formal complaint is warranted, the matter will be handled in accordance with the grievance
  procedures outlined in this policy. The grievance procedure may be initiated by the complainant
  or, in some instances, the College may initiate the grievance procedure or other administrative
  procedure when there is evidence of a possible threat to the health and/or safety of the campus
  community. While the College may determine it necessary to initiate such action to protect the
  campus community or remedy alleged misconduct, the College recognizes that the complainant
  may elect to participate or not.
- At any time a serious, imminent and continuing threat exists, Campus Police will be notified and
  an MC Alert message will be issued on campus to provide timely notification and warning to the
  campus community. Any such alert required by the Clery Act will not include identifiable
  information about the Complainant.

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 intended to resolve complaints quickly,
efficiently, and to the mutual satisfaction of both parties. If the respondent accepts responsibility and
the sanction proposed by the Title IX Coordinator or designee, the matter will be resolved. If the
respondent accepts responsibility but not the proposed sanction, a truncated sanctions hearing may be
held.
One form of informal resolution is mediation. Allegations of sexual assault may not be mediated. In
mediation, the Title IX Coordinator or Deputy Title IX Coordinator 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. 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**

The complainant has the option of initiating the formal grievance process for all Title IX complaints, which utilizes the College Grievance Hearing Panel. Following an investigation, the College may also choose to initiate the formal grievance process when there is evidence of a possible threat to the health and/or safety of the campus community. 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 advisor at any stage of the disciplinary proceedings. A student may select an advisor from the current College community including a student, faculty or staff member who is currently employed or enrolled at Meredith College and who is not a witness in the matter. In matters alleging sexual misconduct, students may have an advisor of their choosing and are not restricted to an advisor from within the College community (current students, faculty or staff). The role of advisors is to assist and support the students they advise and advisors may not actively participate in the hearings. The advisor’s role is limited to quietly conferring with the advisor’s advisee in writing or whispering, and advisors may not address any other participant or the hearing panel.
- Other than the parties, their advisors, hearing panel members, Title IX Coordinator or Deputy Title IX Coordinator or their designees, and witnesses when testifying, others are not permitted to be present in the hearing room, but may be seated outside the hearing room.
- Preponderance-of-the evidence (more likely than not) standard will be used in fact-finding and hearing procedures.
- Right to an appeal.
- Receive written notification of the outcomes of both the hearing panel’s decision and the appeal.

**College Grievance Hearing Panel**

The Title IX Coordinator will assemble the College Grievance Hearing Panel (the “Panel”) from the College Grievance Hearing Board pool of available members. 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 Title IX Coordinator will select three (3) members of the Grievance Hearing Board pool and one alternate to serve on the Panel. The Panel shall include individuals from the segments of the campus community represented by the concerned parties (student, faculty, and/or staff) whenever possible. For example, if the complaint is from a student against a faculty member, the Panel shall include students and faculty or staff if possible. If the hearing involves only faculty and staff members as complainant and respondent, the Panel will consist only of faculty and
staff if possible. The complainant and respondent will be given the list of panel members five business
days in advance of the hearing. If either party objects to a panelist because of conflict of interest, the
Title IX Coordinator will consider the grounds for the conflict of interest and may select another panel
member. The chair will be designated by the Title IX Coordinator. The complainant and respondent
may not contact panel members or discuss the case with them prior to the hearing. The Title IX
Coordinator and/or the Deputy Title IX Coordinator (or a Title IX designee) will be available to provide
technical assistance on procedural and policy matters. The Grievance Hearing Panel will receive
training on grievance procedures, sexual misconduct information/sensitivity and Panel member
responsibilities prior to the hearing date and are not eligible to serve unless they attend the training.

Grievance Panel Review Process
The Panel will review the complaint and all information provided, carefully examine any policies
involved, and may receive statements from both the complainant and the respondent 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. Both parties should submit lists of potential witnesses to the Title IX
Coordinator five business days prior to the hearing. The complainant and respondent may also submit
written statements to the 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 considered to be asked through the Panel. The complainant and
the respondent will not be permitted to ask questions directly of each other; questions submitted to
the Title IX representative will be reviewed for relevance related to the hearing and those relevant to
the hearing will be communicated to the Chair by the Title IX representative. The rules of evidence do
not apply. The complainant and the respondent may each elect to be present in the hearing room
during the proceedings. If either party requests not to be physically present during some or all of
the proceedings, arrangements will be made by the Title IX Coordinator or Deputy Title IX Coordinator
to allow for both parties to participate in the hearing while not being required to physically be in the
same hearing room.

Individuals who require disability-related reasonable accommodation in order to equitably participate
in the process are encouraged to make their request at least five business days in advance of the
hearing in order to allow enough time to make the necessary arrangements. Individuals who need
assistance with language translation should make their request five business days in advance of the
hearing.

Issues regarding admission of evidence or testimony, including relevancy and reliability, will be
determined by the Chair in consultation with the Title IX Coordinator. The complainant’s sexual history
with anyone other than the respondent may not be discussed during the hearing. The parties and all
witnesses are expected to provide honest information and statements. The Chair shall determine in its
discretion the management of the hearing, the relevance of information. Behavior that disrupts the
hearing process will not be permitted and the Chair and the Title IX Coordinator will address parties,
witnesses or advisors as necessary.

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 advisor
or supporter. 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 basis for a decision by the Panel will be based on a preponderance-of-the-evidence standard (more likely than not) and by the majority decision of the Panel.

The Panel may find that prohibited misconduct has occurred or that it has not. When the Panel finds that misconduct has occurred, it will determine a remedy, including sanctions. Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct. Meredith College may impose any of the following sanctions upon students: warning, reprimand, probation, delay of graduation, withholding of degree, revocation of degree, suspension, expulsion, termination or limitation of use of on-campus or off-campus resources, termination of on-campus employment, loss of leadership position, loss of student housing or other privileges, and other restitution. Sanctions for employees could include one or more of the following: warning, mandated training, corrective action, suspension with pay, suspension without pay, termination, or other corrective actions related to employment. Sanctions for contractors and visitors may include a warning, notification to the contracted company, trespass order from campus, termination of employment/contract. The Chair will prepare a written report within five (5) business days of the final decision with findings to be submitted to the Title IX Coordinator or the Deputy Title IX Coordinator. If the respondent is an employee, the Title IX Coordinator will consult with the appropriate supervisor(s) to impose appropriate disciplinary and corrective sanctions.

The Title IX Coordinator will inform the complainant and respondent of the findings and sanctions within 5 business days of the receipt of the Chair’s report. Notification will be made in writing and may be delivered by one or more of the following methods: in-person; mailed to the local or permanent address as indicated in official College records; or emailed to the parties’ College-issued email account.

**Standard of proof**

The basis for a decision will be based on a preponderance-of-the-evidence standard (more likely than not). This means that in order to find the respondent responsible, the Panel 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 Panel Decision**

The complainant or the respondent may appeal the Panel’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 Title IX Coordinator within five (5) business days of receipt of Panel’s decision.

Appeals of the College Grievance Hearing Panel decision shall be heard by the appropriate vice president (or President when the appellant is an employee who reports directly to the President). The Vice President for College Programs will hear the appeal if the respondent and complainant included only students. 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. Decisions will be made within ten (10) business days of receipt of the appeal. 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 reviewing 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 within 10 business days of the receipt of the appeal. The decision of the vice president is final.

*Updated January 2017*

**Smoking Policy**

Out of consideration for members of the College community who choose not to smoke or whose health is negatively affected by smoke, smoking and the use of e-cigarettes or vaporizers is prohibited in all campus buildings. Smoking and the use of e-cigarettes or vaporizers is prohibited on the College campus, except in the following locations:

The paved commuter lots (parking lots 6 and 17 on the Meredith College campus map), the softball field lot (12), lot adjacent to Campus Police (13), the underclassmen lots (14 and 15), Heilman-Barefoot lot (16), the athletic field lot (19), and (the two side parking lots for The Oaks (5—note, this excludes the parking area in front of The Oaks).*

It is the responsibility of each student/faculty/staff member to inform guests of the College’s Smoking Policy.

*These locations were chosen with respect to the College campus fire safety, maintenance, and accessibility.

**Sororities and Secret Societies**

Students do not have social sororities of any name or kind on the campus, whether national or local, affiliated or unaffiliated. Also, secret societies are not permitted at Meredith. All organizations must be approved by Senate.

**Solicitation Policy**

Members of the Meredith community enjoy protection of their rights of privacy. Solicitation by on- or off-campus persons, organizations, or businesses is strictly prohibited unless authorized by the Vice President for College Programs or by the Director of Student Leadership and Service. Any use of College facilities by off-campus persons for purposes of solicitation, even those sponsored by campus organizations, must also be approved. Under no circumstances are off-campus persons allowed to solicit door-to-door. Any business or company requesting to give a program or presentation is to be referred to the Director of Student Leadership and Service to be channeled through the appropriate organization.

Any religious organization wanting to give a program or presentation is to be referred to the Campus Chaplain for approval.
**Student Activities Fee**
All undergraduate part-time and full-time degree-seeking students pay a student activities fee ($50.00) per semester. This fee is used to fund a variety of events and activities to enhance campus life and reduce the cost of tickets to some events.

Graduate students do not pay student activities fees, but individual programs may have a program fee. Each graduate program determines how those fees are spent. Consult your program director or manager for more information.

**Sunbathing**
Sunbathing is permitted only in the area surrounded by Faircloth, Brewer, Heilman and Barefoot Residence Halls (referred to as Meredith Beach) and the Oaks back patio.

**Transportation—College**
The Meredith College 15-passenger buses are used on a first-come, first-served basis for the purpose of providing transportation for faculty, students, and staff to College-sponsored or related activities/events. There are three buses limited to destinations within 300 miles from campus, unless approved by the appropriate vice president. Buses may be reserved by contacting the Parking Director at the Campus Police Office. For further information about the Meredith College Vehicle Transportation and Safety Policy, please contact Campus Police at 919-760-8888.

All drivers must be 21 years or older, complete Bus Driver Training conducted by Campus Police, have a driving record check completed by Human Resources, and be employed by the College as faculty or staff. To be eligible to drive, one must have a valid driver’s license. Students are not allowed to drive Meredith College buses.

For student organizations using the Meredith buses, an adviser must accompany the group and buses on the trip. All student organizations planning to use the Meredith buses also must receive approval from the Office of Student Leadership and Service.

**Weapons/Firearms**
Possession of weapons/firearms (either openly carried or concealed) 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.

**Withholding Grades**
All services in the Office of the Registrar are contingent upon satisfactory college accounts and other College obligations. Transcripts and grades may be withheld at the discretion of College officials for lack of payment of College fees and fines and for failure to complete other College obligations.