

# STUDENT HANDBOOK

## 2022-2023



**LAGRANGE**  
COLLEGE



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## HANDBOOK OVERVIEW

The LaGrange College Student Handbook is intended to be a quick reference guide for students seeking more information about College policies and procedures pertaining to out-of-class activities. Please note that the policies contained in this Handbook are subject to change at the College's discretion without direct notice. Additionally, although the on-line version of this Handbook may be updated throughout the academic year, no warranty is made that it contains the most updated policies at any given time. Students are encouraged to seek clarification from the appropriate administrator for guidance on questions pertaining to College policies. Even though every effort has been made to ensure the accuracy of the information contained in this document, the College nor any of its representatives can be held liable for any inaccuracies or omissions. This Handbook remains in effect until the next edition of the Handbook is issued.

## COLLEGE MISSION

LaGrange College challenges the minds and inspires the souls of its students. Founded in 1831 and committed to its relationship with the United Methodist Church and its Wesleyan and liberal arts traditions, the college supports students in their search for truth. An ethical and caring community that values excellence, service, civility, diversity and inclusion, LaGrange College prepares its students to become successful, responsible citizens who aspire to lives of integrity and moral courage.

## COLLEGE ALMA MATER

### Alma Mater

Dolly Jones House (1914)

Hail to thee our Alma Mater,  
Guardian of our days.  
For thy spirit never failing,  
We will sing thy praise.  
High aloft we hold thy banner,  
Ever loyal true.  
And to thee our Alma Mater,  
We our pledge renew.  
In thy mighty groves of learning,

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Wisdom's path we've sought.  
High upon thy lofty hilltop,  
Visions have been wrought.  
From our hearts we sing the chorus,  
Time shall never change.  
Hail to thee our Alma Mater,  
Hail to thee LaGrange.

#### COLLEGE FIGHT SONG

##### **Fight Song**

Fight, Panthers, fight courageously!  
We'll cheer for dear LC!  
Our loyalty we pledge to the black and red  
We'll fight on till victory!  
(shout) LC! LC!  
Go-----PANTHERS!  
(Repeat)

#### CAMPUS CONTACT INFORMATION

LaGrange College Switchboard.....(706) 880-8000

##### **Administration**

President - Dr. Susanna Baxter..... (706) 880-8240

Vice President for Academic Affairs – Dr. Brian Peterson.....(706) 880-8235

Associate VP of Academic Affairs, Professor of Mathematics, Director of the Gen. Ed – Dr. Jon Ernstberger..... (706) 880-8155

Professor of Nursing; Associate Vice President for Academic Affairs- Dr. Maranah Sauter.....(706) 880-8201

Vice President for Advancement - Rebecca Roth Nicks..... (706) 880-8088

Vice President for Finance and Operations –Dr. Jerry Forster.....(706) 880-8232

Vice President for Enrollment Management & Student Experience – Dr. John Head..... (706) 880-8253

Registrar Office -Amber Baldridge.....(706) 880-8924

Assistant to the Registrar - Gina Thompson.....(706) 880-8238

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Business Office (student accounts) -April Woody.....(706) 880-8278

Financial Aid (work study, student loans) -Michelle Reeves.....(706) 880-8249

Information Technology (computer issues)- .....(706) 880-8049  
[www.lagrange.edu](http://www.lagrange.edu) - click on PantherNet to access the IT HelpDesk or email [support@lagrange.edu](mailto:support@lagrange.edu)

Administrative Asst to VP of Enrollment Mgmt & Student Experience – Carla Esposito.....(706) 880-8269

Campus Safety Team (Securitas)..... (706) 880-8911

Chaplain, Director of Spiritual Life and Church Relations - Rev. Dr. Adam Roberts ..... (706) 880-8004

Director of Center of Career Services, Leadership, Counseling, -..... (706) 880-8997

Title IX Coordinator – Kelly Ansley.....(706) 880-

Assistant Director of Career Services & Internship Coordinator– Mary Eppling..... (706) 880-8185

Associate Director of Counseling Services- Ratoya Mason-.....706-880-8117

Director of Student Housing & Student Life – Dr. Kerry Wallaert..... (706) 880-8112

Administrative Support for Campus Life & Housing -.....(706) 880-8975

Assistant Director of Housing and Student Life-Kelli Tolbert.....(706) 880-8925

Assistant Director of Student Life - Ale’ Andrade.....(706) 880-8977

Panther Academic Center for Excellence (PACE) & Disability Services Director – Lindsay  
Shaughnessy.....(706) 880-8652

Coordinator, Office of Global Engagement – Michele Raphoon.....(706) 880-8429

### **Athletics**

Vice President of Athletics & Recreation – Terlynn Olds.....(706) 880-8631

Assistant to the AD & Recreation Coordinator-Ivy Grant.....(706)-880-8280

Senior Woman Administrator-Janet Lin Craft.....(706)-880-8642

Associate Athletics Director of Sports Medicine - .....(706) 880-8099

Director of Sports Information –.....(706) 880-8318

Assistant Director of Sports Information -Kendal Wallace .....(706) 880-8328

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Director of Sports Performance – Jeff Geeter.....	(706) 880-8283
Baseball – David Kelton.....	(706) 880-8295
Men’s Basketball – Kendal Wallace.....	(706) 880-8328
Women’s Basketball – Jasen Jonus .....	(706) 880-8270
Beach Volleyball – Moneshia McKenney.....	(706) 880-8252
Cheerleading – Nicole Joseph.....	(706)-977-8936
Cross Country (Men's and Women's) – Jasen Jonus.....	(706) 880-8270
Football – Earl Chambers.....	(706) 880-8775
Golf – Shannon Lipham.....	(706) 880-8343
Men’s Lacrosse – Brandon Sewell .....	(706) 880-8197
Men’s Soccer—Ryan Dickson.....	(706) 880-8068
Women’s Soccer—Kennet Fosuhene.....	(706) 880-8334
Softball- Melanie Rushing.....	(706) 880-8343
Tennis – Drew Cantrell.....	(706) 880-8336
Volleyball – Moneshia McKenney.....	(706) 880-8252

#### CAMPUS HOURS

**Administrative Offices:** Switchboard Operator (706) 880-8000

Monday – Friday, 8:00am - 5:00 pm

**Panther Connection Store:** (706) 880-8215

Store Hours: Monday – Friday, 9:00am - 4:00pm

[pantherconnection@lagrange.edu](mailto:pantherconnection@lagrange.edu) and [www.pantherconnection.com](http://www.pantherconnection.com)

**Campus Post Office:** Susan Mansour (706) 880-8287

Monday - Friday 8:00am - 5:00pm

\*Area to use your mailbox key is open 24 hours

\*Summer hours may vary

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**ARAMARK (Dining Services)**

Juanita Jackson

Director of Food Services

[jjackson@lagrange.edu](mailto:jjackson@lagrange.edu)

Office: (706) 882-0788

**Pitts Dining Hall**

	<u>Monday - Thursday</u>	<u>Friday</u>	<u>Saturday &amp; Sunday</u>
Breakfast	7:30am - 9:30am	7:30am - 9:30am	
Brunch			10:30am - 1:00pm
Lunch	11:00am - 1:00pm	11:00am - 1:00pm	
Dinner	5:00pm – 7:30pm	5:00 - 7:00pm	5:00pm - 6:30pm

**The Hill Grill & Bistro**

	<u>Monday - Thursday</u>	<u>Friday</u>
Lunch	11:00am - 2:00pm	11:00am - 2:00pm
Dinner	5:00pm - 10:00pm	

**Starbucks**

<u>Monday - Thursday</u>	<u>Friday</u>
7:30am - 1:00pm	7:30am - 1:00pm
4:00pm - 10:00pm	

***Note: Dining Hours are subject to change***

**Lewis Library:**

Fall/Spring Semester

Monday - Thursday: 7:50am-12am (midnight)

Friday: 8am-5pm

Saturday: 11am-4pm

Sunday: 3pm-10pm

**\*Interim-Session\***

Monday – Friday: 8am - 5pm

Saturday: Closed

Sunday: Closed

**Summer Session**

Monday – Friday: 8am - 5pm

Saturday: Closed

Sunday: Closed

\*The Lewis Library hours are determined based on academic need and may change to accommodate those needs; please refer to the Library website for more information on hours of operation, etc. For



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more information contact the Circulation Desk at (706) 880-8312 or visit the Library Home page at [www.lagrange.edu/library](http://www.lagrange.edu/library) .

### **Tutoring Center**

For an updated schedule or to make an appointment, visit the LC Tutoring Team on Microsoft Teams. You can also go to <http://home.lagrange.edu/tutoring/> For additional questions, email [tutoring@lagrange.edu](mailto:tutoring@lagrange.edu) or call Dr. Stacey Ernstberger (706) 880-8016.

### **Writing Center**

Please contact Dr. Justin Thurman at (706) 880-8198 or [jthurman@lagrange.edu](mailto:jthurman@lagrange.edu) for available times to receive assistance.

## **STUDENT LEADERSHIP TEAM**

### **2022-2023 Honor Council – To be announced**

President:

Recording/Corresponding Secretary:

Remediation Officer:

Appeals Representative:

*Advisors:* William Paschal and Jeff Lukken

### **2022-2023 Social Council – To be announced**

President:

Vice President:

Case Manager/Appeals Representative:

*Advisor:* Justin Muller

### **2022-2023 SGA Executive Committee Positions**

President:

Vice President:

Treasurer:

Secretary:

*SGA Advisor:* Dr. Kerry Wallaert

## **College Policies & Statements**

### **THE HONOR CODE**

The Honor Code

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*As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal, nor tolerate these unethical behaviors in others.*

*The Honor Code is the responsibility of every student, faculty member, and staff member at LaGrange College. The cooperation of all members of the College community is needed to promote an environment of academic integrity, scholarship, and discipline.*

*The Honor Code may be augmented for individual course needs, provided that any additions are listed in the course syllabus and do not detract from the letter or spirit of the Honor Code or jurisdiction of the Honor Council.*

#### Student Responsibilities

- To be honest and truthful in all academic matters, abiding by the letter and spirit of the Honor Code
- To consult with the appropriate persons to clarify issues regarding plagiarism, the correct attribution
- of sources, the acceptable limits of proofreading, editing, or input of others, and the allowable materials for examinations, reports, or any academic work
- To sign a pledge that no unauthorized aid has been given or received on any academic work
- To report any incident which is believed to be a violation of the Honor Code to the president of the Honor Council
- To cooperate when called upon by the Council to testify in a hearing

#### Student Rights

- To be presumed innocent
- To be granted a fair, impartial, and timely hearing
- To face and question any witnesses at a hearing
- To provide and share information on one's own behalf
- To be granted a separate hearing upon request, when the incident involves more than one person
- To be granted the right to subsequent appeal
- To be accompanied by a silent observer in a hearing. The Council president must be made aware of this person's name and relationship to the student no less than twenty-four hours before the hearing. The observer's role is one of support, and this person will not be allowed to speak.

#### Examples of Offenses

- Academic cheating, including but not limited to the unauthorized use of books or notes, copying, or collaboration on examinations or any graded coursework
- Unauthorized use of electronic devices and/or programs for or during examinations or any graded coursework
- Plagiarism—the misuse of another person's words or ideas, presenting them as one's own, regardless of intent
- Lying or presenting false information related to any academic matter
- Forgery or misuse of official college documents
- Theft of college property related to academic work
- Aiding another in any of the above

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- Failure to report a violation of the Honor Code
  - Failure to appear before the Honor Council as requested
  - Failure to maintain confidentiality regarding a case
  - Any dishonest conduct related to Cultural Enrichment requirements, including but not limited to, taking credit for attendance when one has not attended an event, either in whole or in part; or aiding another in attempting to take credit for attending an event one has not attended

#### Procedure Regarding a Suspected Violation of the Honor Code

- Report the alleged violation to President of the Honor Council. If the President recuses his or herself due to conflict of interest, the Recording Secretary assumes the role of Honor Council President. In consultation with at least one of the Faculty Advisors to the Honor Council, the President of the Council will determine if the preponderance of evidence supports the accusation. If the insufficient evidence exists, the President so notifies the party reporting the alleged violation.
- The Council President and at least one of the Faculty Advisors will meet with the accused student. The Faculty Advisor will present the learning outcomes and mission statement of the Honor Council to the accused. The Council President will then present the evidence. Both parties are allowed to ask questions regarding the evidence, accusation, and process. If asked, the President can recommend a course of action for the accused.
- If the accused chooses to have a hearing, he or she will meet with the Faculty Advisor, Honor Council President, Recording Secretary, and the most senior member of the Honor Council to reflect on the discussion of the evidence at the preliminary meeting. The President then later informs the referrer and accused of the violation that a hearing will take place, stating the specifics of an accusation, the place, date, and time of the hearing, and request the names of any persons who should be called in as witnesses or who may have any pertinent information. The President will interview these persons to determine whether they have knowledge relevant to the suspected violation. Campus email and communication through campus post office will be considered means of official correspondence to students from the Honor Council. Students are responsible for responding to these official means of communication. If any communication attempts are not responded to within one week of initial contact from the Honor Council, the Council reserves the right to proceed with the case.
- When a student accused of a violation does not appear for a preliminary interview when notified to do so, a hold will be placed on the student's transcript. A hold will also be placed on the transcript when it has been determined that the case will proceed to a hearing. This hold will be removed when the case has been resolved.
- The student may choose to self-report the violation in a letter to the Honor Council President. As a result, an outcomes hearing will be called to determine the sanction. It is mandatory for the accused student to attend the outcomes hearing. The referrer will be invited to attend the

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outcomes hearing. At the Council's discretion, they may ask for a sanction recommendation from the referrer.

- The President presides at the hearing, after which the Honor Council votes to determine whether a violation has occurred or not. In the event of a tie, the President will cast the deciding vote. If the accused is found not to have violated the Honor Code, the President will inform the Vice President for Academic Affairs and student in writing. If the student is found to have violated the Honor Code, further deliberation by the Council determines the sanction to be imposed, and the student is notified in writing. The sanction will be carried out by the Vice President for Academic Affairs. All hearings will be digitally recorded and kept confidentially on file for a minimum of seven (7) years.
- If a case cannot be heard by the end of the grading period, the instructor will submit the grade as "NR" until the Honor Council acts on the case.
- The Honor Council reserves the right to conduct a hearing in absentia when the accused student fails to appear as notified and directed.

#### Appellate Procedure

Every person found to have violated the Honor Code has the right of subsequent appeal.

- There are two types of appeals: verdict appeal and sanction appeal. Verdict appeal may be filed in cases of new evidence, errors in the hearing process, or errors of interpreting or perception of personal bias from an Honor Council member. In cases of personal bias from an Honor Council member, the member will submit a written statement attesting to his or her sense or bias, in what capacity they know the accused, and previous interactions they have had with the accused. Sanction appeals may be filed if the accused feels the sanction was disproportionate to the offense.
- An appeal must be filed with the Vice President for Academic Affairs in writing within seven (7) days of notification of the sanction. If the sanction determined by the Honor Council is an F in the course, the student will be dropped from the course seven (7) days after the student has been notified of the sanction unless an appeal is filed.
- The Appeals Board will consist of the Honor Council Appeals Representative, the Vice President for Academic Affairs, the President of the SGA, the President of the Faculty Assembly, a member of the SGA Senate selected by the Honor Council President and the Vice President for Academic Affairs, and the Department Head of the program in which the violation was committed if they choose to attend. Such appeals are heard from the written hearing summary, the audio recording of the hearing, and the written statement of the student requesting the appeal. Materials submitted as part of the case and the recording of the hearing will not be made available to the accused. These materials include, but are not limited to, new evidence,

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perception of errors, or perception of bias. The Appeals Board has the authority to reduce the sanction in a case, if they see fit.

### Sanctions

One of the following sanctions is imposed when it is determined that there has been a violation of the Honor Code. All Students will also complete a program of remediation outlined in the following section.

- A maximum of half ( $\frac{1}{2}$ ) credit on the related assignment at the discretion of the professor
- A zero on the related assignment
- The final grade in the course lowered by one letter grade
- An F in the course
- Suspension from the College for one term, excluding summer, in a grade-related offense
- Suspension from the College for one term, excluding summer, and an F in the course in a grade-related offense
- Dismissal from the College and an F in the course in a grade-related offense
- Revocation of a degree

### Remediation

All students found to have violated the Honor Code must complete a Remediation Program before being allowed to enroll in classes for the following semester. In course-related violations, they would also receive a sanction from the Honor Council. In certain non-course related cases, the remediation program itself may be the sanction set by the Honor Council.

1. A contract will be signed by the student which requires a Remediation Program to be completed within a month of the date of the initiation of the contract. If the sanction is imposed late in a semester, the president of the Honor Council will determine a reasonable time for its completion at the beginning of the next semester. If the student does not complete the program as agreed within one month, he or she will not be able to register for the following semester (not including summer), effectively accepting a suspension for a semester. It will be the student's responsibility to make and keep all appointments named in the contract and to complete the program within the specified period.
2. The student must make and keep appointments, while dressed appropriately (item 3), to meet with the following groups or members of the college community in person: the Vice President for Academic Affairs (or President of LaGrange College if Vice President for Academic Affairs is not available) and the member or members of the faculty involved. In each of these discussions the student should be prepared to explain his or her violation, discuss its impact both personally and on the College community, and hear what others' thoughts and concerns may be about the violation. A minimum of thirty minutes is suggested for each meeting. The paper referred to below (item 4) must be presented to the Vice President for Academic Affairs prior to his or her meeting with the student.

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3. Attire: Students meeting with the Vice President for Academic Affairs (or the President) must be dressed in attire that would be appropriate for a job interview. If the student shows up wearing inappropriate clothing, he or she will be required to reschedule their meeting.
  4. The student must write a typed paper, at least 750 words in length, reflecting on the experience of the violation and what he or she learned in the process of the meetings as reflected in the Honor Council's Learning Outcomes. These papers, rendered anonymous, will be made available for the Honor Council to use at its discretion in its efforts to educate the student body regarding academic integrity. When the paper has been submitted and read by the Honor Council, the final step in satisfying the Remediation Program will be a meeting with the Honor Council. This is an opportunity for members of the Council to ask questions of the student about the process and outcome.

#### The Role of the Faculty Advisors

The Faculty Co-Advisors serve to ensure due process and fairness for all parties, participate in training, and act as a liaison to the faculty and coaches. The Faculty Co-Advisors will be working with the student-lead Honor Council, the administration, and Registrar on the case. If there are any questions regarding the status of a case, the referrer should direct student or parental inquiries to the Vice President for Academic Affairs.

- The Co-Advisors may ask a question(s) of the parties in the case at his or her discretion.
- Faculty Co-Advisor does not vote during deliberations but may participate in discussion prior to the vote.

#### Honor Council Principles

1. To treat every member of the College community with impartiality and respect.
2. To consider all facts and testimony before discussing or resolving any case.
3. To preserve absolute confidentiality.
4. To hold the College community to the highest standard of conduct, both to protect the community and to promote moral development.
5. To support the mission of the College by conducting programs and enacting policies regarding the Honor Code that contribute to the ethical development of the College community.
6. To understand the fundamental differences between the nature of student discipline regarding academic integrity and the nature of criminal law. The Honor Code, its policies, procedures, and sanctions are meant to be in accordance with the mission of the College. They are not intended to resemble any activities within the criminal judicial process.

#### Selection

Conducted as needed by the Selection Committee:

- Current Honor Council President
- Current SGA President
- President of the Faculty Assembly

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- Vice President for Academic Affairs
  - Advisor to the Honor Council

- Any student with a minimum of 30 credit hours and a minimum GPA of 2.85 is welcome to apply.
- All members must attend a mandatory workshop. If the members fail to attend, they are not able to attend a hearing until the session is complete. If they have not completed the training session up to one month after classes begin, the Honor Council reserves the right to remove the member from the Council.
- Current members of the Honor Council are not required to re-apply each year.
- Two graduate students and two evening college students will be chosen by their respective programs for the Honor Council.

### HONOR COUNCIL

The Honor Council seeks to educate the College community on the principles of academic integrity and to enforce the Honor Code when violations occur. Any student who has been trained in prior years as a member of the Honor Council may be empaneled for hearings or sanction meetings when necessary. It may also be necessary for new members to be selected and trained during an academic year using standard, established procedure.

### Academic Honor Pledge

"I pledge that I have neither given nor received unauthorized aid on this assignment (or examination), nor have I witnessed any violation of the Honor Code."

### Accommodations

ADA Statement: All students, regardless of disability, are held to the LaGrange College Honor Code.

### Common Questions

#### *Will I violate the Code if I don't turn in students I know are cheating or have otherwise violated the Code?*

Yes. The purpose of the Honor Code is to create a community of integrity. Lying, cheating, and stealing related to academic matters are violations of the Code, and students at LaGrange College should refuse to tolerate violations of the trust among students and between students and faculty established by the code.

#### *What if I don't agree to sign the Code?*

The Honor Code is a policy of the College, and refusal to sign it will not alter a student's requirement to abide by it.

#### *In classes where tests are unproctored, isn't there just a higher incidence of cheating?*

The process of educating the student body in the discipline of academic integrity is ongoing. Individual faculty members make the decision about when and how to offer students unproctored exams, and this is being done more frequently than before the Honor Code was implemented. Trust between faculty and students is one of the goals of any honor system, and as faculty trust in students increases, as the faculty becomes more confident that there are many students who will not tolerate dishonesty, unproctored exams will be administered more often.

#### *Why do we need an Honor Code?*

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Studies related to ethics and moral development in American colleges and universities consistently show students' failure to understand the value of intellectual property, and professional organizations also report concerns about the ethics of graduates entering fields such as engineering, business, and medicine.

*Who decides cases of alleged violations of the Code?*

The Honor Council is selected as needed each year for the following academic year. Students may self-nominate, as well receive nominations the faculty and coaches, then apply to be considered in the selection process. The Honor Council elects its own president who becomes the non-voting member to whom all cases are reported. The members will be students with 30 or more academic credit hours and will have a minimum GPA of 2.85.

*Is it a violation of the Code to have someone else proofread my assignments and papers?*

Always ask your professor for clarification of what is acceptable for every assignment. In general, someone else's proofreading of your work would not be tolerated under the Code because it isn't your own work and may put you at an unfair advantage over other students. This is the professor's prerogative for each assignment, however, and is it your responsibility to ask about the limits of each assignment.

*What about help from the Writing Center? Should I be worried about that?*

No. Writing Center tutors understand the Code and the limitations it places on the type and scope of help they offer. They will not proofread, edit, or revise your papers. Their job is to provide peer tutoring and guide you in doing your own best work.

*What is the process of an Honor Council Hearing?*

All hearings are closed, and all matters before the Honor Council are confidential. The president prepares all parties for the hearing, presides, and assures fairness. The person accused of a violation is present throughout the hearing and may ask questions just as members do of all witnesses who come before the Honor Council. The person accused of the violation will have the opportunity to be the last to speak, after all other parties have been dismissed from the hearing room. The Council will excuse everyone except its members and advisor in order to deliberate, and the decision will be delivered in writing to the accused, the referring faculty member, and the Vice President for Academic Affairs of the College

*What happens if a student is found in a hearing to have violated the Honor Code?*

One of the sanctions will be immediately imposed. A sanction cannot be deferred. Summer term does not qualify for a suspension period.

*What happens if a student who is confronted about a violation chooses to admit his or her violation of the Honor Code?*

Upon self-reporting to the Honor Council, the student will participate in an Outcomes Hearing, during which the student will explain the incident to the Honor Council. Honor Council members are permitted to ask the accused student questions during the Outcomes Hearing. After the discussion, the student is dismissed, and the Honor Council members deliberate to select a sanction for the violation.

*What does the faculty or administration of the College have to do with the Honor Council?*



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The Honor Council is composed entirely of students and acts autonomously. An advisor from the faculty attends hearings to ensure due process and fairness for all parties, to plan training for the Council, and to act as liaison to the faculty, but he or she has no vote in Council proceedings. Each year, in keeping with the trust that the faculty has placed in the Council, the Council will present a report to the faculty and the President of the College.

## THE SOCIAL CODE

### The LaGrange College Social Code

*As a member of the student body at LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence, and will adhere to an honorable standard of conduct.*

*As an educational institution, the College is concerned not only with the formal in-class education of its students, but also with each student's welfare and growth into mature individuals who conduct themselves responsibly as citizens.*

*Like the Honor Code, the Social Code is the responsibility of every student, faculty member, and staff member at LaGrange College. The Social Code attempts to instill in every member of the student body a sense of moral and community responsibility. As such, LaGrange College expects its students to adhere to community standards. Likewise, if someone fails to live up to these codes of conduct, the College expects students to report violations of the Social Code to the Social Council. In this way, students assume the obligation of upholding the integrity of their community and of ethically preparing themselves for the world beyond college.*

### Section I: Overview

As an institution whose mission is to challenge the mind and inspire the souls of its students, LaGrange College is committed to both the intellectual and ethical development of students. To promote moral development and ensure a safe environment conducive to learning, the College has established formal expectations for conduct as well as processes for resolving allegations of student misconduct. Like the Honor Code, promotion and enforcement of the Social Code is a community responsibility shared by students, faculty, and staff. Not only are community members expected to hold one another accountable for their behavior but known violations of the Social Code should be reported to the Vice President for Enrollment Management and Student Experience.

### Section II: Jurisdiction

The College's disciplinary procedures pertain to acts of misconduct allegedly committed by a student. For the purposes of this policy, a "student" means any person pursuing academic studies at the College; this includes: (a) a person not currently enrolled but who was enrolled in the fall, spring, or summer terms preceding the alleged violation; (b) a person who, while not currently enrolled, was previously enrolled at LaGrange College and who is reasonably anticipated to seek enrollment at a future date; (c) a person who has applied to or been accepted for admission to LaGrange College and has accepted an offer of admission or may reasonably be expected to enroll; or (d) a person enrolled in a LaGrange College program on a credit or non-credit basis. For the purposes of this policy, individuals who are not

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currently enrolled at the College remain subject to the disciplinary process for conduct that occurred while they were enrolled as a student.

In general, the College's jurisdiction for formally resolving allegations of misconduct is limited to instances that occur on college property. The College and/or Social Council may, however, initiate the disciplinary process against a student for prohibited conduct that occurs while the student is participating in off-campus activities sponsored by or affiliated with the College (e.g., field trips, Jan Term, internships, clinical assignments, a campus organization social) or for any conduct that is deemed to potentially threaten the health/safety of the campus or disrupt the learning environment of the College regardless of where such behavior may occur.

College disciplinary action may be instituted against a student charged with conduct that potentially violates both criminal/civil law and College policy without regard to the pendency of civil or criminal litigation in court or arrest. The College's disciplinary process may be initiated prior to, simultaneously with, or following criminal/civil proceedings off campus, and any disciplinary sanctions reached under the College's process will not be reevaluated based on the results of a criminal/civil legal proceeding.

### Section III: Standards of Student Behavior

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary action under the Social Code (this list is offered to give students examples of misconduct covered by the Social Code, but it should not be considered all-inclusive). A student who assists or attempts to assist another student in violating these standards of behavior is subject to the same disciplinary process under the social code.

- A. Engages in conduct that is determined by the institution to violate any provision of federal, state, or local laws.
- B. Use, possession, or distribution of an illegal drug or narcotic, or possession of drug paraphernalia.
- C. Use, possession, or distribution of alcoholic beverages. LaGrange College is a dry campus and, as such, possession of alcohol, even by students of legal drinking age, is prohibited. In addition, violations of state alcohol law (such as driving under the influence or public intoxication), whether on or off campus may be subject to college disciplinary action. Likewise, the display of alcohol bottles and/or paraphernalia (empty bottles, cans, funnels, kegs, etc.) is not allowed in residence halls rooms, even for display purposes. Students who are in the presence of students in the reasonable standard of being aware of a violation of the Alcohol Policy, are considered in violation themselves and will also be subjected to disciplinary action. Likewise, students whose roommates store alcohol in a common refrigerator or room are also subject to disciplinary action.
- D. Engages in conduct that would violate the College's policy on weapons. LaGrange College is designated as a school safety zone, which means that it is prohibited to possess any explosive compound or weapon in or on any property owned or used by LaGrange College. This includes residence halls, fraternity and sorority houses on campus, and LC owned vehicles. In addition to being a school safety zone, the College is a gun free campus.

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Weapons come in many forms, and simply possessing one of these objects is a violation of College policy; the following items are prohibited from campus and College property:

Pistol, revolver, or any weapon designed or intended to propel a missile of any kind (this includes air soft, paintball, BB or pellet guns, potato guns and other similar homemade devices) or the use, possession, or display of firearms, replicas or toy weapons, ammunition, explosives, weapons, or any other incendiary, explosive, or potentially destructive device, including fireworks. Additional items that could constitute a violation of this policy include knives having a blade of two or more inches; straight-edge razor or razor blade; spring stick, bat, club, or other bludgeon-type weapon; nun chahka, nun chuck, nunchaku, shuriken; throwing star or oriental dart; and stun gun or taser.

The above list is not exhaustive and serves as a general guide. Additional objects may be considered a weapon according to campus policy. Please remember that these are only a few examples of weapons that can be considered prohibited on campus. If you know of anyone who is in violation of this policy while on campus, let Campus Safety and/or Campus Life know immediately.

Acknowledging that a student may want to have a tool to help increase personal safety, mace (or other personal protective spray) is permitted to be carried and used ONLY in a self-defense manner. Any uses for mace outside of a self-defense tool is prohibited.

- E. Engages in inappropriate conduct, including, but not limited to, pranks, repeated contact of a harassing nature through a personal or electronic medium, and violent, berating or otherwise abusive behavior. Conduct deemed to meet the College's threshold for sexual harassment will be resolved according to the institution's Sexual Misconduct Policy.
- F. Behaves in a manner that impedes, interferes with, or disrupts any College teaching, research, administrative, disciplinary, public service, learning, or otherwise authorized activity.
- G. Behaves in a manner that threatens or endangers the health or safety of any student or employee of the College, or of visitors on campus.
- H. Damages, defaces, destroys, tampers with, or takes without authorization property of the College, property belonging to any student or employee of the College, or property of a visitor on campus.
- I. Uses, has unauthorized possession of, or provides others with unauthorized access to or use of College keys, access codes, and other access-restriction devices.
- J. Engages in activities that violate the College's Hazing Policy as contained in this Student Handbook.
- K. Engages in unauthorized use of property, equipment, resources, supplies, buildings, or facilities owned or controlled by the College, including propping doors or unauthorized entry into property, buildings, or facilities owned or controlled by the College.

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- L. Engages in surveillance or recording of any type without the subject's knowledge or consent in areas where there is a reasonable expectation of privacy and/or the broadcasting or distribution of such material.
  - M. Gambling, including in the residence halls.
  - N. Misuse, abuse, or tampering with fire safety equipment.
  - O. Arson. When an individual uses fire or explosives to cause damage to a building, vehicle, ground, or other structure.
  - P. Smoking (to include e-cigarettes and vaping) is prohibited inside all college property, including residence halls/college housing. Smoking closer than 50 feet of the entrance of a building is prohibited. It is also prohibited to use and/or have possession of hookah pipes (and any other hookah related items in the residence halls).
  - Q. Disruption of the student conduct process, including, but not limited to, failing to appear for a meeting when summoned, failing to appear or testify at a hearing, attempting to harass, or unduly influence a potential witness or complainant, or failing to complete an assigned sanction.
  - R. Violates any rule or regulation or administrative procedure of the College, including, but not limited to, the College's housing regulations, parking regulations, or other administrative rules set by departments such as the business office, athletics, and/or the library. Instances of sexual harassment and sexual violence will be resolved according to the College's Sexual Misconduct Policy.
  - S. Engages in a Bias Incident, the specific biases that give rise to action under the provision include only those listed and protected under the institution's "Statement on Non-Discrimination." Instances of sexual harassment and sexual violence will be resolved according to the Sexual Misconduct policy.
  - T. Furnishes false information to a college official or any vendor, volunteer, or contract employee working for or on behalf of the College.
  - U. Failure to comply with the reasonable directions of a college official or any vendor, volunteer, or contract employee working for or on behalf of the College. Among others, this includes failure to present College identification or other forms of identification.

#### Section IV: Interim Action

Pending an administrative resolution or Social Council hearing, if the continuing presence of the student poses a potential danger to persons or property or a potential threat of disrupting the academic process or any activity authorized by the College, the Vice President for Enrollment Management and Student Experience or designee may take such immediate interim disciplinary action as is appropriate to the circumstances. Appropriate actions include, but are not limited to, suspending the right of the person to live in campus residence halls, suspending the right to attend one or more academic classes, barring contact with another individual, removal from a campus group or organization, cancellation of trips associated with the College, or otherwise altering the status of the student. In situations where it is

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deemed that the student should be removed from campus completely, the Vice President for Enrollment Management and Student Experience will proceed under the College's Administrative Withdrawal Policy.

In situations where a student is subject to Interim Action, the student shall have the ability to meet with the Vice President for Enrollment Management and Student Experience to discuss the allegation within three business days of receiving notification of the Interim Disciplinary Action. Following this meeting, the Vice President for Enrollment Management and Student Experience may remove the Interim Disciplinary Action and/or schedule a formal administrative resolution conference or Social Council Hearing within 14 days of this meeting. Vice President for Enrollment Management and Student Experience may also request any psychological testing or other documentation as a requirement of attending the administrative resolution conference or Social Council Hearing; the student, likewise, will be required to provide a release allowing the College access to the assessment report and access to the treatment provider. Typically, all expenses associated with assessment of a student's mental, emotional, or physical state as part of the Interim Action process are the responsibility of the student. The College, however, reserves the right to, even in the situation of a second opinion, require an assessment that is paid by the College with a treatment professional selected by the institution. Should the student fail to attend the called meeting with the Vice President for Enrollment Management and Student Experience, the Interim Disciplinary Action will remain in effect until the incident is closed through the College's disciplinary procedures or the Vice President for Enrollment Management and Student Experience may seek removal from campus under the College's Administrative Withdrawal Policy.

#### Section V: Resolution Procedures

Allegations that a student has potentially violated the Social Code may come from other students, College faculty/staff, city officials, community members, or other individuals associated with the institution. Upon receipt of an allegation, the Vice President for Enrollment Management and Student Experience or delegate will review the allegation to determine if the alleged behavior violates one or more College policies. Either prior to or after opening a disciplinary case, the Vice President for Enrollment Management and Student Experience or Delegate may conduct an investigation into the matter that may involve requests for documentation or personal interviews with individuals involved. If a disciplinary case is opened, the Vice President for Enrollment Management and Student Experience or Delegate will determine to either make a direct referral to the Social Council or call an administrative conference with the student.

##### *A. Administrative Conference / Administrative Resolution*

1. If an administrative conference is called, the Vice President for Enrollment Management and Student Experience will determine if the case is to be heard by the Associate Dean. The Vice President for Enrollment Management and Student Experience & Associate Dean or Delegate will contact the student by phone or via an e-mail sent to the student's College account informing them to schedule a meeting. In a situation where a student misses multiple scheduled meetings with the Vice President for Enrollment Management and Student Experience or Delegate, a hold may be placed on the student's account and, if further lack of contact is made, the student may be referred to the Social Council.

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2. In an administrative conference, the Vice President for Enrollment Management and Student Experience or Delegate will inform the student(s) of the allegation against them and offer the student(s) a chance to present evidence on their behalf. The Vice President for Enrollment Management and Student Experience or Delegate may then elect to call another meeting to allow time for further investigation or make a determination on responsibility. If the preponderance of evidence does not support a finding of responsibility, the matter will be dismissed without disciplinary action. If the preponderance of evidence supports a finding that the student is responsible for the alleged act of misconduct, the Vice President for Enrollment Management and Student Experience or Delegate will offer the student a written administrative resolution that outlines the determination and the sanction deemed appropriate. The student may then choose to accept the administrative resolution by signing the document and that by signing, the student must follow and comply with all sanctions, and the matter is considered closed with no appeal rights available. The student has the right to a hearing before the Social Council should they disagree with the determination of the Vice President for Enrollment Management and Student Experience or Delegate and choose not to sign the administrative resolution.

#### *B. Social Council Hearing*

1. When a Social Council hearing is to be held, the Social Council President will contact the accused student via an e-mail to the student's College account informing the student of: (a) the allegation against the student, including the date of the alleged incident, if known, and the specific violations under consideration during the hearing, and (b) the date, time, and place of the hearing.
2. Admission of Responsibility: In the case that a student elects to admit violating College policy to the Social Council President, this honorable act will result in an outcomes hearing, where the student is required to attend (and where any referring or impacted party could also attend). The outcomes hearing will permit the student and impacted parties to discuss potential outcomes. The Social Council will then evaluate the entire situation in issuing appropriate sanctions.
3. Denial of Responsibility: If a student denies violating College policy, a formal hearing will be conducted. During the hearing, the President (or alternate) of the Social Council serves as chair of the hearing, ascertaining that all evidence and witnesses are produced. During the hearing, the Social Council presents the evidence supporting the allegation (typically in the form of a referral submitted by the Vice President for Enrollment Management and Student Experience or Delegate) and provides the accused student an opportunity to present evidence on their own behalf. At its discretion, the Social Council may call in the referring party (including the Vice President for Enrollment Management and Student Experience or Delegate, if appropriate) or other witnesses listed in the referral to gather information about the situation. Following the introduction of evidence, the Social Council will determine if they have sufficient evidence to render a decision. If insufficient evidence exists, the Social Council may request a continuation of the hearing and dictate what evidence they require the accused student to present at a hearing to be called on a later date. If sufficient evidence exists, the Social Council will take a vote to determine whether the preponderance of evidence supports a finding of responsibility.

A simple majority vote of the Social Council members present during the hearing (the chair only votes when there is a tie) will determine the responsibility of the accused student. If the

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preponderance of evidence does not support a finding of responsibility, the matter is dismissed without disciplinary action. If the preponderance of evidence supports a finding of responsibility, the Social Council will take another majority vote (with the chair only voting when there is a tie) to assign an appropriate sanction or sanctions.

4. Although the accused student may learn the Social Council's decision immediately following the hearing, a letter outlining the decision (and any sanctions if issued) will be supplied to the student following the hearing. Although the Social Council has final authority in issuing a sanction in a Social Council hearing, the Vice President for Enrollment Management and Student Experience or Delegate will oversee the administrative functions associated with completion of the sanction.
5. The accused student has the right to be accompanied by a silent advisor during the hearing. This advisor will be excused from the hearing if this person attempts to speak or advocate on behalf of the student in any way. The advisor must be a current student, faculty member or staff member of the College.
6. If an accused student chooses not to participate in a hearing or fails to appear for a hearing after proper notice, the Social Council may either elect to reschedule the hearing or conduct the hearing in absentia without the student's presence.

### *C. Appeal*

After a Social Council decision is reached, either the student found responsible or the referring party may appeal the finding, the sanction, or both. This appeal must be made in writing and submitted to the College Vice President for Academic Affairs within seven weekdays of receiving notification of the finding. The appeal must specify the exact grounds for the appeal and include all supporting evidence; grounds for seeking and granting an appeal include: (a) new evidence not available at the time of the hearing; (b) errors in process; (c) errors in interpretation; (d) findings or sanctions that are clearly erroneous or disproportionate to the offence. A determination on the appeal will be made by the Social Council Appeals Board, consisting of the Vice President for Academic Affairs, the President of the Faculty Assembly, the SGA Parliamentarian, the Social Council appeals representative, and student at-large selected by the Social Council President and the Vice President for Academic Affairs. In the case of conflict of interest, any individual above may be replaced by an appropriate alternate, decided by the Vice President for Academic Affairs. The Appeals Board may uphold the decision in full, dismiss all findings, amend the decision with amended sanctions as listed in Section VI, or remand the decision for another hearing before the Social Council with the addition of new evidence not heard in the original hearing. The ultimate decision of the Social Council Appeals Board is final.

### Section VI: Sanctions

The Social Council, the Vice President for Enrollment Management and Student Experience, or Delegate may assign sanctions to students found responsible for violations of the Social Code. Sanctions are intended to be educational in nature. Failure to comply with sanctions could result in additional disciplinary charges and/or a hold being placed on the student's records and registration. Although not an exhaustive list, the following are examples of sanctions that may be applied:

- A. *Status Sanctions* – these are often base sanctions determined by the severity of the misconduct or the repeated nature of such actions and are typically accompanied by one or more of the active

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sanctions listed below.

1. Written Reprimand – Often used for first offenses or less severe behavior, a reprimand reflects that the conduct is not supported by the College’s mission and indicates that more severe sanctions may follow if the conduct is repeated.
2. Disciplinary Probation – A DP status sanction is issued for a specific period of time (typically a semester or year) and indicates that, should similar or other misconduct occur within this timeframe, more severe sanctions, including suspension or expulsion, will likely follow.
3. Deferred Suspension – Deferred Suspension is used in situations where the conduct is severe enough to justify suspension from the institution but mitigating circumstances exist to permit the student an opportunity to correct behavior; a student who has any further disciplinary issues while on deferred suspension will almost always be immediately suspended from the institution or expelled. Like Disciplinary Probation, Deferred Suspension is imposed for a certain period of time and may be contingent on the student completing additional requirements, such as active sanctions, as a condition of remaining on deferred suspension.
4. Suspension/Revocation of Privileges – Either the temporary or permanent removal of privileges entitled to LaGrange College students; these include, but are not limited to, ability to hold office for membership in a club or organization, representing the College during events, operating a vehicle on College property, entering campus buildings, living in campus residence halls, attending a particular class, or participating in a varsity sport.
5. Suspension from the Institution – A student suspended from the Institution is barred for a designated period from entering College property without written permission from the Vice President for Enrollment Management and Student Experience. Students suspended for two consecutive academic periods (*e.g.*, fall semester and summer sessions – or – spring semester and interim period) will have to reapply to gain readmission to the College. Students who are suspended will immediately (and by no later than 48 hours) need to vacate the campus and their residence hall rooms, even, if deemed necessary, on an interim basis during the appeal period.
6. Expulsion – A student expelled from the Institution is permanently barred from entering College property without written permission from the Vice President for Enrollment Management and Student Experience. Students who are expelled will immediately (and by no later than 48 hours) need to vacate campus and their residence hall rooms, even on an interim basis during the appeal period.
7. Rescind Admission or Revocation of Degree – The College has the authority to rescind an offer of admission or revoke an issued degree for conduct that is sufficiently severe to warrant such action.

#### **B. Active Sanctions**

1. Educationally based assignments (such as, but not limited to, on-line alcohol or drug modules, reflection papers, or research assignments). The student will bear any costs associated with required sanctions.



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2. Community/College service.
  3. Fines.
  4. Withholding of grades, official transcript, and/or degree.
  5. Bar against readmission, bar against enrollment, withdrawal from the College or a period of enrollment, and/or drop from one or more classes.
  6. Restitution to the College for damage to College property (the College will not mandate restitution between students).
  7. Referrals to other College units or outside agencies (*e.g.*, counseling, anger management, drug/alcohol treatment, spiritual guidance, etc.). Some referrals may be for mandated assessments where the student will sign a release permitting the College access to the assessment report and treating professional, while other referrals will just require proof of a meeting/intervention. The students will bear any costs associated with required assignments or interventions.
  8. Denial of degree.
  9. Other sanctions deemed appropriate.

#### Section VII: Selection of the Social Council

The Social Council is responsible for interpreting the Standards of Student Behavior and other policies found in the Student Handbook; likewise, the Social Council is responsible for taking actions when these standards and policies have been violated.

The Social Council shall consist of at least six voting members and one non-voting chair. Students interested in serving as a Social Council representative will submit an application to the Enrollment Management & Student Experience office. A Selection Committee will select a roster of worthy representatives from among the applicants.

Student applicants must be enrolled full-time in the semester for which they serve and must have a minimum cumulative GPA of 2.6. Additionally, all applicants and members of the Social Council must be in good disciplinary standing.

The President of the Social Council will be elected by the representatives of the Social Council. Another member of the Social Council will be elected by the Social Council representatives to serve as the Recording Secretary and Appeal Board representative; that representative will not vote at Social Council hearings.

Each hearing conducted by the Social Council will be comprised of panel of the membership of the Council. The panel shall consist of at least four members, one of which must serve as chair of the panel. The chair of the panel will only vote in the case of a tie. Hearings will be recorded for review during

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deliberation and appeal. Once the deadline for appeal has passed, or a final decision by the appeal board is made, the recording will be destroyed.

The Social Council will be served by two Faculty Advisors, appointed by the Vice President for Academic Affairs. Faculty advisors will serve a minimum of two years with the Social Council, alternating their resignation years so that the Social Council always has the presence of an experienced advisor. Faculty Advisors have the right to resign at any time. The Social Council may request a new advisor by unanimous vote.

The Social Council must participate in at least two annual trainings (one held each semester). Additionally, Council members will be required to sign a Confidentiality Form annually. Social Council hearing panel members will be required to disclose any conflicts of interest prior to serving on any panel for a disciplinary hearing. Social Council members may be removed from the Council by a majority vote of members of the Council, and any member found to violate confidentiality may be subject to disciplinary action by the College.

#### Section VIII: Maintenance of Records

Records of hearings of the Social Council will be kept in a locked cabinet in a secure location; hearing referrals and decision letters will also be maintained in individual student disciplinary files kept in the Vice President for Enrollment Management and Student Experiences' office. The Social Council should publish non-identifiable, summary information regarding its actions on a regular basis to help inform the College community of its activity.

#### Note on Accommodations

Reasonable changes or accommodations in its proceedings will be made upon request and documentation, particularly for students with disabilities, but all students – regardless of accommodations or disabilities – are still required to comply with the Social Code and other college rules and regulations. The Social Council will work with the College's disability coordinator on requests for accommodations.

### **STUDENT RECORDS**

LaGrange College values individuals' privacy and actively seeks to preserve the privacy rights of those who share information with us. Your trust is important to us, and we believe you have the right to know how information submitted to the College is handled.

LaGrange College does not use Social Security Numbers as a primary way to identify constituents. Instead, a unique identifier called the L# will be assigned to all LaGrange College constituents. The L# will be used across all applications, and many business processes throughout the lifetime of an individual's association with the College. This step is critical in the continuing efforts to reduce the risk of identity theft for the campus community.

The full policy concerning the use of Social Security Numbers at LaGrange College can be found in the policies section of the Instructional and Information Technology (IT) website linked from the

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PantherNet homepage (<http://panther.lagrange.edu>).

LaGrange College is dedicated to preventing unauthorized data access, maintaining data accuracy, and ensuring the appropriate use of information. We strive to put in place appropriate physical, electronic, and managerial safeguards to secure the information we collect.

In general, all present and past students have the right to personally review their own educational records for information and to determine the accuracy of these records. It is the policy of the College that information contained in official student records will not be released to the parent or guardian without the consent of the student unless the student is a dependent of the parent or guardian as defined under section 152 of the Internal Revenue Code of 1954 or the student authorizes the release to the parent or guardian. A photo ID or other equivalent documentation, or personal recognition by the custodian of record will be required before access is gained.

LaGrange College assures the confidentiality of student educational records in accordance with the Family Educational Rights and Privacy Act of 1974.

#### Exception to Access Rights

Students do not have access to:

1. personal notes of administrative, faculty, or supervisory personnel which are not accessible to or revealed to other parties;
2. financial information of parents;
3. confidential letter of recommendation placed in files before January 1, 1975, or those where student has waived right to access, or
4. medical, psychiatric, or psychological data recorded by professionals or paraprofessionals solely for their own use in treatment of the student: however, a physician or other appropriate professional of the student's choice can review such records.

#### Student Consent Prior to Records Release

Student educational record information will not be transmitted to third parties outside the College without the student's written consent, with the following exceptions:

1. Public Information: Student's name, address, telephone listing, academic major, dates of attendance, awards received, participation in officially recognized activities, and sports, weight, and heights of athletic team members. This information will be released to anyone requesting it. Information which can be released to the public on any student is name, class, major, date of attendance; degree earned; awards received; local and permanent address, and telephone number. The above-cited information will not be released if a student notifies the Registrar's Office not to release information.
2. To parents if the student is financially dependent upon the parent (IRS code definition). The burden of identifying such dependency rests with the student or parent.

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3. Information concerning application for or receipt of financial aid, which may be released to official agencies involved in decisions on aid allocations.
  4. Information released to College officials with a legitimate educational interest.
  5. Information required by federal or state agencies as specifically provided by law.
  6. Information needed in connection with an emergency to protect the health or safety of the student or other persons, as authorized by Department of Education regulations.

#### Types of Records Maintained

Examples of “educational records” maintained on a student may include, but are not necessarily limited to, the following:

##### *Academic*

Admission data, courses attempted, grades, dates of enrollment, degrees awarded, academic hours and awards received - Registrar’s Office.

##### *Alumni*

Personal, educational, and professional data, contributions and gifts - Alumni Office and Advancement Office.

##### *Athletics*

Intercollegiate participation data - Athletic Department and Public Relations Office.

##### *Conduct*

Disciplinary records, law violation – Enrollment Management & Student Experience Office.

##### *Employment*

Student employment information and opportunity profiles W-2 cards - Student Financial Aid Office.

##### *Financial*

Student’s (Parent’s) confidential statements, Financial Aid data - Student Financial Aid Office. Charges, payments, delinquent accounts - Business Office.

##### *General*

Directory information, correspondence, biographical data - office of record to which information was provided or correspondence addressed.

##### *Health*

Medical – College Clinic.

Psychological – Counseling Center.

##### *Recommendations*

Personal evaluation, academic evaluation, employment evaluations - office of record for type of evaluation made.

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### Relationship of Disciplinary Records to Academic Records

Conduct records, disciplinary records, and law violations are kept in the Enrollment Management & Student Experience Office. These files are separate from academic transcripts and are confidential as noted above. In extreme cases where suspension or expulsion for non-academic reasons is involved, an overlay will be placed on the academic transcripts for as long as the function is enforced. This overlay reads: This transcript reflects only the academic record of the student; this student currently is not in good standing and further information should be requested from Enrollment Management & Student Experience Office.

Records in the Enrollment Management & Student Experience Office are maintained for a period of seven years from the date of the incident. Records pertaining to suspension or expulsion are kept on a permanent basis. A student may request to have his/her disciplinary record destroyed. The record will be evaluated, and the Vice President for Enrollment Management and Student Experience will make decision concerning the keeping or destruction of that record. No record will be destroyed outside of the timeline indicated in the record retention policy.

## **STUDENT COMPLAINT PROCEDURES**

### Purpose

LaGrange is committed to a policy of treating all members of the College Community fairly regarding their personal and professional concerns.

The primary objective of a student complaint procedure is to ensure that concerns are promptly dealt with and a resolution is reached in a fair and just manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of College administration with the assurance that each will be given fair treatment.

### Definition

A complaint is defined as dissatisfaction occurring when a student feels or thinks that any condition affecting him/her is unjust, inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to, the following: Academic problems (excluding grades), mistreatment by any College employee, incorrect assessment of fees, records and registration errors, student employment and discrimination because of race, national origin, sex, sexual orientation, gender identity, or gender expression, marital status, religion, age, or disability.

### Complaint Procedure

The initial phase of the student complaint procedure normally requires an oral discussion between the student and the person(s) alleged to have caused the grievance in order to discuss and resolve the grievance. The meeting should be held as soon as the student first becomes aware of the act or conditions that is the basis for the grievance. If the student decides not to meet with the person(s) alleged to have caused the grievance, or consider the response to this discussion to be unsatisfactory and feels that the grievance still exists, the grievance should be put in writing and filed with the next level supervisor as outlined below:

### Nature of Complaint-Order of Contact

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Academic Problems (Excluding grades and academic progress)

- 1) Instructor
- 2) Department Chair
- 3) Vice President for Academic Affairs

Academic Records and Registration

- 1) College Registrar
- 2) Vice President for Academic Affairs

Athletics Program Student-Athlete

- 1) The coach of the student's sport
- 2) Vice President for Athletics
- 3) President

Payment and assessment of registration fees, fines, and other indebtedness to the College.

- 1) Student Accounts/Business Office
- 2) Vice President for Finance & Operations
- 3) President

Traffic and Parking

- 1) Security Officer
- 2) Director of Security
- 3) Vice President for Finance & Operations
- 4) President

Housing

- 1) Resident Advisor
- 2) Area Manager
- 3) Director of Housing

Racial Discrimination

- 1) Alleged aggrieving party
- 2) Vice President for Enrollment Management & Student Experience
- 3) President

Discrimination Based on Disability

- 1) Alleged aggrieving party
- 2) Director of Disability Services, Personal and Academic Counselor
- 3) Vice President for Academic Affairs

Sex/ Gender Discrimination

- 1) Alleged aggrieving party
- 2) Deputy Title IX Coordinator
- 3) Title IX Coordinator

Harassment

- 1) Alleged aggrieving party
- 2) Vice President for Enrollment Management & Student Experience

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### 3) President

#### Complaint Appeal Procedure

Any student who is not satisfied with the response after utilizing the administrative channels outlined above should present the grievance in written form to the Vice President for Academic Affairs or the President with a copy to the individual(s) complained about.

At the time the student presents the Vice President for Academic Affairs or President with the written grievance, he/she will be provided two options for achieving final resolution of the problem.

The student may choose to have the Vice President for Academic Affairs or President decide the disposition of the grievance; or the student may choose to have one of the appeals/review committees to investigate the case.

### **COLLEGE STATEMENT & INFORMATION ON ALCOHOL AND DRUGS**

#### Alcohol and Other Drugs

LaGrange College prohibits the possession, distribution and use of alcohol or illegal drugs.

As members of the College community, we recognize that we have an obligation to examine critically the issues surrounding drug and alcohol abuse on campuses, to provide appropriate institutional responses, and to promote responsible personal decisions. Community members have the right to live, work, learn and study in an environment free from the damaging effects of drug and alcohol abuse. To this end, LaGrange College sponsors a variety of programs and provides information and resources regarding drug and alcohol abuse. In addition, the College's policies for faculty, staff and students are consistent with federal and local law and reinforce the belief that people are accountable for their own actions. The College's procedure for alcohol and drug infractions is listed in the Social Code policy. This section is provided to give the student information to make an informed choice about alcohol and drug use.

#### Health Risks Associated with Substance Abuse

This section summarizes the health risks associated with drug and alcohol abuse and resources for addressing drug and alcohol abuse.

Caffeine, alcohol and tobacco are commonly used drugs. Although some are regulated, they are not per se illegal. It is important to realize that for some people, even these legal drugs taken in moderation can produce serious health risks, and under certain circumstances, these drugs can prove as insidious and damaging as some illegal substances.

Some illicit drugs and controlled substances have valid pharmaceutical uses. When properly administered by a physician their effect can be beneficial, yet, as with the licit drugs mentioned above, these same drugs can also prove damaging. Other substances, such as inhalants and analogs, have no legitimate claim to healing. Their use is by definition abuse, and the results are unpredictable and sometimes fatal.

Regardless of the licit or illicit status of a substance, abusing drugs is never beneficial physically, socially, psychologically, or economically. The following discussion provides a listing of common drugs and substances along with the associated physical and psychological effects and risks. Keep in mind that

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the effects and risks may vary depending upon dosage, frequency of use, duration of use combination with other substances, as well as the age, sex and health of the person.

#### Physical Health Risks

##### **Depressants** (Quaaludes, barbiturates, tranquilizers, and alcohol)

**Health Risks:** General - depression of the central nervous system, slow response time, loss of rational judgment, decreased coordination and motor skills, death. These drugs are particularly dangerous when combined.

**Health Risks:** Alcohol - Fetal Alcohol Syndrome, metabolic changes (e.g. hypoglycemia, elevated triglycerides), cancer of the mouth, pharynx, larynx, esophagus, and liver, heart disease, nervous system damage, gastrointestinal disorder (e.g. peptic ulcers, pancreatitis, gastritis), liver damage (e.g. alcoholic hepatitis, cirrhosis, and fat accumulations), death from overdose (2,000 per year in U.S.), blackouts, accidental injuries, anemia.

##### **Narcotics** (heroin, methadone, codeine, morphine, meperidine, opium, and other)

**Health Risks:** General - nausea, vomiting, convulsion, coma, possible death. The use of contaminated syringes may result in disease such as HIV, endocarditis and hepatitis. Addiction during pregnancy can lead to premature, stillborn or addicted infants.

##### **Stimulants** (caffeine as found in coffee, tea, soft drinks, diet and caffeine pills; cocaine; crack; amphetamines such as Benzedrine, Dexedrine, methadrine – speed)

**Health Risks:** Caffeine - increased motor activity, diminishes small muscle coordination and timing, insomnia or restlessness and disturbed sleep, increased basal metabolic rate, increased urination, premature systoles, heart palpitation, tachycardia, gastrointestinal irritation, ulcers, diarrhea, constipation (from high tannin content of tea) mild delirium, auditory and visual disturbances.

**Health Risks:** Cocaine - (highly addictive) elevated blood pressure, increased temperature, nosebleeds, erosion of the nasal septum, paranoia, nervousness, insomnia, malnutrition, tactile hallucinations, seizures, convulsions, death from effect on cardiac function and respiration.

**Health Risks:** Crack - (highly addictive) dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucination, paranoia, seizures, agitation, increased temperature, convulsions, possible death from cardiac arrest.

**Health Risks:** Amphetamine – elevated blood pressure, nervousness, hyperactivity, insomnia, malnutrition, acute psychoses.

##### **Hallucinogens** (phencyclidine - PCP, lysergic acid diethylamide -LSD, mescaline-peyote, psilocybin – mushrooms, marijuana).

**Health Risks:** PCP - unexpected psychotic episodes, perceptual distortions, sense of estrangement, poor muscular coordination, impaired speech, long term persistent memory

**Health Risks:** LSD - peyote mushrooms – illusions, hallucination, increased temperature and heart rate, elevated blood pressure, loss of appetite, insomnia, tremors, panic, confusion, and speech impairments, depression, anxiety, violent behavior, hallucination, coma, heart failure, lung problems, ruptured blood vessels in the brain, death. paranoia, loss of control, long term persistent flash backs, psychosis, dementia.

**Health Risks:** Marijuana - perceptual distortion of time, increased heart rate, dilation of blood vessels, loss of short term memory, impaired comprehension, decreased visual perception and psychomotor



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skills, loss of motivation, fatigue, chronic bronchitis, decreased vital lung capacity, lung cancer, paranoia, psychosis.

**Inhalants** (nitrous oxide, amyl nitrate, butyl nitrite, chlorohydro carbons, hydro-carbons-found in aerosol sprays, solvents, chemicals, and gasoline).

**Health Risks:** General - Nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, loss of appetite, decreased heart and respiratory rates, impaired judgment, violent behavior, disorientation, rapid pulse, headaches, incontinence, hepatitis, renal and hepatic damage, peripheral neuropathy, convulsions, encephalopathy, cardiac arrhythmia, ataxia, chorea, tremors, organic lead encephalopathy, myopathy, brain hemorrhage, unconsciousness, and death from asphyxiation.

**Designer Drugs or Analogs** (synthetic chemical modification of older drugs, sometimes several hundred to several thousand times stronger than the drugs they are designed to imitate.)

**Health Risks:** General – depression, anxiety, paranoia, illusions, hallucinations, impaired perception, tremors, drooling, impaired speech, paralysis, irreversible brain damage, and death.

**Smoking** (cigarette smoking in particular, cigar and pipe smoking to a lesser extent.)

**Health Risks:** General - Nausea, vomiting, peripheral vasoconstriction, tachycardia, elevated blood pressure, increased risk of heart disease as well as chronic bronchitis and emphysema, decreased life expectancy, increased potential for serious adverse effects in women taking oral contraceptives, lung cancer and other cancers (mouth, larynx, esophagus, bladder, pancreas, kidney). When used during pregnancy: premature and low birth weight babies, increased risk of miscarriage and still birth, hyperirritability, and hyperkinesia in infants.

Early recognition and treatment of alcohol and drug abuse are important for successful rehabilitation and reduced personal, family and social disruption. The College encourages and supports the earliest possible diagnosis and treatment for substance abuse. Whenever feasible, the College will assist students in overcoming alcohol and drug abuse. However, the decision to seek diagnosis and accept treatment for any problem remains primarily the individual's responsibility.

#### Counseling/Treatment Resources

A number of counseling and treatment options are available to students at LaGrange College. All counseling is confidential (except as otherwise required by law in cases of child abuse or when the person presents a clear and present danger to him/herself or others). Students are encouraged to seek counseling and/or treatment in dealing with personal issues of substance abuse relating to themselves, their friends or their families. Specific counseling and/or treatment may be required of students as a result of conduct concerns or proceedings.

The following is a list of available counseling treatment resources:

**Counseling Center:** Individual and small group counseling sessions are available depending upon the specific needs of the students. Referrals are made to off-campus provider when the individual requires long-term or specialized assistance beyond the scope of the center staff. For more information or an appointment, call 706-880-8269.

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**Spiritual Life:** Clergy is available for personal counseling and may refer students to other resources as appropriate. For information or for an appointment, call 706-880-8004.

For additional resources on drug education contact: The National Council on Alcoholism and Drug Dependence Information Line at 1-800-622-2255 or the National Institute on Drug Abuse Hotline at 1-800-662-4357.

### Programs

Programs offered through the Enrollment Management & Student Experience Office and other units focus on education, wellness, prevention and personal choice. Workshops and seminars are provided within the residence halls, as a part of First Week, during National Collegiate Alcohol Awareness Week, and Drug Awareness Week, through Greek organizations and throughout the year on an ad hoc basis.

### How the College Views Alcohol and Drug Abuse

The use of alcohol and other drugs can have a negative impact on judgments and reactions, health and safety, but may lead to legal complications as well. Even more basic is the stance that drugs and alcohol have no place on this campus among our students.

### The College's Role

The College's principle role is to engage in education, which leads to high standards and respectful conduct. When those are compromised, it will act against individuals or organizations violating rules regarding alcohol and against individuals violating either the law or College policy concerning alcohol. The College will deal severely with students convicted of the illegal possession, use, or sale of drugs.

### What the College Community can do to prevent alcohol and drug abuse

Students can help control substance abuse by declining to use or condone the use of drugs and by insisting that organizations and individuals use alcohol within the law and adhere to College policy. Students should make an effort to prevent persons who have abused alcohol or used drugs from harming themselves or others, especially when driving a motor vehicle, and should encourage those needing professional help to seek it.

The same standards and regulations apply with equal force to members of the faculty, staff and administration.

### Parental Notification

The college reserves the right to notify parents of students under the age of 21 who violate rules governing alcohol/drug use at LaGrange College.

### Drinking Age Laws

Georgia State Statute 3-3-23 makes it unlawful for any person under the age of 21 years to have in his or her possession alcoholic beverages; to sell, give, serve or permit to be served alcoholic beverages to a person under 21 years of age or to permit a person under 21 years of age to consume said beverages on the premises; to misrepresent or misstate his or her age or any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve or deliver any alcoholic beverages to a person under 21 years of age.

### Drug Policy

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The College does not condone the possession, consumption, ingestion, injection, or inhalation (without prescription or medical authorization) of substances that have the capacity to change a person's mood, behavior, or mind, or modify and relieve pain, such as, but not limited to marijuana, opiates, amphetamines, barbiturates, hallucinogens, psychedelics, or solvents. Any student found to be in conflict with the above or local, state, and federal narcotics laws, will be referred to the Vice President for Enrollment Management & Student Services, who will initiate the college's disciplinary process. The sanction may result in separation from the College. Disciplinary action against a student under College rules does not preclude the possibility of criminal charges against that individual. Similarly, the filing of criminal charges does not preclude action by the College.

The use of illegal drugs and the misuse of prescription and other drugs pose a serious threat to the physical and mental wellbeing of students, faculty, staff, visitors and guests of the College. The College is committed to providing accurate information and educational programs to prevent such use of drugs. If further information is required about these programs, services, and the assistance available at the College. Please contact the Counseling Center, Spiritual Life or any Enrollment Management & Student Experience Staff.

#### Drug Testing Policy

Given grounds for reasonable suspicion, the College reserves the right to require any student to undergo drug testing, the cost to be borne by the student.

### **ADMINISTRATIVE WITHDRAWAL POLICY**

As an academic institution committed to challenging the minds and inspiring the souls of its students, LaGrange College treats with great seriousness any situation where a student exhibits behaviors indicating that the student may be a potential threat to self, others, or property, and/or engages in conduct that threatens to interfere with the academic processes of the institution. Threats to oneself exist along a continuum, ranging from suicidal behavior with lethal intent or self-injurious behavior without lethal intent. No matter the type of potentially threatening behavior, even statements made in jest, are considered serious matters and will receive appropriate clinical attention from authorized personnel as they pose a threat to the academic processes of the College.

LaGrange College's Administrative Withdrawal Policy may be utilized in the following situations: (a) when the student engages in behavior or threatens to engage in behavior that poses a potential threat to self, others, or property; (b) when the impaired functioning of a student is sufficiently disturbing so as to interfere with the educational process of other constituents and/or the orderly operation of the College; and (c) when a student has failed to satisfy requirements of a prior Interim Disciplinary Action issued by the College.

It must be noted that the College's administrative withdrawal policy is intended to apply to all students in a nondiscriminatory fashion. Students with documented disabilities on file with the institution or who later provide such documentation to the institution will receive an individualized assessment. This assessment may first be conducted by a qualified College employee such as a licensed counselor to

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make determinations based on observations of the student's conduct, actions, as well as statements, and not stereotypes or unfounded fears. The College may also require consultations with qualified healthcare professionals to assist the institution judge the risk of substantial harm. Such assessments will enable the institution to determine if the individual is "otherwise qualified" to remain on campus or take classes based on the student's observed conduct, actions, and statements; decisions will not be based on a slightly increased, speculative, or remote risk of substantial harm. Throughout the evaluation process, College officials and consulting qualified healthcare professionals will also evaluate what reasonable accommodations, if justified by law, may be offered to the student.

Determinations as to when the circumstances meet the conditions of this policy shall be made by the Vice President for Enrollment Management and Student Experience in consultation with the Director of the Counseling Center, the Vice President for Academic Affairs, or any other appropriate College personnel. In the situation that the Vice President for Enrollment Management & Student Services seeks to implement the Administrative Withdrawal Policy, one of the following actions may occur:

1. Voluntary or Involuntary Referral for Evaluation – The student may be referred for clinical services by a licensed physician and/or mental health provider in the community. Any costs associated with the evaluation will not be covered by the College. If such occurs, the student must submit the identity and credentials of the professional to the Vice President for Enrollment Management & Student Services for approval. The student must also authorize the College to have permission to speak with the professional prior to and following the evaluation and/or treatment. In the case of an evaluation, the student must permit the professional to provide the College with a copy of the evaluation results as well as any treatment plan recommended. The College may mandate that the student follow any treatment plan recommended as a condition of continued enrollment. Any student who fails to complete the evaluation process as required is subject to withdrawal as noted below. After receiving the evaluation, the Vice President for Enrollment Management & Student Services may at her/his discretion:
  - a. Allow the student to continue with no mandated treatment.
  - b. Allow the student to continue pending on-going treatment (failure to comply with required treatment may result in withdrawal) or other accommodations deemed appropriate if applicable.
  - c. Allow the student to take a medical withdrawal from the College.
  - d. Implement an interim administrative withdrawal.
  - e. Dismiss the student from the College.
  - f. Determine other actions deemed appropriate under the circumstances.
2. Medical Withdrawals – A student who elects to take a medical withdrawal after being contacted with conditions under this policy may be required by Admissions to submit documentation from the Vice President of Enrollment Management and Student Experience or designee verifying that the student is eligible to reenroll.
3. Interim Administrative Withdrawal – The Vice President for Enrollment Management & Student Experience or designee may place a student on an interim administrative withdrawal at his/her discretion under this policy. The College may also place a student

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on an interim administrative withdrawal pending the completion of a referral for evaluation and corresponding decision by the institution and/or for failure to meet any conditions issued under a Disciplinary Interim Action. Notice of the withdrawal may be issued in person, over the phone, via certified mail, or an e-mail to the student's College e-mail account. The Vice President for Enrollment Management & Student Experience or designee has the discretion to issue the interim administrative withdrawal for a designated period of time, until the completion of conditions issued, or a combination of the two. During the period of withdrawal, the student may be denied access to College property without written permission from the Vice President for Enrollment Management & Student Experience, access to the residence halls or academic classes, or privileges for which the student may be otherwise eligible.

After an interim administrative withdrawal, re-enrollment may be requested after demonstrated evidence that the conditions stipulated have been met or after the expiration of any time limit imposed at the time of the withdrawal - whichever is longer. An on-campus interview with appropriate personnel may be required before authorization for re-admittance is issued to Admissions, if necessary.

4. Administrative Withdrawal – If, based on the evidence available and/or submitted for consideration by the student, it is the opinion of the Vice President for Enrollment Management & Student Experience, in consultation with the Director of the Counseling Center, Vice President for Academic Affairs, or other appropriate medical personnel, that the student constitutes a potential risk, the student may be placed on an administrative withdrawal for a designated period of time (typically a period of semesters or years). Following an administrative withdrawal, authorization from the Vice President for Enrollment Management & Student Experience or designee must be issued before the student can be considered for readmission from the College's admission staff.
5. Dismissal of Student – If, based on the evidence available and/or submitted for consideration by the student, it is the opinion of Vice President for Enrollment Management & Student Experience, in consultation with the Director of the Counseling Center, Vice President for Academic Affairs, or other appropriate medical personnel, that the student constitutes a substantial risk, the student may be permanently dismissed from the institution without the potential to reenroll.

## SEXUAL HARASSMENT / SEXUAL VIOLENCE POLICY

# LaGrange College Sexual Misconduct Policy

Effective August 14, 2020

## INTRODUCTION

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## **Introduction**

It is the policy of LaGrange College (“the College”) to maintain an environment for students, faculty, administrators, staff, volunteers, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The College has enacted this Sexual Misconduct Policy (the “Policy”) to reflect and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

This Policy prohibits all forms of sexual or gender-based discrimination, harassment, and misconduct, including sexual assault, non-consensual sexual contact, intimate partner violence, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy. All the foregoing conduct shall be referred to as “Prohibited Conduct.”

LaGrange College does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

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No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title IX, Title VII of the Civil Rights Act of 1964, and other applicable statutes. This Policy prohibits sexual harassment against LaGrange College community members of any sex, sexual orientation, gender identity, or gender expression in the context of education or employment.

Upon receipt of a formal written complaint, the College will take prompt and equitable action to eliminate the Prohibited Conduct (if any), prevent its recurrence, and remedy its effects. In addition, the College will fulfill its obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) in response to reported Prohibited Conduct. Students or employees who are found to have violated this Policy may face disciplinary action up to and including expulsion (students) or termination of employment (faculty or staff).

LaGrange College also prohibits other forms of discrimination and harassment addressed in the Statement of Non-Discrimination.

Prior to the articulation of the Policy, it is important to note options for assistance following an incident of sexual violence. Whether or not an individual chooses to formally report an incident, **receiving immediate medical attention and/or counseling is vital to the individual’s overall health and wellness**. Likewise, seeking immediate medical attention is vital to preserve evidence if an investigation is to follow. More detailed information on resources is also available at the end of this Policy.

## **I. SCOPE OF POLICY**

This Policy applies to all reports of Prohibited Conduct received on or after the effective date of this Policy (August 14, 2020).

When used in this Policy, “Complainant” refers to an individual who is alleged to be the victim of conduct that could constitute sexual harassment. “Respondent” refers to an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. A “Third-Party” refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a Complainant.

The process begins with a Formal Complaint filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment. The process could begin with an anonymous complaint, however, the ability of the College to process this complaint could be compromised.

At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the College.

Nothing in this Policy derogates the legal right of a parent or guardian acting on behalf of the Complainant, Respondent, or Third-Party, including, but not limited to filing a Formal Complaint.

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A possible violation of the Sexual Misconduct Policy is handled through this process. A Complainant may also pursue criminal or civil legal recourse concurrently. One is not dependent upon another.

#### **A. Persons Covered**

This Policy applies to all LaGrange College community members, including students, faculty, administrators, staff, volunteers and visitors.

The College strongly encourages reports of Prohibited Conduct regardless of who engaged in the conduct. 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.

The College will provide supportive measures with or without a Formal Complaint.

#### **B. Locations Covered**

This Policy applies to the College's educational program or activity which includes locations, events, or circumstances over which the College exercises substantial control over both the Complainant and Respondent and the context in which the sexual harassment occurs.

This Policy applies to all on-campus conduct. The College strongly encourages reports of Prohibited Conduct. Even if the Policy does not apply to the conduct because of its location, the College will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community under applicable College policies.

**On-Campus Conduct.** This Policy applies to conduct that occurs on-campus, including conduct which occurs on property owned or controlled by the College. This policy also applies to any building owned or controlled by a student organization that is officially recognized by the College.

**College Programs.** This Policy applies to conduct that occurs in the context of College employment or education programs or activities, including, but not limited to, internship programs, graduate assistantships, or athletic travel.

**Off-Campus Conduct.** This Policy may apply to conduct that occurs off-campus and has continuing adverse effects on, or creates a hostile environment for, any member of the LaGrange College community on-campus or in any College employment or education program or activity.

## **II. PROHIBITED CONDUCT & DEFINITIONS**

### **A. Sex or Gender-Based Discrimination**

Sex or gender-based discrimination refers to the disparate treatment of a person or group because of that person's or group's sex, gender identity or gender expression.

### **B. Sexual Harassment:**

Sexual harassment is conduct on the basis of sex that satisfies one or more the following:



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- (1) An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct
  - (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity.
  - (3) Sexual Assault (defined below); or Dating Violence (defined below); or Domestic Violence (defined below) or Stalking (defined below).

Sexual harassment *quid pro quo* occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit for sexual favors, whether or not the attempt is successful. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. It should be noted that the potential of sexual harassment exists in any of the following relationships: student/student, employee/student, student/employee, and employee/employee. Here and subsequently, "employees" refers to faculty, staff, and administration. Because of the inherent differential in power between College employees and students, sexual relationships between employees and students are prohibited.

A hostile, demeaning, or intimidating environment exists when sexual harassment is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity. A hostile environment can be created by anyone involved in a College's program or activities (*e.g.*, administrators, faculty members, staff members, campus visitors).

Explicit behaviors constituting sexual harassment include but are not limited to requests for sexual favors, physical assaults of a sexual nature, sexually offensive remarks, and rubbing, touching or brushing against another's body. More subtle behaviors may be experienced as intimidating or offensive, particularly when they recur, or one person has authority over another. Such behaviors may include but are not limited to unwelcome hugs or touching, inappropriate staring, veiled suggestions of sexual activity, requests for meetings in non-academic settings, and risqué jokes, stories or images.

These behaviors may range from the most egregious forms, such as sexual violence, to more subtle forms. The College defines acts of sexual violence as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (*e.g.*, due to the individual's age or use of drugs or alcohol, or because an intellectual or other disability prevents the individual from having the capacity to give consent; For full definition of consent, please refer to Section II. C).

### **C. Additional Definitions:**

**Complainant.** Complainant refers to an individual who is alleged to be the victim of conduct that could constitute sexual harassment

**Coercion.** Coercion is inappropriate pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When a person makes clear that they do not want sex, wants to stop, or that going past a certain point of sexual interaction is unwanted, continued pressure beyond that point can be coercive.

**Consent.** Consent is a clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. Instead, consent is

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affirmatively given. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity. Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment. In Georgia, minors under the age of 16 years of are generally unable to provide consent, with narrow exceptions. See Georgia Code Ann. Section 16-6-3, Statutory Rape. The College recognizes the following aspects regarding **consent**:

(a) consent is a voluntary agreement to engage in sexual activity, (b) someone who is incapacitated cannot consent; (c) past consent does not imply future consent, (d) silence or an absence of resistance does not imply consent, (e) consent to engage in one form of sexual activity does not imply consent to engage in other forms of sexual activity; (f) consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another; (g) consent can be withdrawn at any time, and (h) coercion, force, or threat of either invalidates consent.

**Dating violence.** The term “dating violence” means violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship. [34 USC 12291(a)(10)]

**Domestic violence.** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [34 U.S.C. 12291(a)(8)]

**Formal complaint.** A formal complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that LaGrange College investigate the allegation of sexual harassment. At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of LaGrange College with which the formal complaint is filed.

**Gender identity:** A person's deeply felt internal sense of being male or female, regardless of their sex assigned at birth.

**Gender expression:** The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.

**Incapacitation.** Incapacity can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. An incapacitated person does not have the ability to give knowing consent. Sexual activity with a person who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated,

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constitutes a violation of this Policy. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or drugs on another's ability to give consent (see full definition of "consent" above).

**Retaliation:** No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

**Reasonable Person.** Reasonable person refers to an ordinary person who exercises care while avoiding extremes of boldness and carefulness (Replevin, Black's Law Dictionary, 10<sup>th</sup> ed. 2014).

**Respondent.** Respondent refers to an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment

**Sexual Assault.** "Sexual Assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, as defined in 20 U.S.C. 1092(f)(6)(A)(v).

#### CRIME DEFINITIONS FROM THE NATIONAL INCIDENT-BASED REPORTING SYSTEM (NIBRS) USER MANUAL FROM THE FBI'S UCR PROGRAM

##### Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- B. Incest - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- C. Rape - The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

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- D. Sexual Assault with an Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
  - E. Sodomy - Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
  - F. Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.

**Stalking.** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. [34 USC 12291(a)(30)]

**Student.** The term student means any person pursuing academic studies at the College; this includes: (a) a person not currently enrolled but who was enrolled in the fall, spring, or summer terms preceding the alleged violation; (b) a person who, while not currently enrolled, was previously enrolled at LaGrange College and who is reasonably anticipated to seek enrollment at a future date; (c) a person who has applied to or been accepted for admission to LaGrange College and has accepted an offer of admission or may reasonably be expected to enroll; or (d) a person enrolled in a LaGrange College program on a credit or non-credit basis.

### III. CONFIDENTIALITY

The College encourages individuals who have experienced what they believe could constitute sexual harassment to speak with someone about what happened so that support can be offered, and the College can respond appropriately. Different individuals associated with the College have different abilities to maintain confidentiality in this area.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “**privileged communication**.”
- Some employees are required to report all the details of an incident (including the identities of both the reporting party and responding party to the Title IX Coordinator. A report to these employees (called “Responsible Employees”) constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation. Additionally, officials with authority to implement corrective measures (Title IX Coordinator and Deputy Title IX Coordinators) must report to the Title IX Coordinator.
- It is also possible to report to a third-party counselor or advocate off campus who may maintain confidentiality and only inform the school that an incident has occurred. As reporting requirements vary, it is important to discuss confidentiality with the third party prior to speaking with that individual.

This Policy is intended to make individuals aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn if an incident occurs. The College encourages individuals to talk to someone identified in one or more of these groups. The options include:

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## A. Privileged and Confidential Communications

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a Complainant's permission. Following is the contact information for these on-campus individuals:

1. **Ratoya Mason, M.A.** – Asst. Director of Counseling 706-880-8177; [rmason3@lagrange.edu](mailto:rmason3@lagrange.edu) – for students.
2. **Rev. Adam Roberts** – Chaplain and Director of Spiritual Life 706-880-8004; [aroberts@lagrange.edu](mailto:aroberts@lagrange.edu) – for students and employees.

While these professional and non-professional counselors and advocates may maintain a Complainant's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

If the College determines that the responding party poses a serious and immediate threat to the College community, Campus Security, the President, or Vice President for Enrollment Management and Student Experience may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the Complainant.

## B. Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond

If an individual discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all LaGrange College community members, including the reporting individual.

If the College honors the request for confidentiality, an individual must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the responding party may be limited.

Although rare, there are times when the College may not be able to honor an individual's request in order to provide a safe, non-discriminatory environment for all LaGrange College community members.

The College has designated the following individual to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual harassment or sexual violence:

- **Kelly Ansley**, Title IX Coordinator 706-880-8311; [TitleIX@lagrange.edu](mailto:TitleIX@lagrange.edu)

When weighing an individual's request for confidentiality or that no investigation or discipline be pursued, The Title IX Coordinator will consider a range of factors, including the following:

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- The increased risk that the responding party will commit additional acts of sexual or other violence, such as:
    - Whether there have been other sexual harassment or sexual violence complaints about the same responding party;
    - Whether the responding party has a history of arrests or records from a prior school indicating a history of violence;
    - Whether the responding party threatened further sexual violence or other violence against the Complainant or others;
    - Whether the sexual harassment or sexual violence was committed by multiple responding parties;
  - Whether the sexual harassment or sexual violence was perpetrated with a weapon;
  - Whether the Complainant is a minor;
  - Whether the College possesses other means to obtain relevant evidence of the sexual harassment or sexual violence (e.g., security cameras or personnel, physical evidence);
  - Whether the Complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the Complainant's request for confidentiality.

**If the College determines that it cannot maintain a Complainant's confidentiality**, the College will inform the Complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the Complainant's well-being and will take ongoing steps to protect the Complainant from retaliation or harm and work with the Complainant to create a safety plan. Retaliation against the reporting individual, whether by students or College employees, will not be tolerated. The College will provide supportive measures as described in Section VI of this policy.

Because the College is under a continuing obligation to address the issue of sexual harassment and sexual violence campus-wide, reports of sexual harassment and sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

**If the College determines that it can respect a Complainant's request for confidentiality**, the College will also take immediate action as necessary to protect and assist the Complainant.

#### **IV. TITLE IX COORDINATOR, DEPUTY COORDINATORS, & RESPONSIBLE EMPLOYEES**

##### **A. LaGrange College has designated the following Title IX Coordinator and Deputy Coordinators:**

Kelly Ansley, Title IX Coordinator 706-880-8311; [TitleIX@lagrange.edu](mailto:TitleIX@lagrange.edu)  
Lucinda Muncy: Title IX Deputy Coordinator; 706-880-8277; [lmuncy@lagrange.edu](mailto:lmuncy@lagrange.edu)  
John Head: Appeal Officer; 706-880-8253, [jhead5@lagrange.edu](mailto:jhead5@lagrange.edu)

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LaGrange College's Title IX Coordinator oversees College compliance regarding all Title IX related matters, including the investigation of complaints. Responsibilities include, but are not limited to, the following:

- Ensuring Title IX compliance
- Overseeing Deputy Coordinators
- Assessing initial intake reports
- Understanding College policies and procedures
- Providing information about resources available to both the Complainant and Respondent
- Assigning appropriate investigators to individual cases
- Identifying the appropriate college Policy to resolve the complaint in a prompt and equitable manner
- Tracking and monitoring incidents of sex discrimination and sexual misconduct
- Providing information on options for complaint resolution
- Coordinating education and prevention efforts
- Providing information to the Clery Act administrator regarding Clery Act reportable crimes

LaGrange College's Deputy Coordinators are trained to receive initial intake and, if designated by the Title IX Coordinator, investigate complaints. Deputy Coordinator responsibilities include the following:

- Supporting and assisting the Title IX Coordinator
- Understanding College policies and procedures
- Providing information about resources available to both the Complainant and Respondent
- Hearing and/or receiving initial intake (fact-gathering)
- Reporting intake reports to Title IX Coordinator for assessment
- Investigating complaints (if designated by the Title IX Coordinator)
- Providing information to the Clery Act administrator regarding Clery Act reportable crimes

## **B. Responsible Employees**

The College has Responsible Employees who are required to share reports of allegations of Prohibited Conduct with the Title IX Coordinator or a Title IX Deputy Coordinator. A "Responsible Employee" includes any employee who

- Has the authority to take action to redress the harassment
- Has the duty of report to appropriate College official sexual harassment or any other misconduct by students or employees?
- An individual could reasonably believe has the authority or responsibility to take action. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the College.

A responsible employee, excluding confidential resources, must report to the Title IX Coordinator all relevant details about the alleged sexual harassment or sexual violence shared by the individual and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

All College employees who do not have legally protected confidentiality are considered Responsible Employees.

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## V. REPORTING

**The College strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.**

The College also strongly encourages all individuals or third-party witnesses to report any incident to the College and to local law enforcement, although neither is required. These reporting options are not mutually exclusive. Both internal and criminal reports may be made simultaneously.

In order for the process to begin, the College must have actual knowledge. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or any College official who has authority to institute corrective measures on behalf of the recipient. Making a report means telling the Title IX Coordinator, Title IX Deputy Coordinators, or Responsible Employee what happened—in person, by telephone, in writing, or by email. At the time a report is made, a Complainant does not have to request any particular course of action, nor does a Complainant need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The College provides support that can assist Complainants in making these important decisions and will respect a Complainant's autonomy in deciding how to proceed to the extent possible. In this process, the College will balance the Complainant's interest with its obligation to provide a safe and non-discriminatory environment for all members of the College community.

The College will investigate and resolve all formal complaints of Prohibited Conduct in a fair and impartial manner. The Parties will be treated with dignity and respect. In response to all reports of Prohibited Conduct, the College will make an immediate assessment of any risk of harm to the Parties, or the broader campus community and will take steps necessary to address those risks. These steps may include supportive measures and/or emergency removal of the respondent to provide for the safety of the Complainant and the campus community.

### A. Emergency and External Reporting Options

Complainants have the right to notify or decline to notify law enforcement. The College strongly encourages all individuals to seek assistance from law enforcement immediately after an incident of sexual misconduct. The College will help any LaGrange College community member to get to a safe place and will arrange transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

The College has Campus Security (Securitas) on duty twenty-four (24) hours a day. You may report crimes or other emergencies by calling:

Emergency Assistance:

911



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LaGrange Police 706-883-2603

Campus Security (Securitas): 706-880-8911

If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice. Additional assistance is available through the following:

Confidential Report – LaGrange College Counseling Center 706-880-8269

Confidential Report – LaGrange College Chaplain & Director of Spiritual Life 706-880-8004

Harmony House (LaGrange, GA): 24/7 hotline 706-885-1525 / General 706-882-4173

Sexual Assault Support Center, Inc. (Columbus, GA): Crisis line 706-572-6010 / General 706-221-1033

West GA Rape Crisis Center (Carrollton, GA): Crisis line 770-834-7273 / General 770-834-8905

National Domestic Violence Hotline: 1-800-799-7233 (SAFE)

Domestic Abuse Helpline for Men & Women: 888-7HELPLINE (888-743-5754)

## **B. Campus Reporting Options**

The College recommends that individuals report Prohibited Conduct to an Official with Authority or Responsible Employee or any of the following offices or individuals:

Campus Safety  
Ext 8911 or [security@lagrange.edu](mailto:security@lagrange.edu)

Kelly Ansley, Title IX Coordinator  
Ext 8311 or [TitleIX@lagrange.edu](mailto:TitleIX@lagrange.edu)

Lucinda Muncy, Human Resources Director, Title IX Deputy Coordinator  
Ext 8277 or [lmuncy@lagrange.edu](mailto:lmuncy@lagrange.edu)

The College reserves the right to grant amnesty from drug, alcohol, or other violations of the Social Code for parties reporting allegations under this Policy (i.e., if alcohol was involved in the incident, the reporting party would not then be charged with an alcohol infraction). Decisions regarding amnesty under the Policy will be made by the Title IX Coordinator.

Cases of sexual violence may also be reported to the LaGrange Police Department; the College's Title IX Coordinator can assist individuals with contacting the Police Department. If an incident is criminal in nature, the College may be mandated to share certain information with law enforcement.

## **C. Anonymous Reporting**

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Although the College encourages victims to talk to someone, the College provides an alternative option for anonymous reporting. Campus Conduct Hotline, 866-943-5787, is a confidential, independent call-in service that provides all College community members a simple and anonymous way to report any incident.

## **VI. SUPPORTIVE MEASURES**

Upon receipt of a report of alleged Prohibited Conduct, the College will provide reasonable and appropriate supportive measures designed to eliminate any existing hostile environment and protect all Parties involved. The College will make reasonable efforts to communicate with the Parties to ensure that all safety, emotional and physical well-being concerns are being addressed. Supportive measures may be implemented regardless of whether formal disciplinary action is sought by the Complainant or the College, and regardless of whether a crime is reported to Campus Safety or local law enforcement. Supportive Measures are non-disciplinary services offered as appropriate, as reasonably available, and without fee or charge to both the Complainant or Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. These Supportive Measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening Complainant and Respondent, including measures designed to protect the safety of all Parties or the College's educational environment, or deter sexual harassment. Supportive measures may include no-contact directives, changes in class or work schedules, changes in College-owned living arrangements, or any other supportive measures that the College deems appropriate. Likewise, the College may work with a reporting student to provide access to on-campus counseling services, provide information regarding off-campus services, increased security monitoring, additional academic support or even withdrawal from class (or classes) without penalty.

The College will maintain the privacy of any supportive measures provided under this Policy to the extent practicable and will promptly address any violation of the supportive measures. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by a supportive measure. The College will take immediate and responsive action to enforce a previously implemented restriction if such restriction was violated.

Employees are encouraged to utilize the College Chaplain or their health insurance to identify counselors in their community.

### **Emergency Removal**

Nothing in this Policy precludes the College from removing a Respondent from the College's education program or activity on an emergency basis, provided that the College undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

### **Administrative Leave**

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Nothing in this Policy precludes the College from placing a non-student employee Respondent on administrative leave during the pendency of this process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

## **VII. PREVENTION, AWARENESS PROGRAMS AND TRAINING**

LaGrange College is committed to preventing sexual harassment. To that end, this Policy and these procedures will be printed in appropriate College publications. In addition, educational programs will be conducted annually by the College to (1) inform students, faculty, staff and administration about identifying sexual harassment and the problems it causes; (2) advise members of the College community about their rights and responsibilities under this Policy; (3) train personnel in the administration of this Policy. The Sexual Misconduct Policy and Procedures will be issued to all incoming students and personnel.

## **VIII. RESOLUTION OF GRIEVANCE**

The Title IX Team (Coordinator and/or Deputies) will coordinate resolution of all allegations of Prohibited Conduct defined in the Sexual Misconduct Policy using the procedures in this section. Prohibited Conduct (e.g., discrimination, harassment, retaliation) based on protected status other than sex (e.g., race, color, age, disability, other classification protected by federal or state law) is prohibited by other College policies. In the event of such complaints, the College will identify, based upon the allegation, the appropriate office to coordinate resolution of the report.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

All investigations will be conducted in a timely and impartial manner. The Parties will be informed of the projected timeline for conclusion of the process. There may be temporary delays of the process and limited extensions of time frame for good cause. Parties must submit any request for an extension to the Title IX Coordinator in writing. The Parties will be provided written notice of the delay and reasons for such delay.

If the conduct alleged in the Formal Complaint would not constitute sexual harassment as defined in this Policy even if proved, did not occur in the College's education program or activity, or did not occur against a person in the United States, then the College must dismiss the Formal Complaint with regard to that conduct for purposes of sexual harassment under this Policy. However, such a dismissal does not preclude action under another provision of the College's Social Code.

The College may dismiss the Formal Complaint or any allegations therein, if at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; the Respondent is no longer enrolled or employed by the College; or specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

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Upon dismissal of the Formal Complaint either required or permitted, the College will promptly send written notice of the dismissal and reasons for the dismissal simultaneously to each Party.

The College may consolidate Formal Complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against another Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

#### **A. Intake Meeting**

Upon receipt of a report of alleged Prohibited Conduct, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to supportive measures, and explain the Complainant the process for filing a Formal Complaint.

The Title IX Team will conduct an Intake Meeting with the Complainant as soon as possible. At that meeting, the Coordinator or Deputy Coordinator will address the following topics, as appropriate:

- Address immediate physical safety and emotional well-being needs
- Notify the Complainant of the right to contact law enforcement and seek medical treatment (and the right to decline to do so), and the importance of preservation of evidence
- Notify the Complainant of confidential and non-confidential reporting options on and off campus
- Provide the Complainant with information about:
  - On and off campus resources, including counseling, health, mental health, victim advocacy, and legal assistance
  - The range of supportive measures, including changes to academic, living, transportation, and/or working situations, or other protective measures, which are available to the Complainant regardless of whether the Complainant files a formal complaint with the College, Campus Security or local law enforcement
- Provide an overview of the procedural options and process, including the filing of a Formal Complaint, Informal Resolution and Formal Resolution. This overview should include explanation that the Complainant and Respondent will receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the Complainant to prepare to participate.
- Explain the right to object to the assignment of the Title IX Coordinator, Deputy Coordinator or Investigators based on bias or conflict of interest within 2 business days of a decision to proceed through the process
- Explain the right to a timely investigation and resolution
- Explain the right to inspect and review evidence
- Explain that the Complainant has a right to an Advisor of their choice during the process
- Explain the College's policy on retaliation
- Provide notice of any provision in the College's Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process

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- Explain the right to appeal
  - Provide statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process

At the Intake Meeting, the Coordinator or Deputy Coordinator will provide the Complainant with the above-listed information in writing. If the initial Intake Meeting is conducted by a Deputy Coordinator, the meeting report will be submitted to the Coordinator for consideration. As described in the Sexual Misconduct Policy, the Complainant has the right to request that the Title IX office not share the Complainant's name (or other identifiable information) with the Respondent, or that the Title IX office take no formal action in response to the report. If the Complainant makes such a request, the Coordinator will balance the request with the dual obligation to provide a safe and nondiscriminatory environment for all College community members, and to remain true to principles of fundamental fairness that require the College to provide the Respondent with notice of the allegations and an opportunity to respond before action is taken against the Respondent.

Absent a request for confidentiality as described above, the Coordinator or Deputy Coordinator will ask the Complainant questions to get a basic understanding of the reported Prohibited Conduct. The interview will include, but is not limited to, questions to understand the key facts upon which the Complainant bases the report (i.e., the who, what, where, and when) to appropriately assess how to proceed. At the conclusion of the Intake Meeting, and if the Complainant wishes to move forward with a formal complaint, the Coordinator and Deputies will decide:

- Do the Complainant's report state facts that, if true, could constitute a violation of the College's Sexual Misconduct Policy?
  - If yes, the College must proceed with the process.

## **B. Notice of Charges**

The College will provide written notice to the Complainant and Respondent of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Additionally, the following must be provided in writing to the Parties:

- Notify the Parties of the right to contact law enforcement and seek medical treatment (and the right to decline to do so), and the importance of preservation of evidence
- Notify the Parties of confidential and non-confidential reporting options on and off campus
- Provide the Parties with information about:
  - On and off campus resources, including counseling, health, mental health, victim advocacy, and legal assistance
  - The range of supportive measures, including changes to academic, living, transportation, and/or working situations, or other protective measures
- Provide an overview of the procedural options and process, including Informal Resolution and Formal Resolution. This overview should include explanation that the Parties will receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the Parties to prepare to participate.
- Explain the right to object to the assignment of the Title IX Coordinator, Deputy Coordinator or Investigators based on bias or conflict of interest within 2 business days of a decision to proceed through the process

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- Explain the right to a timely investigation and resolution
  - Explain the right to inspect and review evidence
  - Explain that the Parties have a right to an Advisor of their choice during the process
  - Explain the College's policy on retaliation
  - Provide notice of any provision in the College's Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process
  - Explain the right to appeal
  - Provide statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process

The Complainant and the Respondent are each permitted to select an Advisor to accompany his/her during any investigative meeting, pre-hearing conference and/or at any time following the filing of a formal complaint. The Advisor may be a mentor, family member, friend, attorney or any other supporter so long as they are not in any way involved in the resolution process, such as serving as a witness. Their role is to support the Complainant or the Respondent and, as such, are not permitted to speak in investigative meetings. However, during a live hearing, Advisors are permitted to cross examine the parties and witnesses. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other does not, or cannot afford an attorney, the College is not obligated to provide one.

### **Role of the Advisor of Choice**

Both the Respondent and Complainant have the right to have an Advisor of choice. It is the responsibility of the Complainant and Respondent to communicate with the Advisor regarding allegations, times and dates of meetings, hearings, outcomes and any other information regarding the case. The Investigators, Title IX Coordinator and Deputy Coordinators will not discuss the case with any Advisor. The Advisor may:

- attend any meeting or hearing with the respective Complainant or Respondent regarding the case, if invited by the respective Complainant Respondent;
- may provide advice to the Complainant or Respondent he/she is advising through quiet conversation or written notes in any meeting or hearing related to the case;
- may be a member of the College community but is not required to be. May be an attorney, but, is not required to be;
- during meetings with Investigators and the Title IX Team, Advisors may not represent the Complainant or Respondent; Parties are expected to respond to questions from investigators and the Title IX team directly;
- during a live hearing, advisors may cross-examine the Parties and the Parties witnesses.

### **C. Investigation**

After the Notice of Charges has been provided to the Parties, the Title IX Coordinator or Deputy will select a trained internal or external investigator or a two-person investigative team to conduct a reasonable, impartial, and prompt investigation of the complaint ("Investigation"). The Coordinator will select an Investigator based on several factors, including the Parties involved, the complexity of the complaint, the need to avoid any potential conflict of interest, and who may best conduct a fair and equitable investigation for all Parties involved. The Coordinator will notify the Complainant and

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Respondent, in writing, of the name of the designated Investigator(s). The Parties will have 2 business days to object to the Investigator's selection on the basis of bias or conflict of interest. If the Complainant or Respondent objects, the Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Investigator the Coordinator finds to have a bias or conflict of interest against either party.

The Investigator will contact both Parties with a request to meet within 3 business days. The Investigator will continue the investigation once the 3 business days has expired, or sooner if both Parties respond. The Investigator, in consultation with the Coordinator, will establish an expected, reasonable timeframe for the Investigation process and notify the Parties of any delays.

The Investigator will interview both Parties and relevant witnesses and gather documentary evidence provided by the Parties and any identified witnesses. The Investigator will prepare a summary of each interview ("Interview Summary"). The College does not restrict the ability of either the Complainant or Respondent to discuss the allegations under investigation or to gather and present relevant evidence.

The Investigator(s) will review the documentation from the preliminary investigation and will prepare a Preliminary Report. The Preliminary Report is a written summary of the evidence gathered in the course of the Preliminary Investigation. This evidence will include both inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the College and not on the Parties. The Investigator will state specific factual findings in the Preliminary Report (e.g., "Complainant was incapacitated" or "Respondent believed that Complainant was not incapacitated"). The standard for determining each factual finding is the "preponderance of the evidence," (i.e., that it is more likely than not that the factual finding is true). The Investigator will not state ultimate findings as to whether the Respondent has, or has not, violated one or more of the College's policies. The Investigator will attach as exhibits to the Preliminary Report all Interview Summaries and any documentary evidence gathered and relied upon in the Preliminary Investigation that is directly related to the allegations in the Formal Complaint, including any evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and any inculpatory or exculpatory evidence whether obtained from a Party or other source. The College cannot access, consider, disclose, or otherwise use a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the College obtains that Party's voluntary, written consent to this evidence. When the Investigator determines that the Preliminary Investigation is complete, the Investigator will submit the Preliminary Report to the Coordinator. The Coordinator may require the Investigator to conduct additional investigation; if so, the Investigator will conduct additional investigation consistent with the following procedures:

- The Investigator may conduct follow-up interviews with both Parties and witnesses based upon testimonial and documentary evidence gathered during the Preliminary Investigation. The Parties and witnesses can expect that, in these follow-up interviews, the Investigator will seek responses to specific allegations or evidence. To the extent additional material, witnesses or evidence are identified during Rebuttal Fact-Gathering, the Investigator will conduct additional interviews and gather additional evidence. Rebuttal Fact-Gathering may be repeated as necessary to ensure a complete gathering of evidence.

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**i. Notice of Preliminary Report and Response**

Once the Coordinator has agreed that the Investigation is complete, the Coordinator will provide the Preliminary Report to the Parties for review, as soon as possible after receipt of the Preliminary Report from the Investigator.

The Parties may respond to the Preliminary Report; the Parties will submit any response within 10 calendar days of being notified of their opportunity to review the report. The Parties may respond in one or both of the following ways:

- The Parties may provide a written response to the Preliminary Report, or any portion of it, including each Interview Summary. The Investigator will consider any written response provided by the Parties in preparing the Final Report.
- The Parties may submit a written request for additional investigation. Such requests may include, but are not limited to, the following:
  - a. Request(s) for follow-up interview(s) with existing witnesses to clarify or provide additional information, including offering questions to the Investigator to pose to witnesses
  - b. Request(s) to consider new evidence. Any request for additional investigation shall explain the reason for the request (e.g., new witnesses).

If neither of the Parties requests additional investigation, the Investigator will prepare the Final Report. If either (or both) Parties request additional investigation, the Investigator will review the request(s) in consultation with the Coordinator. The Investigator will conduct the requested additional investigation if the Coordinator determines that the request(s) will assist the Investigator in completing the investigation.

If the Investigator conducts additional investigation, the Investigator will prepare an Addendum to the Preliminary Report ("Addendum"). The Investigator will submit the Addendum to the Coordinator. The Coordinator may require the Investigator to conduct additional investigation before the Addendum is complete. Once the Coordinator has agreed that the Addendum is complete, the Coordinator will provide the Addendum to the Parties.

**ii. Final Report**

Once the investigation is complete, the Investigator will prepare a Final Report. The Final Report, if different from the Preliminary Report, will have attached as exhibits the testimonial and documentary evidence from the Investigation, the Preliminary Report, the Addendum (if applicable), and all of the Parties' responses throughout the Formal Resolution proceeding. Once the Investigator is satisfied that the Final Report is complete, the Investigator will submit the Final Report to the Coordinator. The Coordinator will send to each Party and the Party's Advisor, if any, a copy of the Final Report in an electronic format or hard copy, for their review and response.

No earlier than 10 calendar days after sending the Final Report, the Coordinator will meet with the Complainant and Respondent individually. Using the Final Report, the Title IX Coordinator, and Deputy Coordinators will determine and notify the Complainant in writing as to whether the College should proceed through Formal or Informal Resolution using the following guidelines:



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1. Any Formal Complaint that alleges sexual misconduct, including sexual assault and nonconsensual sexual contact, or other forms of physical violence can proceed through the informal resolution process.
  2. Complaints involving allegations that an employee sexually harassed a student are not permitted to proceed through an Informal Resolution process.
  3. Some complaints that allege harassment may be appropriate for informal resolution. If the Coordinator determines that the complaint may appropriately be resolved through Informal Resolution, the Coordinator will ask the Complainant and Respondent, separately, whether they would agree to pursue resolution of the complaint informally. Any resolution reached through Informal Resolution will be confirmed in writing and provided to the Parties as soon as possible after reaching a resolution. If either party does not agree to pursue Informal Resolution, or if the Complainant, Respondent, or Coordinator, at any time, determines that Informal Resolution is no longer appropriate, the Coordinator will promptly inform the Complainant and Respondent in writing that the complaint will proceed through Formal Resolution.

#### **D. Informal Resolution**

If both Parties wish to resolve the case without an adjudication, the Coordinator can facilitate an Informal Resolution of the Formal Complaint that does not necessitate a full adjudication. The Parties must agree to this Informal Resolution in writing. At the conclusion of an Informal Resolution, and upon receipt of official notification via College email, the Complainant and the Respondent have 2 (two) Business Days to change their mind about the resolution of the case. If either the Complainant or the Respondent changes their mind regarding the agreed upon resolution, they must do so in writing and submit it to the Title IX Coordinator. Should the Party's request not be received in writing (including electronically) or does not submit within 2 (two) Business Days, the informal resolution will be considered final and binding.

If either of the Parties do not wish to participate in the Informal Resolution prior to an adjudication by the hearing panel, the Coordinator will schedule a hearing on the case not less than 10 (ten) Business Days from the meeting to discuss the Final Report with the Coordinator.

If the parties involved in the Informal Resolution process fail to reach a mutually agreeable outcome for the alleged conduct, the allegation will be resolved via a live Hearing. In that event, the Title IX Coordinator will so notify the Parties in writing and will describe next steps and timeframes for the Hearing.

Any Party (including the Title IX Coordinator) may terminate the Informal Resolution process at any time.

### **IX. HEARING AND APPEAL**

#### **A. Hearing (Hearing Panel)**

If the Parties desire a live hearing, the Coordinator will set the date and time of the hearing, appoint a hearing panel consisting of three (3) trained hearing panelists and notify the Parties of the hearing date and option to call witnesses to the proceeding. One (1) panelist will serve as the panel chair and is responsible for maintaining order during the hearing panel proceeding. The hearing panel will ultimately

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make the determination by majority opinion as to whether or not, by the preponderance of the evidence the Respondent is responsible for the alleged Sexual Misconduct Policy violation.

The hearing will be recorded. The hearing will be live, but, may be conducted with all parties physically in the same geographical location or, at the College's discretion or request of either Party, , any or all of the Parties may appear at the live hearing virtually, with sufficient technology to enable participants to simultaneously see and hear each other.

The hearing will not be conducted as a court proceeding. The Parties have the right to present their opening and closing statements as well as to present their factual position and for the Panel to question the Parties and witnesses presented. However, the Parties may not cross-examine each other. The Advisor for both Parties have the right to cross-examine the other Party and all witness and ask all relevant questions and follow-up questions, including that challenging credibility. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Chair of the hearing panel must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. If a party does not have an Advisor present at the live hearing, the College will provide without fee or charge to that party, an Advisor of the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the hearing panel must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the hearing panel cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

### **Hearing Panel Determination**

A written determination is required to be submitted by the hearing panel to the Title IX Coordinator, who will meet with the Respondent and Complainant separately to deliver the written determination. The written determination must include: (a) Identification of the allegations potentially constituting sexual harassment , (b) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held, (c) Findings of fact supporting the determination, (d) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant , (e) the College appeal process.

Possible sanctions which may be assigned by the Hearing Panel after a finding of Responsibility are those articulated in the Social Code of the LaGrange College Student Handbook for students. This list is not exhaustive and may be modified to meet the particular circumstances of any given case:

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## Students

1. Expulsion - Permanent severance of the student's relationship with the College. This severance includes being barred from campus.
2. Disciplinary Suspension - Temporary severance of the student's relationship with the College for a specified period of time.
3. Limited Suspension - A student may be denied certain privileges for a specified period of time. These privileges may include, but are not limited to, class attendance, housing, parking on campus, participation in extracurricular activities, ID card privileges, access to institutional facilities, and access to the campus.
4. Disciplinary Probation - Notice to the student that any further, major disciplinary violation may result in suspension. Disciplinary probation might also include one or both of the following: the setting of restrictions or the issuing of a reprimand.
5. Reprimand (either oral or written.)
6. Counseling - The committee may request that a student meet a specified number of counseling sessions with the campus counselor for issues including, but not limited to, anger management, substance abuse, and extenuating personal circumstances.
7. Community Service - A specified number of hours of work to be performed by the student. The work will be determined and supervised by the Vice President for Enrollment Management and Student Experience or a designee.

## Employees

Employee discipline may include, but is not limited to, suspension with or without pay, written reprimand, termination, and/or loss of privileges. Employees are encouraged to review their respective handbook for more information on disciplinary actions.

If either Party objects to the decision on the findings and/or the sanctions and request a live hearing, the Coordinator will schedule a hearing on the case.

### **B. Appeal (Appeal Officer)**

Both Parties may appeal a determination made by the Hearing Panel. If the Respondent or the Complainant chooses to appeal either the Sanctions or the hearing panel's decision, they may do so by submitting a written appeal statement to the Title IX Coordinator within 3 business days of the date the hearing report is sent to the parties. The Title IX Compliance Officer serves as the Appeal Officer. The three grounds for appeal are:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

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- (C) The Title IX Coordinator, investigator(s), or Hearing Panel member(s) had a conflict of interest or bias for or against Complainants or respondents generally or the individual Complainant or respondent that affected the outcome of the matter.

The appeal statement must identify the ground(s) for appeal. Note that an appeal is not a re-hearing of the case.

If the Appeal Officer determines that a ground of appeal is substantiated, the Appeal Officer will return the case to the Coordinator. When a case is returned to the Coordinator, the Coordinator may decide to dismiss the case (e.g., based on insufficient information to believe that a policy violation may have occurred), send the case to the original hearing panel for reconsideration, send the case to a new hearing panel with the same or different charges, and/or (re)implement any aspect of the disciplinary process. A different decision (i.e., the decision of responsibility and/or sanctions) may subsequently result. If the Appeal Officer finds the appeal is not substantiated, the decision of the hearing panel stands.

#### **X. Recordkeeping**

LaGrange College shall maintain for a period of seven years records of— (A) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under this policy, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to LaGrange College’s education programs or activities; (B) Any appeal and the result therefrom; (C) Any informal resolution and the result therefrom; and (D) All materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process. LaGrange College shall make these training materials publicly available on its website.

LaGrange College shall create, and maintain for a period of seven years, records of any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of sexual harassment. In each instance, LaGrange College will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to LaGrange College’s education program or activity. If LaGrange College does not provide a complainant with Supportive Measures, then LaGrange College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit LaGrange College in the future from providing additional explanations or detailing additional measures taken.

### **POLICY ON INTERACTING WITH MINORS**

LaGrange College is committed to the safety and protection of minors. Under Georgia State Statute, a minor refers to an individual who under 18. The purpose of this section is to provide for the protection of minors whose health and welfare are adversely affected and further threatened by the conduct of those responsible for their care and protection. It is intended that the mandatory reporting of such cases will cause the protective services of the state to be brought to bear on the situation in an effort to

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prevent further abuses, to protect and enhance the welfare of these minors, and to preserve family life wherever possible.

This policy applies to all faculty, staff, volunteers, and students representing LaGrange College who interact with minors.

LaGrange College organizes and runs many programs for pre-college children of various ages, both on and off campus, including recruiting programs, summer camps, school field trips, daycare, and community service projects. These general procedures are meant to help guide those involved with LaGrange College pre-college programs in cases where the program does not have its own program-specific procedures in place.

**Two Adult Rule** – Avoid situations in which you are alone with a minor. When it is necessary to speak privately with a minor, find a place within sight of others for your conference. This includes not transporting minors alone in your car.

**Privacy** – The privacy of minors in situations such as toileting, showering and changing clothes should be respected. When it is necessary to supervise minors in these situations, at least two adults should be present and intrude only to the extent that the health and safety of the minors require. Adults should preserve their own privacy in these situations as well.

**Mentoring** – Mentoring programs that involve private instruction (tutoring, laboratory, music instruction, etc.) when there is only one adult present must take place in a room or other space that is in full view from outside the room when the door is closed. A window opening must exist and allow full view into the room. Minors should never be taken to a private residence.

**Hugging** – When hugging is appropriate, hug from the side over the shoulders, not from the front. Always avoid touching areas that are normally covered by swimming suits

**Overnight** – When supervising overnight activities, adults should not share sleeping quarters with minors. Male and female minors should not sleep in the same room.

**Constructive Discipline** – Discipline used should be constructive, not humiliating or isolating. Do not use corporal punishment in any form – never spank, slap, hit, etc.

**Cameras** – While most of us use cameras and other imaging devices responsibly, it is very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording and transmitting visual images in shower areas, restrooms, or other areas where privacy is expected by participants.

**Hazing Prohibited** – Hazing initiations are prohibited and may not be included as part of any activity.

**Bullying Prohibited** – Verbal, physical, and cyber bullying are prohibited.

**Report!** – You must report incidents involving sexual or physical abuse or neglect of a minor immediately; please refer to reporting information at the end of the policy.

## **STATEMENT OF ACKNOWLEDGEMENT OF THE POLICY (INTERACTING WITH MINORS)**

### **I WILL:**

- I promise to strictly follow the rules and guidelines in this policy while interacting with minors who participate in LaGrange College programs.

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- I understand that as a person who interacts with minors under the auspices of LaGrange College, I may be required to undergo a criminal history background check with results acceptable to Lagrange College.
  - I understand that if I am currently enrolled as a student at the College, I hereby consent to have my disciplinary case history reviewed with results acceptable to LaGrange College and the program director.
  - Unless my paid or volunteer position requires otherwise, I will never to be alone with a minor (or minors) at College activities without notifying another adult and asking the adult for assistance.
  - If I am alone with a minor, I will utilize buddy systems and pursue safety in numbers when another adult is not available to help, e.g. a child who needs to be excused during a group activity will be accompanied by another child of the same sex.
  - I will maintain appropriate physical boundaries at all times. I will touch children only when necessary in ways that are appropriate, public, and non-sexual.
  - I will treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
  - I will use positive reinforcement rather than criticism or comparison when working with minors.

**I WILL NOT:**

- I will not touch or speak to a minor (or minors) in a sexual or other inappropriate manner.
- I will not inflict any physical or emotional abuse such as striking, humiliating, ridiculing, or degrading minors.
- I will not use, possess, or be under the influence of tobacco, alcohol or illegal drugs at any time while working with minors.
- I will not provide transportation to a minor (or minors) unless doing so is an acknowledged component of a program.
- I will not accept or give gifts to minors without the knowledge of their parents or guardians.
- I will not engage in private communications with minors via text messaging, email, Facebook, Twitter or the like except for activities strictly involving LaGrange College business.
- I will not use profanity in the presence of children and/or youth at any time.

**Reporting of Possible Abuse of a Minor:**

Please call the Division of Family and Children Services (DFCS) Child Protective Center at: 1-855-422-4453. Reports are taken 24 hours a day, 7 days a week.

If you have an immediate emergency, please call 911 or your local police department.

Also share the details of your report to LaGrange College's Vice President for Enrollment Management and Student Experience at 706-880-8253.

To learn more about DFCS, please visit their website below:

<http://dfcs.dhs.georgia.gov/child-abuse-neglect> .

When a student organization engages in some act of misconduct, the College may take action not only against the student(s) involved, but also against the organization itself. The College reserves the right to seek disciplinary action against registered student organizations, organizations operating in a manner that a reasonable person would assume they were a registered student organization, and even intercollegiate athletic teams. A student organization may be disciplined for a member's behavior when:

- He/she is acting as a member of the organization, with or without official sanction from the organization, rather than as an individual student
- An event is held officially or unofficially, in the name of the organization
- One or more of its officers or authorized representatives acting in the scope of their organizational capacities commit a violation
- One or more of its members commit a violation after the action that constitutes the violation was approved by majority vote of those members of the registered student organization present and voting
- One or more members of a committee of the registered student organization commit a violation while acting in the scope of the committee's assignment
- A member of the registered student organization acting with apparent authority of the registered student organization commits a violation
- One or more members of the registered student organization or its officers permit, encourage, aid, or assist any of its members in committing a violation
- One or more members of the registered student organization or its officers, under circumstances where such persons knew or should have known that an action constituting a violation was occurring or about to occur, fails to prevent that action
- One or more members of a registered student organization fail to report to appropriate College or civil authorities promptly their knowledge or any reasonable information about a violation
- The association between or the action of the individual(s) is under such circumstances that draws attention to the organization rather than to the individuals.

The liability for the behavior of its members and guests shall extend to responsibility for making certain that members do not violate federal, state, and local laws, as well as College regulations and policies in their associations with the organization. *Note:* A group of individuals functioning together does not have to be registered with the College to be considered an "organization" under this section.

Determinations of responsibility under this section will follow the adjudication processes set forth in the LaGrange College Social Code. Sanctions that can be administered under this section include: loss of recognition by the College, suspension of recognition by the College, restrictions of privileges by the College, communication with national organizations, sanction of an education nature that may include service or reflection assignments, and any other sanction deemed appropriate by the College.

Students who are absent from classes or examinations because of illness should contact their professors on a timely basis to discuss their individual situations. Students needing to withdraw from all courses for a given term for medical reasons should contact Enrollment Management and Student Experience for procedural information.

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**NON-SOLICITATION POLICY****I. Non-Solicitation Policy**

In the interest of maintaining a productive and non-coercive educational and work environment LaGrange College prohibits all sales and solicitations on LaGrange College property, which includes all college-owned and rented buildings and grounds, **without prior authorization**.

In accordance with this policy, solicitation or soliciting shall include:

- Canvassing, soliciting or seeking to obtain membership in or support for any organization requesting contributions.
- Posting or distributing handbills, pamphlets, petitions, and advertising materials.
- Peddling or otherwise selling, purchasing, or offering goods and services for sale or purchase.
- Engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on LaGrange College property or using LaGrange College resources (including bulletin boards, computers, mail, email and telecommunication systems, photocopier, telephone lists and databases).
- Solicitations that are contrary to the mission of the institution are strictly prohibited.

Approved solicitation may not interfere with other policies of the institution.

Solicitation may not interfere or compete with the commercial operations of LaGrange College or contractual relations with its affiliates; or infringe upon the College's trademarks or logos or other intellectual property rights.

Approved solicitation may not interfere with instruction, the orderly operation of the College and the maintenance of its grounds; obstruct the free flow of pedestrian or vehicular traffic; use sound amplification equipment; or in any way interfere with the rights of other persons on College property.

Solicitation activities are prohibited in College residence halls without prior approval.

False, misleading, or illegal claims are prohibited, and solicitors may not make any representation, implied or direct, that indicates an endorsement or guarantee of products or services by LaGrange College.

**II. Approval of Solicitation**



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Any group or individual wishing to distribute literature or printed materials of any kind, to sell or solicit others to purchase memberships, merchandise or services, to seek recommendations for services or to recruit on campus must be authorized to do so. Requests are submitted electronically to the Community Bulletin Board on a form available on PantherNet, reviewed by Human Resources to ensure compliance with stated guidelines, and released to all faculty and staff enrolled in the Community Bulletin Board distribution.

Any solicitation undertaken that is directed to:

- a. registered student clubs or student organizations must receive approval from the Enrollment Management and Student Experience Office.
- b. faculty or staff (including contracted service providers) must receive approval from the Human Resources department.

### **III. Violations of this Policy**

In the case of a violation of this policy, permission to engage in solicitation may be revoked, and future requests may be canceled or denied. Non-affiliated solicitors will be asked to leave the campus by the LaGrange College campus security personnel.

#### **CHILDREN OF STUDENTS POLICY**

LaGrange College is committed to providing an environment conducive to teaching and learning for all enrolled students. To maintain that atmosphere of learning, the following policy on students' children in the classroom is in effect.

In general, children of students are not permitted in the classroom or on campus while the parent is attending class. The presence of children in a College classroom presents a distraction to engaged learners and may lead to the modification of content to exclude information inappropriate for children. Unsupervised children create a liability for both the parent and the College.

Any temporary exception to this policy due to extraordinary circumstances is at the discretion of the instructor.

Also refer to the policy that outlines interacting with minors.

#### **STATEMENT ON NON-DISCRIMINATION**

LaGrange College does not discriminate on the basis of age, color, race, national or ethnic origin, disability, or sex, sexual orientation, gender identity, or gender expression in the administration of educational policies, admissions policies, financial aid, employment or any other program or activity.

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## STATEMENT ON RACIAL HARASSMENT

LaGrange College expects its students to treat other persons with respect and human dignity in all interpersonal relationships. Any behavior that results in the racial abuse, harassment, or intimidation of another person, or any unwanted objectionable racial attention towards another person, will not be tolerated and is a violation of the College's Social Code.

## HAZING POLICY

The state of Georgia's current hazing law (G.S. 16-5-61) makes it "unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization."

Any practices, ceremonies, behaviors, or rites of induction which tend to occasion, require or allow mental or physical suffering, are prohibited.

Specifically, hazing is defined as any action taken or situation created, intentionally or unintentionally, on or off campus, which could be reasonably expected to produce mental or physical discomfort, embarrassment, harassment, ridicule, the violation of College rules and regulations, the violation of the laws or policies of the parent organization and/or the violation of any local, state, and/or national laws. All rules and regulations of LaGrange College as well as local, state, and national laws shall supersede those policies of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total College community.

Activities considered to be hazing shall include one or both of the following elements: (a) Coercion, either overt or covert, and (b) production of physical or mental discomfort in either the participants or spectators. Such activities suggested by a group or a member of a group to current members will be considered covert coercion even if the activity is said to be "voluntary."

It shall be a violation for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

## MISSING STUDENT NOTIFICATION POLICY

In accordance with the requirements of the Higher Education Opportunity Act of 2008, Section 485 (j), LaGrange College follows these guidelines concerning missing students who reside in campus housing.

Residence students will be informed (at the beginning of fall and spring semesters) that they have the option to identify an individual that the College can contact within 24 hours after the time that a student has been determined to be missing by the designated officials authorized to make that determination, specifically, the Director of Housing, or Vice President for Enrollment Management and Student Experience. The confidential contact may be the person designated by the student in addition to the designated emergency contact. In cases where a student has not designated a separate missing person contact, the emergency contact on record will be notified.

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For students under 18 years of age (and not emancipated), the College will notify a custodial parent or guardian no later than 24 hours after the time the student has been officially determined to be missing.

A student is determined to be missing when the College's Residential Education and Housing staff (including Resident Advisors, Director of Housing, and/or the Vice President for Enrollment Management and Student Experience) verify that the report information is credible and that the circumstances warrant declaring the student as missing.

Once a student is determined to be missing, the Vice President for Enrollment Management and Student Experience or Director of Housing will contact the student's designated contact. In addition, the LaGrange Police Department may also be contacted.

At the beginning of each semester, the Residential Education and Housing staff will collect the following information from each residence student:

- Student's full legal name
- LC ID #
- Residence Hall and Room Number
- Student's cell phone number
- The name and relationship of the person(s) the student wants to be contacted
- A home and/or cell phone number for that contact person(s)
- An email address for that contact person(s)
- A home address for that person(s)

The student is responsible for keeping this contact information updated and accurate.

This information will be kept confidential and on file in the Housing Office.

## TEMPERATURE POLICY

The policy aims to reduce overall energy consumption and help preserve the environment. This policy was endorsed by the Sustainability Council, the Cabinet, and the Expanded Institutional Planning Council; its effective date was April 11, 2012.

If you reside in the residence halls, this means that the temperature set point will cool your space to 74 degrees. When we are in a season that requires heating, your space will heat to the temperature set point of 68 degrees. This temperature policy also applies to classrooms and all other College spaces.

Tampering with the cooling/heating unit (to circumvent the policy) is prohibited and if found tampering with this equipment, you may go through the disciplinary process and pay a fine for repairs, etc.

In the event that you may experience concerns with the operation of the heating and cooling system in your space (outside of the temperature set points), please contact National at 706-880-8296.

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## ASSEMBLY, EXPRESSION, AND POLITICAL ACTIVITY POLICY

LaGrange College understands that a hallmark of higher education is the freedom for students and faculty to engage in the interchange of ideas, even when such opinions are different from their own. Consistent with our roots in the Wesleyan tradition, the institution supports John Wesley's belief that "though we cannot think alike, may we not love alike? May we not be of one heart, though we are not of one opinion?" Acknowledging this rich educational environment fostered in the exchange of differing thoughts and opinions as well as respecting the institution's longstanding commitment to the principle of academic freedom, there are limits on the extent of permissible speech, dissent, and/or protest on campus. Such limitations are derived from the College's core values as espoused in the institutional mission statement upholding civility, diversity, service, and excellence. Accordingly, discourse on campus will be governed by respect for the institutional core values.

General conduct or peaceful assemblies must not: (a) interfere with the normal functioning of the College, including regular schedules or events; (b) infringe on the rights of others to participate in an event such as a public function, ceremony, or lecture; (c) endanger the health or safety of others; (d) damage or destroy property; or (e) constitute harassment as defined by College policy. In accordance with articulated policies pertaining to solicitation and campus signage, events, and/or their publicity (i.e., posters, sidewalk chalk, etc.) must be approved by the appropriate campus official who has been given reasonable advance notice of the request(s).

Concerning political activities, LaGrange College's status as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code prohibits the institution from playing any role (either in support or opposition) in a political campaign by a candidate for public office. While College faculty, staff, students and student organizations may naturally participate in the political process, the following are not permissible: (a) use of the College's name or logo on any materials connected to a political campaign; (b) use of College facilities to raise funds benefiting a political party or campaign; (c) use of College funds to contribute to a political campaign or candidate, including costs associated with bringing a candidate to campus; (d) use of College resources, including but not limited to mail distribution services, copy services, e-mail accounts and/or telephone lines, for political campaigns; and (e) use of College property for the placement of signs (including flyers, banners, posters, stickers and chalking) endorsing or opposing candidates for public office. While tax-exempt organizations may sponsor political forums, candidate speeches and/or debates, no candidate may directly or indirectly receive an endorsement or support from the institution. Political forums or debates on campus may only be sponsored by recognized student organizations and College academic departments/administrative units.

## POSTERS, SIGNS, AND EXHIBITS POLICY

Student organizations and/or non-College entities wishing to display flyers/posters/PR materials on LaGrange College property must be approved by the Assistant Director of Student Life or designated appointee responsible for the bulletin board(s) in a particular building. All printed materials may only be displayed on designated bulletin boards across campus; they may not be affixed to walls, windows, or doors without written permission from the Vice President for Enrollment Management and Student Experience – this includes the inability of students to hang or post anything on residence hall windows. Any materials posted that are deemed to not support the College mission may be removed at the

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discretion of the Assistant Director of Student Life. The name of the sponsor(s) and contact information must be displayed on the posted materials. This policy also includes posting on and/or painting the rocks on the residential quad, using chalk to write on sidewalks, and/or the use of any other media to mark any other area that the College deems permissible for the display of signs, paintings, printings, chalk, etc.

It is the expectation that the entity that posted materials on campus are responsible for the removal of event flyers, exhibits, and displays within 24 hours after the event. Assistant Director of Student Life reserves the right to fine registered organizations for violations of this policy. Organizations that have disregarded the signage policy may be given one courtesy warning via e-mail (at the discretion of the Assistant Director of Student Life depending on severity of concerns), after which, the organization will be fined \$50 each day until the items are removed. Second offenses may result in the organization being prohibited from posting or exhibiting until the next academic semester.

#### **CRAFTS/GIFTS PAINTING POLICY**

As the College encourages your creativity via painting crafts/gifts, etc., it also acknowledges that painting crafts/gifts may have the unintentional results of paint overspray on various surfaces, thus, painting items is prohibited in the stairwells, on the walkways, roads, parking lots, patios, etc. Painting items is only permitted on any natural grass areas away from buildings; when painting in these areas, students will need to use cardboard boxes (or some other material) to catch the paint overspray to preserve the grass.

#### **VOTING POLICY**

Students are encouraged to vote in all federal, state, and local elections. A student whose class schedule would otherwise prevent him or her from voting may be permitted an excused absence for the interval reasonably required for voting at the discretion of the course instructor.

#### **VACCINATION POLICY**

All new students (freshman, transfers, and others) attending regularly scheduled classes or living on-campus will be required to submit a certificate of vaccination outlined on the College's health form prior to attending classes. Students failing to submit necessary documentation may be prohibited from entering campus until such paperwork is received. This form will be kept on file and will be valid throughout the tenure of the student's enrollment. The purpose of this new policy is to ensure that students are protected against communicable diseases that are preventable and to reduce the likelihood of an epidemic or threatened epidemic on the LaGrange College campus.

Students claiming exemption of the LaGrange College's immunization requirement for the following reasons (listed below) must complete and submit the Exemption to Immunization Requirement Form to the Housing Office; contact the director of housing for more information on this request.

- I affirm that I have a temporary medical condition (such as pregnancy) and must supply documentation from a physician to verify my temporary exemption from the LaGrange College's

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immunization requirements. After I have been medically cleared from my physician, I understand that I am required to have the required immunizations outlined in the Health/Physical Examination Form. I understand that I am subject to exclusion (prohibited from being on the LaGrange College campus) in the event of an outbreak of a disease for which immunization is required before being allowed back on the LaGrange College campus.

- I affirm that immunization as required by LaGrange College conflicts with my religious beliefs. I understand that I am subject to exclusion (prohibited from being on the LaGrange College campus) in the event of an outbreak of a disease for which immunization is required before being allowed back on the LaGrange College campus.

## COMMUNICABLE DISEASE POLICY

### Definition

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, and tuberculosis. For the purposes of this policy, the term "HIV infection" shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.

### Basis for Action

The College's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student with a communicable disease.

### Nondiscrimination

The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus activities solely on the ground that they have a communicable disease. The College reserves the right to exclude a person with a communicable disease from College facilities, programs, and functions if the College makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community.

### Privacy

The College shall comply with all pertinent statutes and regulations which protect the privacy of persons in the College community who have a communicable disease. The College shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect in all offices of the College.

LaGrange College recognizes the importance for an institution of higher learning to develop and maintain a safe and secure environment in which the academic and social pursuits of its members can be fully realized.

The parking and traffic plan and the comprehensive campus safety plan are administered by the Vice President for Enrollment Management and Student Experience, along with the Director of Security. Parking decals are distributed in the Business office. A set of parking regulations and a decal are issued to each student who has registered their vehicle. The permits are valid for one academic year.

LaGrange College uses zone parking. Every student, resident and commuter will be required to park only in designated lots. Color-coded decals will indicate which lots students and faculty are permitted to park in. Individuals who park in undesignated lots will be subject to ticketing and fining and will likely be towed.

**PARKING ZONES:**

*Only designated vehicles may park in the President's space, handicap or visitor spaces.*

**STUDENTS:** Students are NOT ALLOWED to park in the President's space, handicap, visitor spaces or faculty/staff spaces, including all spaces on the Hill and the corner lot at broad Street and Park Avenue. All other legal parking spaces on campus are acceptable.

**FACULTY AND STAFF:** Any legal parking space, including spaces on and off the Hill *EXCEPT* for spaces directly behind Pitts Dining Hall.

**ARAMARK:** Spaces directly behind Pitts Dining Hall and legal parking spaces off the Hill.

**Registration of Vehicles**

- All vehicles operated on the campus by administration, faculty, staff, and students (both residential and commuters) must be registered and must bear a clearly visible decal **affixed ON THE OUTSIDE of the vehicle's LOWER LEFT BACK WINDOW**. Motorcycles must also be registered. Boats, trailers, and campers are not allowed on the main campus longer than 24 hours during the regular school year.
- Persons authorized to have vehicles will be allowed one week from the first day of classes to register them without penalty provided they have been parking in the proper zone.
- Parking permits are valid for one year beginning in August.
- A student will be allowed to register a second personal vehicle for an additional fee.

**General Regulations and Restrictions**

- All parking regulations and restrictions are in effect 24 hours a day, 7 days a week.
- **All yellow curbs are considered fire zones and therefore, parking is prohibited.** Vehicles parked on yellow curbs will be towed.
- **No reverse parking. Vehicles may not be backed into parking spaces.** Decal and Tag should be facing outward, visible to security driving by.

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- The speed limit for motor vehicles is 10 mph except where slower speed is essential for safety.
  - Vehicles must be parked within the lines provided. Parking on or over the line or curb is a violation.
  - The person in whose name a parking permit is registered will be responsible for any violations.
  - In addition to the above violations, vehicles may be ticketed and/or towed for obstruction or double parking, speeding, parking on landscaped areas, parking in a loading zone, failure to properly display the LC parking permit.
  - Driving or parking on the pea-gravel sidewalk is strictly prohibited and may result in being towed.

### Penalties

- Illegally parked vehicles will be ticketed and may be towed from campus.
- College-issued tickets start at \$25; fines will increase with improper parking frequency. **Vehicles may be towed after the 5 violation.**
- Tickets must be paid; unpaid parking fines will prevent a student from registering for classes or graduating. Fines will be assessed to student accounts. Payments should be made in the Business Office, Banks Hall.

**THE CAMPUS SAFETY OFFICE** is located in Smith Hall, Room 119 should you have any questions regarding the campus parking policy. Tickets may be appealed within one week of issuance using the following link: <https://www.permitsales.net/LaGrangeColl>.

**THE BUSINESS OFFICE** is located in Banks Hall on the 2<sup>nd</sup> floor. All parking permits may be obtained Monday-Friday from 9am-5pm.

*LaGrange College assumes no responsibility for the security of vehicles or their contents while on campus.*

## TECHNOLOGY-RELATED POLICIES

### Responsible Use of Technology

LaGrange College's computing environment exists to support the academic, research, and service missions of the College. Continued and efficient accessibility of campus computing and network facilities depends on the responsible behavior of the entire user community. The College seeks to provide students, faculty, and staff with the greatest possible access to campus information technology resources within the limits of institutional priorities and financial capabilities and consistent with generally accepted principles of ethics that govern the College community. Each authorized user of information technology assumes responsibility for her or his own behavior.

There is one area of official policy regarding social networking sites, and that is to **exercise freedom of speech with responsibility**. The options for communicating and interacting online are continuously advancing and changing at a fast pace. The use of electronic communications by students, faculty, and staff, as a rule, is not closely monitored by the College, however it is within each individual community member's best interest to be aware of issues related to privacy online. These guidelines have been established to assist individual users in making good decisions to protect themselves.



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- Be familiar with privacy options on social networking sites, e-mail, blogs, etc.
  - Set appropriate privacy guards for your personal comfort level.
  - Be aware that no privacy option protects you 100 percent from personal information being shared beyond desired boundaries. Information shared online, even with the highest privacy settings (including e-mails intended for a specific individual or individuals), cannot be protected.
  - Be aware that information posted online may be perceived differently depending on the viewer despite intended effect or outcome.
  - Students are reminded to use social media responsibly. Incidents reported to College officials of any social media post, inappropriate use of technology, etc. that may negatively affect the emotional, mental, or physical state of any faculty, staff, or student and/or creates a safety concern for self or others, the College will investigate and handle the concern according to the campus student conduct process. The College may also require students that do not use social media responsibly to remove materials immediately if it creates a safety concern and/or a negative campus environment that is outlined at the beginning of this section.

#### Notice Regarding Audio/Video Recording

When you enter the LaGrange College campus or College-sponsored event premises, you will be entering an area where photography, video and audio recording may occur.

By entering campus grounds or event premises, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on web sites, or any other purpose by LaGrange College and its affiliates and representatives. You release LaGrange College, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication of interviews, photographs, computer images, video and/or sound recordings.

By entering the premises, you waive all rights you may have to any claims for payment or royalties in connection with any exhibition, streaming, webcasting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such exhibiting, broadcasting, webcasting, or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video, or audio recording taken by LaGrange College or the person or entity designated to do so by the College.

You have been fully informed of your consent, waiver of liability, and release.

#### E-mail

Each student is granted a LaGrange College e-mail account. Students are expected to treat their campus accounts as a business account. Faculty and administrators rely on these accounts to disseminate important information regarding College protocol and events; therefore, students are responsible for any College information sent out over campus e-mail.

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## STATEMENT ON DROPGUARD

The college uses an electronic system entitled DropGuard to communicate between faculty, staff, and students on matters of academic concern. Faculty and staff may use this system to track class attendance, academic performance, and other indicators associated with student success. Faculty may also use this system to communicate with students. Data entered into DropGuard may be shared with other faculty and staff as a means of facilitating outreach to a particular student who may need assistance.

## PANTHER ACADEMIC CENTER FOR EXCELLENCE (PACE)

The Panther Academic Center for Excellence (PACE) is located on the 2<sup>nd</sup> floor of the Lewis Library and offers a variety of support services to include: Study Halls - led by faculty, Academic Coaching - virtual and in-person, Faculty Development Events, Student Testing Center - for those needing accommodations or make-up testing, and First Year Experience Activities. PACE is led by Lindsay Shaughnessy, Director. If you have questions or need to contact the PACE office, please email [PACE@lagrange.edu](mailto:PACE@lagrange.edu) or call 706-880-8652.

## STATEMENT ON CULTURAL ENRICHMENT REQUIREMENTS

Because the intellectual and cultural opportunities during one's college years are exceptionally rich, and because exposure to a variety of cultural experiences, and participation in a lively collegial atmosphere, during one's intellectually formative years, are vital to the concept of a liberal education, LaGrange College is dedicated to assisting in this enrichment by requiring all students to accumulate a prescribed number of Cultural Enrichment programs - lectures, presentations, events, performances, recitals, etc. As the academic year progresses, the CE calendar on the college web site provides the most up-to-date listing of CE events, showing new events added throughout the year.

Students will meet their obligation according to the following schedule:

Classification	Earned Hours Upon Entry To College	Cultural Events Needed to Graduate
New/Transfer First Year	0-14 Sem. Hours	40
Transfer First Year	15-29 Sem. Hours	35
Transfer Sophomore	30-45 Sem. Hours	30
Transfer Sophomore	46-59 Sem. Hours	25
Transfer Junior	60-75 Sem. Hours	20
Transfer Junior	76-89 Sem. Hours	15

Students may check their CE credits on Banner Web. To view your CE graduation requirements, the events you've attended, and the total number of CE credits you've earned, go to PantherNet, then Banner Self Service; click on the Student Tab, and then select the Student Records link. Once on this page, click on the bottom link to View Cultural Enrichment Credits. Please keep in mind that there is typically a one-week delay between the event and when the attendance list is posted on Banner. Some Cultural Enrichment events may be offered online, through Connect. These events will typically be open for a set amount of time and will usually be credited to students within a week of the events' close. Contact Ms. Vickie Evans ([vevans@lagrange.edu](mailto:vevans@lagrange.edu)) with any questions about Cultural Enrichment.

For students who are coping with extreme medical conditions, the Academic Services Committee will consider petitions for a reduction in the number of CE credits required for graduation.

Unusual or extraordinary circumstances may sometimes require adjustments to Cultural Enrichment programs, requirements, scheduling, or delivery.

#### **STATEMENT ON ACADEMIC INTERNSHIP FEE**

All students registering for an academic internship in an allied health field will be charged a \$25 fee to provide them comprehensive liability insurance coverage. This fee will be included as part of the student bill. Students cannot begin an internship and no credit hours will be issued until the fee is paid.

#### **STATEMENT ON INSTITUTIONAL ASSESSMENT**

LaGrange College is committed to continuously monitoring and evaluating all its multiple components that collectively strive to accomplish the mission of the College. This commitment to be the best requires that we frequently measure the institutional outcomes we have identified as important indicators of our College's quality. A critical source of information about institutional quality is you, the student.

From time to time you will be asked to respond to surveys, fill out course evaluations, attend focus groups, sit for nationally normed profiles, etc. As a member of this community committed to continuously improving its abilities to challenge the mind and inspire the soul, your sincere effort when engaged in any assessment activity is vitally important.

#### **STATEMENT ON GRADE COLLECTION/WAIVERS**

Students, especially those involved in LaGrange College Athletics and Greek organizations, may be asked to collect current grades from their professors. FERPA requires that, except in certain special circumstances, providing a student's academic records to someone other than the student requires the student's written permission.

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For LaGrange College to release a student's grades to a student organization there must be a written record that the student has requested this and the authorization to release this information must be signed by the student. The faculty has adopted the use of the Student Organization Grade Disclosure Agreement, which members of student organizations must sign giving permission for their organization to collect grade reports.

In addition, students must recognize that written/signed grade reports are provided as a courtesy by members of the LaGrange College faculty.

#### **STATEMENT ON FOOD SERVICE**

ARAMARK operates the service at LaGrange College; a full-time manager (director of food services) oversees preparing and serving all meals in the dining hall and the campus grill. Residential students (live on-campus) are required to have a meal plan (board) specific to their residential assignment. Commuter students (approved to live off-campus by the director of housing) are also charged (a designated amount by the college) that a commuter can use as a declining balance each semester.

This is an excellent plan that provides well-balanced nutritious meals. In the case of special needs or medically prescribed diets, the student with a special diet and/or medical need will need to provide a medical letter from a licensed medical professional that outlines the medical needs as well as special dietary food needs for the student to the director of food services. The director of food services may contact the medical professional to learn more about the medical diet and then will determine the outcome that serves the student's medical needs.

Information on various meal plans are available in the Business Office and/or the Office of Residential Education & Housing.

LaGrange College endeavors to keep costs at a minimum while not compromising on quality; therefore, there are some regulations that are required to maintain a high-quality food service and keep cost low:

1. Patrons may eat all they want while dining in the dining hall; however, no food should be taken out. (Exceptions: ice-cream, and other menu items specified as "take out").
2. If a meal is needed for a sick student, a request form for a take-out meal must be submitted with the signature of the Area Manager or Director of Housing.
3. No College-owned utensils—plates, glasses, or other such items may be taken from the dining hall.
4. Beverages may be taken out in paper or plastic containers (not to exceed 16 oz.).
5. No residential student is to allow a non-paying person to eat from his/her tray, nor should they provide these individuals with dishes to serve themselves. These rules are not meant to be limiting in any way to a student who has purchased the board plan, but to eliminate waste and unnecessary cost.

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The students of LaGrange College have always been considered friendly and warm, and this characteristic has been very evident in the dining hall. Mealtime should be a pleasant, relaxing break in the daily routine of classes and study. Students are expected to use good manners and consideration in their behavior in the dining hall.

*Attire:* proper attire is required. This always includes shoes and shirts. No bathing suits.

*No smoking area:* The entire dining hall and serving area is considered a no smoking area.

## CAMPUS SAFETY

No community's security plan can be effective unless everyone in the community contributes to making it work. Safety and security are both personal and shared responsibilities. Only by accepting this responsibility can members of the community maintain a safe and secure environment.

This security section of the Handbook is provided to you as a part of LaGrange College's commitment to safety and security on campus and satisfies all the requirements of the Federal Crime Awareness and Campus Security Act of 1990. It is filled with information about a variety of security services and programs, which are available to you as a member of the College community. We hope that you will become familiar with this information and find the programs useful.

The College has an established campus-wide Safety Committee that is charged with the assessment and improvement of safe practices and safe environments across the College. Your participation on this Committee is welcomed if you have an interest in this area. If you should ever encounter an unsafe condition on campus, please alert your RA, Area Manager, Director of Housing, or Securitas.

### Campus Safety Services

The Vice President for Enrollment Management and Student Experience has primary responsibility for the safety and security of LaGrange College. The Office's mission is to create and maintain a safe and secure environment. This includes protecting lives and securing property and preserving peace and order. There are two main branches of services: security operation and safety education.

### Campus Safety Operations

Campus Safety officers are on duty 24 hours a day. Officers check in at the residence halls and routinely patrol the buildings and property of the entire campus.

Campus Safety officers respond to all reports of crime, fire, medical and other emergencies and call in and coordinate with the City of LaGrange Fire and Police Departments. They complete incident reports, interview witnesses, gather facts, and conduct preliminary investigations. Officers lock and unlock buildings, admit authorized persons into locked areas, and monitor fire and burglary alarm systems. Security officers can be reached by calling 706-880-8911 and are located in Smith Hall, Room 119.

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## Reporting Emergencies or Crimes on Campus

### Prompt Reporting

**If you see something, say something.** It is important that you promptly report any suspicious activity to Campus Safety as soon as possible to ensure that the situation gets investigated immediately.

The LaGrange Police Department will respond to any immediate emergency needs which include any violent crimes or other incidents beyond the capabilities of the Campus Safety Officers. Campus Safety Officers work closely with the LaGrange Police Officers who spend a significant amount of time on our campus to be well prepared for any major incidents.

All emergency situations involving: 1) a crime in progress, 2) a medical emergency, 3) a fire, should be immediately reported to 9-1-1. All phones, on campus may be used to dial 9-1-1 at no charge. While on campus, persons should be aware dialing 9-1-1 or 9- 9-11 will work.

When calling for either emergency or non-emergency service, be prepared to do the following: 1) Clearly identify yourself, 2) State your location, 3) State the nature of your call. All incidents should be reported to the Housing Staff and/or Enrollment Management and Student Experience.

### On-campus Crime Statistics

The following statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990, are for your information. If you have any questions, contact the office of Enrollment Management and Student Experience at 706-880-8269.

#### **Criminal Offenses - On Campus**

<b>Reported Crimes</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
a. Murder/Non-negligent manslaughter	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0
Sex offenses – Forcible	-	-	-		-
c. Rape	1	0	1	1	0
d. Fondling	1	2	2	1	1
Sex offenses - non-forcible	-	-	-	-	-
e. Incest	0	0	0	0	0
f. Statutory rape	0	0	0	0	0
g. Robbery	1	0	1	0	0
h. Aggravated assault	1	0	0	0	0
i. Burglary	7	3	1	1	1
j. Motor vehicle theft (not including theft from a motor vehicle)	0	0	0	0	0

k. Arson	0	0	0	0	0
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#### **Criminal Offenses - Residence Halls**

<b>Reported Crimes</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
Sex offenses – Forcible	-	-	-
c. Rape	1	1	0
d. Fondling	2	1	0
Sex offenses - non-forcible	-	-	-
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	1
h. Aggravated assault	0	0	0
i. Burglary	1	1	1
j. Motor vehicle theft (not including theft from a motor vehicle)	0	0	0
k. Arson	0	0	0

#### **Criminal Offenses – Non campus**

<b>Reported Crimes</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
a. Murder/Non-negligent manslaughter	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0
Sex offenses – Forcible	-	-	-	-	-
c. Rape	0	0	0	0	0
d. Fondling	0	0	0	0	0
Sex offenses - non-forcible	-	-	-	-	-
e. Incest	0	0	0	0	0
f. Statutory rape	0	0	0	0	0
g. Robbery	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0
i. Burglary	0	0	0	0	0

j. Motor vehicle theft (not including theft from a motor vehicle)	0	0	0	0	0
k. Arson	0	0	0	0	0

### **Criminal Offenses - Public Property**

<b>Reported Crimes</b>	2017	2018	2019	2020	2021
a. Murder/Non-negligent manslaughter	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0
Sex offenses – Forcible	-	-	-	-	-
c. Rape	0	0	0	0	0
d. Fondling	0	0	0	0	0
Sex offenses - non-forcible	-	-	-	-	-
e. Incest	0	0	0	0	0
f. Statutory rape	0	0	0	0	0
g. Robbery	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0
i. Burglary	0	0	0	0	0
j. Motor vehicle theft (not including theft from a motor vehicle)	0	0	0	0	0
k. Arson	0	0	0	0	0

### **Unfounded Crimes**

Crimes	2017	2018	2019	2020	2021
Total Unfounded	0	0	0	0	0

### **Hate Crimes**

There have been no reported hate crimes for any of the forementioned locations for the years 2016 - 2021.

### **Arrests**

#### **Arrests: On Campus**

Crime	2017	2018	2019	2020	2021
a. Weapons: carrying, possessing, etc.	0	0	0	0	0
b. Drug abuse violations	1	1	3	0	0
c. Liquor law violations	1	1	2	0	1

#### **Arrests: On Campus, Residential Housing Facilities**

Crime	2017	2018	2019	2020	2021
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a. Weapons: carrying, possessing, etc.	0	0	0	0	0
b. Drug abuse violations	1	0	0	0	0
c. Liquor law violations	0	0	0	0	0

#### Arrests: Non-Campus

Crime	2017	2018	2019	2020	2021
a. Weapons: carrying, possessing, etc.	0	0	0	0	0
b. Drug abuse violations	0	0	0	0	0
c. Liquor law violations	0	0	0	0	0

#### Arrests: Public Property

Crime	2017	2018	2019	2020	2021
a. Weapons: carrying, possessing, etc.	0	0	0	0	0
b. Drug abuse violations	0	0	0	0	0
c. Liquor law violations	0	0	0	0	0

### Disciplinary Actions

#### Disciplinary Actions: On Campus

Crime – Number of persons referred for disciplinary action	2017	2018	2019	2020	2021
a. Weapons: carrying, possessing, etc.	0	2	0	0	0
b. Drug abuse violations	7	8	3	9	9
c. Liquor law violations	75	37	18	35	16

#### Disciplinary Actions: On Campus, Residential Housing Facilities

Crime – Number of persons referred for disciplinary action	2017	2018	2019	2020	2021
a. Weapons: carrying, possessing, etc.	0	2	0	0	0
b. Drug abuse violations	6	8	3	9	9
c. Liquor law violations	74	37	18	35	16

#### Disciplinary Actions: Non-Campus

Crime – Number of persons referred for disciplinary action	2017	2018	2019	2020	2021
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a. Weapons: carrying, possessing, etc.	0	0	0	0	0
b. Drug abuse violations	0	0	0	0	0
c. Liquor law violations	0	0	0	0	0

#### **Disciplinary Actions: Public Property**

<b>Crime – Number of persons referred for disciplinary action</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
a. Weapons: carrying, possessing, etc.	0	0	0	0	0
b. Drug abuse violations	0	0	0	0	0
c. Liquor law violations	0	0	0	0	0

#### **Fires: On Campus, Residential Student Housing Facilities**

<b>Name of Facility</b>	<b>Address</b>	<b>Number of Fires 2017</b>	<b>Number of Fires 2018</b>	<b>Number of Fires 2019</b>	<b>Number of Fires 2020</b>	<b>Number of Fires 2021</b>
a. Boatwright Hall	601 Broad St.	0	0	0	0	0
b. Hawkes Building	601 Broad St.	0	0	0	0	0
c. Henry Hall	601 Broad St.	0	0	0	0	0
d. Pitts Hall	601 Broad St.	0	0	0	0	0
e. Turner Hall	601 Broad St.	0	0	0	0	0
f. Hawkins Apartments	601 Broad St.	0	0	0	0	0
g. Candler Apartments	601 Broad St.	0	0	0	0	0
h. Servant Scholars Apartments	301 Broad St.	0	0	0	0	0
i. Kappa Delta Sorority House	905 Broad St.	0	0	0	0	0
j. Phi Mu Sorority House	903 Broad St.	0	0	0	0	0
k. Alpha Omicron Pi Sorority House	1001 Broad St.	0	0	0	0	0

m. Delta Tau Delta Fraternity House	428 Panther Way	0	0	0	0	0
n. Pi Kappa Phi Fraternity	432 Panther Way	0	0	0	0	0
o. Alpha Delta Gamma Fraternity	436 Panther Way	0	0	0	0	0

### **Violence (VAWA)**

#### **On Campus Incidents**

<b>Crime</b>	2016	2017	2018	2019	2020	2021
a. Domestic Violence	0	0	0	0	0	0
b. Dating Violence	0	0	0	0	0	1
c. Stalking	0	1	1	0	1	1

#### **On Campus Student Housing Facilities Incidents**

<b>Crime</b>	2016	2017	2018	2019	2020	2021
a. Domestic Violence	0	0	0	0	0	0
b. Dating Violence	0	0	0	0	0	1
c. Stalking	0	0	0	3	0	0

#### **Non-Campus Incidents**

<b>Crime</b>	2016	2017	2018	2019	2020	2021
a. Domestic Violence	0	0	0	0	0	0
b. Dating Violence	0	0	0	0	0	0
c. Stalking	0	1	0	0	0	0

#### **Public Property Incidents**

<b>Crime</b>	2016	2017	2018	2019	2020	2021
a. Domestic Violence	0	0	0	0	0	0
b. Dating Violence	0	0	0	0	0	0
c. Stalking	0	0	0	0	0	0

### **Safety Escort**

A Safety Escort will make sure you arrive at your destination safely. Give us a call and we can walk with you or give you a ride. This service is available 24/7. Campus Safety Office  
706-880-8911.

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## **Fire – Emergency**

### **If you discover a fire**

- Activate the nearest pull station and alert others to exit the building
- Call 911.
- If it is a small fire (no larger than a wastebasket) and you have called for help, you can attempt to put it out. If the fire is too large or you are uncomfortable or unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate.

### **If you hear a building alarm**

- When an alarm sounds on your floor or area, begin immediate evacuation following your plan (see Building Evacuation Plan). Close doors behind you.
- Evacuate via the nearest stairwell or level exit. Do not block exit doors or attempt to prop them open. Doors must remain closed to keep smoke out and keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable.
- Go to your designated Evacuation Assembly Point (EAP). Immediately report to your Resident Advisor so that you can be accounted for.

### **If there is no safe exit**

- Put a towel or other material under the door to prevent smoke from entering the room.
- If a door handle is hot to the touch, do not open the door.
- If you are trapped by smoke, stay low, cover your mouth with a wet cloth, stay near a window, open it but do not break it. Hang something out the window to let fire personnel know you are there. Call 911 if possible.

## **Emergency Notifications**

Regroup is the alert and notification system serving LaGrange College students, faculty and staff. The system will warn you of situations on or near campus that pose immediate threats to your safety and will provide instructions for what to do in case of major emergencies. Emergency warnings will be sent to your official campus address by default. Log into the system to update your delivery method to text message at <https://regroup.com/>

## **Lost & Found**

Did you lose something? Your item might be turned in to us. Please contact [security@lagrange.edu](mailto:security@lagrange.edu) to find a lost item.

Items prohibited from campus and College property:

Pistols, Revolvers, Rifles, Shotguns

Any weapon designed or intended to propel a missile of any kind

- Air soft
- Paintball
- BB or pellet guns
- Potato guns

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- Other such homemade devices

Use, possession, or display of firearms, replicas or toy weapons, ammunition, explosives, weapons, or any other incendiary, explosive, or potentially destructive device, including fireworks.

Additional items that could constitute a violation of this policy include:

- Knife having a blade of two or more inches
- Straight-edge razor or razor blade
- spring stick, bat, club, or other bludgeon-type weapon
- Nun chuck, nun chaku, or shuriken
- Throwing star or oriental dart
- Stun gun or taser.

Acknowledging that a student may want to have a tool to help increase personal safety, mace (or other personal protective spray) is permitted to be carried and used ONLY in a self-defense manner. Any uses for mace outside of a self-defense tool is prohibited

### **Building Safety and Security**

#### **Policy and Procedures**

The LaGrange College building access policy and procedures are designed to increase the safety of all faculty, staff, students and guests who work, study and visit in our buildings and facilities. The policy is also intended to increase the physical security of the College buildings and properties. This policy identifies the normal building access hours (Attachment I), defines rules intended to promote the safety and security of all occupants and outlines the process to obtain authorization for access to buildings after normal access hours.

#### **I. BUILDING ACCESS RULES**

- Follow all posted building rules restricting use or access
- Duplicating or distributing keys or card keys without authorization is a violation of the Building Access Policy. Violations will be recorded in Security and reported to Administration for proper disciplinary action.
- Assisting unauthorized access to buildings or propping open exterior doors, against building security policies, is a violation of the Building Access Policy
- Intentionally initiating a false fire alarm is a violation of Georgia law and punishable by fine and/or jail sentence
- Tampering, misuse, abuse, or destruction of building equipment, fire and emergency equipment or other College property is a serious offense and may result in disciplinary action, up to and including expulsion from campus
- Disrupting classroom, administrative or other College sponsored, or approved activities may result in disciplinary action
- Smoking in buildings is prohibited by College policy

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- Riding bicycles, skateboards, roller blades, mopeds, and skates are prohibited in buildings or on walkways where hazards could be created by their use. The storage of bicycles, mopeds, electric carts should be stored only in designated areas to ensure all public spaces, hallways, corridors or stairwells are unobstructed

## II. AFTER HOURS BUILDING ACCESS – Pass Program

Because of the nature of the College environment, it is often necessary for faculty, staff and students to be in campus buildings after normal access hours for either special projects or ongoing work. To accommodate various schedules, the Campus Safety Office has established a procedure to assist users in having access to buildings after normal access hours, but no later than 1:00 a.m., while continuing to maintain the security of the facilities.

Security will provide *afterhours passes* to students with proper authorization. To obtain a pass, the student will complete the After-Hours Building Access form located on Panther Net.

All authorization forms are directed to Campus Safety. The student will pick-up the *afterhours pass* in the Campus Safety Office, Turner Hall, M-F, between the hours of 10:00 am and 4:30 pm.

All safety officers, while conducting building checks or while inside a building after it has closed, will check to ensure that all building occupants are authorized to be inside the building. Authorization is indicated by a valid *afterhours pass*. Occupants without an *afterhours pass* will be safely escorted out of the building to a parked vehicle or back to a residence hall.

**All persons inside a building that is not open for general use must have current authorization. This authorization is in one of two forms.**

1. All staff and faculty members, with current staff or faculty identification, are authorized to be inside buildings after hours. All staff and faculty members are required to carry and present College identification upon demand by a Security Officer.
2. All students, including graduate students and non-College employees must have in their possession a current College identification card and *afterhours pass* for the building in which they are working. All students, including graduate students are required to carry and present College identification upon demand by a Safety Officer

If a student or non-College employee is in a building after hours and is not able to provide proper authorization as described in Item 2, the person is to be escorted out of the building. Failure to cooperate may result in a charge of criminal trespass.

Authorized individuals should not escort guests into buildings without notifying Campus Safety and securing an *afterhours pass* for guests.

For faculty or staff, the officer may use discretion in determining if in fact the person has authorization to be in the building. If the individual can provide picture identification (drivers license, etc.), they have an office with their name, and/or are listed in the faculty staff directory,

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the officer may allow them to remain, but are to remind them to carry their College identification at all times.

An ***afterhours pass*** allows a student to remain inside a building after it closes. Because security personnel are not posted at each building, the ***afterhours pass*** program is not intended to guarantee timely entrance into a building after it has been closed. Safety officers, if available, may grant access to a closed building after normal access hours to a student with a valid ***afterhours pass***

**Violation of any terms of this policy may result in fines, loss of access or expulsion.**

## RESIDENTIAL EDUCATION & HOUSING POLICIES

### Residential Education & Housing Policies

Housing is one of the main branches of the Office of Campus Life. The mission of LaGrange College Housing, as a residential campus, is to provide the unique opportunity to engage students in a living-learning atmosphere that complements the academic experience by teaching valuable life skills, creating a space to explore their identity and reflect on their experience, building connections amongst the campus community, and holding students accountable for their actions.

Additional housing resources can be found at the Housing website:

<http://www.lagrange.edu/campus-life/housing/index.html>

### Residence Hall Staff

The Residence Hall Staff have been employed and trained by the College to assist students in making an effective adjustment to residential living and to provide leadership and supervision in the residence halls. Residence Hall staff are available to listen, advise and encourage residents, and to facilitate and stimulate hall activities. Resident Advisors (RAs), Senior RAs, Campus Life Graduate Assistants, Assistant Director, and the Director of Housing and Student Life are also representatives of the College administration and have responsibilities for rule enforcement. Students are expected to cooperate with the staff in supporting College standards and regulations.

The Resident Advisors' telephone numbers are posted in the lobby of each building. Resident Advisors are selected each spring semester for the upcoming academic year. For more information, please contact the Assistant Director or the office of Campus Life (Smith 203).

Throughout the semester, members of the Residence Hall Staff have responsibility for residence hall coverage every night on a rotating basis.

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### Required Enrollment hours to stay in housing

To reside in College housing, students must be enrolled in twelve (12) or more hours for the duration of the time living in College housing. If a student's enrollment status is less than 12 hours, the student may be required to immediately move-out and check-out of their housing assignment. If a student is required to move-out of housing, a refund will not be given for the housing charge. Please refer to the refund policy for more information.

### College Residency Requirement

LaGrange College is a residential college (students are required to live in college housing unless they meet one of the exemptions and request to live off-campus; refer to form on the housing website).

As a residential, liberal arts institution of higher education, LaGrange College supports student learning both inside and outside the classroom. Consistent studies have shown that students living in campus residence halls typically have higher graduation rates, grades, and connections with students, faculty, and staff. The firm conviction that residing on campus is a crucial component of a student's total educational experience supports the establishment of a campus residency requirement. The LaGrange College residency requirement dictates that all undergraduate day students taking twelve (12) or more academic class hours must live in college housing unless they meet, one of the established exceptions, and receive approval to live off-campus from the Director of Housing and Student Life.

Students who complete the form to request to live off-campus, are requesting permission to be exempt from the LaGrange College residency requirement. The form must be signed by the student as well as their parent(s)/guardian(s). By signing the form, both student and parent(s)/guardian(s) verify that the information supplied is current, truthful, and accurate. If the College discovers that false information has been provided or that circumstances have changed without notice to the institution, the College reserves the right to bill for both room and board. Likewise, providing false information is a violation of the Honor Code and Social Code and the student will be referred for disciplinary action. Individuals failing to submit a form, even if an exemption is warranted, will have a hold placed on their account that will prevent class registration.

Exemption determinations are made by the Residence Appeal Committee and communicated by the Director of Housing and Student Life. Questions on these decisions should be directed to the Vice President Enrollment Management and Student Services within 48 hours of receiving notification of the decision.

### **Justification for exemption**

- the student is 23 years of age or older on the first date of semester classes (does not require parent signature below)
- the student is married and living with their spouse; please provide documentation of marriage license and documentation of joint residence at a single address.
- the student is responsible for a dependent child; please provide documentation of dependency.
- the student resides exclusively with parent(s) or legal guardian(s) in their/her/his primary



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- residence that is within a thirty-mile commute of the College; please provide documentation of ownership (power/utility bill, etc.) for parent(s)/guardians.
  - other (Please type and attach a written justification for exemption from the policy and supply all supporting materials necessary to justify consideration of the request –Exemptions for reasons not articulated above will be rare and offered only in the most exceptional of circumstances).

Students that qualify for an exemption(s) are required to complete the form to request to live off-campus; however, the college is not obligated to provide housing to them because they can live off-campus. The college is a residential campus, and its primary function is to house traditional college students.

**All students listed (\*with the exception listed below) that have a justified exemption that are requesting to live on campus, must submit their written request via email to Associate Dean of Campus Life that thoroughly outlines the need for their request to live on-campus despite their qualified exemption to live off campus.** After receipt of the written request, the Associate Dean of Campus Life may have to forward the request to the Vice President Enrollment Management and Student Services and/or other college administrators prior to communicating a decision to the students that requested to live on campus.

*\*Note that students that reside exclusively with parent(s) or legal guardian(s) in their/her/his primary residence that is within a thirty-mile commute of the College, and that is also under 23 years of age, are excluded from the requirement to submit a written request to the Director of Housing and Student Life; these students will work with the housing office to complete the necessary steps to receive housing.*

#### Room Deposit

Full-time undergraduate day students entering the college during and following the 2014 Fall semester will be required to pay a \$300 enrollment deposit to reserve their space in the incoming class. No deposit will be refunded after May 1. All students deposited by May 1 will be guaranteed campus housing pending space limitations. Campus housing assignments will be finalized, and room/board charge will be applied by July 1. Students must have all required paperwork (including requests to live off campus) submitted by this date. Students who deposit after July 1 will be assigned housing, if available, on a first-come, first-served basis. Of this \$300 enrollment deposit, \$100 covers a residence hall damage deposit that may be refundable at the time that the student either graduates or receives permission to live off campus (less any assessed fees due to damages). The remaining \$200 is used by the College to cover many of the services provided during the first year. Students who entered the

institution prior to the 2014 Fall semester and who have a residence hall damage deposit pending with the college will receive a reimbursement of those monies as noted above.

Students that fail to check-out of their residence hall room at the end of the year will receive a fine and forfeit their \$100 deposit that will no longer be refundable due to their improper check-out.

#### Spring to Fall Room Hold Assessment

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Beginning in the 2014 Spring semester, all full-time undergraduate day students will be required to pay a \$200 Spring to Fall Room Hold charge. To participate in the housing lottery and/or to register for upcoming Fall classes, students must either: (a) pay the \$200 charge to the college, or (b) submit the required documentation to the housing office and receive a waiver permitting that student permission to live off campus as directed by the college's residency requirement. Those students who pay the \$200 charge to reserve a campus residence hall room and who occupy that room during the Fall semester will have the monies credited to their account at the end of the first month of classes. The \$200 charge may be paid at the College's business office.

Students will receive information on how to appeal and request a waiver for the Spring to Fall Room Hold Assessment of \$200. Approval is necessary or a hold will be placed on the student account.

Note that students graduating in May or the summer will not be required to pay the \$200 room hold fee and that the \$200 Spring to Fall Room Hold charge is not refundable if students choose not to return to the college in the Fall semester.

#### Room and Board Refund Policy

There is no refund on campus housing (the room charge) once the student has taken occupancy of campus owned residential housing. Board charges (meal plans) will be prorated at a rate (determined by the college) per calendar day of attendance.

#### Room consolidation policy (when one student is in a double occupancy room)

If a student loses a roommate, or is otherwise left without a roommate, during the academic year (Fall, Jan-Term, Spring, and Summer), regardless of reason (roommate left the College, student approved to move to another room, etc.) the Office of Campus Life and Housing reserves that right to have the remaining student consolidate and move in with another student in a different room to completely empty a room.

Housing can consolidate rooms and have students move into a vacant space during any part of the academic year. **Also know that Housing can charge the single room (without contest) if a student chooses not to consolidate before the deadlines shared by Housing staff; inaction to consolidate and/or move to another room signifies that the student accepts the single room charge.**

If a student is required to move to another room as part of the room consolidation processes, a reminder of this policy will be sent only to the student's LC e-mail by a housing professional staff member along with a deadline and the process to complete the check-out/move-out process for the old room and move-in/check-in process for the new room.

**\*It is the students' responsibility to share the details of the room consolidation process or single room charge with their parent/legal guardian.**

It is also the student's responsibility to find a new roommate; however, the Housing Office is happy to assist in the search process. To receive assistance in the search, the student should make an

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appointment with their Assistant Director in Smith Hall 203 to discuss room options. Housing also reserves the right to require specific students to move-in together at any point of the room consolidation process.

### Room Changes

Room changes will not be permitted until two (2) weeks after the first day of classes; a specific date for the room change process will be shared by the Assistant Director or Director of Housing and Student Life. If a student is interested in a room change after the room change deadline, they may send their Assistant Director (AD) an email to request the room change. If granted approval to change rooms from their Assistant Director via email, the resident may pick up their new room key and move-in to the designated space before the specified deadline to change rooms. As a part of the room change process, the student must follow the check-out process for the old room with their old RA and the check-in procedures for the new room with their new RA.

Room changes not approved through the Office of Campus Life and Housing via the written approval from an Assistant Director or the Director of Housing and Student Life are in direct violation of residence hall policy, and the person involved in such a room change may be fined \$75 for an improper room change charge, may be required to move to the former room assignment immediately, and may be referred for disciplinary action.

**The Office of Campus Life and Housing reserves the right to change a students' housing assignment at any time to best accommodate the overall housing needs for the residential population to include the gender ratio, student classification (incoming freshmen, transfers, sophomores, junior, seniors), maintenance concerns, safety concerns, etc.**

### Residence Hall Opening

Residence Halls open the day before registration, unless that day falls on a holiday or weekend. If this occurs, housing will open on the day of registration or the following business day of the holiday/weekend, or day of registration.

### Request to move-in early to Residence Halls

The Office of Campus Life and Housing seek to provide residential students with a clean, safe, and enjoyable space to live on campus. In doing so, Housing works with National (maintenance) to ensure that all residential spaces are appropriately cleaned prior to arrival based on time between the College's summer operations (conferences, summer school, and deferred maintenance) and student move-in. As such, requests for an early move-in date will only be granted in extraordinary circumstances. In some cases, the logistics involved with room preparation may not permit an early move-in even in the most extreme situations. Students may be required to pay a weekly rate for staying in housing before it opens for the academic year.

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Early move-in requests should be submitted in writing to the Director of Housing and Student Life. Once received, he/she may request additional information and/or documentation before contacting the student via e-mail to grant/deny the request.

The specific dates and times that the residence halls open will be set by Campus Life & Housing and announced each year.

#### Residence Hall Closings

Billing for a residence hall room covers the period from the beginning of a semester to the end of the semester (both fall and spring) and the period from beginning of a summer term to the end of that summer term (both sessions). If a student is serving in a college related function or has an extraordinary circumstance and will need to stay in their residence hall room during a period when the hall is officially closed (Winter Break and End of the Year Closing in Spring), the student must submit the request in writing to the Assistant Director. Once received, he/she may request additional information and/or documentation before contacting the student via e-mail to either grant or deny the request. Students may be required to pay a weekly rate for staying in housing during times when the residence halls are closed. The process and rates will be communicated to residential students in the Fall semester each year.

The specific dates and times that the residence halls close will be set by Campus Life and Housing and announced each year.

Students that fail to check-out of their residence hall room at the end of the year will receive a fine and forfeit their \$100 deposit that will no longer be refundable.

NOTE: Graduating Seniors may stay in their rooms until 5:00pm the day after Graduation. Non-graduating seniors must move-out and check-out of their residence hall space before the non-graduating student deadline.

**During the week between Graduation and the beginning of summer school, all residence halls will be closed, and every student is expected to be out of his or her room. NO EXCEPTIONS. This one week of the allows National (maintenance) to have unhampered access to all rooms in order to clean thoroughly and make needed repairs. Students are expected to make alternate arrangements for both themselves and their belongings during that time.**

#### Residence Hall Cleanliness & Damage & Liability Policy

As responsible citizens who aspire to lives of integrity and moral courage, damage and mistreatment of the residence halls and College furnishings are taken seriously, and students will be held accountable for their actions. Costs of extensive cleaning (outside of the normal cleaning process) and damages can compromise the safety, security, and comfort of students in the building. In addition, they can also affect the cost of students' housing bills. Therefore, students will be charged for any extensive cleaning and damage to fixtures or furnishings within their room. Excessive uncleanliness and damage that cannot be attributed to a single student will be divided among roommates. Likewise, excessive filth and

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damage that occur in the common rooms of an apartment will be charged to all roommates. In extreme cases, charges that cannot be attributed to one individual may be divided across an entire floor or building at the discretion of the Office of Campus Life with approval from the Vice President for Enrollment Management and Student Experience.

**Resident Advisors and Assistant Directors will attempt to record such damages and fines during Health and Safety Inspections and the year-end check-out process. However, some damages and fines may not be recorded until students have moved out and National Maintenance conducts a more thorough check of rooms and apartments. National Maintenance determines all cost for damages, repairs, cleanliness, furniture replacement, etc. Students are responsible for the condition of their room and apartment at all times.**

While every effort is made to ensure adequate maintenance and security, LaGrange College, its faculty, staff, or agents do not assume any legal obligation to pay for injury to persons (including death), or loss of or damage to items of personal property due to flood, fire, natural disaster, theft, or any other reason, which occurs in its buildings or on its grounds, prior to, during, or subsequent to the time a student attends the college. In addition, the student is liable for any unintentional or deliberate damage they cause to the housing facility or other college property. The student and/or parents or guardians are strongly encouraged to carry appropriate insurance to cover such possible losses.

#### Fines Policy

Students may be fined by the Vice President of Enrollment Management and Student Services, Vice President of Enrollment Management and Student Services designee, or the Social Council as a result of violations of the College social policies and the consequent disciplinary action. Fines are not initially attached to the students' College account; instead, the fines must be paid separately by the student in the Business Office. Once paid, the Business Office will inform the Vice President of Enrollment Management and Student Services. Students will need to pay their fines(s) by the designated deadline. All fines that are unpaid by their designated deadline will double and will be added to the student's College account. Students will not receive diplomas or transcripts with unpaid fines on their accounts.

#### Residential Community Safety Policies

**Unwanted Individuals on Campus:** If a person who is not a student or employee of the College and who is not required by his or her employment to be on the campus is deemed as committing any act that interferes with the peaceful conduct or activities of the College, or if it is determined that this person has come onto College property to commit such acts, the administrators of the College – or any employee or student designated to maintain order – may direct the person to leave College property immediately. If the person refuses or in any way fails to vacate campus property, he or she will be guilty of criminal trespass and the LaGrange Police Department will be contacted.

#### Inspection / Search of Rooms Policy

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The college may enter, inspect, or search a student's room under the following conditions: (a) when there is a reasonable suspicion that an occupant may be physically harmed or endangered, (b) when there is a reasonable suspicion that college regulations or state / federal laws are being violated, or (c) when performing periodic health and safety inspections of the residence hall rooms. Determinations of what constitutes "reasonable suspicion" may be made by the College President, Vice President for Academic Affairs, Vice President of Enrollment Management and Student Services, Director of Housing and Student Life, Assistant Director, or authorized designee assigned by members listed above.

When performing within the scope of their work, members of the maintenance and housekeeping department may enter a residence hall room (without the student present) to inspect and/or fix a maintenance/housekeeping concern.

#### Fire & Life Safety

Fire and Life Safety is of paramount importance within the residence halls. Students' actions could affect the life and property of other residents in their community. Students should be aware of their actions and observe all Fire and Life Safety Policies.

**IN THE EVENT OF SMOKE OR FIRE, GO TO THE NEAREST FIRE ALARM PULL STATION, ACTIVATE THE ALARM, AND EVACUATE THE BUILDING. ONCE YOU ARE OUTSIDE THE BUILDING, CALL CAMPUS SAFETY AT 706-880-8911 OR DIAL 911.**

#### Smoke Detectors

All units are equipped with one smoke detector to warn residents of smoke or fire. The smoke detectors are typically wired to the electrical system. The smoke detector will make a "chirping sound" when the battery needs to be replaced students should contact National (maintenance) to get the battery replaced in their smoke detectors. Smoke detectors should be kept dust-free and must be unobstructed at all times. Never tape over, cover, or disconnect smoke detectors. If a smoke detector is so sensitive that it constantly alarms or malfunctions in other ways, submit a work order request on PantherNet so it can be inspected and repaired if needed. Violation of this policy will result in disciplinary action.

#### Fire Protection Sprinkler System

Housing units that are equipped with a fire protection sprinkler system have an additional reduction of damage in the event of a fire. All parts of the sprinkler system (i.e. pipes, sprinkler heads, etc.) should remain obstruction free and any tampering, etc. is strictly prohibited as it may impede the function of the sprinkler system and/or involuntarily activate the sprinkler system (potentially creating damage to personal and/or college property). Any student (and/or student's guest) that voluntarily and/or involuntarily activates the sprinkler system will be held responsible for the cost of repairs to personal property and/or college property impacted by the sprinkler system. Refer to the Liability Policy listed in the previous pages in the Campus Life & Housing Policies. Violations of this policy will result in disciplinary action.

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## Fire Extinguishers

Fire extinguishers are located in various areas of college housing. Students should familiarize themselves with its location and directions on how to use it. Be sure to check the fire extinguishers to assure it is properly charged (arrow in the green area). To utilize the fire extinguisher for emergency reasons, use the following guidelines:

P - Pull the pin.

A - Aim the extinguisher nozzle at the base of the flames.

S - Squeeze the trigger while holding the extinguisher upright.

S - Sweep the extinguisher from side to side, covering the fire with extinguishing agent.

If you see that a fire extinguisher is not properly charged (arrow in the red), submit a work order request on PantherNet so it can be inspected and repaired if needed. Any tampering and/or misuse of fire extinguishers or lifesaving equipment will result in disciplinary action.

## Fire & Tornado Alarms

To promote safety of residents, there are periodic drills in addition to actual alarms/safety protocols in all residence halls, and all students are required to participate. Instructions are posted throughout the buildings. Please read carefully the following instructions:

### **Fire alarm: When the alarm sounds:**

- Dress appropriately for outside weather conditions, wear hard-soled shoes, and take a towel to prevent smoke inhalation.
- Close all windows. Close all doors and leave door unlocked so it can be checked.
- Leave the building by the closest exit. Do not use the elevator.
- Remain calm and orderly at assembly areas until the “all clear” is given by the Fire Department, Campus Safety, or designated professional housing staff. Students will not be allowed to re-enter the building until the “all clear” is given by the Fire Department, Campus Safety, or designated professional housing staff.
- **ONCE OUTSIDE THE BUILDING, CALL CAMPUS SAFETY at 706-880-8911 to ensure that they have been notified about the fire alarm.**

**Failure to evacuate during a fire alarm and/or not follow the instruction of housing staff, other designated college staff members to assist, Security staff, or members of the Fire Department, jeopardizes your own safety and the safety of others; compliance with these fire and life safety procedures are expected. Non-compliance with the above procedures may result in disciplinary actions, fines, etc.**

### **Fire Alarm Assembly Areas**

<b>Residence Halls</b>	<b>Pre-Designated Assembly Area (Outside) for Fire Alarms</b>
<i>Boatwright Hall</i>	<i>Center of the Residential Quad</i>
<i>Candler Hall</i>	<i>Center of the Residential Quad</i>
<i>Greek Life Housing</i>	<i>Grass area at least 100 ft away from building</i>
<i>Hawkes Hall</i>	<i>The Academic Quad</i>
<i>Hawkins Hall</i>	<i>Center of the Residential Quad</i>
<i>Henry Hall</i>	<i>Center of the Residential Quad</i>
<i>Pitts Hall</i>	<i>Grass Area in the back of Pitts Hall &amp; beside the Frank &amp; Laura Lewis Library</i>
<i>Servant Scholar Apartments</i>	<i>Grass area at least 100 ft away from building</i>
<i>Themed Housing</i>	<i>Grass area at least 100 ft away from building</i>
<i>Turner Hall</i>	<i>Center of the Residential Quad</i>

**Tornado Drill/Severe Weather Alert: When notified of warning:**

- Move quickly to the interior hallway of the lowest floor of the building (unless notified of other designated locations).
- Do not use elevator but descend by the stairway.
- Stay away from windows.
- Remain calm and orderly in the designated severe weather cluster until notification by housing staff and/or any other designated staff member provides an “all clear” to leave the severe weather cluster.
- **ONCE IN THE SEVERE WEATHER CLUSTER IN THE BUILDING, CALL CAMPUS SAFETY AT 706-880-8911 FOR AN UPDATE ON WEATHER.**

Failure to go to the severe weather cluster and/or not follow the instruction of housing staff, other designated college staff member, Security staff, etc., jeopardizes your own safety and the safety of others; compliance with these severe weather and life safety procedures are expected. Non-compliance with the above procedures may result in disciplinary actions, fines, etc.

**Severe Weather Clusters**



Boatwright – 1 <sup>st</sup> floor, inner hallway, away from windows	Henry – 1 <sup>st</sup> floor, inner hallway (near laundry room) and 2 <sup>nd</sup> floor inner hallway (near the Spiritual Life Center) away from windows
Candler – 1 <sup>st</sup> floor, inner hallway, away from windows	Pitts – 1 <sup>st</sup> floor, inner hallway, away from windows
Greek Life Housing - Inner hallway, away from windows	Servant Scholar Apartments – Terrace level, Inner hallway, away from windows
Hawkes - 2 <sup>nd</sup> floor, inner hallway, away from windows	Themed Housing - Inner hallway, away from windows
Hawkins – 1 <sup>st</sup> floor, inner hallway, away from windows	Turner – 2 <sup>nd</sup> floor, inner hallway, away from windows

### Residential Telephones

With the installation of the college's new phone system in the 2013-2014 academic year, due to very low usage of landline phones and the high usage of personal cell phones, the telephone service was discontinued in each room.

Students can call other LaGrange College offices by dialing the last four digits of the office telephone number (when using a college telephone). Local off campus calls require a prefix number of 9. Emergency Services can be reached by dialing 9-911 or 911.

### Personal Phone Usage

The carrying and use of cell phones and other electronic communication devices are allowed on the LaGrange College campus. Users of these devices, however, must be attentive to needs and sensibilities of the members of the College community. Furthermore, the use of these devices must not disrupt the functions of the College.

Devices must be off or ringers silenced in classes, laboratories, the library, study spaces and other academic settings and during events such as plays, concerts, speakers and College ceremonies. The term "laboratories" explicitly includes computer laboratory spaces. Answering or operating the device during classes, laboratories, meetings or events is only appropriate in case of emergency. If the device must be answered, the user must move to a location where the class, laboratory, library patrons, etc., will not be disrupted before making use of the device.

### Nuisance/Obscene Phone Calls

It is against the law in the State of Georgia for a person to use abusive, vulgar, or profane language on the telephone or to cause a breach of the peace by use of the telephone. If you receive an obscene phone call does not engage the caller in conversation; look at your caller I.D. and write down the information then simply hang up. Record the time you received the call and any background noise you hear and/or any identifying voice characteristics (accent, phrasing, etc.). Report the call to Campus

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Safety. All obscene calls should be reported so that if a pattern develops or chain calling occurs, the police can be notified. Your cooperation with the security staff will assist in providing support during your concern. living environment.

### Residence Hall Regulations and Guidelines

LaGrange College has adopted a policy allowing students/persons of the opposite sex to visit together in the living area of any residence hall on a limited basis: Sunday-Thursday 10:00 a.m. – 12:00 a.m. and Friday -Saturday 10:00 a.m. - 2:00 a.m. Restrooms are off-limits to visiting members of the opposite sex at all times. Lobbies in single gender housing (Boatwright Hall, Hawkes Hall, Pitts, Turner Hall (the study rooms on the 3<sup>rd</sup> floor of Turner Hall) must also follow the above visitation policy.

### Trespass Policy

The College enforces the Georgia Trespass Law, which makes it unlawful to interfere with students, faculty, and staff, to loiter about college premises, or to act in an obnoxious manner on these premises. Please be advised that any visitor on the campus comes within the jurisdiction of this policy and is subject to arrest.

To clarify the regulations concerning guests, the following guidelines have been established:

A guest is a non-resident in college housing who is in a hall and has a resident host or hostess.

1. Guests will be expected to follow all policies of LaGrange College; hosts or hostesses are responsible and held accountable for their guests and their actions. If guests engage in policy infractions, suspected of and/or pose a threat to the campus community, they may be required to leave college housing and the campus immediately; based on severity, this may include the involvement of local policy authorities.
2. Guests must always be escorted and with their host while visiting the campus and in college housing.
3. If guests stay overnight in a residence hall, the guest must be of the same gender and may stay overnight with the prior approval of roommates(s) and the notification to the resident advisor and/or housing staff. Guests of students must check in with the resident advisor; the maximum visit is limited to three days. No guests under 12 years of age are allowed.
4. Keys will not be issued to guests.
5. Violators of this policy are subject to disciplinary action.

\*Guest without a resident host/hostess may be asked to leave the residence hall immediately.

### Parental Visits

Parents may visit their students at any time outside of the residence halls and during the hours of visitation (for opposite gender). Parents will be expected to follow all policies of LaGrange College; residential students are responsible and held accountable for their parents and their actions. If parents engage in policy infractions, suspected of and/or pose a threat to the campus community, they may be

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required to leave the campus immediately; based on severity, this may include the involvement of local policy authorities. Parents must always be escorted by their daughter/son (currently assigned to campus housing) while in college housing.

#### Window Policy

All windows must remain closed and locked to prevent unauthorized entry into a residence hall room. Using windows as a means in or out of rooms/residence hall is prohibited. In addition to safety concerns, closed and locked windows also reduce the health concern of preventing the creation of mildew/mold as outside warm air mixes with cooled indoor air.

Objects are not to be propelled out of any window and articles are not to be placed on exterior window ledges. Students who sit in window ledges or commit acts of horseplay around windows may be referred for disciplinary action. The display of rugs, banners, signs, flags and other objects from outside and/or in college residence hall windows are prohibited.

Removing window screens is prohibited and will carry an associated fine.

#### Doors

Security of the residence halls is the responsibility of all residents. Students must refrain from propping open outside doors, loaning keys to others, forcing entry into doors, tampering with doors/locking systems, tailgating into the building, or gaining or providing access into the residence hall via non-authorized means. Students that engage in unauthorized entry into college housing, compromise the safety of themselves and the residents in college housing and will go through the disciplinary process and may be responsible for paying the cost of repairs, labor, etc. in order to take the necessary step to re-secure the residence hall/college housing. Also, propping open fire doors inside the hallways is prohibited.

It is strongly encouraged that students lock the doors to their rooms when leaving the room to help ensure the safety of your personal belongings. Stolen property is not the responsibility of the College.

#### Residence Hall Keys

Students are encouraged to always have their room key and to lock their residence hall doors to help ensure their safety and the safety of your personal belongings. Students who lose their key (regardless of reason) will be required to pay a lost key fee when issued a new key. In the event that the professional housing staff or maintenance staff believes that student safety is compromised due to a lost key, the student will also be charged the fee for a lock replacement.

Keys must be returned to the Resident Advisor or housing staff when the student checks out of their room. Duplication or possession of unauthorized keys by a student is a violation and will be addressed through the disciplinary process and the student(s) duplicating and/or in possession of unauthorized keys may also held accountable for the cost of any key and/or lock replacement(s), etc. based on the type of key and the area compromised by the key type.

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### Student IDs

Students are encouraged to always have their student ID, as they are needed to identify them as current LaGrange College (LC) students, to gain access to their residence hall, academic space, and dining hall. In the event that a student loses their student ID, they should notify the security office to turn “off” the access of the ID and to receive a new ID; the student will be required to pay a new ID fee.

When a college faculty/staff member (to include security, housing staff, resident advisor, etc.) ask a student and/or their guest(s) to show their LC ID and/or government issued ID (to verify identity, for reporting an incident, etc.), failure to show their LC ID and/or government issued ID and/or provide incorrect information (wrong name, wrong ID, wrong information, etc.) may result in additional concerns that will be addressed with disciplinary action. Refer to the Social Council sections III. F & Q. as the student is impeding and disrupting the disciplinary process.

### Attics, Basements, Ledges, Rooves, and other Unauthorized Areas

For students’ safety and well-being, the above areas (attics, basements, ledges, rooves, and other unauthorized areas) are prohibited access and entrance. Any students found in these areas will be required to vacate the area and are subject to follow-up via the student conduct process.

### Elevators and other Electrical Equipment

Tampering and/or misuse of elevators and other electrical equipment creates a safety concern for the student and the College community. Any students found tampering/misusing are required to vacate the area and are subject to follow-up via the student conduct process to also include cost of repairs, etc.

### Fire Safety

Open flames including burning charcoal, burning candles, burning incense sticks, oil lamps, or burning devices are not permitted in college housing. Candles with unburnt wicks are permitted as decorative items and/or with candle warmers; candle warmers must be turned off when residents are not in their room and placed in a safe location to prevent a concern for fire safety.

### Smoking Policy

Smoking (to include e-cigarettes) is prohibited on all college property to include all residence halls/college housing. Spaces are defined as student rooms, elevators, hallways (this includes covered walkways on each floor of Henry Hall), bathrooms, parlors, lobbies, Henry Hall computer lab, laundry rooms, staircases, etc.

Smoking closer than 50 feet of the entrance of a building is prohibited. It is also prohibited to use and/or have hookah pipes (and any other hookah related items) in the residence halls.

Additionally, smoking (to include the use of e-cigarettes) and smokeless tobacco is prohibited in academic buildings, classrooms, etc.

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Please refer to the Social Code regarding additional details regarding the smoking policy.

#### Clear Hallways, Stairwells, Exits, and other Areas of Egress

Fire code requires that hallways, stairwells, exits and other areas of egress be clear at all times. Therefore, storage of luggage, ironing boards, bicycles, trash, or other personal belongings are prohibited in these areas.

Skate boarding, riding bicycles, riding hoverboards, or riding any items/apparatus is prohibited in any part of the residence halls (to include the covered walkways on all floors in Henry Hall). This policy is to help ensure the safety of all residents and visitors in the residence halls.

This policy does not apply to medical equipment when it is used for medical purposes during the time of the medical need.

#### Electric Appliances

Residence halls have definite limits on the capacities of their electrical systems. Overloading the systems can cause fire and safety hazards. No appliance may be possessed or used in the residence halls that use over 500 watts. **Examples of approved appliances** are electric fans, radios, computers, stereos, study lamps, shavers, curling irons, clocks, TVs, and single cup brew systems (Keurig and Keurig-style). **Students may have one small refrigerator per room, no bigger than 5 cubic feet inside capacity.** Hair dryers can be used; however, no other appliance should be using the same outlet during usage. **Unapproved appliances** include sunlamps, coffee makers, space heaters, hot plates, grills, air fryers, electric fry pans, woks, crock pots, musical instrument amplifying equipment, toasters, ovens, microwaves, and air conditioners.

All appliances with an exposed heating element, regardless of wattage, are prohibited.

**Microwaves** are permitted only in the lounge area of the residence halls. A microwave is provided in a designated place in each residence hall. Students found having a microwave will be required to remove them from their rooms.

Students found in possession of any unapproved electrical appliance will be required to remove the item(s) from their rooms and will go through the student conduct process.

#### Electrical Outlets

Electric outlets should be maintained at a one to one ratio in relation to the number of electric units plugged into the outlet at any time to prevent additional concerns for fire safety. Students are required to use heavy-duty extension cords, or adapters approved by Underwriters Laboratories. Extension cords can be used for just one appliance at a time. Students must always maintain a one plug per one receptacle ratio. Please consult with your Assistant Director if you have questions about the use of any other appliance or equipment.

#### Bicycles and Motorcycles

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Bicycles and motorcycles are not to be left in hallways, stairwells, or exit areas; this is a violation of the fire code and they will be removed. It is recommended that students lock their bike to a bicycle rack or keep it in your room when not in use. Motorcycles must be parked in a designated parking space.

### Cooking

The cooking and preparation of food is not permitted in the residence halls, except in the apartment-style residence halls – which have an included kitchen. This does not apply to microwavable food items.

### Animals

Students are permitted to have non-dangerous aquarium fish in an aquarium and are limited to a maximum of 20 gallons; the aquarium must be cleaned regularly. All other animals/pets may not be kept on College property (to include inside and/or outside areas of facilities or grounds). Students, guests of students, etc. are prohibited to bring animals/pets into any college housing at any time; short visits are also prohibited. Any violation of this policy will result in immediate removal of the animal, disciplinary action, and may include the cost of cleaning and repairing the space due to having the animal/pet in the residence hall.

### ADA Service Animals & Therapy Animals Policy Statement

LaGrange College recognizes the importance of Service and Emotional Support Animals to individuals with disabilities and is committed to providing reasonable accommodations; fulfilling its responsibilities under federal, state, and local laws and regulations; ensuring the health and safety of the Campus Community, Guests and Visitors; and preserving the integrity of College Property. In accordance with the Americans with Disabilities Act of 1990 (ADA), Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973, the College is committed to allowing individuals with disabilities the use of a Service Animal on College Property to facilitate full participation and equal access to the College's programs and activities.

In accordance with the Fair Housing Act (FHA), the College is committed to allowing Emotional Support Animals (ESA) in College Housing to provide emotional support for students with disabilities under certain conditions. This policy is designed to provide the Campus Community, Guests and Visitors with guidelines for the use of Emotional Support Animals on College Property.

The Disability Services Coordinator is responsible for establishing disability eligibility criteria, making disability eligibility determinations, and establishing appropriate Reasonable Accommodations for students.

#### Definitions:

Emotional Support Animal: any animal providing emotional support, well-being, or comfort that eases one or more identified symptoms or effects of a documented disability. Emotional support animals may also be referred to as a comfort or therapy animals. Emotional support animals are not individually trained to perform specific work or tasks. Pets (as defined below) are not considered ESAs.

Owner: is defined as the individual who registered the ESA with the ADA/504 Deputy Coordinator and is listed on file in the paperwork as the person who initially requested the ESA. This means that the owner is responsible at all times for the behavior of the ESA.

Pet: any animal kept for ordinary use and companionship that does not meet the definition of an ESA.

### **Article I. Emotional Support Animal Access**

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ESAs are not allowed to accompany persons with disabilities in public areas of Lagrange College. ESAs are only allowed in a student's assigned residence hall room after approval has been received from the ADA/504 Deputy Coordinator. Approval is then provided to the Office of Housing and Student Life, and proper documentation of the ESA is approved by the Office of Housing and Student Life.

#### Article II. Registration & Identification Process

ESAs may not be brought onto campus without prior written express approval of LaGrange College Disability Services Coordinator and Director of Housing and Campus Life. The procedure for requesting an ESAs are as follows:

1. The student must register with PACE/Disability Services as part of the approval process for the ESA.
2. The student must meet the federal definition of disability and must provide supporting documentation, such as a letter from a treating therapist, psychologist, psychiatrist, or other medical professional who is qualified to give a diagnosis and is currently treating the student for the disability for which they are requesting an ESA.
  - a. Documentation must be on official letterhead and be signed/dated within two years.
  - b. Documentation should include a specific diagnosis.
  - c. Documentation should provide evidence the provider is currently treating the student for the condition for which the accommodation is being requested.
  - d. Documentation should state the current impact or functional limitations imposed by the disability on the student's living situation and explain how the disability relates to the request for the ESA. There must be a direct link established between the diagnosis and the requested ESA.
  - e. Documentation cannot be provided by the LaGrange College PACE.
3. After the ESA has been approved by the LaGrange College Director of PACE/Coordinator of Disability Services as a reasonable accommodation, the student must register the animal annually with the Office of Housing and Student Life. The registration process may take seven to ten business days to complete once the documentation is received. On demand registrations are not supported.
4. Documentation to be included in the ESA Registration Application:
  - a. Copies of all vaccination certifications including but not limited to rabies, fleas, ticks, and diseases common to specific animal.
  - b. Documentation from veterinarian indicating animal is in good health.
  - c. Picture of animal, written description (breed, size, weight, etc.), name of animal, and picture of cage/kennel.
  - d. Signed agreement from roommate(s) and/or apartment suitemate(s) indicating their awareness of the animal in the space.

**Note: The documentation above must be provided to the Office of Housing and Student Life on a yearly basis no later than two weeks prior to the beginning of the semester.**
5. An ESA should not be considered only as a pet. The student wishing to have an emotional support/therapy animal in the residence halls must have a verifiable disability and a related need.
6. Only one ESA will be permitted for each student. In the case that the student's treatment plan indicates the need for additional ESA(s), medical documentation must be provided and approved through the PACE/Disability Services and the Office of Housing and Student Life.
7. Due to the size of residence hall rooms, an ESA over 40 pounds or over 26" in height may not be allowed. Students are strongly encouraged to consider the space of the residence hall room, the amount of time the ESA is in the room, and the size of a kennel/crate in the room before

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bringing an ESA to campus. The Office of Housing and Student Life strives to ensure the health and safety of ESAs as well as their owners.

8. The ESA is restricted to the registered Owner's room and only allowed outside the unit to care for the animal outside of the building or to leave the building. The ESA must be in the Owner's immediate control and may not be allowed to be treated as a pet by others. The ESA is only permitted to stay in the Owner's residence hall room or have it outside on grassy areas and other approved outside locations and will not be permitted to stay or visit (even for short periods of time) any other areas in the Owner's residence halls (communal space, other residents' rooms, etc.), not permitted in any other college housing, and not permitted in any other campus building (even for short visits).

9. The Owner may be charged for any damage or additional cleaning caused by the ESA beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks, or other pests, if necessary, as part of the College's standard or routine inspections (ex. Health and Safety Checks). If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in college housing. Additional cleaning expenses may be incurred for animal dander, odor, etc. Cleaning charges will be assessed during the move-out process when the student vacates the residence. The College shall have the right to bill the individual's account for unmet obligations under this provision.

### **Article III: Owner Responsibilities Statement**

The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. The College has the right to require documentation of compliance with such ordinances, laws, and/or regulations.

The Owner is responsible for the following:

1. Assuring the ESA does not interfere with the routine activities of the residence hall or cause difficulties for students living there.
2. Maintaining proper kennel/caging of the ESA when the Owner is absent from the room. If the ESA is outside the student room, it must always wear an appropriate collar and leash or must be in a carrier. ESAs must always wear an ID tag and a current rabies vaccination tag.
3. The Owner is the only individual approved to hold the leash/carrier. Facilities and maintenance staff may refuse to enter a room to do repairs or address concerns if the ESA is not properly housed (in a cage).
4. Owners are not permitted to breed a pet for any purpose.
5. ESAs must be housebroken/potty trained prior to coming into the residence halls.
6. Students must provide proof of flea prevention prescriptions as part of the application process and on demand proof of continuing flea treatment throughout the academic year. In the event of flea infestation, students must notify the Office of Housing and Student Life immediately and will be financially responsible for professional cleaning services.
7. Committing to financial responsibility for the actions of the ESA including but not limited to bodily injury and/or property damage.
  - a. The student's responsibility covers but is not limited to the replacement of furniture, carpet, windows, blinds, walls, and the like. The student is expected to cover these costs at the time of repair and/or move out.



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b. The student is responsible for any expenses incurred for cleaning. The College maintains the right to bill the student's account for unmet obligations.

c. If fleas, ticks, or other pests are detected through routine housing inspections, the residence will be treated by fumigation methods by a college-approved pest control service. The student may be billed for the expense of any pest treatment beyond standard pest management in the residence halls.

8. Notifying the Office of Housing and Student Life and PACE/Disability Services if the ESA is no longer needed as an approved ESA or is no longer in residence.

9. All roommates or suitemates of the Owner must sign an agreement allowing the ESA to be in the residence space with them. If one or more of the roommates/suitemates do not approve, either the Owner and ESA or the non-approving roommate/suitemate may be moved to a different location.

10. ESAs must NOT be left alone overnight in college housing or be cared for by another student. ESAs must be taken with the Owner if the Owner leaves campus for a prolonged period or boarded locally. (Examples include weekends, athletic trips, school breaks, etc.)

11. The Office of Housing and Student Life maintains the authority to relocate the Owner and ESA as necessary.

12. Any violation of the above rules will result in a conduct violation and may result in immediate removal of the ESA from the College property.

13. Should the ESA be removed from the College premises for any reason, the Owner is required to fulfill their housing obligations for the remainder of the housing contract.

14. The Owner will comply with animal health and wellbeing requirements as outlined below.

#### **Article V. ESA Health and Wellbeing Requirements**

Policy violations, Owner negligence, and/or the mistreatment of an ESA will not be tolerated. The Office of Housing and Student Life may act ranging from conduct hearings to ESA removal. Failure to follow the Health and Wellbeing Requirements outlined below will result in a conduct hearing.

Care & Supervision: Proper care and supervision of the ESA remain the full responsibility of the Owner. The Owner is required to maintain control of the ESA at all times and is responsible for cleaning up the ESA's waste.

Indoor animal waste, such as cat litter, must be placed in a sturdy black trash bag and securely tied before being disposed in the OUTSIDE trash cans. Litter boxes should be placed on a mat or rug so that waste is not tracked onto carpeted spaces.

The Owner shall not bathe and/or groom the ESA or clean its cage/crate/kennel using residence hall facilities shared by other residents (such as shower rooms, laundry rooms, apartment bathtubs/kitchens, etc.).

Emergency Evacuation: In the event of an emergency, Owners are solely responsible for evacuating their ESA from the residential space. Evacuating the ESA should not put the Owner at risk of significant harm.

General Health: ESAs must have an annual clean bill of health (including vaccinations, fleas/ticks, and immunizations against diseases, etc.) from a licensed veterinarian. The College maintains the authority to direct that the ESA receive veterinarian attention.

The ESA must be immunized against diseases common to that type of animal. Dogs and cats must have current vaccination against rabies and wear a rabies vaccination tag.

#### Firearms, weapons, and other dangerous items

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As a College community that values the safety of all its members - firearms, weapons, and other dangerous items are prohibited on College property. Please refer to the Social Code regarding additional details about the Firearms, Weapons, and Other Dangerous Items policy.

### Furniture

Rooms are furnished with beds, desks, chairs, closets, blinds, etc. Furniture must remain in the room where the College has placed it. Lobby furniture is not for use in individual rooms and should not be removed. When the College is made aware that furniture has been moved inappropriately, the student will be required to immediately move the furniture to its original location. In addition to placing the furniture back to its original location, moving furniture carries a potential fine (determined by National Maintenance) and additional fines from damages sustained to the furniture and/or College furnishings as a result of this policy infraction.

### Ceiling/Door/Structure/Wall Hangings

Students may only use command strips to hang items in the residence hall room/apartment. **Items that pierce the doors or walls are prohibited.** Students that chose to hang items in residence hall room/apartment will be responsible for any damage caused to doors, walls, or any other College furnishings and may be charged for the repair or replacement cost of damaged items.

Dartboards and/or any other game/apparatus (hammocks, Enos-style hammocks, ropes, etc.) that can be mounted to the wall, ceiling beams, area above ceiling/ceiling tile etc.), has the possibility of damaging college property (walls, floors, ceiling, doors, hallways, any part of the residence hall, etc.), and/or creating a concern for student safety or compromise the structure are prohibited.

### Waterbeds, Lofts, and Unapproved furnishings

Waterbeds, lofts, and other non-college approved furnishings are not permitted in any residence hall. Students may elect to bring their own mattress and should communicate that to the Office of Campus Life and Housing. Students that have questions or concerns about the approval of your personal furnishings, please direct your question to the professional housing staff.

### Laundry Facilities

Laundry facilities are available in every residence hall. Students using these facilities, should show every consideration for others by removing laundry as soon as the cycle is completed. Unclaimed personal items left in the laundry room will be removed and disposed of due to health and safety concerns.

### Food

If you have food in your room, be certain that you store it in airtight containers or in refrigerators to prevent health and safety concerns and prevent the attraction of unwanted pests (ants, etc.).

### Withdrawal

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If you withdraw from the College, you must vacate your room within 24 hours (unless an earlier specified time is stated in writing by the director of housing) and have your room inspected by your RA or housing staff.

#### Alcohol & Drug Policy

LaGrange College is a dry campus. As such, the possession or consumption of any alcoholic beverage is not permitted on campus. We abide by the liquor laws of the State of Georgia. Alcohol bottles, containers, or packaging of any kind cannot be present or displayed in residence hall rooms; this includes funnels, kegs, and/or empty bottles. The same applies to the illegal possession, use or sale of drugs.

Please refer to the Social Code regarding additional details concerning the alcohol and drug policy.

#### Noise Policy

Residence halls are intended to have an environment that is safe, enjoyable, and conducive to learning. As such, noise concerns can be solved through consideration and cooperation of noise levels. Quiet hours are from 10:00p.m. to 9:00a.m. When using equipment that amplifies sounds (radios, stereos, television, etc.), the user must consider their roommate, the floor community, and the residence hall community. As a member of the residential community, you will be expected to observe quiet hours and to maintain a noise level that does not interrupt fellow residents; students/guests/visitors may be addressed for noise levels at any time of the day if their noise levels negatively impact the residents in their community. Residents should abstain from loud noise that can be heard outside of your room, to include yelling, bouncing balls, stomping, etc. At all times, the rights of a student's roommate must be respected. All suspected violations will be addressed and then reported for disciplinary action.

#### Lock Out Policy

If you are locked out of your room or if your keys have been lost or stolen, you need to be aware of the following policies and procedures:

- If you are locked out during business hours (Monday-Friday, 8:00a.m. – 5:00p.m.) you will go to the Office of Campus Life located in Smith Hall, suite 203.
- If you are locked out before or after business hours (listed above) or weekends, you will contact the on-duty Resident Advisor (RA) for your residence hall; the RA on-duty information can be found on your RA door.
  - RAs/housing staff will verify your assignment before granting you access to your room. You can only be granted access to the room you are assigned to. Students will not be granted access to any other student's housing assignment.
  - If you are locked out of your room, please ensure that you inform the RA/housing staff of your exact location, so they know where to meet you.
  - After you are granted access to your room, you will be required to display your permanent room key and your LC ID to RAs/housing staff.

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- If RAs/housing staff learn that your keys are lost, a new key will be ordered and the cost of \$25 will be charged to your student account. If you lose your room key two or more times, you may also be required to pay the cost of parts and labor to replace your room door lock and all of the subsequent locks and keys that may be impacted by your lost keys. Based on the type of key lost, you may also be required to pay the cost of parts and labor to replace your room door lock and all the subsequent locks and keys that may be impacted by your lost keys
  - You will be asked to produce your LC ID or an alternate form of identification to verify your identity. If your LC ID card is lost, RAs/housing staff cannot provide you with a temporary swipe card to enable you to access your building, you will be required to replace your ID card. Replacement LC ID cards can be obtained through Campus Safety located on the 1st floor of Smith Hall. Replacement cards cost \$20.00. Campus Safety can be reached at 706-880-8911.
  - The first two lock outs will be provided to the resident free of charge, however, after the second lock out you will incur a charge for lock out assistance—refer to charge list below.
  - If any student is continuously locked out of their room, he or she will be contacted and asked to schedule a non-disciplinary meeting with their Area Manager.
  - If your keys have been lost or stolen, please check with the RAs in your residence hall and Campus Safety to see if your keys have been turned in to lost and found.
  - The cost of a new key and new LC ID is always the responsibility of the resident.
  - The Office of Residential Education & Housing will track the lock outs with the RAs to keep accurate records for the number of lock outs, missing keys, etc.

First and Second Lock Out - No Charge

Third Lock Out \$10.00

Fourth Lock Out \$15.00

Fifth Lock Out (and any subsequent lock outs) \$20.00

#### Meetings Convened by Housing Staff

Meetings scheduled for a floor, wing, or hall by housing staff (Resident Advisors, Area Managers, and Director) is mandatory at the discretion of the staff member calling the meeting. **Fines may be imposed for unexcused absences if notice of a mandatory meeting is given beforehand as well as the student receiving disciplinary actions via the student conduct process.**

#### **CABLE SERVICES FOR COLLEGE HOUSING**

LaGrange College has a contract for cable services with Spectrum. We have a Deluxe Cable + Sports package through the app SpectrumU, which provides access to the app on a variety of devices. SpectrumU can be downloaded for phones and tablets in the app store on Android and Apple devices or

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streamed by using the SpectrumU web browser on a computer or TV. Students will need a ROKU device to stream on their TV if their smart TV does not currently carry the app (limited TVs currently run the app) or an HDMI coded connection to their device.

**Instruction to connect your TV to Spectrum cable package:**

- Plug in your TV to the power outlet
- Make sure to connect a streaming device like a ROKU for best service
- You may need to contact IT to have your device connected to the campus internet. This will be determined by your MAC address for the device. Please contact [support@lagrange.edu](mailto:support@lagrange.edu) for help with this connection to the internet
- Download the SpectrumU App to the device that you would like to stream on
- Enjoy a variety of channels in your room or around campus
- Access channels by logging in with your username (college email)

**Instructions to report your concern:**

- Follow the basic steps to troubleshoot your concern again to ensure correct connections, etc.
- If you still have concerns for your cable service: if you live in: Boatwright, Hawkes, Candler, or Turner email Kelli Tolbert at [ktolbert@lagrange.edu](mailto:ktolbert@lagrange.edu) and if you live in Broad Street Apartments, Henry, Hawkes, or Greek Life email [aandrade@lagrange.edu](mailto:aandrade@lagrange.edu) and include the information below to ensure a timely response to reporting your concern:
  - first and last name
  - residence hall and room # (and letter if in apartments)
  - your cell phone number
  - short description of the message on your TV and the nature of your issue

**\*\*\*Know that Charter may increase the replacement cost of their equipment (without notice) and the replacement cost that you will be charged will rise accordingly\*\*\***

**Feel free to check out the housing website <http://www.lagrange.edu/campus-life/housing/index.html>**

## STATEMENT ON GREEK ORGANIZATIONS

Greek organizations at LaGrange College are a component of the institution's total educational program. As such, they are partners with the College in a mutually supportive endeavor. Therefore, Greek organizations share a responsibility for strengthening the total quality of student life. Because of their importance to their own members, Greek Chapters have certain rights and responsibilities within their community. Among their rights are 1) choosing their members; 2) participating as a unit in campus group activities; 3) participating in self-governing activities through the Interfraternity Council and the Panhellenic Council; 4) providing the opportunity for participation in educational experiences.

Among the responsibilities for Greek organizations are as follows: (1) conducting all activities in accordance with regulations and policies of LaGrange College and their general fraternity, including policies on non-discrimination on the basis of race, creed, religion, age, national origin, sex, sexual

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orientation, gender identity, or gender expression, or disability; (2) complying with their charter and by-laws developed in consultation with and approval of their general fraternity; (3) operating their chapter affairs in a business-like manner consistent with their constitution and College policies; and (4) maintaining an atmosphere within their chapter and its activities supportive of high academic standards.

All fraternities and sororities are required to have a faculty or community/alumni adviser. Fraternities and sororities exist at the College only at the invitation of the College. This invitation is formally extended by the President of the College and can be withdrawn if a fraternity or sorority fails to comply with the College regulations and policies, including but not limited to the policies established by Enrollment Management and Student Experience.

**END OF STUDENT HANDBOOK: 10/3/22**