



# CATAWBA COLLEGE

2022-2023

*Student Resource Guide*

*Office of Student Affairs*



*This Student Resource Guide is an official publication of the Office of Student Affairs. Nothing in this Resource Guide may be considered as setting forth the terms of a contract between a student or prospective student and Catawba College. The College reserves the right to modify the requirements for admission and graduation; to amend any regulation affecting the student body; and to dismiss from the College any student if it is deemed by the College to be in its best interest or in the best interest of the student to do so.*

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**Catawba College Mission Statement**

*Catawba College is committed to providing students an education rich in personal attention that blends the knowledge and competencies of liberal studies with career preparation. Catawba College draws strength from Judeo-Christian values, sustains a dynamic community of learners and seeks to unite a diverse population of students, faculty and staff as active co-participants in scholarship and service. Catawba College prepares students to reach their highest potential while becoming responsible citizens with a zeal to enrich human life.*

**A Brief History of the College**

*Catawba College, a private/coeducational institution, was established in 1851 in Newton, NC by the Reformed Church, whose members were predominantly German settlers in the area. The school served as an Academy during the Civil War and after. In 1885, the institution resumed operations under its original charter as Catawba College. Catawba became coeducational in 1890, graduating its first woman in 1893. The campus in Newton was closed in 1923 when the college accepted an offer of land and facilities to move to Salisbury. Catawba College re-opened in Salisbury in 1925. In 1957, the Evangelical and Reformed Church, Catawba's original parent body, merged with the Congregational Christian denomination to form the United Church of Christ, with which the college maintains an affiliation. The College, however, has no sectarian restriction, and serves students of all faiths and religions. Since Catawba College opened its doors in the Salisbury community, the institution has established a tradition of successful graduates who honor the college by their achievements and who enable it through their support to strengthen that tradition with each entering class. The college serves a diverse body of students through the services of a well-qualified faculty made up of a distinguished group of teaching scholars who are genuinely committed to accomplishing the mission of the college. Catawba College also serves the Salisbury-Rowan County community through special programs and services. The School of Evening and Graduate Studies represents a special effort to reach out to the adult learner.*

**Important Campus Telephone Numbers**

Academic AccessAbility (Disability Services)	704-637-4175
Bookstore	704-637-4470
Career Services	704-637-4384
Catawba to Career (C2C)	704-637-4497
Chaplain	704-637-4446
Counseling	704-637-4307
Sr. VP for the College Experience & Dean of Students	704-637-4410
Dining Hall	704-637-4400
Online and Graduate Studies	704-637-4772

<i>Finance Office</i>	704-637-4388
<i>Financial Aid</i>	704-637-4416
<i>Honors Program</i>	704-637-4258
<i>Housekeeping</i>	704-637-4242
<i>Health Center</i>	704-637-4404
<i>Information Technology</i>	704-637-4666
<i>Intramural and Recreational Sports</i>	704-645-4577
<i>Intercollegiate Athletics</i>	704-637-4474
<i>International Studies</i>	704-637-4428
<i>Library</i>	704-637-4448
<i>Mail Services/Post Office</i>	704-637-4107
<i>President</i>	704-637-4414
<i>Proctor Student Health Center</i>	704-637-4404
<i>Provost (Chief Academic Officer)</i>	704-637-4466
<i>Associate Provost for Faculty Development</i>	704-637-4353
<i>Associate Provost for Student Academic Success</i>	704-637-4279
<i>Public Safety</i>	704-637-4000
<i>Registrar</i>	704-637-4411
<i>Student Academic Success &amp; Support Services</i>	704-637-4175
<i>Student Affairs</i>	704-637-4410
<i>Student Government Association (SGA)</i>	704-637-4310
<i>Executive Vice President</i>	704-645-4535
<i>Vice President for Development</i>	704-637-4394
<i>Title IX Administrator</i>	704-637-4114
<i>Title IX Deputy Coordinator</i>	704-637-4116

Fall 2022  
Day Program - First Semester

**AUGUST**

8-12 Mon-Fri Pre-term Meetings

9-11 Tues-Thurs First-Year Retreat

11-12 Thurs-Fr First-Year Student & Transfer Student Orientation (for students who have not completed orientation)/Residence Halls open at 9:00am Thursday

13 Sat First-Year Students Move-in (for students who have already completed early orientation) / Residence Halls open at 9:00am Saturday

13-16 Sat-Tues Welcome Weekend for New Students

15 Mon Returning Residential Student Move-In (starting at 9:00am)

16 Tues Opening Convocation

17 Wed Classes Begin

22 Mon Faculty report no-show students by 4pm/No-show students dropped from course(s) by 5pm

24 Wed Last day to add a course/Last day to drop a course by 4pm

24 Wed Last day to file for December Graduation

**SEPTEMBER**

5 Mon Labor Day Holiday / No Classes

26 Mon Last Day to Remove "I" Grades Outstanding from Spring or Summer

**OCTOBER**

3 Mon Progress Reports Due

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8-11 Sat-Tues Fall Break

---

20 Thurs Last Day to Withdraw ("W") from a Class by 4pm

---

20 Thurs Credit by exam for Fall 2022 must be on file in the Registrar's Office

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24-27 Mon-Thurs Registration for Spring & Winter Term

---

28 Fri Last Day for Voluntary Withdrawal from the College

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**NOVEMBER**

23-27 Wed-Sun Thanksgiving Break

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30 Wed Last Day of Classes

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**DECEMBER**

1 Thurs Study Day

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2-6 Fri-Tues Final Examinations

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6 Tues Residence Halls Close for Winter Break at 7:00pm

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8 Thurs All Grades Due by **12pm/Noon**

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Fall 2022  
Online & Graduate Programs

**BLOCK 1** **BLOCK 2** **BLOCK 3**

17-Aug	12-Oct	17-Aug	First Day of Classes
24-Aug	19-Oct	24-Aug	Last Day to Add a Course/ Last Day to Drop a Course
22-Sept	17-Nov	20-Oct	Last Day to Withdraw ("W") from a Course
10-Oct	6-Dec	6-Dec	Last Day of Course
11-Oct	8-Dec	8-Dec	Grades Due by 12 Noon

*Winter Term 2022*

**DECEMBER**

9	Fri	Winter Term Begins
12	Mon	Last Day to Add a Winter Term Course by 4PM
22	Thurs	Last Day to Withdraw ("W") from a Winter Term Course by 4PM

**JANUARY**

5	Thurs	Last Day of Winter Term Classes / Winter Term Grades are Due by 4PM
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*Spring 2023  
Day Program - Second Semester*

**JANUARY**

5	Thurs	Residence Halls Open at 12 pm
6	Fri	<u>Orientation</u> for Transfer, New, and Re-entering Students / Advising for Returning Students
9	Mon	Classes Begin
16	Mon	Martin Luther King, Jr. Holiday / College Closed

---

17    Tues    Faculty report no-show students by 12pm/No-show students dropped from course(s) by 2pm

---

18    Wed    Last day to add a course/Last day to drop a course by 4pm / Last Day to File for May and August Graduation

---

**FEBRUARY**

20    Mon    Last Day to Remove "I" Grades Outstanding from Fall Semester and Winter Term

---

27    Mon    Progress Reports Due

---

**MARCH**

4-12   Sat-Sun   Spring Break

---

14    Tues    Last Day to Withdraw ("W") from a Class by 4pm

---

14    Tues    Credit by exam for Spring 2023 must be on file in the Registrar's Office

---

24    Fri    Last Day for Voluntary Withdrawal from the College

---

27-30 Mon-Thurs Registration for Summer Session and Fall Semester

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**APRIL**

7-9    Fri-Sun    Easter Break - College Closed

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20    Thurs    Spring Awards Convocation

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24    Mon    Last day of classes

---

25    Tues    Study Day

---

26-1   Wed-Mon   Final Examinations

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**MAY**

2	Tues	All Grades Due by 12 Noon / Residence Halls Close for non-graduating seniors at 7:00pm
4	Thurs	Senior Investiture
5	Fri	Baccalaureate
6	Sat	Commencement / Residence Halls Close for Seniors at 5:00pm

*Spring 2023  
Online & Graduate Programs*

*Summer 2023  
All Programs*

<b>BLOCK 1</b>	<b>BLOCK 2</b>	<b>BLOCK 3</b>	
15-May	19-June	15-May	First Day of Classes
18-May	22-June	22-May	Last Day to Add a Course
5-June	10-July	29-June	Last Day to Withdraw ("W") from a Course
15-June	20-July	20-July	Last Day of Course
16-June	21-July	21-July	Grades Due at <b>12pm/Noon</b>

## Important Places You Need to Know

### **FINANCE OFFICE**

**1<sup>st</sup> Floor, Hedrick Administration Building**

[catawba.edu/finance](http://catawba.edu/finance)

**704-637-4488, [studentaccounts@catawba.edu](mailto:studentaccounts@catawba.edu)**

- Students can pick up work study, campus employment, and refund checks from this office
- Student can set up a payment plan or refund accounts
- Student can make an account payment

### **CAMPUS ACTIVITIES & PROGRAMMING**

**Student Affairs, Cannon Student Center**

*Ms. Octoria Ridenhour, Director of Campus Life*

[catawba.edu/clubs](http://catawba.edu/clubs)

**704-637-4410; [studentactivities@catawba.edu](mailto:studentactivities@catawba.edu)**

- Students can attend the club fair to learn more about the organizations available at Catawba or check out the website for a listing of the opportunities
- Wigwam Productions plans and produces campus entertainment and special events for the campus community
- Students interested in forming new organizations can contact the office for further information

### **COUNSELING SERVICES**

**Student Affairs, Cannon Student Center**

[catawba.edu/counseling](http://catawba.edu/counseling)

*Mr. Avery L. Barber, Jr., LCMHC, NCC, College Counselor*

**704-637- 4259, [albarber@catawba.edu](mailto:albarber@catawba.edu)**

*Mrs. Debbie Insley, MS, LCAS, College Counselor*

**704-637- 4734, [dminsley14@catawba.edu](mailto:dminsley14@catawba.edu)**

*Ms. Lauren Stephenson, MS, LCMHCA, NCC, College Counselor*

**704-637-4307, [lstephen18@catawba.edu](mailto:lstephen18@catawba.edu)**

Counseling Services provides mental health services to students including: Individual counseling, educational programming, and limited psychological testing. The office is located in the Student Affairs Suited in the Cannon Student Center. Individual Counseling services are available to all Catawba Students registered for the day program, free of charge. Appointments are necessary and may be scheduled online using the counselors online booking calendars:

Avery Barber: <http://albarber.youcanbook.me>

Debbie Insley: <https://dminsly.youcanbook.me>

Lauren Stephenson: <https://counselor-lauren.youcanbook.me>

- Personal counseling and treatment for help with family conflict, feeling lonely, substance abuse, relationship issues, anxiety and stress, sexual assault, financial worries, depression, grief and many other concerns
- Psychological testing covers the areas of psychological disorders, career interests, attention-deficit/hyper-activity disorders and personality testing

#### Wellness Promotion

- Provides outreach and education to empower Catawba students to make safer life decisions
- Collaborative partnership with Residential Life to provide wellness-themed programs in residence halls by Resident Assistants.
- Works with students to implement and maintain a peer run Collegiate Recovery Community for students in recovery from addiction.

#### **FINANCIAL AID**

**1st Floor, Hedrick Administration Building**

**[catawba.edu/finaid](http://catawba.edu/finaid)**

Kelli Hand, Director of Financial Aid

**(704) 637-4416, [finaid@catawba.edu](mailto:finaid@catawba.edu)**

- Students can apply for work study through the financial aid office
- Students can see if they are eligible for any additional loans, grants or scholarships

#### **MATH CENTER**

**Library**

**[catawba.edu/mathcenter/mathcenter](http://catawba.edu/mathcenter/mathcenter)**

Dr. John Zerger, Professor of Math, Director of the Math Center

**704-637-4426, [jzerger@catawba.edu](mailto:jzerger@catawba.edu)**

- Provides individual and group tutoring to all Catawba students enrolled in the college's general education math courses.
- All sessions are conducted face-to-face in the CLB Library, Study Room # 2. No appointments are necessary.
- Visit the Math Center's website to find out when it will be opened.

#### **WRITING CENTER**

**211 Hedrick Administration Building or Library**

**[catawba.edu/writingcenter](http://catawba.edu/writingcenter)**

Dr. Jamie Henthorn, Assistant Professor of English and Director of the Writing Center

**704-637-4355; [jhenthor17@catawba.edu](mailto:jhenthor17@catawba.edu)**

- Provides one-to-one tutoring to all Catawba students who are working on writing projects.
- Tutors are undergraduate peer tutors are extensively trained to work with writers of all abilities and at every stage of the writing process.
- Appointments are conducted face-to-face in Admin 211 (weekday afternoons) or in the CLB Library
- Conference Room on the Mezzanine level (evenings). They can be made on the Writing Center's website.

### **STUDENT ACADEMIC SUPPORT SERVICES**

**1st Floor, Hedrick Administration Building**

**[catawba.edu/success](http://catawba.edu/success)**

Mr. Daryl Bruner, Director of Student Academic Success

**704-637-4175, [drbruner16@catawba.edu](mailto:drbruner16@catawba.edu)**

#### ACADEMIC SUPPORT

- Offers an extensive peer-tutoring program, subject-specific tutors and self-help study materials.
- Tutors can be requested through the Tutoring Coordinator.
- Supplemental Instruction (SI) targets courses that students tend to find particularly challenging. SI leaders are students who have already taken the course and done well in the class. Sessions are conducted weekly and made available to all sections of the class with the same professor.

#### ACADEMIC ACCESSABILITY

Provided for those students with physical, psychological or learning disabilities

Students with IEPs or 504 plans in high school may be eligible for accommodations at Catawba.

It is the student's responsibility to request accommodations, to provide the appropriate documentation of the disability, and to complete the accommodations process outlined in our webpage ([www.catawba.edu/accessability](http://www.catawba.edu/accessability))

### **PROCTOR STUDENT HEALTH CENTER**

**Cannon Student Center**

**[catawba.edu/health](http://catawba.edu/health)**

**Teresa Bivins, Director, R.N.**

**704-637-4404,**

[tjbivins17@catawba.edu](mailto:tjbivins17@catawba.edu)

**Allison Wilson, RN, BSN**

[cbarring20@catawba.edu](mailto:cbarring20@catawba.edu)

Monday-Friday: 8:00 a.m.–4:00 p.m.

#### HEALTH SERVICES

- Basic medical services provided to all full-time day students
- Staffed by two Registered Nurses

- Student must complete a Health History and Immunization record and file it with the Health Center. And must also provide a copy (front and back) of health insurance card and a copy of your Covid card. Forms are to be submitted to the nurses at healthcenter@catawba.edu.
- Physicians are available Monday, Wednesday, and Friday between 11:00 am and noon. Allergy injections and other required physician supervised services on campus will be administered on Wednesday clinic hours only.

## College Administration

**Dr. David P. Nelson, President of the College:** Responsible for the administration of the College.

**Dr. Connie Lowery, Provost of the College:** As provost, the Chief Academic Officer and is responsible for academic programs and the faculty who deliver said programs as well as academic services.

**Dr. Jared R. Tice, Senior Vice President for the College Experience and Dean of Students:** Responsible for Admissions, Enrollment, as well as Student Services, Dining Services, Health Services, Student Conduct, Housing and Residential Life, Campus Activities and Programming, Counseling Services, Esports, Mail Services, Intramural Sports and Wellness Programming, Orientation and Retention, and the Bookstore.

**Chaplain:** Responsible for overseeing the religious and spiritual life of the College, directing the Lilly Center for Vocation and Values, providing faith based counseling services, working with leadership programs, and working closely with volunteer services.

**Mr. Cayce Will, Chief Information Officer:** Responsible for the Information Technology infrastructure of the College. This includes data, voice and cable networks and all computers, devices, software systems and databases that connect to these networks.

**Ms. Michelle Caddigan, Athletic Director:** Responsible for the management of the Department of Athletics, including but not limited to oversight of eighteen varsity sports, athletic training, sports information, compliance, fund raising, business operations and home game operations.

**Ms. Lauren Cox, Chief Financial Officer:** Responsible for the College's financial offices and operations, along with overseeing campus facilities including Financial Aid, Public Safety, grounds, construction and renovation projects, and house-keeping, Human Resources and payroll.

**Mr. Drew Davis, Vice President, General Counsel & Director of Human Resources:** responsible for assisting with and coordinating the campus' efforts in education and prevention of policy violations, programming and training, and investigation of potential policy violations.

**Ms. Meg Dees, Vice President for Development:** Responsible for development operations and alumni affairs.

**Mr. Russell Smyre, Director of Project Management and Facilities Operations.** Responsible for project management and manages facilities operations of the College, including Conference Services, Grounds, Housekeeping, Construction and Renovation. Mr. Smyre works in conjunction with the Executive Vice President and Chief Financial Officer.

## Academic Affairs

**catawba.edu/provost**

Office of the Provost

237 Hedrick Administration Building

704-637-4466

### **ACADEMIC ADMINISTRATION**

*Dr. Constance Lynn Rogers-Lowery, Provost*

*Dr. Forrest Anderson, Associate Provost*

*Ms. Chrisanne Rancati, Registrar*

*Mr. Earl Givens, Dean of Learning Resources and Special Assistant to the President for Leadership Development Director, Director Center for Digital Learning and Teaching Innovation, Director, Corriher-Linn-Black Library*

### **Academic Policies**

#### **Classifications**

*Students are academically ranked based on their earned semester credit hours per the following classification:*

*Freshman 0- 29 credit hours earned*

*Sophomore 30- 59 credit hours earned Junior*

*60- 89 credit hours earned Senior*

*90 or more credit hours earned*

#### **Dropping and Adding Courses**

*After a student has completed registration, he or she may add courses until the end of the designated "add/drop" period (see appropriate academic calendar), in consultation with their advisor. After the add/drop" period has ended, a student may withdraw from a course with a grade of "W" up to the date posted in the academic calendar. Students are **strongly encouraged** to consult with their advisor before withdrawing from any course(s). Any student who a pending charge of academic dishonesty may not drop the course in which the academic dishonesty is alleged to have occurred. A student may not be withdrawn from any course after the designated date. Dropping a course is not a guarantee that a student will not be charged for the course. Please see withdrawal policy and the finance office for further details.*

#### **Transferring Credit**

*In general, Catawba College accepts transfer course credit from other institutions of higher education under the following conditions:*

- 1. The course work was taken at a regionally accredited college or university where the Catawba College Registrar determines to be acceptable for transfer credit.*
- 2. The subject matter and the level of the course must be appropriate to Catawba's curriculum.*
- 3. The grade that is earned for the course must be at least a C-.*

### **Academic Advisors**

In order to assist students with following academic policies and procedures, the College assigns an academic advisor to every student. The advisor is the primary contact for all academic advice, including questions regarding a **class schedule, course selection, declaring or changing major, adding or dropping classes, and academic standing**. Advisors are experienced in assisting students in following Catawba's academic policies, as well as meeting graduation requirements, both in general education and major.

Students are expected to know the College's policies, procedures, and terminology as outlined in the College Catalog ([catawba.edu/catalog](http://catawba.edu/catalog)). Advisors are obligated to give the best professional advice possible based on a student's academic information and knowledge of the College's policies, but each **student must assume full personal responsibility** for adhering to all policies and procedures, including but not limited to, scheduling classes and meeting all graduation requirements within a student's own timeframe.

### **Class Attendance**

Effective learning is facilitated by an interaction between the professor and students regarding course material. The classroom is the principal arena for such interaction. Thus, students have an obligation to themselves, to fellow students and to the faculty member to attend and participate actively in classroom sessions. The class attendance policy followed by the College assigns to each faculty member the responsibility for establishing and communicating to students the specific attendance requirements for his or her courses consistent with the objectives of the course. Thus, specific course attendance policies will vary from course to course. The attendance policy for each course will be presented to the student in written form, usually as part of the course syllabus, at the beginning of the course and before the end of the drop-add period. The course attendance policy and practices, however, will subscribe to the following general guidelines:

1. Each student is personally responsible for regular and punctual class attendance.
2. A student who misses a class bears personal responsibility for completing any assignment presented during that class to the extent permitted by the nature of the assignment and/or the course syllabus.
3. The faculty member has the option of assigning a failing grade to any student who misses more than one-quarter of the class meetings, but this option must be stated in the course syllabus.
4. Whenever possible, the student should inform the faculty member about an absence and decide concerning missed assignments due to that absence.
5. The student is responsible for initiating discussions with the faculty member about a make-up opportunity for missed assignments or examinations.
6. The faculty member has no obligation to allow or facilitate make-up work except for absences due to "extenuating circumstances". Three sets of extenuating circumstances are recognized by the College: severe personal illness, death in the immediate family or (when announced in advance through the Dean of Students' Office) authorized representation of the College.
7. If an extenuating circumstance is the cause of a student missing a class period (or an examination), the student should not view the absence as an exception to the course

attendance arrangements, as outlined in the course syllabus, but as a “just cause” for arranging a make-up opportunity. The faculty member, however, will determine the means of compensating for the missed course work or examination.

8. Students should remain in a class for at least ten minutes after the class is scheduled to begin, after which, if the faculty member has not arrived or given word about arriving late, the students may leave without penalty.

### **Course Loads**

A full-time student is one who enrolls in at least 12 credit hours each semester. If you wish to drop below 12 credit hours and remain in campus housing, you will need permission of the Dean of Students.

### **Academic Grievances**

Faculty Approval: April, 1985 (Revisions approved: March, 1995; April, 2000; March, 2014)

#### *PREAMBLE*

The academic grievance process is designed to efficiently and effectively resolve complaints outside the purviews of the **Faculty Grievance Committee** and the Student Conduct Board between any and all parties involved. The process has specific procedures of due process that must be followed by a party in initiating a complaint. The design for resolution of the complaint reflects a concept of mediation and not binding arbitration. The parties involved in the grievance may be student-faculty, student- student and faculty-faculty.

The specific procedure for due process of the resolution of a complaint is as follows:

1. The parties shall first attempt to resolve the grievance between them.
2. If no resolution of the grievance is achieved, a party may appeal her/his complaint to the chair of
3. If the grievance still is not resolved, a party may appeal her/his complaint in writing to the Provost of the College for further attempt at resolution. The Provost may hear the complaint his or herself, or appoint an administrative designee to do so. A complaint regarding a final grade must be made in writing to the Provost of the College within 40 calendar days of the next regular (non-summer) date of registration after the end of the semester in which the grade was earned. In the case of I grades, a party must make the complaint in writing within 40 calendar days after the “I” grade was changed. The letter should confirm that steps 1 and 2 were accomplished.
4. If the grievance is yet unresolved, the Provost of the College may convene an ad hoc Academic Grievance Panel (AGP). A party does not enjoy the privilege of self- referral to an AGP or of any other administrative recourse.

The Academic Grievance Panel (AGP) is considered by the faculty to be the last source of appeal for an academic grievance. Any further recourse would take the form of a legal process.

#### *PURPOSE*

The purpose of the AGP is to receive and mediate complaints lodged by students and professors regarding academic behavior. It is understood that the AGP will hear complaints only after due process procedures (outlined in 1-4, above) has been exhausted.

## RATIONALE

The basic concept that governs the function of the AGP is mediation. This concept of mediation implies the AGP believes a resolution of grievance can be satisfactorily achieved through consultation with the parties involved in the complaint. Because of basic rights accorded to students and faculty by academia preclude any arbitrary decisions, the AGP cannot assume any mandatory powers in the resolution of complaints.

## MEMBERSHIP, APPOINTMENT AND TERM OF OFFICE

An AGP shall be composed of eight members: four professors and four students. The faculty membership shall represent the ranks of assistant professor, associate professor, and professor with one member-at-large from any rank. The student membership shall represent the classes of sophomore, junior, and senior with one member-at-large from any class.

An AGP will be convened by the Provost in the event that a complaint remains unresolved by steps 1-3 under the Preamble. Panel members will be drawn from the Faculty Senate and the SGA. If the complaint is filed outside the regular fall and spring academic sessions, action will be deferred until the following regular session when a pool of Panel members becomes available. However, if both parties agree, the Provost of the College can establish an AGP composed of fewer members (the exact number and specific composition to be approved by both parties) to consider the complaint between regular academic sessions. Panel members will serve only until a recommendation about the complaint is issued.

## OPERATIONAL PROCEDURES

Procedures for processing grievances by the AGP are as follows:

1. The Provost of the College will convene an AGP and designate one faculty panel member to serve as chair, to whom the Provost will refer the complaint;
2. The chair will request two members of the AGP (a professor and a student) to conduct a preliminary hearing of the grievance. If this hearing deems the grievance valid, the full AGP will be scheduled to hear the grievance within seven days;
3. A copy of this material will be presented, prior to the AGP hearing, to the party against whom the grievance is lodged; and
4. The AGP will attempt to resolve the grievance. If no resolution of the complaint is achieved, the AGP will make a recommendation to both parties involved. Compliance with the recommendations of the AGP is voluntary. Both parties are requested to accept or reject the recommendations within 10 days. The failure of either party to respond will be considered an act of rejection by that party. Rejection of the recommendations by either or both parties implies the action of the AGP is null and void.

## CONFIDENTIALITY OF RECORDS

All proceedings of the AGP will be held in confidence. Records will be stored in locked files in the Office of the Provost and maintained for five calendar years from the date of ACP recommendations, after which time they will be destroyed.

## **Withdrawals and Suspensions**

Withdrawal from College can occur on a voluntary or involuntary basis. A student seeking to

*withdraw from the College should follow the proper withdrawal process starting in the Office of Student Affairs. The process includes completing a withdrawal form that is circulated and signed by various offices at the College. Please note that when a student withdraws from the college for any reason (voluntary or involuntary) or if he or she is suspended, the student is responsible for his or her student account.*

*A student who wishes to withdraw completely from the College after the last day to add a class must complete the withdrawal process before the end of the tenth week of the semester. A student must initiate the process by requesting a withdrawal form from the office of the Dean of Students and complete the process with the Office of the Registrar by the deadline.*

*For further information please refer to the online resource guide found at [catawba.edu/registrar/policies](http://catawba.edu/registrar/policies).*

### **VOLUNTARY WITHDRAWAL**

*A student who wishes to withdraw completely from the College after the last day to add a class must complete the withdrawal process before the end of the tenth week of the semester. (See the "Academic Calendar" for the precise date each term.)*

*A student must initiate the process by requesting a withdrawal form from the Office of the Dean of Students and completing the process with the Office of the Registrar by the deadline. Students who comply with the deadline will receive transcripts showing "W" grades for all courses. Failure to withdraw officially will result in receipt of the letter grades earned in each course.*

*A student who has withdrawn from the College under this provision more than once will not be readmitted. The Faculty Academic Policies and Standards Committee must approve any exceptions to this policy.*

### **Voluntary Medical or Compassion Withdrawal**

*Upon presentation of documentation deemed adequate and compelling by the Dean of Students or his or her designee(s), a student may be permitted to withdraw from the College during the semester and receive the grade of "W" for coursework being attempted at the time of withdrawal. Students seeking*

*Voluntary Medical or Compassion Withdrawal after the last day for voluntary withdrawal from the College will be subject to particular scrutiny as such withdrawals entail relief from the academic consequences of late withdrawal. Students should submit documentation no less than two weeks prior to the last day of class unless there are unforeseen circumstances at the end of the semester.*

### **INVOLUNTARY WITHDRAWAL**

*Administrative Withdrawal from the College*

*This type of academic intervention is imposed in response to poor performance within a semester by the student; specifically, the student has not withdrawn from the College but is making no appreciable attempt to attend and pass classes. Students who fail to meet these basic academic standards or policies in a given semester will be withdrawn by the Provost or his or her designee(s) and a letter put in their file indicating the academic issues that necessitated the withdrawal.*

*Any Administrative Withdrawal that is carried out on or before the last day to voluntarily withdraw from classes will result in grades of "W". After the last day to voluntarily withdraw, Administrative*

*Withdrawal will result in grades of “F”.*

#### *Administrative Withdrawal from a Class*

*This type of academic intervention is imposed in response to poor performance, disruptive or other inappropriate behaviors that hinder the normal conduct of the class. Upon referral from a faculty member, the Dean of Students will work in concert with the Offices of the Provost and Registrar to assess the documented facts and determine an appropriate intervention.*

#### *Medical Withdrawal*

*The College, upon advice from its professional staff, may require a student to withdraw for medical or psychological reasons. In these cases, the student will be encouraged to seek professional care. Such action is not taken for punitive reason, but because the welfare of the individual and the community mandates the procedure. A Medical Withdrawal will result in grades of “W” regardless of when the withdrawal occurs.*

#### *Short-term Leave of Absence*

*The Provost may, at his or her discretion and upon the advice of College health care providers and Student Affairs staff, authorize the absence of a student from the College for up to two weeks in order for the student to receive treatment for a medical condition or respond to a crisis that necessitates absence. There must be reason to believe the circumstances can be resolved in the short-term, and this provision is limited by the faculty’s ability to make accommodations, which may vary considerably. The Provost will verify the student’s circumstances to faculty and request consideration for accommodations. The student will be responsible for managing specific plans for make-up work during the absence and/or upon return.*

## **SUSPENSION**

*Suspension from the College of any type is, by definition, involuntary.*

#### *Social Suspension*

*A student suspended under the provisions of this category has committed transgressions of the Student Code of Conduct or the Honor Code serious enough to make the student “ineligible to continue enrollment and/or to re-enroll at the College for a specific period of time.” The Dean of Students or his/her designee(s) is responsible for activating this process at any time during the semester.*

*A Social Suspension that is carried out on or before the last day to voluntarily withdraw from classes will result in grades of “W.” After the last day to voluntarily withdraw, Social Suspension will result in grades of “W” or “F” at the discretion of the Dean of Students.*

#### *Academic Suspension*

*This type of academic sanction is imposed in response to a prolonged period (typically at least two complete semesters) of poor academic performance by the student. A student in this category has failed to meet minimum*

*GPA standards after attempting 19 or more hours of study. Refer to the Catawba College Catalog for a list of semester hour and GPA thresholds. The Provost is responsible for activating this process at the end of the fall and spring semesters upon recommendation from the Academic Policies and Standards Committee. **Please refer to the College catalog regarding appeals to Academic suspension.***

### *Interim Suspension*

*In certain circumstances, the Dean of Students, or a designee, may impose a College or residence hall suspension prior to the Student Conduct Board hearing.*

- 1. Interim suspension may be imposed only:
  - a. to ensure the safety and well-being of members of the College community or preservation of College property;*
  - b. to ensure the student's own physical or emotional safety and well-being; or,*
  - c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.**
- 2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students or the Student Conduct Administrator may determine to be appropriate.*
- 3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board hearing, if required.*

### **APPEALS PROCESS**

*Students wishing to appeal the initial decision regarding a suspension must submit a letter of appeal with all supporting documentation to the Dean of Students within 48 hours. The Dean of Students will convene faculty and/or staff members to review the appeal within seven business days.*

## **Student Affairs**

**[catawba.edu/studentaffairs](http://catawba.edu/studentaffairs)**

704-637-4410

**Cannon Student Center**

### **OFFICE OF STUDENT AFFAIRS**

**Dr. Jared R. Tice**, Senior Vice President for the College Experience and Dean of Students

**Ms. Ashley Spearman**, Director for Housing and Residential Life

**Ms. Laura Gilland**, Director of Student Conduct and Title IX Coordinator

**Ms. Octoria Ridenhour**, Director of Campus Life

**Mr. David Najarian**, Director of Public Safety

**Ms. Sharon Newsome**, Special Assistant to the Senior Vice President for the College Experience and Office Manager for Student Affairs

**Ms. Emily L. Schneider**, Director for Intramural Sports and Wellness, Assistant Director for Housing

**Ms. Christine Walden**, Director of Mail Services

**Mr. Gidd Sasser**, Head Coach and Coordinator of Esports

### **ONE STOP SHOP**

**Ms. Leslie Dent**, Lead – The One Stop Shop located in Leonard Lounge of the Cannon Student

Center and provides information and assistance to help answer all of your questions about student services, academic support, financial aid, registration, billing, and more.

### **PROCTOR STUDENT HEALTH CENTER**

**Ms. Teresa Bivins**, Director, Registered Nurse.

**Ms. Allison Wilson**, Registered Nurse.

### **CHARTWELLS DINING SERVICE**

**Mr. Kevin Plante**, Director of Dining Services for Chartwells, Catawba's food service provider.

### **COUNSELING SERVICES**

**Mr. Avery Barber** is a College Counselor and provides varied counseling services for students.

**Mrs. Debbie Insley**, Director of Wellness Promotion is a College Counselor and provides outreach and education to empower students to make safer life choices.

**Ms. Lauren Stephenson** is a College Counselor and provides varied counseling services for students.

### **BOOKSTORE**

**Mrs. Stephanie Taylor, Manager** –The bookstore offers new, used, and digital books. You can rent books for the semester. You can also purchase school supplies, computers, gifts, snacks, and all your school spirit wear at the Bookstore. Let us be your one-stop shop. You can shop online at [www.catawba.edu/bookstore](http://www.catawba.edu/bookstore) for your convenience.

## *Student Rights and Responsibilities, Academic Honors Code, and Student Conduct Code*

### **NON-DISCRIMINATION POLICY**

Catawba College is committed to diversity and inclusion. In adherence with applicable laws and as provided by College policies, this institution prohibits discrimination in its employment practices and its educational programs and activities on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity and expression, genetic information, disability and veteran status. Additionally, Catawba College promotes equal employment opportunity for women, minorities, persons with disabilities, and veterans through its affirmative action program. Individuals with disabilities or special print-related needs may contact the Director of Student Academic Success at 704-637-4279 for more information.

Catawba College will comply with Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX). Title IX prohibits discrimination on the basis of sex in any education program or activity operated by a recipient of Federal financial assistance. Catawba College receives financial assistance from the U.S. Department of Education, thus the College is subject to Title IX and its implementing regulations.

## **PREAMBLE**

*Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. As a college of liberal arts committed to Judeo-Christian values, Catawba College seeks to liberate men and women of humane instincts, disciplined and creative minds for lives of leadership, service and self-fulfillment. Recognizing that the educational process encompasses more than academic activities, Catawba College believes that its purpose is promoted or hindered by the quality of the total life of a college community. The Code of Student Rights and Responsibilities is based upon the belief that Catawba's educational purpose can best be advanced in a context that emphasizes the responsible use of freedom. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.*

*The core values of the College include scholarship, character, culture, and service, along with faith, integrity, respect, excellence, responsibility, freedom, confidence, and community building. Catawba students are expected to be diligent and sincere in the pursuit of education, open to learning and change and striving to achieve academic excellence. Students shall be honest and have integrity in all that they do, especially in personal relationships and academic performance. Catawba students should have respect for their own bodies, minds and spirits, avoiding behaviors and substances that could have a negative effect on their personal well-being. Students shall exercise their freedom with responsibility in keeping with the general principles of decency and good taste and in conformity with guidelines as determined by the Board of Trustees, interpreted by the Administration, and published in the Catawba College Catalog, Student Resource guide and online. By adherence to this Code and in recognition of the core values, it is hoped that all students will develop an appreciation for college traditions and enjoy the experiences and privileges that help them to learn, live and grow by preparing for life after they depart Catawba.*

## **STUDENT RIGHTS AND RESPONSIBILITIES**

*All students of Catawba College enjoy the same basic rights and are bound by the same standards of conduct.*

### *Student Rights in the College Community*

- 1. To establish a representative student government.*
- 2. To establish qualifications for officers of student government.*
- 3. To establish impeachment procedures for officers of student government.*
- 4. To recommend to the Administration and Board of Trustees, through appropriate processes, rules that regulate, control and dictate student conduct on campus and student organizations.*
- 5. To recommend to the Administration and Board of Trustees, through appropriate processes, changes in overall Catawba College policy and regulations.*
- 6. To advise in the selection of a Student Conduct Board, through an elected representative on SGA executive board, to hear matters not retained by the Student Conduct Administrator of appropriate actions for those students who violate the Student Conduct Code and/or other alleged violations of the Student Code and other College rules and regulations.*
- 7. To recommend to the President of the College (or his/her designated representative) College rules and regulations when such actions might be warranted.*

8. *To be treated as a respected member of the college community, with freedom from discrimination based on race, color, religion, gender, sexual orientation, national origin, age, disability or military service.*
9. *To strict regulation regarding the access to student education records.*
10. *To learn through freedom of inquiry and expression of views in a reasonable and civil manner.*

### **THE HONOR CODE**

*(Adopted November 11, 1993; Revised May 3, 2016)*

*In order to educate individuals to live responsibly in community and to create an environment that encourages respectful expression of values, without censorship, the Catawba community has developed and endorsed The Catawba College Honor Code. It is intended that the Honor Code will promote a climate of trust, concern and respect conducive to learning and personal growth in community.*

*Everyone who is a member of the Catawba community has responsibilities to respect others, to communicate honestly, to seek excellence and to participate in creating a fair and compassionate atmosphere on campus. Faculty, administrators and staff have responsibilities to strive to enhance the personal and intellectual development of other persons; to be compassionate, thorough and fair in evaluating the performance of students and professional associates; to use the authority of their office in ways that respect persons and avoid the abuse of power; and to conduct their professional activities in ways that uphold the ideals of virtue and excellence.*

*Therefore, Catawba College students, faculty, staff and administrators are committed to the Catawba College Honor Code, which is set forth as follows:*

*“As a member of the Catawba College community, I will uphold the values that ground our institution, and I will not lie, cheat, or steal.”*

*Faculty members have the option of requiring the following pledge on any course assignment:*

*“On my honor, I have not violated the Honor Code in completing this work.”*

### **DEFINITIONS:**

1. *The term college means Catawba College.*
2. *The term student includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students” as are persons who are living in College residence halls, although not enrolled in this institution.*
3. *The term faculty member means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.*
4. *The term college official includes any person employed by the College, performing assigned administrative or professional responsibilities.*
5. *The term member of the college community includes any person who is a student, faculty member, College official or any other person employed by the College. A person’s status in a particular situation shall be determined by the Dean of Students. The term college premises*

- include all land, buildings, facilities and other property in the possession of or owned, used or controlled by the College (including adjacent streets and sidewalks).*
6. *The term organization means any number of persons who have complied with the formal requirements for College recognition as an organization.*
  7. *The Honor Board is a faculty and student conduct hearing resource with jurisdiction over academic dishonesty cases.*
  7. *The term shall is used in the imperative sense.*
  8. *The term may is used in the permissive sense.*
  9. *The Provost, or a designee within Academic Affairs, is that person designated by the College*
  10. *President to be responsible for the administration of the Honor Code as it relates to academic allegations and violations.*
  11. *The term policy means the written regulations of the College as found in, but not limited to, the Student Code, Student Resource guide, the College web page and computer use policy and Graduate/Undergraduate Catalogs.*
  12. *The term cheating is a form of academic dishonesty which includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) the acquisition, without permission of tests or other academic material belonging to a member of the College faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.*
  13. *The term plagiarism refers to a form of academic dishonesty that includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.*
  14. *Lying about academic work is also a form of academic dishonesty, which involves providing dishonest information about class attendance, written work or other matters pertinent to the student-instructor relationship. Examples include, but are not limited to, claiming to have submitted an assignment when the student has not submitted the assignment; responding dishonestly to an instructor's inquiries into potential honor code violations; falsely implicating another student in an honor code violation, or lying to protect another student; and submitting the same paper to more than one instructor for credit without the permission of each instructor.*
  15. *The term complainant means any person who submits a charge alleging that a student violated this Honor Code.*
  16. *The term accused student means any student accused of violating this Honor Code.*

### **HONOR BOARD PROCEDURES**

*In matters involving academic dishonesty, the faculty member usually arranges a meeting with the student during which he/she notifies the student of the charge and presents him or her with a penalty. A standardized form that is available from the Provost Office should be completed for each instance of academic dishonesty. If the student admits responsibility and accepts the penalty, the outcome must be reported, and the form forwarded, to the Provost who may pursue further sanctions on behalf of the community. If the student contests either the charge of academic dishonesty or the penalties prescribed, or at the discretion of the faculty member involved, such matters will be referred to the Honor Board, which may hear the matter and determine the outcome. If the student is found responsible for a violation involving academic dishonesty, the Honor*

Board has access to the full range of sanctions, including recommendation for suspension or expulsion. Any student who has a pending charge of academic dishonesty may not drop the course in which the academic dishonesty is alleged to have occurred.

Each instance of academic dishonesty is treated as an individual violation of the Honor Code. While there will always be room for discretion by the Honor Board in awarding sanctions, a repeat (i.e., second) violation will normally trigger a suspension from the college; understandable exceptions may include inadvertent plagiarism in a course in which students are still learning directly about plagiarism and proper citation, such as in ENGL 1101: Rhetoric and Composition I, ENGL 1103: Critical Reading and Writing, or GEN ED 1200: First Year Seminar.

1. Faculty and staff members will use the Settlement Form to report all academic instances of lying, cheating, or stealing to the Office of the Associate Provost for Student Academic Success on a timely basis. Individual faculty members determine the consequences for violations in their courses, which may range from a 0 on an assignment, to an additional partial or full- letter final grade reduction, to an "F" in the course.  
A second violation of the Honor Code—in any course—results in a hearing with the Honor Board. The Honor Board may assign additional penalties—up to and including suspension from the College—as it sees fit. Typically, a second violation leads to suspension for the remainder of the semester in which the violation occurs, an "F" in the course in which the violation took place and a "W" in all other classes. Suspended students must apply for re-admission to the College and be approved by the Honor Board. The Board and Associate Provost for Student Academic Success maintain detailed records of all Honor Code violations and subsequent hearings and penalties.
2. The Honor Board consists of two faculty members and a staff member appointed by the Associate Provost for Student Academic Success and two students appointed by the SGA president. The Board convenes as needed throughout the school year when a student declines to admit responsibility on the Settlement Form and requests a hearing to dispute an accusation or commits a second violation and faces suspension. Final appeals of Honor Board decisions will be directed to the Associate Provost for Student Academic Success. Honor Board verdicts are based on whether the accused student is more likely than not to have violated the Honor Code. Only members of the Honor Board will be present for deliberations after pertinent evidence has been introduced.
3. Accused students may request that a trusted member of the college community serve as an advocate and advisor in Honor Board hearings, which are not courts of law and may not be attended by parents, legal counsel, or other witnesses.
4. Faculty members have the option of requiring students to write out and sign the Pledge on their examinations or written projects.

Additional information concerning our policies and procedures can be found on the Catawba College website, [www.catawba.edu/honorcode](http://www.catawba.edu/honorcode).

The Honor Code does not condone dishonorable actions within any sector of Catawba College. Such actions include academic dishonesty as well as social disrespect and any action harmful to the Catawba College community and its members. Violations of federal, state, and local law are also violations of the College's Honor Code.

## **STUDENT CONDUCT CODE**

*Based on the College's Honor Code, students are expected abide by the policies and procedures regarding student activities and life at Catawba College, with an emphasis on character, culture, and service.*

### **ARTICLE I: DEFINITIONS**

1. *The term college means Catawba College.*
2. *The term student includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students" as are persons who are living in College residence halls, although not enrolled in this institution.*
3. *The term faculty member means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.*
4. *The term college official includes any person employed by the College, performing assigned administrative or professional responsibilities.*
5. *The term member of the college community include any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Dean of Students. The term college premises includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the College (including adjacent streets and sidewalks).*
6. *The term organization means any number of persons who have complied with the formal requirements for College recognition as an organization.*
7. *The Student Conduct Board is a faculty and student hearing resource with jurisdiction over student cases that are non-academic in nature. This group consists of five (5) students and four (4) faculty and/or staff members.*
8. *The term Student Conduct Officer and Conduct Officer means a College official or officials authorized on a case-by-case basis by the Dean of Students to hold an administrative hearing and impose sanctions upon any student(s) found to have violated the Student Code.*
9. *The Appellate Board is a committee of four (4) faculty or staff and two (2) students that serve as a hearing resource for the student conduct process.*
10. *The appeals review process is a person or persons authorized by the Dean of Students to consider an appeal from a Student Conduct Hearing determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Board.*
11. *The term shall is used in the imperative sense.*
12. *The term may is used in the permissive sense.*
13. *The Dean of Students is that person designated by the College President to be responsible for the administration of the Student Code.*
14. *The term policy means the written regulations of the College as found in, but not limited to, the Student Code, Student Resource guide, the College web page and computer use policy and Graduate/Undergraduate Catalogs.*
15. *The term complainant means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member*

of the College community submitted the charge itself. The Student Conduct Administrator or student conduct board may serve as the complainant for any case.

16. The term accused student means any student accused of violating this Student Code.

## **ARTICLE II: STUDENT CODE AUTHORITY**

1. The Student Conduct Administrator shall advise and assist in determining the composition of the Student Conduct Board and Appellate Board and assist in the determination of which Student Conduct Hearing, Student Conduct Administrator and Appellate process shall be used to hear each matter.
2. The Dean of Students or his/her designee shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are consistent with provisions of the Student Code.

## **ARTICLE III: PROSCRIBED CONDUCT**

### *A. Jurisdiction of the College Student Code*

The College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities and to off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students or designee shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

### *B. Conduct—Rules and Regulations*

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, lying about academic work or other forms of academic dishonesty.
  - b. Furnishing false information to any College official, faculty member or office.
  - c. Forgery, alteration, or misuse of any College document, record or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings and other College activities, including its public service functions on or off campus or of other authorized non-College activities when the conduct occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Violation of College policy against sexual violence specific to any sexual act that is perpetrated against someone's will. Sexual violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex

*act, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment).*

5. *Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus and/or possession of stolen property.*
6. *Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in, a group or organization. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. Any individual or group found responsible for hazing will be subject to sanctions outlined in the Student Conduct Code, including but not limited to probation, social suspension, suspension/revocation of charter, restrictions on member recruitment and/or group activity, removal of the individual from the group, loss of housing privileges or expulsion. Hazing is also a misdemeanor under North Carolina law.*
7. *Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.*
8. *Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.*
9. *Violation of any College policy, rule or regulation published in hard copy or available electronically on the College website to include Housing and Residential Life Policies and Procedures and the College Alcohol Policy and Regulations.*
10. *Violation of any federal, state or local law.*
11. *Use, possession, manufacturing or distribution of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by law.*
12. *Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations) or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.*
13. *Violation of College policy against the possession of weapons on campus, including but not limited to firearms, explosives, other weapons or dangerous chemicals, when not used solely for instructional or College-sanctioned ceremonial purposes.*
14. *Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.*
15. *Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.*
16. *Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring*
  - a. *another person to breach the peace on College premises or at functions sponsored by, or*
  - b. *participated in by, the College or members of the academic community. Disorderly Conduct*

- c. *includes but is not limited to: any unauthorized use of electronic or other devices to make an*
  - d. *audio or video record of any person while on College premises without his/her prior knowledge or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another*
  - e. *person in a gym, locker room or restroom.*
17. *Theft or other abuse of computer facilities and resources, including but not limited to:*
- a. *Unauthorized entry into a file, to use, read or change the contents or for any other purpose.*
  - b. *Unauthorized transfer of a file.*
  - c. *Use of another individual's identification and/or password.*
  - d. *Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.*
  - e. *Use of computing facilities and resources to send obscene or abusive messages.*
  - f. *Use of computing facilities and resources to interfere with normal operation of the College computing system.*
  - g. *Use of computing facilities and resources in violation of copyright laws.*
  - h. *Any violation of the College Computer Use Policy.*
18. *Abuse of the Student Conduct System, including but not limited to:*
- a. *Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.*
  - b. *Falsification, distortion or misrepresentation of information before a Student Conduct Board.*
  - c. *Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.*
  - d. *Institution of a student conduct code proceeding in bad faith.*
  - e. *Attempting to discourage an individual's participation in, or use of, the student conduct system.*
  - f. *Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.*
  - g. *Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.*
  - h. *Failure to comply with the sanction(s) imposed under the Student Code.*
  - i. *Influencing or attempting to influence another person to commit an abuse of the Student Conduct code system.*
19. *Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.*
20. *Breaking a vertical plane of a window, balcony, breezeway or similar structure is not permitted. Unauthorized access to rooftops would be classified as an endangerment of one's self and so would be a violation.*
- C. *Violation of Law and College Discipline*
1. *College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus at the discretion of the Dean of Students. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving*

rise to violation of College rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. The College reserves the right to file a criminal complaint with the proper law enforcement officials for any alleged violation of federal or state law.

#### **ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES**

##### *A. Charges and Student Conduct Board Hearings*

1. Any member of the College community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within one week.
2. Student Conduct Administrator/Designated Conduct Officer(s) may investigate to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator/Conduct Officer may later serve in the same matter as the Student Conduct Board. If the student violates institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Hearing, not less than two calendar days after the student has been notified.
4. All notification of student conduct hearings will be issued in email at least two weekdays prior to any proceedings. All students are responsible for checking email regularly.
5. Student Conduct Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV(A)(7) below:
6. Student Conduct Hearings normally shall be conducted in private.
  - a. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Hearing shall be at the discretion of the Student Conduct Board and/or the Student Conduct Administrator.
  - b. In Student Conduct Hearings involving more than one Accused Student, the Dean of Students, in his or her discretion, may permit the Student Conduct Hearings concerning each student to be conducted either separately or jointly.
  - c. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Accused Student is responsible

for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Hearing before a Student Conduct Board or Conduct Administrator. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. All Advisors must be approved at least one day before the hearing by the Student Conduct Administrator or his/her designee.

- d. The Complainant, the Accused Student and the Conduct Hearing Officer may arrange for witnesses to present pertinent information to the Student Conduct Hearing. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Hearing. Witnesses will provide information to and answer questions from the hearing administrator(s). Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Hearing Officer with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the Student Conduct Administrator or chairperson of the Student Conduct Board.
  - e. Pertinent records, exhibits and any written statements may be accepted as information for consideration at a Student Conduct Hearing at the discretion of the administrator or board chairperson.
  - f. Only information presented during a Student Conduct hearing may be considered in determining student responsibility and/or violations.
  - g. All procedural questions are subject to the final decision of the Dean of Students.
  - h. After the portion of the Student Conduct Hearing concludes in which all pertinent information has been received, the Conduct Administrator or Student Conduct Board shall determine (by majority vote if heard by the Student Conduct Board) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
  - i. The determination of responsibility shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
  - j. Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
7. There shall be a single record, such as a tape recording, notes or completed forms, of all Student Conduct Board Hearings. Deliberations shall not be recorded. The record shall be the property of the College.
  8. If an Accused Student, with notice, does not appear for a Student Conduct Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.
  9. The Student Conduct Administrator and/or Student Conduct Board may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the Complainant, Accused Student and/or other witness during the hearing by providing separate facilities, by using a visual screen and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.

B. The Student Conduct Board

1. *The Student Conduct Board is comprised of five (5) students and four (4) faculty and/or staff members.*
2. *A Student Conduct Board hearing shall consist of at least three (3) students and two (2) faculty and/or staff members for no less than five (5) members to maintain a hearing quorum.*
3. *Any student is eligible to apply or be nominated for a Student Conduct Board position upon notification of a board vacancy.*
4. *To be eligible to serve on the Student Conduct Board students must maintain at least a 2.2 cumulative GPA, be enrolled as a Catawba College student (three (3) hours or more), have no major conduct or dishonesty violations. In addition, members of the Student Government Association and Resident Assistant staff are not eligible to serve on the Student Conduct Board.*
5. *All students applying for a Student Conduct Board vacancy will complete an application form and give the Student Conduct Advisory Board permission to review their academic and social files.*
6. *The Student Conduct Board will be selected by the Advisory Board consisting of the Student Conduct Administrator, a Student Government Executive Officer, a faculty member and the Dean of Students for four (4) board members.*
7. *Student Conduct Board members will be selected to serve for the duration of the current academic year.*
8. *Student Conduct Board members will be prohibited from serving on a student conduct hearing if the Dean of Students or board chairperson determines that a conflict of interest may exist.*
9. *Student Conduct Board members may be removed at any time by the advisory board for violation of the academic or conduct policy, violation of confidentiality, failure to attend scheduled conduct board training or meetings, failure to maintain a 2.2 cumulative GPA, and other reasons as determined by the advisory board.*
10. *The Dean of Students or his or her designee will coordinate, train, manage, and advise the Student Conduct Board with the option to be present during the hearing.*
11. *The findings and sanctions from a Student Conduct Board Hearing are a recommendation and the Dean of Students will still have Executive Authority to make the final decision.*

### *C. Sanctions*

1. *The following sanctions may be imposed upon any student found to have violated the Student Code:*
  - a. *Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.*
  - b. *Probation—a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.*
  - c. *Loss of Privileges—Denial of specified privileges for a designated period of time.*
  - d. *Fines—previously established and published fines may be imposed.*
  - e. *Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.*
  - f. *Discretionary Sanctions—Work assignments, essays, service to the College or other related discretionary assignments. Failure to complete assigned service and/or work assignments will result in a \$25 per hour charge of hours not completed.*
  - g. *Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.*

- i. *Residence Hall Expulsion*—Permanent separation of the student from the residence halls.  
*Social Suspension*—Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - j. *College Expulsion*—Permanent separation of the student from the College.
  - k. *Revocation of Admission and/or Degree*—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation or other violation of College standards in obtaining the degree or for other serious violations committed by a student prior to graduation.
  - l. *Withholding Degree*—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
  3. Failure to complete sanctions will result in a \$50 fine per sanction not complete, unless otherwise noted above.
  4. Policy regarding records of sanctions:
    - a. Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than College suspension, College expulsion or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record five (5) years after graduation or withdrawal from the College.
    - b. In situations involving both an Accused Student(s) (or group or organization) and a process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
  5. The following sanctions may be imposed upon groups or organizations:
    - a. Those sanctions listed above in article IV(C)(1)(a)–(e).
    - b. Loss of selected rights and privileges for a specified period of time.
    - c. Deactivation. Loss of all privileges, including College recognition, for a specified period of time.
  6. In each case in which a Student Conduct hearing determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the hearing administrator(s). In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s)

*imposed, if any.*

#### *D. Interim Suspension*

*In certain circumstances, the Dean of Students, or a designee, may impose a College or residence hall suspension prior to the Student Conduct hearing.*

- 1. Interim suspension may be imposed only:
  - a. to ensure the safety and well-being of members of the College community or preservation of College property;*
  - b. to ensure the student's own physical or emotional safety and well-being;*or*
- c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.*
- 2. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students or the Student Conduct Administrator may determine to be appropriate.*
- 3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board hearing, if required.*

#### *E. Appeals*

- 1. A decision reached in the Student Conduct hearing may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Hearing within two (2) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his/her designee.*
- 2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the Student Conduct Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.*
  - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.*
  - c. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct hearing.**
- 3. When a request for appeal is submitted, an appeals hearing will first determine whether or not the appeal meets the guidelines listed above and if an appeal hearing will be granted. When an appeal is denied, the hearing will not consider further information or review the process or findings from the original student conduct hearing and will be considered final.*
- 4. When a request for appeal is granted, an Appeal hearing will review all Student Conduct hearing findings and will have the authority to reverse a decision or revise the sanctions issued. Upon the decision of the Appeals hearing, the Dean of Students will still have Executive Authority to make the final decision.*

5. *Appellate Board:*

- a. *The appellate board is a resource for hearing a student conduct appeal.*
- b. *The appellate board shall consist of two (2) faculty, two (2) staff and two (2) student members. These members may not serve concurrently on the Student Conduct Board.*
- c. *The faculty and staff members will be selected by the Student Conduct Administrator in consultation with the Dean of Students.*
- d. *The student members will be selected by the Student Conduct Advisory Board and under the same guidelines as specified above in IV(B).*
- e. *An Appellate Board hearing shall consist of at least three (3) members; one (1) student,  
one (1) faculty and one (1) staff member for no less than three (3) members to maintain  
a hearing quorum.*

**ARTICLE V: INTERPRETATION AND REVISION**

*Any question of interpretation or application of the Student Code shall be referred to the Dean of Students or his or her designee for final determination. The Student Code shall be reviewed every three (3) years under the direction of the Student Conduct Administrator.*

*Executive Authority*

*To maintain discipline and promote safety in the College community, the Dean of Students may exercise his/her authority to act against an individual student or organization as an alternative or in addition to the procedures outlined in the Student Conduct Code when he/she believes such action is warranted.*

## General Student Policies and Procedures

### **COVID-19 Student Code of Conduct**

**Catawba College is a community that values connection. As such, we realize that an individual's actions impact those around them. As we return to the Catawba campus in the midst of a pandemic, we must all agree on a shared set of principles and daily actions that reflect guidelines from public health experts and agencies that will allow us to create a healthy, safe environment conducive to the Catawba experience. For this reason, it is important to establish a code of conduct that holds students accountable for actions that could endanger the community even as we adapt to new ways of connecting within our community.**

Students are still required at this time to self-report when they have become exposed or tested positive. Please see the Health Center upon notification of exposure and/or a positive test to receive additional guidance.

This COVID-19 Student Code of Conduct remains effective as an addendum to the Catawba College Student Code of Conduct starting July 31, 2020 until otherwise noted by the College. The College reserves the right to update and make edits to this document to be in line with the guidance that comes from local, state, and national public health agencies as well as government officials.

### **Response Protocol in reference to the above COVID-19 policy violations**

*\*Note: These guidelines may not factor-in prior student conduct records or violations of record which may impact sanction severity. The Director of Conduct reserves the right to deviate from this sanctioning schedule depending on the severity of the incident. \**

#### First Incident Reported

·The student will meet with the Director of Conduct, receive an official warning and be referred to educational resources related to the importance of following safety regulations.

The warning letter will be logged as a conduct violation under the COVID-19/Student Code of Conduct and will be maintained in the student's conduct file for reference purposes.

#### Second Incident Reported

·The student will be charged with a conduct violation under the COVID-19/Student Code of Conduct

Sanction Range: Disciplinary Reprimand and educational sanction (e.g. Papers or presentation on Community Living, Civility & Respect, Safe Living on a College Campus etc.), fine.

·Students will be advised that future violations may lead to more impactful sanctions including Disciplinary Probation, Housing Suspension, etc.

#### Third Incident Reported

·The student will be charged with a conduct violation under the COVID-19/Student Code of Conduct

Sanctions Range: Disciplinary Probation, possible or deferred housing suspension, possible College suspension, and proportionate educational sanctions.

***\*Although a last resort, students who demonstrate a willful pattern of non-compliance or expose community members to a serious, demonstrable health risk (such as intentionally coughing on another person) are subject to immediate suspension. \****

**Reporting:**

Members of the college community can file a report regarding noncompliance with approved pandemic guidelines [here](#).

**ADVERTISING**

**Solicitation:** Business enterprises or agencies or student(s) acting as their representative(s) may not advertise, solicit or sell merchandise on campus without written permission from the Dean of Students. Permission to advertise and/ or sell any product will be allowed only to promotions that are in the best interest of Catawba students.

**Posting of Advertisements, Signs and Other Materials:** Bulletin boards are an important means of communication among the members of the Catawba College community. Students are encouraged to use bulletin boards in a responsible manner. All posted materials shall be of good quality, clean and may not in any way discriminate, harass or infringe on anyone's rights in accordance with College policies. Any legal liability or damage resulting from the posting will be the sole responsibility of the person, organization or group sponsoring the posted material.

All posters and announcements must be placed only on bulletin boards. Posters, signs, etc. may not be posted on doors of College buildings, walls, and etc. All advertising to be posted in the residence halls must be approved by the Director of Housing and Residential Life. All posters must be removed the day following the date of the advertised event. All advertising and publicity for both on and off-campus events must conform to state and local laws and the policies of the College, and include the name of the sponsoring organization. Publicity is not permitted for off-campus events that do not conform to College policy or that promote the consumption of alcohol.

**ANIMALS ON CAMPUS**

Catawba College recognizes the benefit of human and animal interaction and seeks to promote such interactions within the bounds of public health and College policy. As such, animals are welcomed to campus under the following circumstances: as participants in College sponsored events, as participants in educational programming, and as assistance animals to students and employees with disabilities.

No animals may be in the residence halls except for those designated as assistance animals for students. These animals must be registered with and approved by the Committee for Animals on Campus. The only 'pets' that are allowed to live in the residence halls are common aquarium fish. Violation of this housing policy may result in a \$75.00 fine, and the pet must be removed from campus within 24 hours.

Under no circumstances may an animal be used or be subjected to verbal or physical mistreatment or abuse for the purpose of pranks or ceremonies in connection with any individual, group, or College activity. Any club or group event, academic and/or social, that wishes to include animals must be registered with the Committee for Animals on Campus and have prior approval. Animals used in research must receive prior authorization from the Catawba College Institutional Review Board.

Violation of College policy may result in student misconduct charges or applicable faculty/staff adjudication processes. The owner of any animal on Catawba College property is solely responsible

*and liable for any damages or injuries to persons(s) or property.*

*All waste from guest animals is the responsibility of the owner and must be disposed of in pet waste bags or appropriate sanitary procedures. See the Office of Student Affairs for more details of proper disposal of animal waste.*

*Committee for Animals on Campus: Director of Student Academic Success, Director of Counseling and Wellness Services, and the Director of Residential Life.*

## **Service & Emotional Support Animal Policy**

### **Policy Statement**

*It is the policy of Catawba College to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act as amended by the ADA Amendments Act of 2008 (ADA), the Fair Housing Act, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Catawba College is aware of its responsibility to provide safe, healthy housing to all students living in College Residence Halls and is committed to providing equal access to College Housing to all students with qualifying disabilities. In keeping with this obligation, it is the policy of Catawba College that emotional support and service animals are permitted in all housing facilities in accordance with College procedures and policies.*

*This policy includes the procedures for requesting an emotional support animal or service animal and the responsibilities of students who have emotional support animals in College Residence Halls.*

### **Policy Enactment – November 1, 2018**

*This policy supersedes all previous policies, practices, rules, and regulations related to Emotional Support Animals and Service Animals at Catawba College. All students will be subject to this policy at the above effective date.*

### **Definitions**

**Service Animals.** *Service Animals are defined as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. These tasks can include things like pulling a wheelchair, guiding a person who is visually impaired, or alerting a person who is having a seizure. The tasks a service dog or miniature horse can perform are not limited to this list. However, the work or task a service dog or miniature does must be directly related to the person's disability. Service dogs and miniature horses may accompany persons with disabilities into places that the public normally goes. Service dogs and miniature horses do not fall under the Emotional Support Animal or Animals on Campus policy. To register your service animal, you must complete the Service Animal Registration Form and submit all required documentation for approval by the Office of Academic Accessibility.*

**Emotional Support Animal (ESA).** *An animal providing emotional or other support to ameliorate one or more identified symptoms or effects of a disability. Emotional Support Animals are not required to be trained to perform work or tasks and can be species other than dogs or miniature horses. ESAs may not be brought into residential communities without prior approval from The Office of Academic Accessibility. Each request will be evaluated on a case-by-case basis as outlined in this policy, considering the individual request and the rules of the College Community.*

**Approved ESA.** *Approved Emotional Support Animal (ESA) is an animal that has been permitted in designated areas of residential communities as a reasonable accommodation under this policy.*

**Pet.** *A pet is an animal kept for ordinary use and companionship. A pet is not considered an*

*Emotional Support Animal or a Service Animal. Individuals are not permitted to keep or bring pets on College property or in College housing without prior approval under the Animals on Campus Policy. For more information on the Animals on Campus Policy, please refer to the Student Resource Guide on page 35. The only pets permitted on campus are defined in the Pet Policy on page 95 of the Student Resource Guide.*

**ESA Owner.** *The owner is the resident student who has an approved Emotional Support Animal (ESA) in College housing under this policy.*

**Service Animal Owner.** *The owner is a student who has an approved Service Animal under this policy. The student can be either a resident student or a commuter student.*

**College Housing.** *Any facility owned or operated by the College for the purpose of housing residential students, whether leased or owned by the College and regardless of location.*

**Instructions for Requesting an Emotional Support Animal:**

- 1. Request for Emotional Support Animal Documentation Form.** *Students requesting an Emotional Support Animal should complete the Request for Emotional Support Animal Documentation Form found on the Academic Accessibility or Housing and Residence Life Website or by visiting the Office of Academic Accessibility. All students planning on requesting an Emotional Support Animal should review all policies including the Rules and Responsibilities of an ESA owner.*
- 2. Request for Housing Accommodation Form.** *Students requesting an ESA in College Housing must also complete and submit to the Director of Academic Support Services the Request for Housing Accommodation Form.*
- 3. ESA Health Documentation.** *Students requesting an ESA in College Housing must provide to the Office of Academic Accessibility documentation from a professional veterinarian that the ESA is current on all applicable vaccinations, including rabies, and is in good health along with the Request Forms. All ESAs must have an annual well care visit with a licensed veterinarian. They must have had a general maintenance vaccination series appropriate to the species. All vaccinations must be current, and applicable animals must wear a current rabies vaccination tag. ESA owners must provide satisfactory documentation of this on-going compliance for an ESA.*
- 4. Request for Medical Documentation.** *Students requesting an ESA in College Housing must provide to the Office of Academic Accessibility documentation from a physician, psychiatrist, social worker, mental health professional, or other reliable third-party who has made a professional determination that having an Emotional Support Animal (ESA) in the residence hall will be helpful in alleviating one or more of the identified symptoms or effects of the student's disability. The completed Request for Medical Documentation is the only acceptable form of documentation from a third-party medical provider and must be completed in its entirety.*
- 5. Decision on ESA Request.** *The following outcomes will be provided to the requesting student by the Office of Academic Accessibility:*

**Approval.** *Once the Office of Academic Accessibility receives the required documentation, it will issue a decision regarding the requested ESA. The student requesting the ESA will be notified if the ESA is approved or if the Office of Accessibility needs additional information regarding the request.*

If approved, the following steps are required before the ESA is permitted in College Housing:

1. The ESA Owner signs the document agreeing to Catawba College's Rules and Responsibilities for an ESA owner.
2. Pays a \$200.00 refundable ESA damage deposit payable to Catawba College.
3. Prior to the start of the academic semester and before the ESA is permitted in College Housing, the ESA owner is responsible for all roommates/suitemates of the signing an ESA Roommate/Suitemate Consent Form allowing the ESA animal to be in the residence with them. If a roommate/suitemate does not consent to the ESA, either the ESA owner and animal or the non- approving roommate(s) may be moved to a more suitable location by the Office of Housing and Residence Life.

**Denials of Requests for Emotional Support Animals.** The College is not required to provide accommodations that would pose a direct threat to the health or safety of others. Thus, if a particular animal requested by a student with a disability has a history of dangerous behavior or an unsafe disposition, the College will deny the request for an emotional support animal. The College will also deny requests that would: (1) result in substantial physical damage to the property of others unless the threat can be eliminated or significantly reduced by a reasonable accommodation; (2) pose an undue financial and administrative burden on the College; or (3) fundamentally alter the nature of the College's Student Life operations. If your request for an emotional support animal is denied, please contact Academic Accessibility for further clarification of its decision.

#### **Conflicting Health Conditions and Aversions**

Students with a medical condition or aversion who are affected by animals (e.g. allergies, asthma, respiratory conditions, zoophobia, etc.) because of living in close proximity to Emotional Support Animals should contact the Office of Academic Accessibility or the Office of Housing and Residence Life. Academic Accessibility will work with Student Affairs to reasonably accommodate residents with disabilities who need accommodation when living in close proximity to Emotional Support Animals as may be required by applicable law.

#### **Rules and Responsibilities of ESA Owner Office of Academic Accessibility**

Once the Office of Academic Accessibility has approved the ESA, the ESA Owner must abide by the following rules and responsibilities. Failure to abide by the ESA rules and responsibilities may lead to sanctions including removal of the ESA from College-operated Housing and campus and loss of ESA deposit.

1. The ESA Owner must complete and submit to the Office of Academic Accessibility the Request for Emotional Support Animal Documentation Form and the Request for Housing Accommodation Form, as well as the required ESA Health Documentation before bringing the requested ESA to campus. If the ESA owner has roommates/suitemates, all Roommate/Suitemate Consent Forms must be signed before bringing the requested ESA to campus.
2. The ESA Owner agrees to abide by all other residential policies. An exception to the animal policy made under this ESA Policy does not constitute an exception to any other College policy.

3. *All ESAs will be provided with a College Identification that the ESA owner must pick up from the Office of Student Affairs after receiving approval for the ESA from the Office of Academic Accessibility. The ESA owner or the ESA should have the identification on them at all times.*
4. *The ESA will remain in the ESA Owner's College assigned room and is not permitted in other student's rooms or the common areas of the residential facilities, and other areas of the College such as classrooms, academic buildings, administrative buildings, libraries, dining services areas, fitness center, pool etc.*
5. *ESAs brought on campus must be under the control of the ESA owner at all times. The ESA Owner must be in full control of the animal at all times (i.e. leash, harness, crate). The ESA owner is solely responsible for the animal's well-being, care and cleaning, including but not limited to regular feeding, bathing, grooming, daily care and veterinary services.*
6. *The owner must comply with all applicable laws regarding the keeping of an animal and is responsible for making sure the ESA does not disrupt the residential community.*
7. *Dangerous, poisonous, oversized animals, animals categorized as zoonotic, or otherwise illegal animals are not permitted and are not considered a reasonable accommodation in a community living environment.*
8. *ESA owners are responsible for feeding and watering their ESA animal within the confines of their personal room or apartment. Bowls of food and water should be placed on mats so that water and food do not get on the floor. ESA animals are responsible for immediately cleaning any spilled water or food off the floor of their room.*
9. *ESA animal food should be kept in a closed container within the confines of the ESA owner's room. Open bags of food attract insects and other vermin and are not permissible.*
10. *The ESA may not be left unattended overnight in the residential facilities to be cared for by another student. ESAs must be taken with the owner if they leave campus for a prolonged period.*
11. *When ESAs are left unattended in a student's room, they are required to be stored in a crate, carrier or kennel. This containment will allow Catawba College officials to routinely access to the residential facilities for maintenance and other routine tasks without posing risk to the animal or employees.*
12. *The student is solely responsible for evacuating the ESA in the event of an emergency. College officials are not responsible for removing or evacuating an ESA in the event of an emergency.*
13. *Dogs as ESAs must be "house broken" and cats as ESAs must be litter box trained. Other smaller animals (i.e. gerbils, rabbits, guinea pigs etc.) must be caged and may not be left loose in the student's room.*
14. *ESAs must be taken out of the building by way of the shortest and most direct path, and must be maintained under standard restraints such as a carrier and/or collar when outdoors, in public areas, or in transit and must be confined to the residence when not in transit.*
15. *Fecal matter deposited on College grounds or within the facilities need to be removed immediately and disposed of properly. The owner is to arrange for immediate removal of fecal matter if unable to perform the task personally.*
16. *The ESA owner's residence may be inspected for fleas, ticks, pests, and/or damage to the residential facilities once a semester or as needed. The Office of Student Affairs will schedule the inspection and notify the resident in advance of the scheduled inspection. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated using*

approved fumigation methods by a College-approved pest control service. The ESA owner will be billed for the expense of any necessary pest control treatment.

17. ESA animals should be kept clean and free from odor; however, ESA owner's may not use hall or apartment showers, sinks, or baths to clean their ESA animal. The ESA owner may contact local groomers to determine what services are available.
18. The College may remove or require the removal of the ESA that poses a threat to the health or safety to others on campus, disrupts the educational environment of the College and/or residential community, or if the owner does not comply with the ESA Owner's rules and responsibilities for Emotional Support Animals. It is the responsibility of the ESA Owner to ensure the ESA does not interfere with the quality of life of other residents on campus. This includes noise violations (e.g. barking or other disruptive noise).
19. The ESA owner will be required to pay a refundable \$200.00 deposit and will be financially responsible for expenses incurred above a standard cleaning or for repairs to the residential premises, including losses, liability, claims, and harm to others caused by the ESA.
20. The owner will hold the College blameless in the event the ESA goes missing. College staff is not responsible for the retrieval of the ESA in the event the animal escapes or becomes lost.
21. The owner must notify Office of Academic Accessibility in writing if the ESA is no longer needed as an ESA, or is no longer in the residential facilities. To replace a previously approved ESA, the owner must complete any registration and other related forms to the Office of Academic Accessibility.

### **Agreement between the Student and Catawba College**

The owner of an ESA may be asked to remove the ESA from College facilities if the owner or ESA fails to comply with the Rules and Responsibilities in this Policy and other College Policies.

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Student's Signature

Date

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Printed Student's Name

## **Alcohol and Drug Use Policy**

### CATAWBA COLLEGE PROVISIONS REGARDING THE USE OF ALCOHOL INFORMATION ON NORTH CAROLINA LAWS REGARDING ALCOHOL

The purchase or possession of beer, wine, liquor or mixed beverages by a person less than 21 years old is illegal in the state of North Carolina. It is also illegal to sell beer, wine, liquor or mixed beverages to those less than 21 years old or to aid and abet a person less than 21 years old in obtaining alcoholic beverages. It is illegal to use a fraudulent ID or to permit the use of one's ID by a person less than 21 years old to purchase alcoholic beverages. It is illegal to give alcoholic beverages to an intoxicated person.

Driving with any amount of alcohol in the body is illegal for anyone under 21; driving with a blood alcohol concentration of .08%, "Driving While Impaired," carries a range of sentences and fines and may result in a suspended license. A person can be charged with "Driving While Impaired" with blood alcohol concentrations under .08% if police observe erratic driving. And, if you become disruptive in public (violent, insulting, using profanity, urinating, etc.) as a result of being drunk, you can be fined and spend time in jail.

Criminal Penalties for alcohol offenses range in seriousness from a significant fine to imprisonment or both. Penalties vary depending on the age of the offender and the nature of the offense. A criminal record (misdemeanor or felony) may preclude admission to graduate or professional schools, professional licensure and certification or security clearance of certain professions and positions.

### ALCOHOL AND DRUG POLICY DEFINITIONS

**Alcohol:** any spirituous malt, fermented, brewed or other liquors or any other mixture that contains alcohol and is used as a beverage

**Common Area:** any campus area outside of a student's residence hall room

**Common Source Container:** any keg, mixed punch or other communal dispensers from which a quantity of beverage is distributed to more than one person

**Container:** any cup, can, bottle or other device that may be used to hold (whether opened or unopened) an alcoholic beverage

**Controlled Substances:** include, but are not limited to, substances that are prescribed by a physician that are being distributed to others even though the distributor may have a prescription from a physician for that particular controlled substance.

**Distribution/The Sale of/Intent to Sell:** any amount of illegal drugs, narcotics or controlled substances with the intention to supply another person either through financial, trade or other means

**Drinking Games/Drinking Devices:** any possession or participation in gaming or challenge activities used to promote the consumption of alcohol. Drinking devices include but are not limited to funnels, beer pong tables, etc.

**False Identification:** any document with information that contradicts the legal name, birth date or other personal information

**Illegal Drugs:** any non-prescribed narcotic, mind-altering, hallucinogenic or illicit illegal drug as defined by state and federal laws.

**Paraphernalia:** equipment, products and materials of any kind that are used to facilitate violations of the Controlled Substance Act, including planting, growing, harvesting, producing, preparing, testing, analyzing, packaging, repackaging, storing, containing and concealing controlled substances and injecting, ingesting, inhaling or otherwise introducing controlled

*substances into the human body*

**Possession:** *to include the transportation, carrying on person, within immediate proximity or storage of alcohol, drugs or other paraphernalia*

**Substance Abuse:** *includes, but is not limited to the following behaviors:*

- *The use of illegal drugs*
- *The use of prescription drugs in your name in a manner inconsistent with prescribed dosage instructions*
- *The use of prescription drugs not clearly prescribed in your name in a manner inconsistent with prescribed dosage instructions and substances contrary to the manufacturer's directions for purpose of altering one's mental or physical state.*
- *Consumption of alcohol in an abusive manner including, but not limited to, the following behaviors in the College Guideline for Alcohol Policy Violation Sanctions: underage consumption of alcohol, intoxication, or public drunkenness, participation in drinking games, and/or use of drinking devices.*

**Substance Free Residence Halls:** *a residence hall that has been designated free from the consumption, possession or use of alcohol. These halls are: Hollifield Hall, Salisbury-Rowan Hall, Heath Hill, Lamb House, W Innes, Ruth Richards, and Woodson Hall.*

### **ALCOHOL POLICY AND REGULATIONS**

1. *The following regulations are based on the Alcohol Beverage Control laws of North Carolina and on the College's intent to encourage moderation if alcohol is consumed.*
2. *Students under the age of 21 may not purchase, possess or consume any alcoholic beverage.*
3. *Students over the age of 21 may consume legal alcoholic beverages only in the privacy of residence hall rooms where at least one resident is 21. Residence hall areas such as entrances, lobbies and hallways are considered to be public areas and, therefore, alcoholic beverages may not be consumed and/or displayed in these areas.*
4. *Alcohol containers, whether empty or full, may not be displayed in public areas, to include window sills and other areas in private residence rooms that may be observed from outside. Public areas include residence hall entrances, lobbies and hallways, as well as non-residence buildings on campus and the campus grounds. Possession of alcohol containers, even though they are empty, may not be in rooms where the occupants are under the age of twenty-one (21). In addition, students residing in a room where both residents are under the age of twenty-one may not host an of age student possessing or consuming an alcoholic beverage.*
  - a. *Alcohol may not be dispensed or consumed during any student social function. \**
  - b. *College funds may not, under any circumstances, be used for the purchase of alcoholic beverages to be dispensed or consumed at any student social function on or off campus.*
  - c. *Kegs or any other common source containers of alcohol are strictly prohibited on campus for student consumption.*
  - d. *The consumption or display of alcoholic beverages is prohibited in all areas except those specifically approved by the Office of the Dean of Students.*
  - e. *Student organizations may not sponsor or co-sponsor a function cooperatively with any alcoholic beverage distributor or brewing company, nor lend its name to any such activity at which an alcoholic beverage is to be dispensed as a promotion for a brewing company or alcohol distributor.*

#### *International Alcohol Policy Exemption*

*Students traveling internationally are subject to Catawba College's student conduct code procedures for conduct code violation and including, but not limited, violation of the College's alcohol policy. Alcohol may be consumed by a student on Catawba College sponsored trips only if a student has reached the legal drinking age in the visiting country. Further, of-age (in the visiting*

*country) alcohol consumption by students during Catawba College sponsored trips is permitted at the discretion of the*

faculty and/or staff supervisor(s). Students will be responsible for their behavior when traveling internationally, and can be found in violation of Student Conduct Code.

### **ALCOHOL POLICY RELATING TO STUDENT ORGANIZATIONS**

Distribution, possession or consumption of alcohol beverages, including public drunkenness, at student organization events are in violation of the College's alcohol policy. In addition to individual students being charged with a violation of the College alcohol policy, student organizations and groups are also responsible for and subject to meeting all regulations governing their charter or sponsorship. This includes all student organizations, clubs, and athletic teams.

### **ALCOHOL AND DRUG POLICY RELATING TO STUDENT ATHLETES**

In addition to the policies listed here, student athletes are also accountable for the policies as listed in the Student Athlete Alcohol and Drug Policy distributed by the Athletic Department. Athletes will receive a copy of the Student Athlete Alcohol and Drug Policy from the Athletic Department. Student athletes are encouraged to speak with their coaches or the Athletic Director for more information about this policy. This policy is meant to supplement the Code of Student Conduct and offer additional educational opportunities on an individual basis. Student Athletes who fail drug tests will also be subject to conduct action in addition to sanctions received by the Athletic Department.

### **NOTIFICATION POLICY**

The Administration of Catawba College believes that the greatest opportunity for social and academic success exists when all members of the College community work together as a team. Therefore, College administrators reserve the right to notify and inform other College personnel who may have a significant relationship to a student of matters arising under the Student Conduct Code. Other personnel who may be notified include student advisors, professors, the Athletic Director, coaches and/or other College administrators. The College further reserves the right to notify parents of students found to be in violation of the College policies regarding the possession or use of alcohol and other drugs. If a member of a College athletic team is issued a violation of the Alcohol or Drug Policy, the Athletic Director and/or coaches will also be notified.

### **GUIDELINES FOR ALCOHOL POLICY VIOLATION SANCTIONS**

Violations of the College Alcohol Policy are sanctioned on two levels.

**Level 1:** General violations of the College Alcohol Policy, including but not limited to the following:

- a. Underage consumption or possession of alcohol;
- b. Consumption or possession of alcohol in a substance free residence hall;
- c. Consumption of alcohol in a public area;
- d. Intoxication or public drunkenness;
- e. Presence of alcohol containers, both open and unopened, in an under-aged student's room;
- f. Participation in drinking games/possession (Unless under age of 21)
- g. Possession or use of drinking devices.

**Level 2:** Violations of the College Alcohol Policy related to more serious or harmful behavior, including but not limited to the following:

- a. Causing harm to oneself, others or damage to College property;

- b. Engaging in physical violence or vandalism;*
- c. Participation in drinking games (under age of 21)*
- d. Showing disrespect to a College employee;*

- e. *Providing or distributing alcohol to an underage person;*
- f. *Illegally operating a vehicle after having consumed alcohol;*
- g. *Use of false identification to purchase or gain access to an establishment at which alcohol is served;*
- h. *Possession of a common source container.*

*Level 2 violations are of a more serious nature and a violation will therefore carry a two-offense penalty. Students who are issued a Level 2 alcohol violation will be responsible for the next two offenses as listed in the sanctioning schedule. The violation will count as two offenses in determining the student's scheduled sanction.*

*The College reserves the right to issue an alcohol violation based on information received from outside agencies such as law enforcement officers or other colleges. Students should also review the "Jurisdiction of the College Student Code (Article III.A) and Violation of Law and College Discipline (Article III.C of the Student Conduct Code) for further information.*

*The Student Affairs Office is charged with the enforcement of all College policies. The following sanctions will be assessed when students accept responsibility or are found responsible for a violation of the College alcohol policy. Any sanction may be accompanied by a required educational component. Additional sanctions beyond the stated sanctions listed in the schedule (either by Administrator or Conduct Board) as this happens depending on the severity of the case.*

***\* Athletic Tailgating Policy as Applied to Alcohol Consumption***

*Tailgaters must be respectful of those around them and mindful that students are subject to policies in the Student Handbook. Everyone else is subject to rules and regulations of the State of North Carolina, the City of Salisbury, Catawba College and the Catawba College Athletic Department.*

**ALCOHOL SANCTIONING SCHEDULE**

**Alcohol Education Option: Formal Written Warning**

*The Alcohol Education Option is available once to students with no prior alcohol or drug violations. Students must complete the Alcohol Education Option within 30 days of selecting the option. If a student fails to complete the requirements of the Alcohol Education Option, the Catawba College Conduct Director will notify the student is not in good standing and further sanctions will ensue. Completion of the Alcohol Education Option will be noted in the student's record maintained within the Student Affairs office. The charge against the student will be rescinded after one full year if no further substance abuse violations occur. Requirements of the Alcohol Education Option:*

1. *Education: The student will be required to complete an alcohol educational workshop addressing the issue of alcohol use and abuse. This workshop is conducted by the Alcohol and Substance Abuse Coordinator in Student Affairs. BASICS (Brief Alcohol Screening and Intervention for College Students) – The BASICS program consists of one 15 minute Intake, then two one-hour one-on-one sessions with a staff member. During these sessions, students will complete alcohol drug assessments, discuss their history of substance use, analyze their current use, and review alcohol and drug information. The initial fifteen (15) minute Intake appointment is at no charge; however, students who are required to complete BASICS will be required to pay the fee (\$100.00) for the program,*
2. *Fine: A \$100.00 fine must be paid to Catawba College which will be used to fund educational speakers, programs, services, and supplies to address the challenge of alcohol or drug use and abuse*

3. *A letter will be sent to the parent(s) or guardian(s) of the student notifying them of the election to complete the Alcohol Education Option in response to a charge of the student violating the general provisions of the Alcohol Policy.*

**Second Offense or First after Clemency:** \$125.00 fine, Parental Notification, 10 Hours Community

Service and completion of an Online Education Class (\$50.00 fee).

**Third Offense:** \$175 Fine, Parental Notification, 20 Hours Community Service and Substance Abuse

Assessment with Counseling Services staff (\$50.00 fee).

**Fourth Offense: Suspension**

\* The Online Education Component will be added to all new sanctions for students who are issued an alcohol violation passed their first and have not completed the Online Education Component.

\*\* In regards to all alcohol and drug violations that would result, by our sanction schedule, in suspension, the Dean of Students or his or her designee will have the ability to review and revise the final outcome based on the situation

\*\*\* All fines will be placed in the Substance Abuse programming account.

*Amnesty Clause*

Catawba College wants to prevent any tragedy from occurring due to alcohol or drug abuse. Therefore, when a student dials 911, contacts an RA or Public Safety to seek medical help for another student who is intoxicated, that individual will not be subject to judicial record. Although student(s) will have to complete an educational component and the victim may be mandated for substance abuse evaluation and counseling, neither will receive violations. This educational component will allow the student to learn more about drug and alcohol abuse to help prevent future incidents. The assessment of the victim will allow for physical and mental evaluations and treatments as needed. The incident will go into their file and only be activated if a second incident occurs, or if the educational sanctions are not completed.

## **DRUG USE POLICY**

Catawba College is an academic community that believes that the life of the mind is intrinsically alluring and worthy of pursuit. The abuse of drugs seriously runs counter to that deeply held value and is clearly detrimental to the individual's welfare. Thus, consistent with the beliefs and purposes of this institution, the use of any drugs in the College community must be within the limits of federal and state laws. This policy extends beyond campus. Admission of drug use off campus is considered subject to conduct charges.

The College reminds students of their responsibility to be aware of and to obey those federal and state statutes that prohibit the use of various drugs. While the College is not specifically responsible for the enforcement of federal and state drug laws, those agencies charged with this legal responsibility have the authority to carry out their duties on the campus. The College cannot, nor does it wish to, provide a haven for illegal drug activity. Thus, individuals who illegally possess, use or supply prohibited drugs within the academic community risk action by the appropriate civil authorities and consequent penalty. The College reserves the right (III.3 of Conduct Code) to report criminal activity to authorities.

In addition, there is considerable evidence that prolonged use of such drugs can be harmful to the individual's psychological or physical health. Students whose use of drugs results in academic difficulties or psychological/ physical health problems will be advised to seek professional assistance and may be required to withdraw from the College until a professional rehabilitation

*program, which is not available at the College currently, is completed.*

### *College Drug Regulations*

*The use, possession, distribution, or sale of any illegal drug or controlled substance for which the student does not possess a prescription from a physician is strictly forbidden on the Catawba College campus. The distribution of a controlled substance for which a student has a prescription from a physician is also a violation of this policy. The use or possession of any drug paraphernalia is prohibited.*

### *Drug Distribution Policy*

*Students who actively promote, supply, or sell legal/illegal drugs thereby engage in behavior that may infringe in the rights of others, endanger the well-being or safety of others, or result in psychological or physical injury to others. They will, therefore, be subject to the full range of the College disciplinary action as defined in this Resource Guide, including permanent expulsion. The local police may be summoned by a member of the College who encounters the possession, use distribution or sale of a drug by a student on the campus.*

## **STANDARDS OF CONDUCT RELATED TO DRUGS**

*In accordance and compliance with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), effective October 1, 1990, the following behavior is prohibited: the unlawful possession, use or distribution of drugs by students and employees on College property or as part of any College activity.*

### *Performance-Enhancing Drugs*

*The use of performance-enhancing drugs (e.g. anabolic steroids, amphetamines, etc.) by athletes in an attempt to gain a possible athletic advantage is a threat to their health and undermines the spirit of sportsmanship. Such drug use also threatens the health of others because of the pressure it may put on them to experiment with dangerous substances.*

*The Catawba Department of Athletics states emphatically that the use of such drugs will not be tolerated, and that anyone using them will not be permitted to represent the College in intercollegiate athletic competition. When an athlete is found to be using such drugs, that individual may be referred to the Office of the Dean of Students.*

### *Controlled Substances*

*The unlawful distribution, possession or use of controlled substances on property owned or controlled by the College, or as part of any College activity, or off campus when the interests of the College are involved, is strictly prohibited. Controlled substances include, but are not limited to, substances that are prescribed by a physician that are being distributed to others even though the distributor may have a prescription from a physician for that particular controlled substance. Health Services must be notified of any medications taken on a daily basis. Students are required to complete this information on the health history form and to notify Health Services of any additions or changes that may occur.*

*The Abuse of Prescription and Over-the-Counter Drugs*

*Individuals should follow the instructions of the prescribing physician in using prescription and/or over-the-counter drugs. Abuse of such drugs can result in serious physical and mental disability. Please note, abuse includes use by person other than whom the prescription is for.*

*College Drug Regulations*

*The use, possession, distribution or sale of any illegal drug or controlled substance for which the student does not possess a prescription from a physician is strictly forbidden on the Catawba College campus. The distribution of a controlled substance for which a student has a prescription from a physician is also a violation of this policy. The use or possession of any drug paraphernalia is prohibited.*

**Drug Violation Sanctions**

**1. Drugs (Catawba College Responses to Drug Code Offenses) \*refer to pages 40 & 41 for additional definitions\***

- a.** Possesses/uses an illicit drug or narcotic.
- b.** Manufactures, sells, delivers or possesses with the intent to manufacture, sells or delivers, any substance identified as a controlled substance by North Carolina General Statutes, Chapter 90, Article 5 (North Carolina Controlled Substances Act), or similar provisions of federal law.
- c.** Possesses/uses drug paraphernalia.
- d.** Drivers while impaired attributable to the use of drugs.
- e.** Is visibly overcome- exhibits behavior including but not limited to loss of bodily control of consciousness, requires physical or medical assistance, or otherwise is unable to care for themselves due in part or in whole to the consumption of alcohol or other drugs.
- f.** Consumes, including huffing and/or sniffing, any substances not intended for such use.

**MINIMUM RECOMMENDED SANCTIONS**

	<b>Possession/Use Drugs (1a.)</b>	<b>Sells/Intends/ Manufactures (1b.)</b>	<b>Paraphernalia (1c.)</b>	<b>Driving While Impaired (1d.)</b>	<b>Visibly Overcome (1e.) Consumes /Huffing (1f.)</b>

<b>First Offense</b> <b>Notification to Parents</b> <b>Community Service hours possible</b>	<ul style="list-style-type: none"> <li>▫ \$100 Fine</li> <li>▫ Disciplinary Probation</li> <li>▫ Online educational component</li> <li>▫ 10-20 hrs. Substance counseling/ \$50 fee</li> </ul>	<ul style="list-style-type: none"> <li>▫ Suspension or Expulsion</li> <li>▫ Substance Assessment (prior to return)</li> </ul>	<ul style="list-style-type: none"> <li>▫ Disciplinary Probation</li> <li>▫ Online Educational Component</li> <li>▫ \$50 fee</li> </ul>	<ul style="list-style-type: none"> <li>▫ Disciplinary Probation</li> <li>▫ Online Educational Component</li> <li>▫ \$50 fee</li> </ul>	<ul style="list-style-type: none"> <li>▫ Disciplinary Probation</li> <li>▫ Online Educational Component</li> <li>▫ \$50 fee</li> </ul>
<b>Second Offense</b> <b>Notification to Parents</b> <b>Community Service</b>	<ul style="list-style-type: none"> <li>▫ \$150 Fine</li> <li>▫ Disciplinary Probation for two (2) years</li> </ul>	<ul style="list-style-type: none"> <li>▫ Suspension or Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>▫ Suspension</li> <li>▫ Substance Assessment (prior to return)</li> </ul>	<ul style="list-style-type: none"> <li>▫ Suspension</li> <li>▫ Substance Assessment (prior to return)</li> </ul>	<ul style="list-style-type: none"> <li>▫ Suspension</li> <li>▫ Substance Assessment (prior to return)</li> </ul>
<b>hours possible</b>	<ul style="list-style-type: none"> <li>▫ 20 -40 hrs. substance Counseling/ \$100 fee</li> <li>▫ Drug Screening</li> </ul>				
<b>Third Offense</b> <b>Notification to Parents</b>	<ul style="list-style-type: none"> <li>▫ Immediate Suspension w/out the option of conduct board hearing</li> </ul>	<ul style="list-style-type: none"> <li>▫ Suspension or Expulsion w/out the option of conduct board hearing</li> </ul>	<ul style="list-style-type: none"> <li>▫ Suspension w/out the option of conduct board hearing</li> <li>▫ Substance Assessment (prior to return)</li> </ul>	<ul style="list-style-type: none"> <li>▫ Suspension w/out the option of conduct board hearing</li> <li>▫ Substance Assessment</li> </ul>	<ul style="list-style-type: none"> <li>▫ Suspension w/out the option of conduct board hearing</li> <li>▫ Substance Assessment (prior to return)</li> </ul>

**Positive drug test results in athletics will be referred to judicial action in addition to sanctions imposed by Catawba Athletics or the NCAA. The Conduct Office will dictate sanctions depending on the number of drug violations committed.**

**\*\*In regards to all alcohol and drug violations that would result, by the College's sanction schedule, in suspension, the Dean of Students or his or her designee will have the ability to review and revise the final outcome based on the situation.**

**TOBACCO POLICY**

The Catawba College Board of Trustees has the clear authority to adopt, implement and enforce a written policy prohibiting at all times the use of any tobacco product by any person in college buildings on college property whether the building be owned, leased or operated by the College.

The 2006 and 2010 U.S. Surgeon General's Reports have concluded that secondhand smoke exposure causes disease and premature death in children and adults who do not smoke; and that any exposure to tobacco smoke, even an occasional cigarette or

*exposure to secondhand smoke, is harmful. Achieving a tobacco-free environment requires support from all members of the College. College officials will develop and maintain a plan for communicating the policy to their constituents including, but not limited to, students, college employees, contractors, vendors and visitors.*

*Catawba College is committed to providing its employees and students with a safe and healthy working and learning environment. The College recognizes that the use of tobacco products in campus buildings is detrimental to the health and safety of students, staff, faculty and visitors.*

*Due to the acknowledged hazards arising from exposure to and use of tobacco products, it is the policy of Catawba College to provide a smoke-free environment on campus except for the specified areas listed below. This policy covers the smoking of any tobacco product or **smokeless tobacco product** and applies to students, employees and visitors of the College. Tobacco use of any kind is prohibited in all campus buildings. **Given the existing evidence of the potentially harmful effects of “vaping”, the smoking policy also extends to the use of vaporizing/vapor producing devices (e.g. vape pens, e-hookahs, vaporizers, etc.) whether used for tobacco use of other non-tobacco substances.***

*To limit the difficulties associated with second-hand smoke, a number of outdoor smoking areas have been established on the campus. Smoking is only permitted in the designated area and not in transit to or from them. Cigarette receptacles are located only in established smoking areas.*

1. *The area on the sidewalk between Lerner Wellness Center (in the Cannon Student Center) and not in transit to or from them. Cigarette receptacles are located only in established smoking areas. Those areas are:*
2. *Hoke Hall: The uncovered portion of the patio located on the interior campus side of Hoke Hall.*
3. *Abernethy Physical Education Center: The patio at the entrance to the Kirkland Lobby, located on the interior side of campus (Ruth Richards House/Abernethy Village side).*
4. *Robertson College-Community Center in the areas specified below:*
  - a. *On the patio located between Peeler Crystal Lounge and Hedrick Little Theatre.*
  - b. *To the left of the entrance area to the main doors to Keppel Lobby, under the tall covered walkway area (portico).*
  - c. *Outside the Keppel Lobby doors which lead out to the parking lot behind the Robertson College-Community Center (at the far opposite end of the lobby from Peeler-Crystal Lounge).*
  - d. *At the stage door entrance of the theatre, located on the right side of the building as you face the front of the building from the street.*
5. *Catawba College Theatre Annex: Immediately outside of the front entrance.*
6. *Florence Busby Corriher Theatre: Immediately outside of the lobby entrance.*
7. *Shuford Science Building: Outside on the concrete sidewalk from the greenhouse to the side entrance of the Shuford Science Building.*
8. *Immediately outside main entrance to Newman Park Baseball Stadium.*
9. *on the Dearborn Patio between Shuford Stadium and the Baseball Clubhouse.*
10. *on the loading dock outside of the Maintenance Facility.*
11. *on the loading dock outside the Chartwells kitchen area of the Cannon Student Center.*

*Any Catawba College student, employee, or visitor to our campus found in violation of smoking*

outside of a designated area will be subjected to possible fine of \$50.00.

### **CESSATION RESOURCES**

Catawba College strongly encourages all members of the community to utilize resources to assist in the cessation of tobacco related products. Members of the Catawba College community who need additional information or resources related to tobacco cessation programs should visit the Proctor Student Health Center.

Catawba College will consult with appropriate health organizations to provide students and employees with information and access to Quitline NC at 1-800-QUIT-NOW or [www.QuitlineNC.com](http://www.QuitlineNC.com), support systems, programs and services to encourage abstinence from the use of tobacco products. These may include free, accessible tobacco cessation classes, seminars and support groups on or off campus.

Promotional materials for Quitline NC and cessation classes, seminars and support groups shall appear regularly in student and staff publications. They shall be posted in buildings, through Student Affairs and other appropriate means.

### **ADDITIONAL POLICIES**

1. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: any product containing, made or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, or any component part or accessory of a tobacco product, including but not limited to cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cutting and sweepings of tobacco, e-cigarettes, hookah; and other kinds and forms of tobacco. A tobacco product excludes any product that has been approved, a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. The sale or free distribution of tobacco products, including merchandise, is prohibited on campus or at school events.
2. Smoking and use of other tobacco products is prohibited by students, staff, faculty and visitors in all campus buildings, facilities or property owned, leased or operated by Catawba College;
3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
  - a. Parties sponsored by tobacco companies or allowing tobacco companies to distribute free, reduced-price or fully-priced tobacco products (t-shirts, hats, etc.) on campus.
  - b. All tobacco advertising, such as billboards and signs owned and used by Catawba College.
4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or used by Catawba College. Smoking and the use of tobacco products are prohibited in buildings of Catawba College being used for private events.

**\*All students found in violation of tobacco use inside any building will be subject to the sanctions set forth by the College.**

## **IMPLEMENTATION AND COMPLIANCE**

1. *The Health and Wellness or appropriate committee shall develop a plan for communicating the policy to students, staff, faculty and visitors. The administration will develop a plan for communicating the policy that may include information in student and employee resource guides, announcements at institutionally-sponsored or related events, and appropriate signage in buildings and around campus.*
2. *Each curriculum and continuing education instructor shall address the College's tobacco-free building policy.*
3. *Coaches of intercollegiate athletic teams will explain the policy at the beginning of each sport's season as a part of the Policies Contract. They shall also communicate the policy to the coaches of visiting teams.*
4. *The College will provide appropriate signage and other physical indicators of our policy. Smoking waste management products such as ashtrays shall be removed from undesignated smoking areas. Personal vehicles on College property will not qualify as a designated smoking zone.*

### *Compliance for students*

*Consequences for students engaging in the prohibited behavior will be provided in accordance with the institution's sanctions. Students who violate the tobacco use policy will be processed through established disciplinary protocol. Student violators will be provided with access to up-to-date information on the many consequences of tobacco use, offered techniques that students can use to stop tobacco use, and provided referrals to local youth tobacco cessation programs.*

### *Tobacco and Vaping Sanctioning Schedule*

- ▮ *First Offense: \$25 fine, Written Warning, Educational Component and Optional Cessation Program*
- ▮ *Second Offense: \$50 Fine and 5 Hours Community Service*
- ▮ *Third Offense: \$75 Fine and 10 Hours Community Service*

### *Compliance for staff and visitors*

*Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies of Catawba College and may include verbal warning, written reprimand and/or termination. Visitors using tobacco products in undesignated areas will be asked to refrain while on Catawba College property or leave the premises. College Public Safety officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.*

*It is the responsibility of each faculty and staff member to promote compliance with the tobacco-free policy in the buildings. Instructors should use tact and good judgment in dealing with possible violations. They should report these violations to the Office of Student Affairs.*

## **WEAPONS ON CAMPUS OR OTHER EDUCATIONAL PROPERTY**

*It is against College policy to possess weapons (concealed or otherwise) on the College campus. This can be defined as any illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. No persons, including but not limited to students, faculty, or staff shall possess, or carry, whether openly or concealed, any gun,*

rifle, dynamite cartridge, bomb, grenade, mine, explosive, any type of knife to include a pocket knife, bowie knife, dirk, dagger, sling-shot, leaded cane, switchblade knife, blackjack, metal knuckles or any other weapon of like kind, not used solely for instructional or College-sanctioned ceremonial purposes, in any public or private College building or vehicle. Possession of any type of firearm, explosive (including any type of fireworks) or any other weapon is not allowed on campus. All BB, pellet or air rifles are considered firearms and are not permitted on campus.

This policy pertains to all campus areas including, but not limited to, common areas, public or private buildings, vehicles, student housing, and any campus residences occupied by full-time and/or part-time employees of the College.

This policy does not apply to law enforcement personnel.

Persons violating the provisions of this section may also violate state and/or federal law and be subject to fines and penalties. Catawba College will implement strict consequences for members who violate these provisions, and violators are subject to, termination, suspension and/or expulsion from the College.

### **OTHER VIOLATIONS**

Students may be subject to disciplinary action for violating any other published or posted college regulation not specifically mentioned in this section, including the Housing Contract or other residence guides, student activities regulations and any other campus guidelines. Students may be subject to disciplinary action for acting as an accomplice through any act or negligence to the commission of any prohibited act, or by attempting or intending to commit any violation of the Student Conduct Code and other college policies.

### **Use, Safe Handling, and Storage of Stage Weapons: Policies & Procedures**

Catawba College Weapons Policy prohibits the possession of weapons (concealed or otherwise) on the College campus. This includes any illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals. The College policy provides a limited exception for school-approved educational programs conducted under the supervision of an adult whose supervision has been approved by College authorities.

The following procedures are designed to permit a limited exception to the College Weapons Policy granted to the college community for the use of **Stage Weapons**.

For the purposes of this policy, a **Stage Weapon** is defined as: traditional weapons (guns, knives, swords) that have been specifically and professionally altered to meet Society of American Fight Directors (SAFD) standards for safe theatrical use. For guns, this includes non-firing replicas as well as blank-firing traditional firearms. For knives and swords, this includes dull-edged and rounded or button-tipped replicas or purpose-built stage weapons. Only Stage Weapons are permitted under this policy and only in accordance with the requirements in this policy.

Failure to follow these procedures may subject the violator to discipline by the College and may be a violation of state law.

### **PROCEDURES:**

Administrative Approval

- A COLLEGE PERMIT IS REQUIRED FOR STAGE WEAPONS TO BE ON CAMPUS.

- Faculty directors must obtain a permit from Catawba Public Safety when a Stage Weapon will be used in stage business of any kind. This includes even the use of starter pistols for offstage sound effects.
- Directors should submit a photo of each weapon to be used along with a completed "Permit Request."
- This permit must be displayed back stage for the length of the rehearsal and production period and then returned to Public Safety IMMEDIATELY following the closing of the production.
- [What happens to the weapon at this point?]
- Public Safety will notify the appropriate College administrative bodies that a permit has been issued and will keep a copy of the permit on file in the Public Safety Office.
- All weapons and blanks will be locked up at all times in an approved gun cabinet or a secure closet in the performance space.
- An authorized faculty member will provide the key to this cabinet to the Production Stage Manager who will maintain control of it for the length of rehearsals and production.
- The key will be turned into the authorized faculty member during strike so that he/she may remove and secure the weapon(s) for future use.

#### *Weapons Use*

- SAFETY IS A PRIMARY CONCERN IF A STAGE WEAPON IS USED IN A PRODUCTION
- An authorized faculty member (typically the Director or Fight Director) will train the student Production Stage Manager, the Assistant Stage Manager, and the student actors directly involved in the use of the Stage Weapon(s) to safely operate, maintain, and store the Stage Weapon.
- In the case of Stage Weapons that are firearms, prior to the first use in a rehearsal the Stage Manager, in coordination with the Director and/or the Fight Director, will arrange a demonstration of the weapon firing onstage (or offstage if it is for a sound effect) under work lights with the full cast and crew present. A representative of Public Safety should also be present.
- During the actual running of a rehearsal/performance, the Stage Management staff will give a verbal and headset warning backstage as well as a dressing room paged warning prior to the gunshot. Adequate ear protection will be made available to those crew/actors in close proximity.
- When a performer must fire a weapon onstage, the Stage Manager will require the performer to be present each time the blanks are loaded into the gun.
- Guns will always be kept with Stage Management staff and given to the actor just prior to their entrance or until it is used backstage

for a sound effect. Guns are never to be left on a props table or unsupervised backstage. The Stage Manager should assign one person with cleaning, storage and preparation of the Stage Weapons.

- The Stage Manager is responsible to ensure that the weapon is retrieved from the performer directly after their exit from stage (or after the sound effect). The weapon is then returned, empty/disarmed, to the locked cabinet /closet. In the case of weapons designed to fire blanks, the weapons should be stored separately from the blank loads. Both the weapon and the blank loads must be under separate lock and key.
- In the case of swords, knives, or other purpose-built, non-prop stage weapons: Stage Management will ensure that affected performers participate in a fight call prior to each use of the weapon(s) on stage in rehearsal and production.
- Either the affected actors or Stage Management will keep control of these weapons at all times: When they are part of a costume, the responsibility of control lies with the actor; if weapons must be placed on a props table for retrieval, Stage Management will maintain control of the weapon until it is retrieved by the appropriate actor for use on stage. The actor will return the weapon to the props table immediately following his/her scene, where Stage Management will again take control of it until it is safely locked away in the weapons cabinet.

## General College Information

### **EMERGENCY RESPONSE PLAN AND GROUP**

The Catawba College Emergency Response Group Plan formally establishes and documents a coordinated plan for responding to crises, whether large or small, which may arise in spite of all mitigation efforts. The aim for this plan is to provide a flexible framework of procedures, which will be periodically reviewed and regularly exercised so that when crises occur, the College's response will be effective and efficient in protecting human life and health and in preserving College property and resources. The protection of human life and health is of the utmost importance and shall take precedence throughout this combined effort. The Emergency Response Group (ERG) is a group of employees from across various areas of campus who meet regularly to keep the emergency response plan up to date, who work with local emergency response groups, and who undergo training for all types of campus emergencies. You can contact this group

through the Dean of Students at [jrtice18@catawba.edu](mailto:jrtice18@catawba.edu). Catawba College emergency response information can be found at [www.catawba.edu/emergencyresponse](http://www.catawba.edu/emergencyresponse).

### **ONLINE WEB PAGES**

Students are reminded that online webpages, such as Facebook, Twitter, Instagram, etc. are unregulated areas available to any online user. We encourage students to take special precautions to limit online personal information, as this type of content is available to the general public including other students, College Officials and future employers.

### **PROFESSIONAL BOUNDARIES**

One of Catawba College's objectives is to help students achieve personal goals through an education rich in personal attention. To achieve that objective, Catawba College maintains a low student-faculty ratio which provides faculty with opportunities to counsel students and offer support. Flexible office hours, one-on-one guidance and genuine concern for students are hallmarks of Catawba College's faculty and staff.

While faculty and staff are encouraged to foster wholesome and appropriate relationships with students, amorous relationships between faculty or staff members and students, even of a consensual nature, are inherently problematic due to the unequal status of faculty or staff, and students. Such relationships have the potential to threaten the trust and respect that are necessary for wholesome and appropriate faculty/staff/student relationships by creating:

- Perceived and actual undue favoritism that benefits students in consensual relationships with faculty or staff members;
- A hostile and unacceptable environment for other students, faculty and staff, in which obtaining benefits appears contingent on amorous or sexual favors; and
- Relationships that are less consensual than the faculty or staff member believes because of the complex and subtle effects of the power differential between faculty/staff members and students.
- By jeopardizing the quality of faculty/staff-student interaction, these problems interfere with the mission of Catawba College.

For these reasons, faculty and staff shall not engage in consensual amorous relationships with students, even if the faculty or staff member has no immediate position of authority with respect to the student. A "consensual amorous relationship" is any romantic or physically intimate relationship. An "amorous consensual relationship" is any romantic or physically intimate relationship.

### **PROCEDURES REGARDING PROFESSIONAL BOUNDARIES**

#### *Implementation*

It is essential that faculty and staff members of the College be aware of their responsibilities under this policy. Central to the implementation of this College policy is avoidance of situations that may result in developing such consensual amorous relationship or even the appearance of such a relationship. Professional activities with students are of course fitting and proper; personal or private activities with students should be approached with great caution.

Informal resolution attempts will be made to resolve the situation through informal and mutually satisfactory means. If the situation can be resolved, and a professional and consensual amorous relationship properly separated, and if there is no reason to believe that further

*problems exist, the matter will be ended.*

#### *Formal Complaint Procedures*

*Any member of the College community who believes that this faculty-staff-student policy is being violated may lodge a formal complaint to this effect with the appropriate College official(s) (i.e., students report a complaint to the Dean of Students, faculty to the Provost, staff to the Human Resources Officer unless one of these persons is involved in such instance the report can go to any of the other reporting avenues). All complaints must be in writing and will be held in the strictest confidence. Disclosure concerning the existence, source or substance of a complaint will be solely at the discretion of the College official(s) investigating the complaint and will be limited to those who have an immediate need to know.*

*The Dean of Students, Provost and the Human Resources Officer will follow a process like that in the Catawba College Sexual Harassment Policy for the investigation and initial resolution of the complaint to resolve the problem as expeditiously and confidentially as possible. This is a serious issue and has strong ramifications for both the students and the faculty/staff members involved. Students or employees will not be penalized or discriminated against in any way for reporting incidents, but knowingly filing a false or malicious complaint will be considered a violation of the Honor Code or College policy.*

*Violation of this policy may result in sanctions up to and including termination of employment for employees. For faculty members with continuous tenure, any decision to terminate employment will follow procedures for termination with adequate cause.*

#### **Student Exchange Visitor Information System (SEVIS)**

*SEVIS is an online tracking system for International Students in F-1, J-1 and M-1 (and their dependents) Visa status. Through SEVIS, colleges enter and update various data regarding the International Students who have been issued Form I-20 by their institution. Federal law requires that Catawba regularly update vital information about the statuses of our International Students. This information includes, but is not limited to: change of address, change of name, change of major, dropping below full-time enrollment, practical training, illegal employment and non-enrollment. These and other occurrences are considered reportable events and Catawba College is mandated to report it.*

#### **Student Identification Cards**

*You are required to have a valid Catawba College student identification card during your time of enrollment. Cards are provided during registration through the Office of Student Affairs. When asked by any authorized College official, you are required to present your student ID card. Failure to do so will jeopardize your privilege of remaining on campus since we must have a method of determining our students from non-students. Students who fail to properly identify themselves upon request by a College official will be subject to referral to the Student Conduct Administrator. Student ID cards are necessary for admission to the residence halls (if you are a resident student), dining hall, athletic events, gym facilities and for borrowing library materials. Cards are also necessary for purchase of books from the Catawba College Bookstore. Cards are not transferable to other persons, and it is a violation of College policy to be in possession of another student's ID card for any reason, at any time, under any circumstance, except for the purpose of obtaining a "sick tray" from the dining hall on behalf of a student who is ill. A \$50 fee for a replacement card will be charged for all lost, stolen or damaged cards.*

## **THREAT ASSESSMENT TEAM (TAT)**

The purpose of Catawba College's Threat Assessment Team (TAT) is to promote (1) the health and safety of the campus community, and (2) community members' health, well-being and successful experiences by coordinating information and developing support plans for people of concern. The TAT serves both students and employees and is charged with the task of determining if an individual pose, or may pose, a threat of violence to self, others or to the Catawba College community and to intervene to avert the threat and maintain the safety of the situation. The TAT responds to behaviors exhibited by students, employees, visitors and non-affiliated persons prior to a critical incident in an attempt to prevent violence so that the Catawba College campus remains a safe and secure learning and working environment.

In addition, the TAT assesses and coordinates the response to bias-related campus incidents. The Threat Assessment Team will investigate reported bias-related incidents to determine whether an incident is bias-related, and to recommend appropriate outcomes for the incident, including the necessity of involvement from law enforcement or other outside agencies.

### *Threat Assessment Team Members*

- Dean of Students
- Director of Conduct
- Director of Housing and Residence Life
- Director of Public Safety
- Director of Counseling Services
- College Counselor
- Director of Health Services
- Student Affairs Administrative Assistant

### *Reporting a Bias Incident*

Any member of the Catawba Community may report an incident by:

1. Logging into CatLink
2. Clicking on the "Cat Watch" link in the "Make a Request" box (located on both the "Home" and "Services" tabs)

### *CatWatch*

Our safety at Catawba College will only be as effective as its reporting mechanisms for people and situations of concern. Through CatWatch, the Catawba community can report behaviors of one think may pose a threat of violence. No one wants to be a victim of vandalism, theft, discrimination or assault; and all must do their part to keep the campus community safe. The information shared will be used to investigate and intervene in situations of concern. Four reporting methods are available for threatening behaviors or situations:

- If there is an emergency in progress, call Public Safety at 704-637-4000 or dial 911.
- To report an incident or a concern online, go to: [catawba.edu/catwatch](http://catawba.edu/catwatch) and complete the online report form.

- To report an incident or a concern by telephone, call 704-637-4000 Public Safety or 704-637-4410 Student Affairs.
- To make a report in person, contact any administrative office on campus for assistance.

#### Visitors

Off-campus persons who visit resident students are expected to remain in the company of the person/s being visited. Students will be held responsible for the behavior of their guests as if that behavior were their own. For security reasons, the College does not permit the presence of visitors who have no stated reason for being on campus. The College reserves the right to have these persons escorted from campus.

## Student Services and Resources

### **BOOKSTORE**

[catawba.edu/bookstore](http://catawba.edu/bookstore)

Mrs. Stephanie Taylor, Manager

**704-637-4470, [sataylor@catawba.edu](mailto:sataylor@catawba.edu)**

The Catawba College Bookstore has everything you need from textbooks and technology to class supplies and snacks. Show your Catawba College pride all year long with our authentic assortment of collegiate apparel – including Catawba t-shirts, sweatshirts, gifts, hats and more. With sizes available for men and women, the whole family can cheer on Catawba in style in fan gear, every season. We've got Catawba gift ideas covered, with options ranging from drink ware to gift cards.

Looking for more than clothing and gifts? Our selection of textbooks, general books, computers, course materials, and supplies will ensure every Catawba student is prepared for success. New and used books are available to purchase or rent, as well as online course materials such as codes and digital e-book options to fit any budget. The Bookstore also offers a wide selection of snacks and convenience items for our students and faculty.

Call, email, or come in the Campus Store today or conveniently shop our website at [www.catawba.edu/bookstore](http://www.catawba.edu/bookstore) or [www.catawbagear.com](http://www.catawbagear.com) for athletic specific gear.

#### **During the school year Hours of Operation are:**

Monday-Friday 9:00 am - 4:00 pm

Saturday and Sunday closed (with special hours for events)

#### **During Summer Hours of Operation are:**

Monday-Thursday 9:00 am – 4:00 pm

Closed on Friday, Saturday, and Sunday

Need to learn more? Stop by the bookstore located in the Cannon Student Center or contact Stephanie Taylor at [sataylor@catawba.edu](mailto:sataylor@catawba.edu).

## **THE FINANCE OFFICE**

[catawba.edu/finance](http://catawba.edu/finance)

Student Accounts Receivable

[studentaccounts@catawba.edu](mailto:studentaccounts@catawba.edu)

The Finance Office is located on the first floor of the Hedrick Administration Building. The Finance Office can assist students with statement of accounts, making tuition payments, paying outstanding fines, invoicing third party vendors, and understanding the student balance. The Finance Office can transfer funds to you Catawba ONE Card bookstore and general fund.

### **Account Information**

To access the student account, open a web browser and type [catlink.catawba.edu](http://catlink.catawba.edu) as the address, select the Money Tab, scroll down and select LAUNCH TOUCHNET. In TouchNet, students can make a payment, set up a payment plan, establish an eRefund account, and add authorized users.

### **Tuition and Fees**

Any student due a refund for tuition, overload charges, tuition charges for graduate, evening students and students taking less than 12 hours will not be refunded until after the last day to “add a course” (see academic calendar). During shorter academic terms like summer sessions, winter term or other abbreviated intensive study periods, **NO TUITION REFUND WILL BE MADE AFTER THE FIRST DAY OF SESSIONS/CLASS**. Please see the withdrawal policy for further details. Students must pay all prior term charges by the billing due date listed in the calendar, or their schedule will be subject to cancellation. Financial Aid cannot be used to pay prior term or past due charges. Failure to pay past due charges will result in a hold on future registration, transcript, and diploma releases.

### **Outstanding Balance and Holds**

**Catawba College reserves the rights to drop classes, place holds preventing registration, and deny transcripts, for students with an unpaid balance.** If you are NOT RETURNING you must notify the Registrar **IN WRITING** or you remain liable for any future charges. Outstanding balances 90 days delinquent will be sent to collections. Official transcripts, diplomas, and/or admittance will be denied if a student has an outstanding balance with a collection agency.

### **Refunds**

Refund checks and work study checks are processed by the Finance Office. Refund checks depend on several factors including financial aid disbursement. If a financial aid disbursement does result in a refund, it will be processed within two weeks of disbursement. Work-study checks are processed on the 6<sup>th</sup> of each month and students will be notified via email for pickup. **Students who do not pick up their check(s) within two weeks of the notification will have their check mailed to the student’s permanent home address on file with the College.**

### **Collecting Funds**

All student clubs and organizations, faculty and staff, or departments collecting funds for activities, must submit all revenue to the Finance Office for processing on the day received. No organization or department should hold funds for any reason.

## **CAMPUS ACTIVITIES AND PROGRAMS**

**[catawba.edu/campusactivities](http://catawba.edu/campusactivities)**

Ms. Octoria Ridenhour, Director of Campus Life

**704-637-4672, [studentactivities@catawba.edu](mailto:studentactivities@catawba.edu)**

### **POLICIES FOR CAMPUS SOCIAL FUNCTIONS AND FUNDRAISERS**

**Student Organizations** – Any social function, fundraiser or program to be held on campus by a College sponsored organization must be approved by the organization's advisor and the Assistant Dean for Campus Activities and Programming prior to any advertising or other preparation of the event. In order to gain approval, the organization must be registered with the Director of Campus Life and provide information regarding the nature of the proposed function, cost and use of any revenue generated by the function. The office is located in the Cannon Student Center within the Student Affairs suite.

**Alcohol** – College policy prohibits the distribution or consumption of alcohol at any function sponsored by a student organization. This policy applies to functions on and off campus. No student organization funds may be used for the purchase of alcoholic beverages. No student organization may co-sponsor a function cooperatively with any alcoholic beverage distributor, brewing company, or bar, nor lend its name to any such activity at which an alcoholic beverage is to be dispensed as a promotion for a bar, brewing company, or its distributor.

**Fundraisers** – Student organizations involved in fundraising must register the fundraiser with the Director of Campus Activities and Programming. A Fundraiser Request Form, available in the Student Activities Office, must be completed at least two weeks prior to the date of the fundraiser. The fundraiser must be approved by the Director of Campus Life before beginning the program. In the event that solicitation of the community, alumni, Catawba parents/families, or friends of the college is desired, prior approval for such activity must also be received from the College's Vice President of Development.

**Raffles** – College policy prohibits raffles (games of chance) as a means of generating revenue for a student organization.

**Solicitation** – Business enterprises or agencies or student(s) acting as their representative/s may not advertise, solicit or sell merchandise on campus without written permission from the Dean of Students. Permission to advertise and/or sell any product will be allowed only to promotions that are in the best interest of Catawba students.

**Co-sponsorship of functions** – An organization outside of Catawba College may use College facilities free of charge if the following criteria are met: the event is co-sponsored by a registered student organization; the idea for the event originates with the student organization; contact with the outside organization is initiated by the student organization; the primary audience for the event is Catawba College students, faculty and staff; and the event is approved by the Director of Campus Activities and Programming before contact with the outside organization is established. Student groups will not be permitted to enter into partnerships with credit card solicitors.

### **Clubs and Organizations**

Catawba College offers a wide range of clubs and organizations to its students. Descriptions of campus organizations are listed below. For additional information on any of these groups, or about getting a new organization started, contact the Office of Campus Activities and Programming at 704-637-4410 or [studentactivities@catawba.edu](mailto:studentactivities@catawba.edu).

### **Eligibility to Hold Office**

A student must maintain a minimum cumulative GPA of 2.0 in order to hold an office in any student organization. Student Government officers must maintain a minimum cumulative GPA of 2.2 at the time of the election and during the term of office.

### **African Culture Club**

African Club's mission is to spread awareness and appreciation for the African culture, celebrate it and promote cultural excellence at Catawba College. The club is open to all students and serves as a great platform to educate each other about the African continent.

### **Alpha Program**

Alphas, a group made up of upper-class students, work with faculty advisors during the First Year Orientation programs to assist new students in adjusting to the academic, co-curricular, and social environment of Catawba. Alphas provide peer assistance with academic and personal needs. They also help with questions, listen to concerns, and serve to welcome new students into the Catawba community.

### **Alpha Chi**

Alpha Chi, a national honorary society, seeks to recognize junior and senior students who demonstrate outstanding scholarship and character during their pursuit of a liberal arts education. Membership is limited on the basis of academic standing (3.7 GPA as a junior, 3.5 GPA as a senior and rank in the top 10 percent of their class) and all members must be elected by the faculty. Alpha Chi is the highest recognition of academic excellence at Catawba College for students in the B.A., B.F.A. and B.S. degree programs.

### **Alpha Psi Omega**

Alpha Psi Omega, a national honorary society for theatre students, provides membership for those doing a high standard of work in dramatics. Election to membership is based on character, leadership, exceptional performance of production responsibilities, and scholarship.

### **Alpha Sigma Lambda**

Alpha Sigma Lambda, a national honorary society, promotes academic excellence in non-traditional programs and recognizes the academic accomplishments of outstanding students in the Evening and Graduate Studies on Campus. Membership is limited on the basis of academic standing (3.5 GPA, rank in the top 10 percent of Evening and Graduate Studies, completed 24 semester hours at Catawba, and completed 12 semester hours in liberal arts subjects). Alpha Sigma Lambda is the highest recognition of academic excellence at Catawba College for students in the B.B.A. and B.A.E. degree programs.

### **American Chemical Society – Student Affiliates**

American Chemical Society – Student Affiliates (SAACS) supports undergraduate students and

faculty in promoting professional development, mentoring and peer-support mechanisms. SAACS allows students interested in the chemical sciences to network with top professionals, attend scientific meetings, and directly access research.

### **The Arrowhead**

The Arrowhead, the literary magazine published by Catawba students, allows students, faculty and staff to submit poetry, prose, art, or photography for publication. Membership is open to anyone interested. The publication consists of one issue per semester. Other activities include an annual poetry and prose reading and an awards reception.

### **Beta Beta Beta**

Beta Beta Beta, a national honorary and professional society for biology students, improves the appreciation of biological study and undergraduate research. Membership is open for students who show great interest in biology and demonstrate superior academic achievement. Induction proceedings take place in March. Members attend the annual regional meeting in April.

### **Black Student Union**

BSU's mission is to preserve, advance, and represent the cultural contributions of the African American student body at Catawba College. BSU serves as a liaison between its members and the administration to express the students' views concerning academics, cultural arts, and campus life.

### **Blue Masque**

Blue Masque, a theatrical club, welcomes students interested in any element of theatre production. Membership is open to anyone, including students outside the theater department. Activities include regular meetings, Blue Masque productions, student-directed projects, various one-act plays, and an annual Blue Masque Awards Banquet.

### **Catawba Ambassadors**

Catawba Ambassadors, a student outreach organization for the Office of Admissions, lead campus tours for prospective students and their parents. Catawba Ambassador activities include opportunities to visit hometown high schools, attend receptions, and take prospective students to observe Catawba classes. Catawba Ambassadors will also participate in prospective student events such as Open Houses, Scholarship Competitions, and Preview Days. Membership is limited to approximately 40 students based on academic standing (2.25 GPA). The application and interview process takes place in September and January and is open to all interested freshmen, sophomores and juniors.

### **Catawba American Marketing Association**

The Catawba American Marketing Association (Cat-AMA) is a student organization affiliated with the professional American Marketing Association. This club provides students interested in marketing with experiential learning and professional development opportunities. In addition, they will gain valuable networking opportunities with the hundreds of chapters internationally through the organization. Cat-AMA also has access to professional resources that provide learning and scholarship competition opportunities.

### **Catawba Anime and Gaming Club**

The Catawba Anime and gaming Club is an organization for all students who love the art of anime and playing video games. This group is also for those who are interested in the rich culture of Japan. The club offers movie nights featuring classic anime movies and hosts gaming tournaments throughout the year.

### **Catawba Outdoor Adventures (COA)**

Catawba Outdoor Adventures provides opportunities for Catawba students to experience the

many wonders of nature in many different forms, such as hiking, camping, watersports, etc. These experiences provide an opportunity for fellowship and a sense of community, which welcomes all regardless of outdoor experience. Catawba Outdoor Adventures takes pride in their sense of adventure and willingness to grow.

### **Catawba PRIDE Band**

Catawba PRIDE, the College's marching band, entertains audiences at football and basketball games. Membership is open to students from all academic disciplines through auditions and interviews held by the Director of the Band. Activities include performing half time shows, displaying school spirit during games, and hosting the annual Catawba Pride Band Competition.

### **Catawba Shelter Guardians**

Catawba Shelter Guardian is a student service club affiliated with Shelter Guardians, Inc., a local non-profit organization to the welfare of the homeless animals housed at the Rowan County Animal Shelter. Club activities include volunteering at Shelter Adoption Events, Rabies Clinics, Campus Pet Drives and educational meetings about all aspects of animal welfare. Membership is by application/interview, academic standing of 2.9 or above, and a passionate commitment to care for animals. Membership is limited to 20 students.

### **Catawba College Student Nurses' Association (CCSNA)**

Catawba College Student Nurses' Association is composed of Senior and Junior Student Nurses and Pre-Nursing Students. CCSNA strives to help provide personal growth of its members by preparing nursing students to be leaders, mentors, develop skills for the nursing profession and use evidence-based and critical thinking in their daily practice. Activities can include a health fair, career day and promoting awareness and involvement in the community.

### **Cheerleading**

Cheerleaders promote spirit for teams during athletic events. Membership is open to all interested students through a series of tryouts held before a panel of judges during the spring semester. Activities include inspiring spirit during games, conducting cheerleading camps and traveling for athletic events.

### **Chess Club**

The Chess Club meets weekly to play and learn about the game of chess. The club welcomes brand new players, as well as those who have experience with the game.

### **Choral and Instrumental Music Ensembles**

Choral and Instrumental Music Ensembles, Catawba's choral, instrumental, and popular music groups, perform and participate in a number of campus and community programs. Membership is open to all interested students by audition.

### **Commuter Connect**

This organization serves as a voice and advocates for the commuter student population of Catawba

College. Monthly activities are offered to connect commuter students with each other and the Catawba community. Commuter Connect is open to all commuter students.

### **Dance Ensemble**

Dance Ensemble, a campus dance company, performs a variety of dances once per semester. Membership is open to all interested students by audition. Activities include occasional performances for local schools, organizations, and art events.

### **Dance Team**

The Dance Team exists to enhance school spirit at Catawba College. Members of the Dance Team

attend all home football and basketball games, as well as a few away games. The team also performs at on campus events throughout the year. Membership is open to all students. The team is determined by attendance at dance camp and tryouts. The team is chosen by judges in August.

### **Dead Athenian Society**

The Dead Athenian Society (DAS), a society of male students, provides opportunities for fellowship, service, and growth in social and spiritual nature. Membership is by invitation only. Activities include hosting and assisting with campus social activities, attending overnight retreats, participating in community service activities, and helping with special events.

### **Delphinian Society**

Delphinian Society, a society of female students, provides opportunities for creating friendships, serving the college community, and extending aid to fellow students. Membership is by invitation only. Activities include: social activities, community service, and special events.

### **Environment Catawba Outreach (ECO)**

Environment Catawba Outreach (ECO), the campus environment club, strives to educate and encourage the campus community to practice environmentally sound habits and techniques. Membership is open to all interested students. Activities include raising environmental awareness, planning events, and hosting community service opportunities.

### **Fellowship of Christian Athletes**

Fellowship of Christian Athletes (FCA), a student athlete led worship service, promotes fellowship, encouragement, and social development. Membership is open to all interested students. Activities include: meetings, fellowship, and activities involving other FCA groups and spiritual emphasis.

### **Gamma Sigma Epsilon**

Gamma Sigma Epsilon, a national honor society in chemistry, unites those with a high scholastic grade in Chemistry. Membership is open to chemistry majors and minors on the basis of academic standing (3.0 GPA in Chemistry/overall).

### **Helen Foil Beard Women's Society**

Helen Foil Beard Women's Society (HFBWS), an organization for female students, faculty, and staff, encourages the exploration and celebration of the accomplishments of women. Membership is open to all interested female students. Activities include hosting forums and presentations on women's issues and promoting service projects that benefit women.

### **Iota Tau Alpha**

Iota Tau Alpha, a national honor society for athletic training students, recognizes individuals in the field of Athletic Training who have been accredited to their studies. Membership is limited on the basis of academic standing (3.2 overall GPA and Junior or Senior standing).

### **Kappa Delta Pi**

Kappa Delta Pi, an international honor society in teacher education, supports the cause of bettering teacher education and all educators. Membership is by invitation only and is limited to the basis of academic standing (juniors and seniors majoring or minoring in Teacher Education with a minimum 3.2

GPA with a recommendation by the Department of Teacher Education.)

### **Kappa Mu Epsilon**

Kappa Mu Epsilon, a national honor society for students and faculty in mathematics and related fields, sponsors activities for Catawba students with a mathematical theme. Membership is

limited on the basis of academic standing (completed at least three semesters at Catawba College and completed three mathematical courses maintaining a “B” average, ranking among the upper 35% of their class). Activities include celebrating Pi Day, watching movies with mathematical content, participating in problem contests, and other campus events.

### **LGBTQ Alliance**

[catawba.edu/alliance](http://catawba.edu/alliance)

The LGBTQ Alliance provides support, advocacy, and outreach to the Catawba College community, along with creating the opportunity for all members of the campus community to engage to their fullest potential. Please see the website for a list of allies in this program.

### **Lambda Pi Eta**

Lambda Pi Eta (LPH), an honor society of the National Communication Association (NCA). Membership is limited on the basis of academic standing (60 semester hours and credit courses, 3.0 GPA, 12 credit hours of communication courses, maintaining a 3.25 GPA in these courses, and rank amongst the top 35% of their class).

### **Math Club**

Math Club, an honorary math organization, encourages fellowship among students with common interests and provides information for graduate schools and employment opportunities for mathematics majors. Membership is limited by invitation only.

### **National Association for Music Educators**

The National Association for Music Educators, a national organization that promotes involvement in performing and teaching music in local schools, serves many facets of music performance and education on and off campus. Membership is limited to students with an interest in promoting music and education in schools, participation in one or more Catawba music ensembles, and the payment of an annual membership fee.

### **National Society of Leadership and Success**

The Catawba chapter of the National Society of Leadership and Success, Sigma Alpha Pi, the largest collegiate leadership honor society in the United States was established in 2015. The Society provides a step-by-step program for members to build their leadership skills through participation on campus. Upon completion of the leadership program, members receive their leadership certificate and take their place among student leaders at their campus and across the country. Inducted members are able to list their affiliation on all statements of personal accomplishment, including their resume. Membership is for life and provides access to benefits including scholarships and awards, exclusive on-campus events, employer recruitment through an online job bank, and discounts on computers, textbooks, grad school prep courses, insurance and much more. To learn more, visit: [www.societyleadership.org](http://www.societyleadership.org).

### **The Order of The Blue and The White**

The Order of The Blue and The White recognizes young men who have manifested scholarship, character, culture and service in their lives. Membership is limited to fifteen rising juniors who are invited and initiated each spring.

### **Phi Beta Lambda (PBL)**

Phi Beta Lambda (PBL), is a national business-related student organization that focuses on student enrichment through leadership, academics, and networking. PBL offers opportunities to attend leadership conferences, participate in campus and community involvement, and travel domestically. Membership is open to all students regardless of major or academic interest.

### **Phi Epsilon**

*Phi Epsilon, an honors society, promotes scholarly and cultural activities for its members and other students of the college community. Membership is based upon the character, leadership, and service of students who are eligible. The purpose of this society is to unite the outstanding members of the student body as a unified group.*

### **Phi Sigma Iota**

*Phi Sigma Iota, a national honors society for foreign language studies, recognizes outstanding achievement in the study of foreign languages. Membership is limited on the basis of academic standing among advanced foreign language students (overall average of at least A or B).*

### **Philomathean Society**

*The Philomathean Society, a society of male students, provides opportunities for fellowship, service, and social and spiritual growth. Membership is by invitation only. Activities include participating in enrichment sessions, social activities, overnight retreats, and community service.*

### **The Pioneer**

*The Pioneer, Catawba College's student newspaper, covers campus and local news. Students meet weekly to receive story assignments and discuss ideas for newspaper content. Membership is open to all interested students.*

### **Pre-Health Organization**

*Pre-Health Organization, a student preparation group, assists students who are pursuing a career in the healthcare industry. Activities include informing students about health career options, assisting students in choosing courses, helping students obtain internships, organizing forums and lectures by professional*

*in the medical field, and emphasizing the importance of preparing for graduate admissions exams.*

### **Psi Chi**

*Psi Chi, a psychology honors society, accepts students who show exceptional progress and ability in the psychology department.*

### **Psychology Club**

*The Psychology Club, a major-based organization, accepts majors and underclassmen that may be interested in majoring in this field.*

### **Sigma Tau Delta**

*Sigma Tau Delta is an honor society for English majors and minors that seek to promote the study of the English language and its literature. Membership is by invitation only. Sigma Tau Delta is open to English majors and minors of high academic standing.*

### **Spanish Club**

*Spanish club, a culture-based organization, seeks to encourage positive interactions on campus with Spanish speaking culture. Membership is open to all interested students. Activities include participating in events and community service.*

### **Spoken Word Club**

*The Spoken Word Club is a group that helps students express themselves through poetry. Club members have the opportunity to perform poetry they have written during meetings and showcases. The group is open to all students.*

### **Sport and Health Sciences Society (SHSS)**

*The Catawba College Sport and Health Sciences Society (SHSS) strives to engage and support students within the fields of sports and health sciences. SHSS also promotes health and wellness*

on campus and in the community. Membership is open to all declared majors within the Sport and Health Sciences Department. SHSS activities include social and service events, attending professional development workshops and conferences and maintaining alumni connections.

**Student Athlete Advisory Club**

The Student-Athlete Advisory Committee (SAAC) is a group composed of representatives from each of the varsity sports and athletic trainers as nominated by their coaches. This group allows the student-athletes to have a voice on NCAA legislation and athletic department policy. They are also a service group promoting school and community spirit. The SAAC helps to build the relationships between athletes, faculty, staff, administration and community. Meetings are conducted monthly with representatives and the club officers.

**Student North Carolina Association of Educators**

Student North Carolina Association of Educators (SNCAE), is a prospective teachers club, promotes the professional and social advancement and refinement of the profession. Membership is open to education majors, minors, or others interested in the advancement of education in our society. Activities include: monthly meetings, a pinning ceremony, service projects, a professional development ceremony, and an end of year celebration.

**Student Government Association**

The Student Government Association (SGA), led by student-selected representatives, stands for a variety of students' needs and interests. SGA promotes self-government and participation through many

types of structures. A full text of the SGA Constitution is available on the Catawba College website.

**2022-23 Student Government Cabinet Officers:**

President:	Miracle Etim-Andy
Vice-President:	Diamond Mosely
Secretary:	Leon Heiermann
Treasurer:	Leighann Matulis

**Student Honors Advisory Council**

Student Honors Advisory Council (SHAC), an honors program, promotes the activities and programs of the Ralph W. Ketner School of Business. Membership is open to Business majors. This club participates in activities promoting excellence, success, and ownership.

**Student Managed Investment Fund (SMIF)**

The student managed investment fund is a conservatively managed investment fund that provides students with hands on experience in evaluating and selecting financial assets to hold in its portfolio. This club participates in organizing campus events to promote an awareness of financial literacy, financial market history, and the pursuit of careers in financial management.

**Student Paranormal Organization**

Catawba Supernatural Investigators, a paranormal investigation club, conducts various paranormal investigations on campus and around the Salisbury community. Membership is open to anyone interested in the research and study of the paranormal. Activities include weekly meetings, club events, and community service projects.

## **Campus Activities Board**

Campus Activities Board, the student programming board, promotes and produces campus entertainment and events for the campus community. Membership is open to any students interested that have completed one full semester at Catawba. Activities include programming, working with agents and artists, and learning set up of sound and lights.

## **Campus Ministry**

[catawba.edu/ministry](http://catawba.edu/ministry)

Chaplain

**704-637-4446,**

As a church-related institution, Catawba takes seriously its commitment to the spiritual growth of each individual while recognizing the varied expressions of religious belief that are present in a college community. Students are encouraged to maintain a relationship with a local congregation of the denomination or faith tradition with which they are affiliated.

Campus ministry at Catawba is a ministry of caring through which students are enabled and encouraged in their spiritual growth journeys. The Chaplain serves as a spiritual leader, counselor, and coordinator of the religious life of the community, as well as a representative of the United Church of Christ on campus. He works closely with a team of staff members to understand the students' spiritual needs and respond to those needs with meaningful programs and activities. It is the hope that these programs will facilitate the students' growth in their relationship with God and with one another. Some of the programs of Campus Ministry include:

### **Campus Worship- Tuesdays at 9 pm**

Weekly worship is held in the Omwake Dearborn Chapel and is open to all students regardless of denominational background. The services are led in part by the Chapel Scholars, a group of students who are offered a small scholarship to lead the music and liturgy in worship. Seasonal celebrations are also held for the entire Catawba community. For more information, contact Shannon Axtell Martin at [samartin12@catawba.edu](mailto:samartin12@catawba.edu).

### **Small Groups**

Small groups are an opportunity to gather weekly with peers and talk about faith and life. For more information or to join a small group, contact Hannah McNeely at [hhutchen18@catawba.edu](mailto:hhutchen18@catawba.edu).

### **Religious Life Council**

The Religious Life Council is an opportunity for interfaith dialogue and contribution to ensuring various faith traditions and celebrations are honored on campus. To become a part of these conversations, contact Shannon Axtell Martin at [samartin12@catawba.edu](mailto:samartin12@catawba.edu)

## **Career Services**

[www.catawba.edu/careers](http://www.catawba.edu/careers)

Mr. Michael Frederick, Director of Internships and Career Planning

**704-637-4187, mfrederi20@catawba.edu**

Part of the C2C Success Center, Career Services serves Catawba College by fostering a collaborative outreach to students, academic departments, employers and alumni to develop strong networks and advancement. We assist students with their individual career development — helping prepare them for “life after Catawba.” We assist students in all phases of career

counseling — from making “major” decisions, to how to write a resume, to internships and how to network. We want our students to be ready for the real world, taking the best of the experience and knowledge gained here at Catawba College and converting that into post graduate success. We can help students begin their career exploration process. This includes learning about the different majors the college offers and helping them discover areas of interest, skills and values. We want students to start building their resumes early in their college career, not waiting until their senior year. Once decisions have been made, it is important for students to learn how their academic experience can be enhanced through internships, shadowing, community service and extracurricular activities. These combine to build skills and behaviors that will increase the student’s marketability for internships, jobs and graduate school. Special services we provide both one-on-one and in group settings include job search resources, resume and cover letter writing skills, career and graduate school fairs, mock interviews, networking techniques, branding, business etiquette and how to dress in a professional setting. We host a number of events throughout the year. The C2C Success Center is located on the first floor of the Hedrick Administration Building.

### **Corriher-Linn-Black Library**

[catawba.edu/library](http://catawba.edu/library)

**704-637-4448, [clb@catawba.edu](mailto:clb@catawba.edu)**

Additional information about library policies and services, electronic databases available and virtual reference service can be found at the library homepage at [www.catawba.edu/library](http://www.catawba.edu/library). Starting in the fall, the library will also have an app available for download.

### **Spaces**

The Library includes varied collaborative learning spaces enhanced with Smartboard access (study rooms and soft seating areas), learning commons, and a wired outside patio. Additionally, the library help desk provides mobile technology for your study needs. For study room reservations, contact Constance Grant by email at [cbgrant@catawba.edu](mailto:cbgrant@catawba.edu).

### **Greg and Missie Alcorn Digital Learning Lab**

The Digital Learning Lab is located in the library mezzanine and was launched in Spring 2020. The “Digilab” includes robotics, 3D printers, laser engravers, iPads, Cricut maker, a digital video studio, gaming laptops, as well as Surface desktop design computers with Adobe Creative Cloud products and Virtual Reality devices for checkout. Students can book appointments to use the resources in the Digital Learning Lab by visiting the lab when it is open, by contacting Mr. Zach Trivette, [ztrivette21@catawba.edu](mailto:ztrivette21@catawba.edu), or visiting the Digital Learning Lab webpage at [www.Catawba.edu/Library/digilab](http://www.Catawba.edu/Library/digilab) . The “Digilab” is in Instagram, Twitter, TikTok and twitch.tv. Hours are also posted on the door.

### **The Collection**

In addition to its core collection of eBooks, print books, DVDs and government documents, the library offers an array of subject-specific databases, a rotating popular reading collection and a growing graphics novel collection.

### **Website**

The library's website includes access to information about borrowing policies, Interlibrary Loan (a service enabling students to borrow materials from other libraries) and research assistance. It also links users to databases and the library's catalog of materials—all of which can be accessed both on and off campus.

### **Research**

The librarians and staff members at the library are eager to help students with research. Inquiries can be made in person at the reference desk, chat, by emailing Amanda Bosch ([abosch@catawba.edu](mailto:abosch@catawba.edu)) or by phone: (704) 637-4379.

### **Policies and Procedures**

Since the library's policies and procedures are subject to change, students are encouraged to inquire at the help desk or online.

**Note:** students subject themselves to fines when they fail to return materials or equipment on time.

### **Writing Center**

**[catawba.edu/writingcenter](http://catawba.edu/writingcenter)**

Dr. Jamie Henthorn, Assistant Professor of English and Director of the Writing Center  
Director

**704-637-4355, [jhenthor17@catawba.edu](mailto:jhenthor17@catawba.edu)**

The Catawba College Writing Center provides free, one-to-one tutoring to all Catawba students who are working on writing projects. Our undergraduate peer tutors are extensively trained to work with writers of all abilities and at every stage of the writing process. The Writing Center's primary goal is to help students become better writers. All appointments are conducted face-to-face in Admin 211 (weekday afternoons) or in the CLB Library Conference Room on the Mezzanine Level (evenings). Walk-ins are welcome, but we honor appointments first. Students can make an appointment by using our online appointment system. Visit [catawba.edu/writingcenter](http://catawba.edu/writingcenter).

### **Math Center**

**[catawba.edu/mathcenter](http://catawba.edu/mathcenter)**

Dr. John Zerger, Professor of Math and Director of the Math Center

**704-637-4426, [jzerger@catawba.edu](mailto:jzerger@catawba.edu)**

The Catawba College Math Center provides free, individual and group tutoring to all Catawba students enrolled in the college's general education math courses. Depending on the tutors' expertise, they are sometimes able to assist students with quantitative assignments for courses from other disciplines (e.g. chemistry, physics). All sessions are conducted face-to-face in the CLB Library, Study Room #2. No appointment is needed. To find out when the Math Center will be open, visit [www.catawba.edu/mathcenter](http://www.catawba.edu/mathcenter).

### **Catawba 2 Career (C2C) Success Center**

**[catawba.edu/success](http://catawba.edu/success)**

**[studentsuccess@catawba.edu](mailto:studentsuccess@catawba.edu)**

Mr. Daryl Bruner, Director of C2C Success Center  
**704-637-4175, [drbruner16@catawba.edu](mailto:drbruner16@catawba.edu)**

### **ACADEMIC SUPPORT**

*The most important resource on campus for academic support is the faculty. Professors are available to help students individually during office hours as well as in the classroom setting. Building close working relationships with professors is the best support students can seek. In addition to faculty support, the Office of Student Academic Support offers an extensive peer-tutoring program, subject-specific tutors and self-help study materials. Peer tutors are provided to students without charge, and students may also request tutoring assistance through the Tutoring Coordinator located in the C2C Success Center.*

*Departmental group tutorials are offered throughout the year as needed. Free study skills materials are also available in the resource room in the C2C Success Center. The Writing Center (Corriher-Linn-Black Library), the Math Center (Corriher-Linn-Black Library), Corriher-Linn-Black Library and academic advisors all serve as additional academic resources on Catawba's campus.*

### **SUCCESS COACHING**

*Catawba College Success Coaching celebrates the diversity of human minds and the endless variations in neurocognitive functioning. Success Coaches understand that success is personal. We want to help you to exceed your own expectations. Together, the coach and student create an individualized success plan that involves short term and long-term goal setting. Catawba College Success Coaches are professionals who support undergraduate students in their academic, personal, and career success. Through regular one-on-one meetings, coaches assist students in exploring their unique processing styles and ingrained habits/beliefs, as well as creating actionable steps to meet student goals. Coaches frequently partner with students on the following topics: executive function concerns, neurodiversity, time-management, motivation, testing anxiety, stress management, college transition, and decision-making.*

**Supplemental Instruction (SI)** *is a program with a rich history of increasing students' grades, retention and graduation rates. SI targets courses that students tend to find particularly challenging. SI leaders are students who have already taken and done well in the class. These SI leaders then audit the class again and act as a model student by attending lectures, taking notes and reading all assigned materials. Additionally, the SI leaders conduct weekly sessions to engage students in the material using collaborative learning techniques. These sessions are also made available to other sections of the same class with the same professor. These SI leaders work closely with both the professor and SI coordinator to provide students the best opportunities for success.*

**Tutoring** *provides free small group tutoring sessions to all Catawba students who seek assistance in their classes. Our peer tutors are hired based on their academic performance in the class in which they wish to tutor. Tutors are paid for their services. Tutoring is available to almost every class at Catawba. All tutoring is conducted in the library. Tutoring is not offered for English or Math courses unless special permission is granted.*

### **Academic AccessAbility (Disability Services)**

**[catawba.edu/accessibility](http://catawba.edu/accessibility)**

Daryl Bruner, Director of Training and Professional Development  
**704-637-4175, [drbruner16@catawba.edu](mailto:drbruner16@catawba.edu)**

Academic AccessAbility (a.k.a., disabilities services) are provided for those students with physical, psychological or learning disabilities. It is the responsibility of students who wish to request accommodations to provide appropriate documentation of the disability to the disability coordinator and to complete the accommodations process as outlined in greater detail on our webpage on the Catawba College website. Academic AccessAbility is part of the Catawba 2 Career (C2C) Success Center, located on the first floor of Hedrick Administration Building in Suite 133.

ACCOMMODATION POLICY FOR STUDENTS WITH DISABILITIES

To determine eligibility, students should submit documentation that is recent and includes relevant information about current functioning and/or expected barriers to full access or participation in the university's courses, programs, services or activities. Please contact the Office of Academic AccessAbility (OAA) via email ([studentsuccess@catawba.edu](mailto:studentsuccess@catawba.edu)) or phone (704.637.4175) with any questions.

The Office of Academic Accessibility recognizes areas of disability including, but not limited to:

ATTENTION  
DEVELOPMENTAL  
DEAF/HARD-OF-HEARING  
LEARNING  
MEDICAL/HEALTH-RELATED  
PHYSICAL  
PSYCHOLOGICAL/PSYCHIATRIC  
BLIND/LIMITED VISION

Disclosure of a disability, impairment, condition, or limitation to an individual professor, program, department, or any entity other than the Office of Academic AccessAbility (OAA) is not considered an official notification to the College nor a request for reasonable accommodations.

If you are unsure whether or not you have a disability, please feel free to contact the Office of Academic Accessibility ([studentsuccess@catawba.edu](mailto:studentsuccess@catawba.edu)). Catawba College does not provide assessments for documentation purposes. If you have (or suspect you may have) a learning disability or attentional disability, we maintain a list of local assessment resources that you are welcome to request.

**Counseling and Wellness Services**

**[catawba.edu/counseling](http://catawba.edu/counseling)**

Mr. Avery L. Barber, MED, LCMHC, NCCC, College Counselor

**704-637-4259, [albarber@catawba.edu](mailto:albarber@catawba.edu)**

Debbie M. Insley, MS, LCAS, College Counselor

**704-637-4734, [dminsley14@catawba.edu](mailto:dminsley14@catawba.edu)**

Ms. Lauren Stephenson, MS, LCMHCA, College Counselor

**704-637-4307, [counseling@catawba.edu](mailto:counseling@catawba.edu)**

*Counseling Services provides mental health services to students including: individual counseling, educational programming. The office is located in the Student Affairs Suite in the Cannon Student Center. Individual Counseling services are available to all Catawba students, free of charge. Students often seek out counseling for help with family conflict, feeling lonely, substance abuse, relationship issues, anxiety and stress, sexual assault, financial worries, depression, grief, and many other concerns. Counseling is confidential and operates under the ethical standards of the American Counseling Association. Long-term therapy needs may be referred to off-campus mental health resources; any costs will be the responsibility of the student and/or the family. Appointments are necessary and may be scheduled online using the counselor's online booking calendars:*

Avery Barber: [albarber.youcanbook.me](http://albarber.youcanbook.me)

Debbie Insley [dminsley14.youcanbook.me](http://dminsley14.youcanbook.me)

Lauren Stephenson: [counselor-lauren.youcanbook.me](http://counselor-lauren.youcanbook.me)

### **Wellness Promotion**

Debbie M. Insley, MS, LCAS

Director of Wellness Promotion, Catawba College

**704-637-4734, [dminsley14@catawba.edu](mailto:dminsley14@catawba.edu)**

*The Office of Wellness Promotion provides outreach and education to empower Catawba students to make safer life choices. Using a harm reduction approach, Wellness Promotion helps students who are participating in risky health behaviors to practice safer, thus healthier behaviors. Programs include "Wellness Wednesdays" each week on varying topics such as domestic violence, alcohol awareness, breast cancer awareness, etc. There is also a collaborative partnership with Residential Life to provide wellness-themed programs in residence hall programs by the Resident Assistants. Programs such as Blood Alcohol Content are offered annually and are proven effective educational models for college students who have experience with alcohol related problems.*

### **Dining Services**

**[catawba.edu/dining](http://catawba.edu/dining)**

Mr. Kevin Plante, Director

**704-637-4400, [Kevin.Plante2@compass-usa.com](mailto:Kevin.Plante2@compass-usa.com)**

*For the 2022-2023 school year, Chartwells will begin the full Board Plan on Saturday, August 5, 2022. **All early arrivals** prior to August 17, including **freshman, commuter students, Athletes, Orientation staff, RA Housing and coaching staff will be allowed to eat in the dining hall through Monday, August 15<sup>th</sup>, 2022** as previously agreed upon by Chartwells and Catawba College.*

Chartwells will be open on a limited operating schedule during Fall Break and Spring Break as well as other holidays acknowledged by the College calendar.

#### *Catawba College Dining Hall*

Located on the first floor of the Cannon Student Center, is our all-you-care-to-eat dining location that features menus packed with an abundant variety of fresh foods ranging from comfort favorites to global eats. Cannon Dining Hall has nine different concepts that include: Salad Bar, Deli, Grill, Pizza & Pasta, Homestyle, Exhibition, Pantry, and Desserts.

#### *Cashless Dining*

The Dining Hall and the Cannon Food Court are cashless operations and do not accept cash as forms of payment. We accept Master Card, Visa, Discover, and Catawba One Cards.

#### *Concessions*

Chartwells manages concessions at all home football, basketball and baseball games. Students may use their Flex dollars and Cat-U Cash at these events. We Accept; Master Card, Visa, Discover and Catawba One Card. We also accept cash only in concessions.

#### *To-Go Box Program*

We have to-go boxes available for purchase at your convenience for a one-time, non-refundable fee of \$10.00. You may use the to-go box any time you come to the dining hall for the price of a regular meal or a “swipe” of your active meal plan. Simply, swipe into the dining hall, fill your box and go! Bring us back your dirty box and we’ll give you a clean one. Unfortunately, we cannot provide a new to-go box if the old box is not returned. In this case, you will have to purchase a new box.

### **Standard Hours of Operation:**

*\*Please note that these are subject to change during holidays, College closures, weather and other emergencies. For updates, please visit our website.*

### **Cannon Dining Hall**

#### *Monday – Friday*

- Breakfast: 7:30 am – 10:00 am
- Light Breakfast: 10:00 am - 11:00 am
- Lunch: 11:00 am – 1:30 pm
- Light Lunch: 1:30 pm – 4:00 pm
- Dinner: 5:00 pm – 7:30 pm

**\*Fridays the Dining Hall will close at 7pm**

#### *Saturday*

- Continental Breakfast: 8:00 am – 10:00 am

- Brunch: 11:00 am – 1:30 pm
- Dinner: 5:00 pm – 7:00 pm

*Sunday*

- Brunch: 11:00 am – 1:30 pm
- Dinner: 5:00 pm – 7:00 pm

**BLUE51 and Bowl Life**

*Located in the Cannon Student Center. This location offers a wide variety of snacks, meals, coffee and drinks, Hours of Operation are:*

- Monday – Thursday: 7:00 am – 10:00 pm
- Friday: 7:00 am – 3:00 pm
- Saturday: Closed
- Sunday: 5:00 pm – 10:00 pm

*\*Hours may be abbreviated during holidays and dates that the College is closed. For more information on Catawba's Dining Services, please contact Kevin Plante at [Kevin.Plante2@compass-usa.com](mailto:Kevin.Plante2@compass-usa.com) or call 704-637-4400 or visit [Catawba.edu/dining](http://Catawba.edu/dining).*

*We strive to provide each guest with an exceptional dining experience every time. To help us accomplish this we need your cooperation with the following policies and procedures in Cannon Dining Hall:*

- *You must present your valid Catawba One card to the cashier at the entrance of the dining hall and your card must "pass" through the card reader in order for you to be admitted to the dining hall. "Sign-ins" or manual ID entries will not be accepted. This policy applies to computer-related failures and any other reason your card does not "pass" by valid card only.*
- *Shirts and shoes must be worn at all times while in the dining hall.*
- *Arrangements for a "sick tray" can be made. These arrangements need to be made in advance by asking a person at the Campus Health Center to contact the Dining Services Office. The person who picks up the "sick tray" will need to present the Catawba One card of the person who is sick to the cashier.*
- *Please do not waste food and beverages. Enjoy all you want, but be responsible and take only what you will eat and drink. Wasted food not only drives up the cost of meals but also is detrimental to the environment.*
- *When you are through with your meal be considerate of the people who will dine after you – return all cups, bowls, plates, silverware and soiled napkins to the dish return area. Leave your table in a neat and orderly condition.*

**Resident Student Meal Plan Options**

- **Unlimited Meals:**
  - Unlimited meals per week in Cannon Dining Hall plus \$100 Flex Dollars to use at any of our dining locations on campus. Unused Flex Dollars expire at the end of the semester.
- **14 Meals:**
  - 14 meals per week in Cannon Dining Hall plus \$175 Flex Dollars to use at any of our dining locations on campus. Unused meals do not carry over from week to week. Flex Dollars expire at the end of the semester. This is the default plan automatically selected for all resident students.
- **10 Meals:**
  - 10 meals per week in Cannon Dining Hall plus \$225 Flex Dollars to use at any of our dining locations on campus. Unused meals do not carry over from week to week. Flex Dollars expire at the end of the semester.

As incoming resident students, you are automatically assigned the 14 Meals Plan. Students have the option to switch their meal plan to the Unlimited or 10 Meals plan at the beginning of each semester by the College's add/drop period. For the Spring Semester, residents will keep the meal plan they had in the Fall unless a change request has been made. Resident student meal plans are billed included in your room and board fee.

### **Commuter Meal Plans**

All commuter students are assigned a mandatory meal plan in the amount of \$50.00 for the student's convenience. This meal plan is required and is non-refundable. Students may use the meal plan in the Cannon Student Center Food Court or in the dining hall.

Additional commuter plans can be purchased on our [website](#) and include an allotment of meal swipes to use in our all-you-care-to-eat location, Cannon Dining Hall, at a discounted rate. These plans are valid for the entire academic year in which they are purchased. Unused meals expire at the end of spring semester.

- **20 Block:**
  - 20 meals per academic year in Cannon Dining Hall + 1 Bonus Meal = \$103
- **40 Block**
  - 40 meals per academic year in Cannon Dining Hall + 3 Bonus Meals= \$205
- **60 Block:**
  - 60 meals per academic year in Cannon Dining Hall + 5 Bonus Meals = \$308

### **Cat-U Cash**

Cat-U Cash are dining funds that can be used at both Cannon Dining Hall for an all-you-care-to-eat meal or Cannon Food Co for a quick meal or snack, or the concession stand at the big game to help accommodate your busy schedule. Cat-U Cash can be added to any meal plan at any time. Cat-U Cash carries over from fall to spring semester and expires at the end of Spring semester. For every \$50 you purchase, you will receive a \$5 bonus! Cat-U Cash can be purchased on our [website](#).

### **Dining Website**

*Dine on Campus is our interactive health and wellness resource available to the entire campus community designed to answer all of your campus dining questions. Students can quickly look at the daily menu, find nutrition information, operating hours, and check out upcoming events and promotions. Commuter students can purchase meal plans and any student Cat-U Cash through our website, providing an online, secure transaction.*

## **Financial Aid**

**[catawba.edu/finaid](http://catawba.edu/finaid)**

*Kelli Hand, Director of Financial Aid*

**704-637-4416, [finaid@catawba.edu](mailto:finaid@catawba.edu)**

*Office of Financial Aid*

*Questions regarding financial aid should be directed to the Financial Aid Office in Hedrick Administration Building. Additional information can also be found in the Catawba College Catalog or online at [www.catawba.edu/finaid](http://www.catawba.edu/finaid).*

*Students who receive ANY form of financial aid (federal, state, or institutional) automatically agree to accept all terms and conditions associated with their financial aid. Terms & Conditions include the following but are not limited to: Privacy of Educational Records and Access to Financial Aid Information, Estimations, Catawba Email Policy, Satisfactory Academic Progress, Enrollment Freeze, Withdrawal or Leave of Absence, Housing Status, and Outside Scholarships. All students have access to view the Terms & Conditions of their financial aid on their Student CatLink Account.*

## **Financial Aid Disbursement & Refund Dates**

*The Financial Aid and Finance Offices announce disbursement and refund dates the beginning of each semester to all students. Announcements are sent each semester via Catawba email. Students will also receive an email from the Finance Office notifying them when their refund check is available for pick up or direct deposited. Students who do not pick up their refund check within two weeks of the notification will have their check mailed to the student's permanent home address on file with the College.*

## **Financial Aid Satisfactory Academic Progress**

*Undergraduate students are required to maintain satisfactory academic progress and to remain in academic good standing to retain eligibility for financial aid. Both full-time and part-time students are subject to the Financial Aid Satisfactory Academic Progress policy. Students enrolled less than full-time must notify the Office of Financial Aid and may be subject to reductions in financial assistance. Federal regulations require a College's Standards of Academic Progress (SAP) to include the following 2 components for students to receive Federal, State, and Institutional Financial Assistance: Qualitative Component (GPA Requirement) and Quantitative Component (percentage completion of credit hours). To remain in good standing for Financial Aid SAP, students must meet the GPA requirement and complete 67% of all coursework attempted.*

*Students who lose their financial aid due to Satisfactory Academic Progress have the right to appeal; however, the appeal must be based on special circumstances that prevent them from meeting the minimum standards such as illness, injury, death of a relative, or other extenuating circumstances. The complete Satisfactory Academic Progress Policy can be viewed online at*

[catawba.edu/finaid](http://catawba.edu/finaid) or in the Catawba College Catalog.

### **Return to Title IV Funds Policy**

Federal financial aid ("Title IV funds") is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. According to federal law, the Office of Financial Aid must recalculate Federal Title IV financial aid eligibility for students who withdraw from all classes, drop out, are dismissed, or take a leave of absence prior to completing more than 60% of a quarter/semester. Federal Title IV financial aid and all other aid (State, Institutional, etc.) are viewed as 100% earned after that point in time. The withdrawal date is defined as the actual date the student began the institution's withdrawal process, the student's last date of recorded attendance, or the midpoint of the quarter/semester for a student who leaves without notifying the institution. Catawba is required to perform a Return to Title IV Calculation within 30 days of a student's official withdraw date. The Federal Title IV programs covered under this policy include Federal Pell Grant, Federal SEOG, Federal Perkins Loans, Federal Direct Loans, and Federal PLUS Loan (Graduate Student or Parent). The North Carolina Need Based Scholarship is subject to return if the student earns less than 35% of his/her financial aid.

Also, all Catawba institutional funds are subject to return if the student earns less than 60% of his/her financial aid. These funds are inclusive of (but not limited to) merit scholarships, Catawba scholarships/grants, endowed scholarships, departmental scholarships, and athletic scholarships. Returns of institutional funds are required for all withdrawals (voluntary or administrative). The only exceptions to a return of institutional funds are for Tuition Remission cases or if a student has a documented medical/compassion withdraw that is officially approved by the Student Affairs Department.

### **VETERANS EDUCATION BENEFITS**

The Department of Veteran Affairs provides and administers education benefits to eligible service members, Veterans, and certain dependents and survivors. Contact the Department of Veterans Affairs at 1-888-442-4551 or go to [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill) for specific eligibility requirements and the application process. The Veterans Benefits School Certifying Officials for Catawba College are located in the Registrar's Office.

### **Housing and Residence Life**

[catawba.edu/residencelife](http://catawba.edu/residencelife)

Ms. Ashley Spearman, Director of Housing & Residential Life

**704-637-4382, [aspearman21@catawba.edu](mailto:aspearman21@catawba.edu)**

Ms. Emily L. Schneider, M. Ed, Director for Intramural Sports and Wellness, Assistant Director for Housing

**704-645-4577, [eschneid@catawba.edu](mailto:eschneid@catawba.edu)**

The Office of Housing and Residential Life is a department of the Division of Student Affairs responsible for providing an environment that supports and enhances academic performance, social development and a sense of community for students. The Residence Life Staff consists of

the Housing Director, Assistant Director (AD) and student Resident Assistants (RA).

- Director of Housing and Residence Life – The Director is responsible for overseeing the department. The Assistant Director, Area Coordinator(s) and Resident Assistants report to the Director.
- Assistant Director (AD) –The AD is a professional staff member who live in and supervise the residence halls and RA staff. The AD is responsible for programming within the residence halls through the Office of Housing of Residence Life.
- Area Coordinator (AC) –The AC(s) are Graduate Assistant, live-in staff members in the Office of Housing & Residence Life. The ACs supervise the Resident Assistants (RAs) and supports the Director to build positive, stable communities that foster

RESIDENTIAL BUILDING/HALL	2020-2021 ROOM RATE
Woodson & Salisbury-Rowan (First-Year) Hall	\$6,374.00
Ruth Richards, Foil, Hollifield, Catawba, Hall House B and Pine Knot Halls	\$6,574.00
Barger-Zartman and Stanback Hall	\$6,774.00
Hurley, North Park, Goodman East & West, Hake Hall	\$7,174.00
Graham, Purcell, and Fuller Hall	\$7,374.00

opportunities for student growth and development.

- Resident Assistants (RAs) – The RAs are hired upper-class students who live in each residence hall. RAs serve as a resource for residents to advise, assist, and enforce College policies. RAs also report maintenance concerns and respond to emergency situations. RAs work closely with their residents to create a safe and healthy community in the residence halls.

## **RESIDENCE HALLS**

### **POLICIES AND PROCEDURES**

*The Residency Requirement Policy*

Catawba College requires all full-time students to live in one of the College’s residential facilities. Exceptions to this policy include the following:

- Students who are 21 years of age or whose 21st birthday occurs during the semester in which the student wishes to live off campus. The student’s 21st birthday must occur prior to the last day of final exams during the fall semester, and prior to the date of commencement during the spring semester.
- Transfer students who have completed a sixty (60) hour degree (such as the Associate of Arts or Associate of Science degrees) prior to attending Catawba College.
- Students who have completed at least 90 hours.
- Students who live at home with their parents or legal guardians within a twenty-five (25) mile radius of Catawba College.

- Students who are married or have a child.
- Students enrolled in fewer than 12 semester hours may request on-campus housing through the Office of Housing and Residence Life.

#### *Request to Move Off Campus*

*Returning students must apply online by March 1 for fall semester and November 1 for spring semester of intent to live off campus prior to the beginning of the appropriate semester. Students who are denied to live off-campus will be given a chance to appeal the decision by providing additional written documentation stating the reasons for their appeal. The Dean of Students will review each appeal on a case by case basis. Failure to obtain approval to reside off campus in accordance with this policy may subject a student to full payment of housing fees.*

#### *Changing Rooms and Room Assignments*

*The Office of Housing and Residential Life is responsible for making all room and residence hall assignments. Students may not change their room or residence hall assignment without securing permission from the appropriate professional housing staff member. The Residence Life Office reserves the right to make administrative room changes. Students are expected to occupy only ½ of their residence hall room (one bed, one dresser, one desk, one closet). If a student is found responsible of occupying more than ½ of their room, the student could be subject to disciplinary or monetary fines. The Office of Housing and Residence Life also has the right to request students to move rooms to consolidate space. Room changes will begin the day after the last day to add a class each semester.*

*The Office of Housing and Residential Life is responsible for keeping accurate housing records and rosters for all housing assignments. Professional staff and RAs will routinely check rosters to verify their accuracy. Room or roommate changes may only be made with the prior approval of a professional Housing Administrator. Students making changes without the approval of a designated official will be fined \$50 and moved back to their original housing assignment. Students that have been given permission for a change in their housing assignment must complete the move within 48 hours.*

*In order to reside in Abernethy Village (Graham, Fuller, Purcell, Goodman East, Goodman West), the student must have completed 60 credit hours.*

#### **Housing Selection:**

- *If students wish to reside in Abernethy Village (Graham, Fuller, Purcell, Goodman East, Goodman West), they must have completed 60 credit hours by the end of the spring semester. (Summer courses DO NOT count towards credit hours.)*
- *In order to go through housing selection, students must be registered for 12 credit hours for the upcoming fall semester.*
- *In order to go through housing selection, students must sign up with a roommate.*

#### **Residence Hall Check-In and Check-Out**

*Follow check-in and check-out procedures at the beginning and end of each academic school year or upon leaving Catawba College at any point during the year. The same procedures will also apply if you wish to change rooms or roommates at any time during the semester. Check-in and out through the RAs in your hall. (Please see policies below). You will be expected to observe*

published dates for residence hall openings and closings. Do not plan to arrive on campus prior to the published date. If there is a compelling reason for you to arrive prior to the published opening date, you must obtain prior permission from the Director of Housing and Residential Life. The early arrival room charge is \$50 per night payable by cash or check.

### **The Room Condition Report**

The Room Condition Report (RCR) is very important. A Housing Administrator will validate any discrepancy between your comments and those of your RA. Any attempt to falsify the information submitted on this form will result in its invalidation, and charges will be made as if the form were never submitted. Do not forget to sign the RCR. Failure to sign the RCR will forfeit the right to contest any room damage charges. If this form is not returned by the date indicated by the Office of Housing and Residence Life at the beginning of the year, you will be held responsible for any problems found by your RA.

### **Room Check-In and Check-Out**

Students will meet with their RAs upon arrival to campus to complete an RCR. The RCR inventories the furniture provided by the College and records the existing condition/damage to the rooms and all their furnishings. In order to avoid charges for damages to the rooms or for missing items, carefully inspect the room and make any notations on the RCR. The Office of Housing and Residential Life maintains this form on file to be used again during checkout. It is the student's responsibility to report any discrepancies in the RCR. Students are responsible for the condition and furnishings in their rooms. Students will be charged for any discrepancies after check-out. If a student moves from the assigned room, it is his or her responsibility to properly check out with a Residence Life Staff member.

In order to check-out of a residence hall room at the end of the year or when making a room change, the student must schedule a "check-out time" with the RA. After removing all personal items from the room, cleaning the room, and returning all contents to their original position, the student is considered ready for checkout. Failure to clean and/or restore the room to its original arrangement will result in a charge. Failure to schedule a check-out time or leave without signing the RCR will result in a charge of \$50.00 for improper checkout. Also, failure to return the same key issued at the beginning of the year will also result in a fine of \$50.00.

### **Tips for Conducting Your Own Room Inspection**

A Housing staff member will appoint an inspection team to review the rooms for damages, missing furnishings, trash, and cleaning needs after check out. Anything reported by the team not indicated on the

RCR will be billed to the student as damage. RAs are not in a position to determine whether a damage charge will be assessed to you during check-out. A Housing Administrator will make all final room assessments after check-out is complete. Expect that it will take a few weeks to assess and determine room damages at the end of the academic year. Unless we have a signed letter or other documentation from an occupant accepting full responsibility for a problem, all charges will be split equally among roommates/suitemates.

### **Mandatory Departure Dates/Times**

If a student has completed his or her course work and exams at the end of the fall semester and will not be returning the following semester, the student must check-out of the residence hall within

24 hours after his or her last exam. If the student withdraws from the College at any time during the semester, he or she must check-out of your residence hall within 24 hours of giving withdrawal notice. At the end of the spring semester, students must check out of their room within 24 hours after their last exam times. If the student is a graduating senior, he or she will have until 5 p.m. the day of commencement to check out of the residence hall.

Failure to depart the housing space at the required time will result in a \$100.00 fine per 24-hour period (to begin every 24 hours from required time and day), as well as formal charges from the College through the conduct process. Those who are required to be off campus may not continue to stay on campus with any other student who is permitted to remain on premises. If a student is allowing another to stay with them they will also be charged through the student conduct process for failure to comply.

Please plan for travel accordingly as extensions will not be granted for travel reasons.

### **Important Dates**

- August
  - 13: Freshman move-in
  - 15: Returning Residential Student move-in
  - 16: Opening Convocation
  - 17: Classes begin
  - 24: Last day to add a class
  - 24: Last day to file for December Graduation
  - 27: Room Changes Begin
- September
  - 5: Labor Day, no class
  - 26: Last Day to Remove I Grades from Spring or Summer
- October
  - 3: Progress Reports Due
  - 8-11: Fall Break
  - 20: Last day to withdraw from a class by 4 pm
  - 20: Credit by Exam for Fall 2022 must be on file Registrar's Office
  - 24-27: Registration for Spring and Winter term
  - 28: Last day for Voluntary Withdrawal from the College
- November
  - 1: Request to move off campus deadline for Spring
  - 22: Last day to change rooms for semester
  - 23-27: Thanksgiving Break
  - 30: Last Day of Class
- December
  - 1: Study Day

- 2-7: final Examinations
- 6: Residence Halls close at 7 pm
- 8: All Grades Due by 12 pm/Noon
- January
  - 5: Residence Halls open at noon
  - 6: Orientation and Registration for Transfer, New, and Re-entering Students/Advising for Returning Students
  - 9: Classes begin
  - 16 MLK Jr, No Class
  - 18: Last day to add a course / Last day to file for May and August Graduation
- February
  - 20: Last Day to Remove I grade outstanding from fall semester and winter term
  - 27: Progress Reports Due
- March
  - 1: Last day to request to move off campus for Fall
  - 4-12: Spring Break
  - 14: Last day to withdraw from a class by 4 pm
  - 24 Last day for Voluntary Withdrawal from the College
  - 27-30: Registration for Summer Session and Fall Semester
- April
  - 7-9: Easter Break
  - 20: Spring Awards Convocation
  - 24: Last day of class for TR classes
  - 25: Last day of class for MWF Classes (W classes meet on Tuesday April 25<sup>th</sup>)
  - 25: Study Day
- May
  - 4/26-5/1: Final Exams
  - 2: Halls close for non-grads at 5pm
  - 4: Senior Investiture
  - 5: Baccalaureate
  - 6: Commencement / Residence Halls close for graduates at 5pm

### **Room Personalization Guidelines**

*The Residence Life Office reserves the right to restrict any belonging, picture, sign, decoration or other item regarded as potentially destructive, harmful, or offensive to the College community. Students are expected to use areas in public view carefully and remember that other members of the community share the space. Students are not permitted to hang or display items in the residence hall windows.*

*Please be aware of the following guidelines when personalizing your room:*

- *Contact paper to shelving units and inside dresser drawers is acceptable but must be removed when checking out. Test a small area to make sure that the Contact Paper does not remove the paint. If it does then do not apply.*
- *We recommend adhesive/tape/hooks: 3M Command Adhesive (found at most retail*

stores).

- Any adhesive you use that leaves a residue when removed will result in a damage charge.
- Area rugs or wall-to-wall carpeting are acceptable.
- Curtains can be affixed around the window fixture using existing holes or by tension rods.
- Do not create new holes.
- Nothing may be attached to the ceiling such as sheets, tapestries, Christmas lighting, posters, etc.

### **Furnishings and Furniture Removal**

The College provides each resident student a room, key, bed, dresser, lighting, and cable television outlet. All College issued furniture must remain inside the room all year long and may not be removed from the residence hall room to which it was assigned. Failure to replace your furniture in its original condition will result in being billed for the full cost of replacement. In addition, the Office of Housing and Residential Life reserves the right to restrict any furnishings that it regards as potentially destructive or dangerous to person or property or obstructive to the academic mission of the College (e.g., waterbeds, bars, fountains, etc.). You may not leave any personal furniture in the room during the summer break nor can this furniture be stored by the College. Any and all personal furnishings found in rooms upon checkout will be considered abandoned. You will be charged for removal of any such items, and they will be discarded.

Students may not use common area or lounge furniture in their rooms.

### **Damage and Vandalism Charges**

Treat the residence halls and furnishings provided in both the rooms and the common areas with care. Normal wear and tear will be expected, however, when excessive damage occurs due to vandalism or as the result of inappropriate behavior, you will be charged for the repair or replacement of items damaged and/or cleaning needed.

When excessive damage is discovered in common areas and the person(s) responsible for the damage cannot be identified, the cost of the repair will be charged to all residents of that hall or building. All students will be billed, regardless of whether they were present on the date(s) of the incident. Students can be exempted if the remaining residents in the hallway or building agree that they do not share in the responsibility. However, the total amount will be recalculated, and the remaining residents will absorb the cost. The Residence Life Staff will make every effort to determine who is responsible. The College bases this policy on two understandings:

- Residents of a floor or residence hall make up a community and have certain responsibilities to look out for one another and work to keep the community clean, comfortable and safe.
- The possibility of incurring a common damage charge encourages residents to hold one another responsible for behavior. You should feel comfortable about confronting others who do not respect College property.

The following will result in substantial damage charges:

- The removal of shelves, fixed furniture, doors, the attempt to rewire any outlets or lighting, sawing doors to accommodate carpeting, etc.
- Painting of walls, doors, woodwork or furniture
- The use of yellow and blue putty, two-sided tape (foam tape), duct tape, electrical tape

- *and other adhesives to hang posters, bulletin boards, dry erase boards, cable wire, etc.*
- *Use of foam hooks*
- *Use of glow-in-the-dark stickers that cannot be removed without damage to the wall or ceiling*
- *Alteration of College assigned furniture, including but not limited to the use of nails, screws, adhesive, drilling holes, sawing, marking in any way, etc.*

### **Keys**

*If a student loses their keys or they are stolen, a lock change is necessary and required to maintain the safety and security of persons and belongings. Report missing or stolen keys immediately to the Student Affairs Office to ensure proper measures are taken to notify roommates and/or suitemates. Students (except those living in Abernethy Village) will be charged a \$50.00 fee for lock changes. In Abernethy Village, because two sets of locks will need to be changed, the fee will be \$100.00.*

### **Lock Out Policy**

*When locked out of a residence hall room, students can either come to the Student Affairs Office and check out an extra key to their room during office hours or contact an RA in the building they live in. If students check out an extra key they must return the key to the office within 24 hours. If locked out after office hours or on the weekends, students may contact public safety if the building's RA is unavailable.*

### **Residence Hall Access**

*Access to the residence halls is controlled by a card key system maintained by the Office of Public Safety. Every student is issued an identification card that controls access to areas the student has been granted permission to enter. Students will only be given card access to the hall in which they are assigned. Students are required to carry their cards with them at all times. Because identification cards control entrance to the residence halls, they are for personal use only and may not be shared with other residents or visitors.*

### **Residence Hall Security**

*Catawba College takes seriously its obligation to protect students. You, therefore, must be proactive in assuming responsibility for the safety and security of yourself and others. The following guidelines are recommended:*

- *Do not lend your keys to anyone*
- *Report lost, stolen or misplaced keys immediately*
- *Always lock your door, even if you are only going down the hall briefly*
- *Use emergency exits only in true emergencies*
- *Do not prop open exit doors*
- *Report all incidents of vandalism, damage or theft to your RA and Public Safety*
- *Do not store any flammable materials in your room*

### **Visitation Policy**

*Guests*

*A guest is defined as any individual who is not a resident of the room, suite, or apartment that they are visiting while on campus. This includes other students, residential and commuter, non-students and family members. Catawba College students are responsible for their guests at all times. This also requires you are with your guest for the duration of their stay at Catawba College and that they have picture ID on them at all times. In addition, your guest must follow the same policies and rules outlined in the Student Resource Guide. A violation of such policies outlined in the handbook will result in your guest being removed from campus and you being held accountable through the student judicial process. All students must record their non-Catawba enrolled student guests through the online Guest Registration Form (found on the Housing & Residence Life webpage, [catawba.edu/residencelife](http://catawba.edu/residencelife), especially if their guests are staying overnight in a residency hall.*

### *Overnight Guests*

*An overnight guest is defined as any guest who will be present in a resident's room between 2 a.m. and 8 a.m. Overnight guests are limited to two (2) consecutive nights, preferably on a weekend, and no more than 10 nights per semester. If you invite an overnight guest, you must first make sure that your roommate/suitemates agree. All overnight guests must be at least 16 years of age. Students residing in freshman residence halls should refer to the policy Freshman Building Policy listed below for additional restrictions.*

*Please note that cohabitation is not permitted in the residence halls. Cohabitation is defined as visitors residing with a resident for more than seven (7) nights in a calendar month. Guests may not give the impression of living in a space by having food, drawer space, closet/wardrobe space, belongings in the bathroom or possess a room key. Any resident found having an individual (other than a roommate/suitemate assigned by the Office of Housing and Residence Life) living with them is subject to disciplinary action.*

### *Acceptable Guest Behavior*

*Hosting guests on campus is considered a privilege and may be suspended or revoked at any time. Residents are expected to accompany their visitors at all times in common areas of the residence halls and other campus facilities. Students should only host visitors that can respect college policies, maintain a respectful presence on campus, and should not have any outstanding social or legal issues. Non-student guests are not provided any measure of protection or rights while on campus and all disputes, issues or incidents may be referred to the appropriate local authorities for resolution through the legal processes. Students will be held responsible for their guest's behavior on campus.*

*Significant penalties will be assessed for violations of the residence hall visitation policy, including, but not limited to, the following:*

- 1st Offense: Written Warning*
- 2nd Offense: \$50.00 fine and 10 hours of Community Service*
- 3rd Offense: \$100.00 fine, 20 hours of Community Service and loss of visitation rights*

### *Visitation by Children*

*Catawba College works hard to provide residence halls that meet the needs of college aged students and that provide a healthy living and learning community. The residence halls are designed for use by adult college age students. All overnight guests must be at least 16 years of age.*

Children under the age of 16 may visit between the hours of 10:00 a.m. and 5:00 p.m. Children should never be left unattended and are the responsibility of the resident at all times. Residence hall rooms may not be used to baby-sit children, especially infants and toddlers.

#### *Visitation Violation Policy*

The administration may suspend or revoke residence hall visitation privileges individually, by room, suite, floor or building in response to violations of the policy or to protect the residence hall community. If you are found to be in violation of the visitation policy, you will be subject to referral to the college conduct administrator. Sanctions can include fines, college service, loss of visitation privileges and suspension/expulsion from the College. In addition, residents will be held responsible for their guest's violation of college policy as well as state and federal laws.

The right of privacy must be maintained and visitation will not be permitted without the consent of all assigned students within a common living area of the residence hall. No resident shall be obligated to give up access/use of their room or bed in order to acquiesce to the visitation desires of their roommate(s)/suitemate(s). A student's right to study, sleep and maintain control over their personal belongings takes precedence over the privilege of others to host guests. If complaints arise from roommates or others in the community, the resident(s) hosting the guest is expected to cooperate and make compromises to resolve the situation.

#### *Freshman Building Policy*

Students residing in freshman buildings are permitted to host visitors in the residence hall during predetermined hours. Visitors in residence halls with community bathrooms should never enter the restroom if they are of a different gender than the residents of the building/hallway. Because the freshmen residence halls are primarily designed as double occupancy rooms without private sleeping areas, students may not host guests (boyfriend, girlfriend, or other casual intimate relations) during non- visitation hours or overnight.

Visitation Hours for Freshman Residence Halls:

Sunday – Thursday: 9:00 a.m. – 1:00 a.m.

Friday – Saturday: 9:00 a.m. – 2:00 a.m.

#### *Upper-class Building Policy*

Students residing in upper class buildings are permitted to have guests in their rooms 24 hours a day, as long they are escorted/or with their host at all times. Residents who entertain visitors are expected to

maintain standards of appropriate group living behavior. The right to privacy will take priority over the privilege to entertain a guest. Each roommate/suitemate/apartment group should discuss and agree upon appropriate visitation hours for their living space. If at any point any member of that living space wishes to reevaluate and/or make changes to the agreed upon policy, the other member(s) of that living space are expected to cooperate and amend the policy.

#### **Responsibility for Damaged, Missing, Lost, or Stolen Personal Property**

The College will not be responsible for personal property that is damaged, missing, lost or stolen. The College will not replace, refund or reimburse students under any circumstances regardless of past experiences or precedent. The College's only responsibilities will be to facilitate a report between the student and local law enforcement authorities and to repair any damages to facilities as a result of this event. Students are encouraged to purchase personal property insurance or verify

they are covered under a current homeowner's policy, as this is the only means of seeking restitution for the costs associated with damaged, missing, lost or stolen property. The College will not be responsible for any damaged, missing, lost or stolen property associated with keys. It is your responsibility to secure your keys and ID card at all times. All missing, lost or stolen keys and/or ID card should be IMMEDIATELY reported to the Office of Student Affairs or the Public Safety Office. The College relinquishes all liability associated with damaged, missing, lost or stolen property and as a condition of living on campus, students burden sole responsibility for these occurrences.

Tips to keep your property safe:

1. Record all serial numbers and identifying characteristics (which may include taking photographs) of property and keep it in a secure location;
2. Register your property with the Office of Public Safety and utilize their theft prevention/deterrent resources;
3. Keep your door and windows locked at all times (even when you are in the room) and LOCK the door and windows whenever you leave;
4. Be aware of and monitor all guests you allow into your room;
5. Take valuable and irreplaceable property with you when leaving campus for an extended period of time;
6. Don't keep cash or large amounts of jewelry or other valuables in your residence hall room, other common areas or your vehicle.
7. Purchase or verify insurance, the College will not file an insurance claim on your behalf.

### **PERSONAL ITEMS IN PUBLIC AREAS**

Dishes, cooking supplies, athletic equipment, room furniture and other personal belongings are not permitted to be left in public areas. Public areas include shared kitchens, hallways, bathrooms, lobbies, lounges, stairwells, etc. Items left in public areas are a safety, community health and cleaning issue. If any personal belongings are found in a public area, the Residence Life staff will dispose of these items immediately. Warnings will not be issued if you leave your personal property in the public areas of the residence halls.

### **ABANDONED PERSONAL BELONGINGS AND SUMMER STORAGE**

The College does not assume any responsibility for any personal property left in the residence halls after the close of the buildings. To ensure against loss of property, be sure to pack all of your belongings before closing time and dates. This includes sofas, chairs, tables, clothes, etc. You will be charged substantially for the removal of any items remaining in your room at the end of the term. Storage facilities are not available on campus during the summer months.

### **ROOM-TO-ROOM SOLICITATIONS**

The College does not permit room-to-room solicitation in the residence halls. If you encounter someone selling any product, conducting polls or advertising, please alert a RA. The Director of Residence Life must approve solicitors of any kind and will notify RAs and ACs of those individuals who have been approved to be in the halls and the date and time of their presence.

### **ROOM INSPECTION/ENTRY POLICY**

*Authorized personnel of Catawba College have the right to enter student rooms at any time for purposes of maintenance and repair, inspection of health and safety conditions, investigation of a possible violation of College regulations, when pursuing criminal suspects and in cases where it is believed there is a medical emergency. If you fail to open your door when requested by a College official (RA, Director of Residence Life, Public Safety Officer or other College official), the College has the right to open the door using a master key. When a College official enters a room pursuant to their duties, and if the official observes any code violation in plain sight, the official may charge the student with a code violation.*

#### *Search Policy*

*The College will respect your privacy. However, when there is reasonable suspicion that College regulations or state/federal laws are being violated, the College may search your room and/ or other personal items. Determinations of what constitutes reasonable suspicion may be made by the "Professional on Call" or the Dean of Students. Vehicles you have registered with the College and that are parked on Catawba's private property are also in the realm of this policy. Any items found on Catawba College property that violate policy will be confiscated and may be withheld or returned to the owner at the College's discretion.*

### **MAINTENANCE**

*Residents should report all requests for services and repairs directly to the maintenance department using the CatLink system. Students need to log on to their CatLink account and then click on the work order tab. Students should then fill out the work order form completely and correctly to ensure fast and accurate service to the reported issue. In the case of an emergency, work orders can be called in to the maintenance department at extension 4546 during office hours. During non-office hours, all emergencies should be reported to Public Safety at extension 4000.*

### **LAUNDRY SERVICES**

*Each residence hall is equipped with washers and dryers available to you 24 hours a day. Washers and dryers are available on a first-come, first-served basis. Report any laundry machine problems to the Mac-Gray at 1-800-MAC-GRAY. Students may check the status of laundry facilities by looking into Laundry View.*

### **SUBSTANCE FREE HOUSING**

*Salisbury-Rowan Hall, Hollifield Hall, Ruth Richards House, Catawba Hall, North Park House Hall, Hall House B, and Woodson Halls are designated as substance-free residence halls. The use or possession of alcohol in these buildings is forbidden, regardless of age. Students found in violation will be charged with an alcohol policy violation and may be reassigned to another room.*

### **PEST CONTROL**

*In order to help curb the number of unwanted insects in the buildings, you should make sure to seal and secure all food in plastic or metal containers in the residence halls. Dirty laundry, clothes left on the floor, filthy sinks, unwashed dishes and food left out will generally attract ants and other insects. The exterminator comes to campus each month to spray and treat the residence halls.*

## **PETS**

The only pets that are allowed in the residence halls are common aquarium fish. All other pets or animals are prohibited for health and humane purposes. "Visiting" pets are not permitted. Students found in violation will be fined \$75.00 and are subject to additional disciplinary action. Students will be given 24 hours to remove the animal from campus.

## **HALL SPORTS**

The playing of sports (e.g. baseball, basketball, hockey, football, soccer, frisbee, the riding of a skateboard, bicycle, roller skates, roller blades, etc.) and the throwing of water in the living area is prohibited. Storage of sporting equipment and accessories is not permitted in public areas (i.e. lounges, hallways, stairwells, bathrooms, etc.). Sports items or equipment may be confiscated until further notice. Hall sports are a major source of hall damage and student injury.

## **BICYCLES**

Fire codes make hallways, lounges, stairwells and other common areas unacceptable places for storing bicycles. The Residence Life staff will make every effort to notify the owner to remove the item by a specified date (usually within 24 hours). If the items are not removed by the specific date, students will be fined \$50.00 and the bicycle will be confiscated and become property of the College. If there is a storage issue, contact the Office of Housing and Residence Life to inquire about what possibilities are available.

## **COURTESY AND QUIET HOURS**

All residents are expected to observe "Courtesy Hours" 24 hours a day, 7 days a week. This means that your music, television and voices should be kept at an acceptable level that does not disturb other residents at all times. You and the residents on your hall should be able to sleep AND study in your residence hall at any time throughout the day and evening. Quiet hours are:

- Sunday-Thursday: midnight-9 a.m.
- Friday and Saturday: 2 a.m.-9 a.m.

During exams, "Quiet Hours" will be enforced 24 hours a day, seven days a week. During quiet

hours residents must keep all noise to a minimum and nothing should be heard outside of the student's room. Violators may be asked to leave the residence hall during this time as well assessed \$50 disciplinary fine.

## **Fire Safety**

Definitions:

**Fire equipment:** includes, but is not limited to, room and hallway smoke detectors, exit signs, fire alarms, breaker panels, fire extinguishers, etc.

**Fire Alarm:** any action that causes the alarm system to be activated

**Flame:** any form or source of a flame

**Confiscation:** The College will immediately remove all sources of hazardous materials or other items determined to be in violation of the fire safety policy. These items will not be returned to students. **Unintentional Fire Alarm:** is defined as an event where the student could not have

*reasonably anticipated*

*that the action or behavior would activate a fire alarm during normal daily activities within a college environment*

**Intentional Fire Alarm:** *is defined as an event where the action, behavior or result of the behavior exceeds the expected, normal, daily activities within a college environment*

**Emergency Activation Fire Alarm:** *The use of fire safety equipment in response to an emergency situation.*

### **FIRE FIGHTING EQUIPMENT/SYSTEMS**

*Fire Alarm systems, fire extinguishers, and other fire-fighting equipment are placed in each building for the protection of occupants. Such systems and devices are required by applicable law and must be in operating condition at all times.*

*The unlawful use, tampering, destruction or theft of fire alarm and fire-fighting equipment is a serious offense. The College will charge violators with a policy violation and take disciplinary action that may include suspension or expulsion from the College. Any person(s) who intentionally compromises these systems, in any way, will be held accountable, sanctioned and/or arrested and fined. Fire equipment includes, but is not limited to, room and hallway smoke detectors, exit signs, fire alarms, breaker panels, fire extinguishers, etc.*

### **FIRE SAFETY-NORTH CAROLINA STATUTE**

*Tampering with fire equipment or giving a false alarm is a serious offense and may result in suspension from the College. North Carolina General Statute 14-286 reads as follows: Giving false fire alarms; molesting fire- alarm, fire-detection or fire-extinguishing system. It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to*

*advise, counsel or aid and abet anyone in giving a false alarm or fire or to break the glass key protector or to pull the slide, arm or lever of any pull station or signal box of any fire-alarm system, except in case of fire, or willfully misuse or damage a portable fire extinguisher, or in any way to willfully interfere with, damage, deface, molest or injure any part or portion of any fire-alarm, fire-detection, smoke-detection or fire-extinguishing system. Any person violating any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00), imprisonment for not more than six months or both.*

### **FIRE ALARMS**

*Each residence hall is equipped with a fire alarm system that is monitored by the Catawba College Public Safety and the Salisbury Fire Department (SFD.) The SFD responds to each alarm on campus. The fire alarm system is maintained to monitor all areas of the residence hall including rooms. Because it's impossible to immediately determine the difference between an actual emergency and a false alarm, students are required to evacuate the building for every alarm and assemble in the designated area outside of the building. Each semester the college will stage fire drills to test the response and evacuation time of students and to ensure all fire alarm equipment is operational. Any student found not evacuating the building immediately will be fined \$50.00 and is subject to additional disciplinary action.*

*The Student Conduct Administrator will use the resources and information provided by the Residence Life Staff, Public Safety Officers, other College officials and local fire and law enforcement officers to determine the circumstances involved in the activation of an alarm. The*

activation of a fire alarm will be investigated and subject to immediate conduct proceedings. The Student Conduct Administrator will decide of an (intentional) or (unintentional) fire alarm and proceed accordingly within the guidelines of the student conduct process. An unintentional fire alarm is defined as an event where the student could not have reasonably anticipated that the action or behavior would activate a fire alarm during normal daily activities within a college environment. Intentional fire alarm activation is defined as an event where the action, behavior or result of the behavior exceeds the expected, normal, daily activities within a college environment. The determination of unintentional and intentional fire alarms will be made in the context of a residential college environment that must consider the safety of all members of the community. The following categories provide a few examples of what may constitute a fire alarm. The list is not exhaustive and the Student Conduct Administrator will evaluate student behavior on a case by case basis to decide of the appropriate category.

### **OPEN FLAMES**

Students are strictly prohibited from using any object with the capacity to create an open flame in the residence halls. This includes items intended to use a flame for normal operation (lighters, candles, incense, oil burners and etc.) and also improvised devices that can be modified to create a flame (aerosol spray, combustible items, etc.).

### **CANDLES AND INCENSE**

In conjunction with the open flames fire safety policy, all candles, incense, oil burners, etc. are strictly prohibited in the residence halls. ALL candles are prohibited even if the candle's wick has been cut off, it is still in its original wrapper or intended for decorative purposes only. First violations of this policy will result in fine of \$50.00 and immediate confiscation of banned items. Repeat offenses will be subject to additional disciplinary action.

### **FIREWORKS**

The College strictly forbids the use or possession of fireworks, firecrackers or any other type of explosive. Anyone discovered using these will be fined \$50.00 for the first violation, along with immediate confiscation of banned items. Repeat offenses will be subject to additional disciplinary action.

### **DECORATIONS**

The College strictly prohibits LIVE Christmas trees. Also, holiday and decorative lighting is prohibited as decoration in the room as this does not comply with fire safety regulations. First violation will result in a fine of \$50.00 per violation and immediate confiscation of banned items. Repeat offenses will be subject to additional disciplinary action.

### **ELECTRICAL EQUIPMENT**

In the event that students need additional electrical outlets or plugs, surge protectors with an automatic circuit breaker are an accepted electrical device for use. All other plug extenders or multipliers are prohibited. Extension cords may not contain multiple plug ends, be connected to other extension cords or create a walking hazard. All violations will result in a fine of \$50.00 per violation and immediate confiscation of banned items. Repeat offenses will be subject to additional disciplinary action.

The following items **are not** allowed in the **traditional or suite style** buildings: foreman-type grills, quesadilla makers, toaster ovens, toasters, hot plates/hot pots, bread makers, slow cookers/crock pots, electric skillets/woks, deep fryers (of any kind), popcorn makers, panini maker, waffle maker, food dehydrators, rotisserie, electric fondue pots, electric candle warmer, lava lamps, Christmas-type lights,

black lights (of any kind), multi-plug wall outlets.

The following items **are not** allowed in the **apartment style** buildings: foreman-type grills, quesadilla makers, hot plates/hot pots, bread makers, electric skillet/woks, deep fryers (of any kind), popcorn makers, panini maker, waffle maker, food dehydrators, rotisserie, electric fondue pots, electric candle warmer, lava lamps, Christmas-type lights, black lights (of any kind), multi-plug wall outlets.

## **Information Technology (IT)**

**[www.catawba.edu/IT](http://www.catawba.edu/IT)**

### **Ways to Contact the IT Help Desk Service, 24 hours a day, 7 days a week:**

- Phone 704-637-4666 or 877-909-1626
- Engage in a live chat at [catawba.edusupportcenter.com](http://catawba.edusupportcenter.com)
- Browse a list of FAQs and suggested solutions at [catawba.edusupportcenter.com](http://catawba.edusupportcenter.com)
- Send an email to [ithelp@catawba.edu](mailto:ithelp@catawba.edu) (**not recommended for password resets or urgent issues requiring immediate response**)

**Please note that password resets can only be done by phone or live chat (24 by 7) or in-person at the Hoke Hall IT Help Desk (during business hours).**

### **Ways to Contact the Campus IT Help Desk:**

- Visit [helpdesk.catawba.edu](http://helpdesk.catawba.edu) to open a new IT service request ticket using the “New Request” link (requires a working Catawba username and password)
- Stop by the IT Help Desk on the ground floor of Hoke Hall during business hours

## **Hours and Location**

The Information Technology department is located in the basement of Hoke Hall. The public entrance is on the North Park Drive side of the building. The office is open Monday through Friday, 7:45-5 pm.

## **CatLink**

CatLink is a web-based software package (aka web portal) that allows students to register for classes online as well as view their personal information and announcements, class schedules, grades, housing information, degree audits, and more. Faculty and staff can advise students, see class rosters, see student schedules, and more. Online grading for faculty and online course evaluations for students and instructors are offered through CatLink. To access CatLink, open a web browser and type [catlink.catawba.edu](http://catlink.catawba.edu) as the address. Alternatively, log in to CatLink from the Catawba homepage ([www.catawba.edu](http://www.catawba.edu) – LOGIN icon).

## **MyCatawba Mobile App**

Download the MyCatawba mobile app to your Apple or Android mobile device and keep up with

essential Catawba news, information, contacts, and services while you are on the go.

### **Technology Information and Tutorials**

Technology information and tutorials are available on the **Technology** tab of the CatLink web portal, especially via the **IT RESOURCES** channel. Additional information can be found at the Information Technology website at [catawba.edu/IT](http://catawba.edu/IT).

### **Computer Account Setup**

Accounts are automatically created for students. Once created, your Catawba username is emailed to your personal email address on record in the Banner system. If you do not receive this email, students should contact Admissions. Your initial password is your social security number with dashes. For anyone without a social security number on record, your initial password is your nine-character Banner id formatted with dashes (e.g. C##-##-####). This Banner id, which begins with a 'C', can be found on most documents sent to you by Admissions or Financial Aid and is also printed on the front of your Catawba ONE photo identification card. This Catawba username and password gives you access to the network, email, Blackboard, CatLink, and most Catawba IT systems. Refer to the next section to reset your password to something more secure.

### **Changing Passwords**

1. Log in to CatLink. Click the **My Account** tab. In the **USER INFORMATION** channel, click the **Change Password** link, scroll down, enter your new password and then confirm your password.
2. You will be required to change your password every 120 days. You will be sent several email reminders and your password expiration date is viewable in the **USER INFORMATION** channel of CatLink.
3. For more information, peruse the documentation in the **USER INFORMATION** channel.

**FORGOTTEN OR EXPIRED PASSWORDS - DO STEP #1 BEFORE YOUR PASSWORD IS FORGOTTEN OR EXPIRED**

1. Log in to CatLink. Click the **My Account** tab. In the **USER INFORMATION** channel, click the **Change Password & Secret Question Guide** link, and follow the instructions to set up your secret question and alternative (non-Catawba) email address.
2. To reset your password, click the **Forgot your password?** link at <https://catlink.catawba.edu>. Answer your secret question. Validate the link in the email sent to your alternative (non-Catawba) email address. Your password will be reset to your default password (typically social security number with dashes). Within 7 days, change this default password to something more secure.
3. If you are unable to self-remediate your forgotten/expired password, you will need to contact the 24 by 7 IT Help Desk Service by phone or live chat, or visit the campus IT Help Desk during business hours.

### **Email**

Your email address is username@catawba.edu. Check your Catawba email anywhere there is internet access by logging in to CatLink and then clicking the "Webmail" icon in the upper right-

hand corner. Alternatively, go to <http://www.outlook.com/catawba.edu>. Log in with your Catawba email address and Catawba password. Maximum email storage space is 10GB. Maximum email message size is 25 MB with a maximum attachment size of 50MB. Check out the Webmail help system for more information on how to use Webmail, as well as the **EMAIL** channel on the **Technology** tab of CatLink. You can elect to temporarily or permanently forward your @catawba.edu email to another email address. To do this, log in to CatLink. Click on the **My Account** tab. In the **USER INFORMATION** channel, click the **Change Email Forward** link and follow the instructions to set up an email forward in Webmail.

### **Smartphone Email Access**

- ▮ Any smartphone can be set up to read Catawba email. Smartphones that support ActiveSync can also keep your contacts and calendars in synch between your smartphone and the Catawba email system.
- ▮ See the CatLink **Technology** tab, the **EMAIL** channel, for more details on all of the above.

### **Office and Office 365**

- ▮ The Microsoft Office software suite, which includes Word, Excel, PowerPoint, and more, is installed on all College-owned equipment.
- ▮ Students and employees can install Microsoft Office on up to 5 computing devices (including PC, Mac, most smartphones and tablets) AT NO COST.
- ▮ Office 365 includes **OneDrive for Business**: 1 terabyte of cloud-based file storage that you can access from any device, anywhere you have access to the internet. You can optionally sync your OneDrive in the cloud to a folder on your computer called OneDrive@Catawba College and access your files using the file management tools on your local computer. You can also choose to share files with others and collaborate on a document online.
- ▮ Office 365 includes **Teams** (previously Skype for Business): Provides availability information, chat and file sharing access to any member of the Catawba community who also has Teams installed. Allows you to do a web conference with other members of the Catawba community, and to invite anyone with an email address to join the web conference as well. Allows members of the web conference to share their computers, be presenters, and to make an audio-video capture of the conference that can be viewed later.
- ▮ Visit the **OFFICE** and **OFFICE 365** channels on the **Technology** tab of CatLink to learn more.

### **Blackboard**

Blackboard is a web-based software package that allows faculty members to post assignments and class materials for students, and create an online learning environment that augments the classroom learning experience. All faculty, staff, and students have a Blackboard account. Your username and password are the same as your network account. To access Blackboard, login to CatLink. Under the **QUICK LINKS** channel on the **Home** tab, click the **Blackboard** link. Alternatively, go to <https://blackboard.catawba.edu>. A Blackboard Learn mobile app is also available, and free to all Catawba students and employees. For more information, visit the **BLACKBOARD** channel on the Catlink **Technology** tab.

### **Computer Labs**

- ▮ The Hedrick Administration building houses one lab in room 228. There are 25 Windows 10

stations available from 8 a.m. – 5 p.m., Monday – Friday, except during scheduled class times. A Canon color printer/copier/scanner is available.

- ▮ The Corriher-Linn-Black Library has computers on the mezzanine level available for campus and community use. Several wireless laptops are available for checkout through the library circulation desk. Additionally, 29 Surface Book Windows 10 laptops are located in the computer lab on the main floor, and are available for campus use when the lab is not being used for training. Two Canon color printer/copier/scanners are available. The hours for these facilities are the same as the library hours.
- ▮ To provide students with 24 by 7 access to technology, a laptop kiosk outfitted with 12 Windows 10 laptops is located in the Cannon Student Center near the bookstore. Students with a valid Catawba id card can check out a laptop for up to 4 hours. A Canon color printer/copier/scanner is also located in this same area. If you are unable to gain access to the Student Center after-hours using your Catawba id card, contact Public Safety.
- ▮ Each computer is equipped with a full suite of software, including Microsoft Office (Word, Excel, PowerPoint, Access), Project, Visio, Visual Studio.NET, SPSS/SAS, and Adobe Creative Suite Design Premium (Acrobat, Photoshop, Illustrator, and more).
- ▮ Many departments have labs with discipline-specific hardware and software, such as the Digital Media/Theatre Arts\* lab in Ketner 210, and the Sciences lab in Shuford 201. The \* labs have a Canon color printer/copier/scanner available.

**Please not that during COVID-19 restrictions, the number of computers in a given space may be reduced and/or access may be restricted. The laptop kiosk may be shut down and laptop checkout functionality may be moved to the library circulation desk.**

### **Computer Drives When Logged in To a Catawba College Computer**

- ▮ Most campus computers have at least 2 USB ports on the front to facilitate the use of USB thumb drives and other USB peripherals.
- ▮ C:\ Hard Drive locally installed within the computer
- ▮ D:\ CD & DVD player/burner
- ▮ H:\ Personal Network Drive Space; Students have 100MB of space.
- ▮ T:\ Public Network Drive Space; Files can be read by all Catawba faculty, staff, and students. Only faculty and staff can write to this drive, up to 50MB per person.

The Windows My Documents link points to the H: drive (rather than the C: drive) by default on Catawba- owned computers. **It is recommended that files be saved to the H: drive** because:

1. They get backed up by a regularly scheduled network process.
2. Files saved to the H: drive can be accessed from any computer on campus (and from off-campus using WebDAV or secure FTP).
3. On lab computers, there is software in place that restores the local hard drive (C:) to its original state upon reboot, deleting any files you may have saved there prior to reboot.

OneDrive for Business, providing 1 terabyte of cloud-based storage, is a great alternative to the H: drive, especially for employees and students that need a lot of disc space. Note that students and employees can request additional H: drive space by contacting the IT help desk.

### **Backups**

Scheduled backups on all network drives are performed Monday-Wednesday-Friday for faculty and staff and on Tuesday-Thursday-Saturday for students. Contact IT for file recovery services. Please provide filename and date file last existed on the network.

### **Printing and Copying**

There are no limits on faculty/staff printing/copying. Students are given a \$45 quota every semester for printing and copying on campus devices. Check your quota in CatLink (**My Account** tab, **QUOTAS** channel). Students running low on quota may click the **Add** link next to their CatLink print quota information to add funds. The charge is automatically posted to the student's Finance Office account. Black and white output is \$0.10 per page; color and 11 by 17 output are \$0.20 per page; there is no charge for scanning. Note that when you print a 2-page document on one sheet of paper front and back (double-sided printing), that still counts as two pages and will be charged accordingly. Students using their personal print quota while employed by Catawba College or for Catawba-sponsored club activities should ask their department or club supervisor to contact IT to discuss having a department/club cost center added to the student's printing account.

Catawba utilizes a centralized campus print queue named secureprint. When printing from most College-owned computers on campus, this is the default print queue. Additionally, you may send output to this queue from any personally-owned computing device by logging into your Catawba email account and emailing [print@catawba.edu](mailto:print@catawba.edu). Note the output in the secureprint queue may be released for printing at any accessible Canon multi-function device on campus. Log into the device via your Catawba ONE Card or via your Catawba username and password. See the Canon multi-function device guides on the **Technology** tab of CatLink for more information.

### **Network Access for Personal Computers**

Wired and wireless network access is available in almost all campus buildings. To connect to the secure wired or wireless network, personal computers running Windows or Mac OS must authenticate via the

802.1x protocol with a valid Catawba username and password. Gaming consoles must also be registered for network access. Visit [catnetconnect.catawba.edu](http://catnetconnect.catawba.edu) for more information on getting connected to the network.

Note that mobile hotspots are prohibited on campus, as is the installation of personal wireless access points/routers, all of which are likely to disrupt the performance and operation of campus Wi-Fi.

### **Network Access for Personal**

Note that **personally-owned wireless printers** are likely to disrupt the performance and operation of campus wi-fi and **are prohibited**. Such printers can be utilized via direct wired USB connection to the computer provided the printer is not still broadcasting a wireless SSID.

### **Cable TV Service in Residence Halls**

See [catawba.edu/cabletv](http://catawba.edu/cabletv) for more information.

### **CatawbAlerts**

Register your emergency contact information so that the College can communicate with you in the event of a campus emergency or a school delay or closure. To register, click **CatawbAlerts** in the

**USER INFORMATION** channel on the CatLink **Home** tab. For more information, visit [catawba.edu/emergency](http://catawba.edu/emergency).

### **Policies & Procedures**

Members of the College community are expected to abide by the College's information technology policies at all times. These policies can be found in the **IT POLICIES** channel of the CatLink **Technology** tab. The complete Acceptable Usage Policy can also be found at <https://catnetconnect.catawba.edu/aup>.

### **Intramural and Recreational Sports**

[catawba.edu/intramurals](http://catawba.edu/intramurals)

Ms. Emily L. Schneider, M.Ed., Director for Intramural Sports and Wellness, Assistant Director for Housing

**704-645-4577**, [eschneid@catawba.edu](mailto:eschneid@catawba.edu)

The College's intramural and recreational sports program attempts to offer something for everyone on the campus. The program is designed to provide opportunities for the students, faculty and staff to participate in recreational activities in a competitive atmosphere. All students are encouraged to explore intercollegiate athletic participation. Some of the goals of the program include:

- ▮ To provide enjoyable recreational experiences for the College community.
- ▮ To develop habits of participation that will carry over into everyday life.
- ▮ To promote wholesome social relationships and sportsmanship through group and individual activities.
- ▮ To provide an opportunity for the development of a healthy body along with an alert mind.
- ▮ To promote Catawba College through organized recreational activities.

You can find more detailed information on the intramural and recreational sports program at the website from the Catawba College homepage or stop by the office located in the Student Affairs suite of the Cannon Student Center. Registration for all Intramural events takes place on IMLeagues – [www.imleagues.com/Catawba\\_College](http://www.imleagues.com/Catawba_College).

### **The Lilly Center for Vocation and Values**

[catawba.edu/lillycenter](http://catawba.edu/lillycenter)

Chaplain

**704-637-4446**

The Lilly Center provides numerous opportunities for students to explore what they will do with their lives after graduation. This guidance and exploration begins on the Freshman Retreats and continues with Vocation and Values dinners and Vocational Mini-Retreats which provide forums for students and faculty members to think together about how they can use the gifts God has given them in work that will be meaningful, joyful, and fulfilling.

### **Retreat Leadership Corps (RLC)**

RLC is a group of students who assist with planning and facilitation of the retreats offered to the Catawba student body, including Freshman Retreats, and Life-Journey Retreats, which occur on weekends during the school year. For

more information contact Johnathon Boles at [jcboles@catawba.edu](mailto:jcboles@catawba.edu).

### **The Lilly Center Coffeehouse**

The Lilly Center's coffee (&tea) house is located in the lower level of the Omwake-Dearborn Chapel on campus. Student managed and staffed, the Lilly Center Coffeehouse offers complimentary coffee, tea, and cookies. In the coffeehouse, students discover the added benefit of available workspace to spread out and organize assignments or relax on the couches to watch a movie on their devices. Only down the hill from the Corriher-Linn-Black Library on campus, students can easily print their materials and/or assignments or borrow materials on their way down to the coffeehouse.

### **Volunteer Catawba**

Volunteer Catawba is a program of the Lilly Center which provides a way for our college community to serve both local and international humanitarian needs. This program serves as a reminder of our college's commitment to service. Emphasized on both the college seal and our institutional mission statement, Volunteer Catawba is a primary way students, faculty, staff and alumni can engage in meaningful service. For more information contact Johnathon Boles at [jcboles@catawba.edu](mailto:jcboles@catawba.edu).

### **Discover Teaching Fellows**

Discover Youth Theology Institute is a summer program offered to middle and high school students to explore faith, theology, and vocation. Catawba students have the opportunity to work for Discover as a Teaching Fellow, which is a great way to live in community with fellow students and serve the students coming to explore these important topics. For more information contact Shannon Axtell Martin at [samartin12@catawba.edu](mailto:samartin12@catawba.edu).

### **Mail Services**

[catawba.edu/postoffice](http://catawba.edu/postoffice)

Ms. Christine Walden, Director of Mail Services

**704-637-4107, [cowalden@catawba.edu](mailto:cowalden@catawba.edu)**

The Department of Mail Services provides mailing services to the Catawba College community, which include U.S. Mail, FedEx Ground and Express, UPS and DHL.

- ▮ Mailroom hours are Monday – Friday 9:00 – 4:00 (Closed weekends & Holidays)
- ▮ All registered full-time Catawba students are assigned a numbered mailbox which they will keep for their entire time here at Catawba. This box should be checked frequently for any mail/and  
or communication from Catawba College offices &/or Faculty/Staff. (find your mailbox # & combination in CatLink – LIFE tab)
- ▮ Mail is distributed daily in student boxes. Students who have received a package will be notified via email
- ▮ Available supplies include stamps, envelopes, boxes for all mailing needs.
- ▮ Services available: Priority Mail, Certified/Return receipt, FedEx envelopes/boxes, UPS envelopes/boxes & all international mailing needs. We only accept cash for purchases

### **Proctor Student Health Center**

[catawba.edu/health](http://catawba.edu/health)

**Teresa Bivins, Director, RN**

**704-637-4404, [tjbivins17@catawba.edu](mailto:tjbivins17@catawba.edu)**

**Allison Wilson, RN, BSN**

**704-637-4404, [cbarring20@catawba.edu](mailto:cbarring20@catawba.edu)**

The Proctor Student Health Center is located in the Cannon Student Center. The Health Center is staffed by two Registered Nurses throughout the week from 8 a.m.-4 p.m. Monday through Friday. All full-time students in the day program may receive assistance in the Health Center by virtue of the regular student fees paid each semester. A full-time student is defined as any student who is taking 12 or more credit hours per semester. This fee does not cover the services of off-campus physicians, lab tests or prescriptions. If a student needs the services of a physician, the student will be referred off-campus by the nurses. The student's personal insurance will be filed and any co-pays will be due at time of service.

Thirty (30) days prior to registration at Catawba College all students are required to file a completed Health History, Immunization record, a copy of your health Insurance card (front and back), and a copy of your COVID card and file it with the Health Center. Forms are to be submitted to the nurses at [healthcenter@catawba.edu](mailto:healthcenter@catawba.edu)

### **PHYSICIAN SERVICES**

A licensed medical provider will provide the clinic physicians to full time day students through the age of 25. Health services will coordinate with students over 25 years of age to obtain medical care with alternative local physicians.

A licensed medical provider is the medical provider for Proctor Student Health Center. If a student is discharged from the practice for non-payment of services, the student cannot be seen in the Health Center during provider clinic hours (Monday, Wednesday, and Friday, 10:45AM-11:45AM). Students will be able to continue being evaluated by the nurses.

Health Services will NOT issue medical notes for class absences unless the student is evaluated in the clinic at the time of the requested time frame. Phone call requests are not acceptable and will not be honored. Students are required to contact professors to complete any missed assignments. Health Services cannot excuse a student from class.

### **HEALTH INSURANCE**

Catawba recognizes the importance of good health and its potential impact on your success in school. All students **MUST** have proof of health insurance on file in Health Services. Out of state Medicaid is **NOT** accepted in North Carolina. The College recognizes the ultimate risk you face with inadequate or the absence of insurance. In order to minimize this risk, the College offers to the students an accident and health insurance policy. This can be purchased through the College. It is mandatory that all full-time undergraduate students be covered by personal **or** school insurance. If a student cannot provide proof of coverage to Health Services the student **will be** charged for school insurance. The charge for school insurance will be placed on **all** students' accounts at the start of the semester. **Students must submit proof of insurance to Health Services and complete an online insurance waiver in the Finance Office at the start of the semester for the charge to be removed. Students must notify Health Services of any changes in health coverage immediately. Failure to do so may result in student financial responsibility.**

All International students are required to have health insurance with coverage in North Carolina. In order to be waived out of the school insurance, the student must present the insurance card to

Health Services at the start of the semester for approval. An international student is defined as any student whose citizenship is outside the United States.

Student's personal insurance will be billed by the provider for all on campus visits during physician hours on Monday, Wednesday, and Friday. The co-pay for these on campus visits will be waived.

Physician Hours:

Monday 10:45 a.m. –11:45 a.m.

\*Wednesday 10:45 a.m. –11:45 a.m.

Friday 10:45 a.m. – 11:45 a.m.

After hours clinics is posted on the Health Center door.

\*Allergy injections and other required physician supervised services on campus will be administered on Wednesday clinic hours only.

In addition to the on-campus physician hours, physicians will be available during Health Center hours, 8:00 a.m.–4:00 p.m. for telephone consultation. Students are also eligible for referral and other physician services in their offices. Students should contact Health Services to schedule an in-office visit with the physicians.

If a student's coverage is an out of state HMO, parents are advised to inquire about "guesting privileges" from their private insurance company. Out of state HMO's pay "out of network" benefits at a lesser amount. It is encouraged that a student with an HMO ask their insurance carrier to use our medical provider as their primary physician while at Catawba. **Out of state Medicaid cannot be filed in North Carolina; students with out of state Medicaid will be charged school insurance.**

If you have any questions regarding this insurance, you may access more detailed information on the College website or through the Proctor Student Health Center.

## **Public Safety**

**[catawba.edu/publicsafety](http://catawba.edu/publicsafety)**

David Najarian, Director of Public Safety

**704-637-4335, [dnajaria@catawba.edu](mailto:dnajaria@catawba.edu)**

The Office of Public Safety exists to help ensure a safe environment for all members of the Catawba community. Officers are specifically responsible for patrolling the campus, securing buildings and property, enforcing campus motor vehicle operations and parking regulations, enforcing federal, state and local laws as well as College regulations, assisting with traffic and crowd control at campus sponsored events, responding to calls for assistance, and providing campus-wide crime prevention education. Ensuring a safe environment is also the responsibility of students and all members of the Catawba community. Students are, therefore, asked to be certain that their own rooms and belongings are not made accessible to unauthorized persons. The majority of campus theft recorded in the past few years could have been prevented if the victims had locked their room door or windows. Although the campus is routinely patrolled, students are asked to assist officers and to protect themselves and the community by reporting suspicious behavior to the Office of Public Safety or the Office of the Dean of Students. The Office of

*Public Safety is located in the Jann House and can be reached at 704-637-4000, or by dialing x4000 from any campus phone, twenty-four (24) hours a day, seven days a week.*

*Should any member of the College community desire a Public Safety escort while on the campus grounds, please do not hesitate to call the 4000 line to make such a request. This safety escort service is free of charge.*

*Video cameras are installed in most buildings and exterior areas on Catawba's campus to assure the safety of the campus community. They are located in entrances and exits and in many common areas of buildings. The camera locations were selected so as not to invade privacy but rather to enhance campus safety. These cameras provide a time-stamped video record of foot traffic in and out of buildings and in various areas of campus which can be used in on-campus judicial proceedings or to assist law enforcement in any investigation.*

### **THE JEANNE CLEARY ACT AND ANNUAL SECURITY REPORT**

*Catawba College is pleased to comply with The Jeanne Cleary Act, which mandates that colleges and universities publish statistics for certain categories of substantiated crimes, to help ensure that students, faculty and staff at those institutions are aware of the facts about crime and safety on their campuses. While colleges in general are relatively safe places, national patterns clearly show that there is a need for vigilance by all campus members against crime on campus. The Office of Public Safety maintains crime statistics and annual security report in accordance with The Jeanne Cleary Act and the FBI's Uniform Crimes Report definitions and publishes them annually in coordination with the Salisbury Police Department. Copies of the current Catawba College crime statistics may be obtained from the Office of Public Safety or you can view the statistics on the Catawba College web page under Public Safety.*

### **INVESTIGATIONS**

*The Office of Public Safety will assign an officer to follow up on all reported incidents. This includes confidential (where the reporting parties' names are known but not released) and anonymous (where the reporting parties' names are not known) reports. If necessary, the officer will coordinate or provide assistance with local law enforcement. When the officer closes a case, the information will be turned over to the Office of Student Affairs for review.*

### **REPORTING A MISSING STUDENT AND CONTACT PROCEDURES**

*The Higher Education Act of 2008 requires institutions that provide on-campus student housing to establish a missing student notification policy and procedures. Catawba College takes student safety very seriously. The following policy and procedures have been developed in order to assist in locating Catawba students living in college-owned, on-campus housing, who have been determined to be missing, based on the reports and circumstances known to the College at the time the report is made.*

*Missing person reports are usually the result of a parent, concerned family member or friend not being able to reach a student. This is often due to a student changing his or her routine or behavior without informing friends, family members or roommates of the change. Anyone who believes a student to be missing for 24 hours should contact the Office of Public Safety, Residence Life or a Resident Assistant. Every report made to the College will be followed up with an immediate*

*investigation to determine whether the student is missing. Students are under no obligation to notify the College of plans to spend time away from their residences.*

*At the beginning of each academic year, each student living in an on-campus student housing facility has the option to register through the Office of Student Affairs a confidential contact person to be notified in the case that a student is determined to be missing. The information that is obtained will only be provided to authorized campus officials and law enforcement officers in furtherance of a missing person investigation. This emergency information will be kept on file in the Office of Student Affairs. The contact information will be updated each academic year. The student is responsible for ensuring that the contact information is up to date and accurate. Catawba College will notify local law enforcement for all students, even if they have not registered a contact person, if a student has been determined as missing.*

*If a student is determined to be missing and has designated a contact person, the contact person will be notified no later than 24 hours after the determination. If a missing student is under the age of 18, and not an emancipated individual, the college is required to notify the parent or guardian of the missing student no later than 24 hours after the determination is made that the student is missing. Public Safety will notify the appropriate local law enforcement agency when the student is determined to be missing. The Dean of Students and his/her designee will notify the appropriate emergency contact person listed for a missing student.*

*Procedures Catawba College will follow when a student who resides in an on-campus student housing facility is determined to be missing for 24 hours.*

- The College official who receives a report that a student is missing, or has reason to believe that a student is missing, will report the information or evidence immediately to the Office of Public Safety. The Office of Public Safety will then notify the Dean of Students.*
- Upon notification that a student may be missing, Catawba College may use any or all of the following resources to assist in locating the student:*
- Contact the missing student via his/her cell phone, email and any other social media, which may be used as a medium for communication (e.g. Facebook, Twitter and etc.)*
- Go to the room of the missing student to verify his or her whereabouts and/or wellness, and, in some cases, deliver a message to contact a parent or family member who is searching for them.*
- Key into the room to perform a health and safety check. While in the room, the staff members will look for visible items (e.g. wallet, keys, phone and etc.) that may provide clues to the missing student's whereabouts.*
- Talk to the student's Resident Advisor, roommate(s) and floor mates to see if they can confirm the missing student's whereabouts and/or confirm the date, time and location the student was last seen.*
- Check all possible locations mentioned by friends such as the library, residence hall lounges, other friends' rooms, etc.*
- Check all college parking lots in an attempt to locate the student's vehicle, if applicable.*
- If no information is gained by visiting the missing student's room, and speaking with the other occupants of the house, the Office of Student Affairs and/or Dining Services will be contacted to determine the last time the student used his/her Student ID card to access the cafeteria or other buildings.*

- Information Technology Services may be contacted to ascertain the last log-in or access of the PC network.
- If there is sufficient evidence to suggest that the student may be in danger or if foul play is suspected at any time during this process, the Office of Public Safety will immediately contact the appropriate local law enforcement agencies. If it is necessary to contact local or state authorities, police procedure and protocol will be followed by the College.

### **Parking and Vehicle Registration**

All students are permitted the privilege of maintaining a car on campus and adjacent areas as long as they observe campus traffic and parking regulations and applicable city and state laws. The privilege of maintaining a vehicle on campus may be rescinded when a student fails to observe the regulations outlined below.

#### DEFINITIONS

**Resident Students:** students who live in one of the College's residential facilities

**Commuter Students:** full and part-time day students who live off-campus or Evening and Graduate Studies students

**Faculty and Staff:** individuals who are full or part-time employees of the College

**Visitors:** individuals who are visiting the College and who have no formal affiliation with the College

**Daily:** Monday through Friday

**Weekend:** Friday at 5 p.m. through Monday at 6:30 a.m.

**Classes Are in Session:** The fall semester and spring semester during the published dates for the first day of class and the final day of exams or commencement. This does not include the period between fall and spring semesters or spring break.

**Summer:** The time period between commencement at the end of the spring semester and the first day of class of the fall semester.

#### POLICY ENFORCEMENT

All parking regulations will be enforced by the Office of Public Safety and will continue to be enforced throughout the calendar year.

#### GENERAL PARKING REGULATIONS

1. **DISPLAY OF PARKING REGISTRATION DECALS:** All vehicles operated on campus, including vehicles operated temporarily, must be registered with the College and have a current decal. The decal should be attached to the lower right-hand corner (passenger's side) of the vehicle's back window. An additional (\$50.00) processing fee will be added to each Traffic/Parking Citation for vehicle's found to be in violation of not being properly registered. The cost of each registered vehicle for the 2022-2023 academic year is fifty dollars (\$50.00) per semester. Students enrolled in the School of Evening and Graduate Studies, Part-time students and Joint Enrollments are charged twenty-five dollars (\$25.00) per semester. No credit will be given

- past the Last Day to drop a class date in each semester. In the event, that a student needs a replacement parking decal for whatever reason (new car, lost, etc.) the cost will be \$25.00.
2. **PARKING SPACES:** Vehicles must be parked in a designated marked space (valid white lines on both sides of the vehicle). There are no guaranteed spaces within a designated parking area.
  3. **FIRE LANES, GRASS, WALKWAYS, and UNMARKED PAVEMENT:** Parking is not permitted in fire lanes, on the grass, walkways or on unmarked pavement without prior authorization. Vehicles in violation are subject to being ticketed and towed at owner's expense.
  4. **RESIDENT STUDENT PARKING:** Resident students may park only in lots designated on the Parking Map as "Resident Student Parking" between the hours of 6:30 a.m. and 5 p.m. daily both when classes are in session and summer. Resident students may also park in areas that are designated as "General Parking" 24 hours a day, seven days a week with the exception of the Faculty/Staff Circle and Ketner Faculty/Staff lot which are designated as faculty-staff lots Monday- Friday 6:30 a.m.-5 p.m. Resident students may park in Faculty/ Staff Circle and Ketner Faculty/Staff lot from 5 p.m. through 6:30 a.m. Monday-Friday and 5 p.m. Friday until 6:30 a.m. Monday.
  5. **COMMUTER STUDENT PARKING:** Commuter students may park in areas that are designated as "Commuter Parking Lot" or "General Parking" 24 hours a day, seven days a week with the exception of the Faculty/Staff Circle and Ketner Faculty/Staff lot which are designated as Faculty/Staff lots Monday – Friday from 6:30 a.m. to 5 p.m. Commuter students may park in Faculty/Staff Circle and Ketner Faculty/Staff lot from 5 p.m. to 6:30 a.m. Monday-Friday and 5 p.m. Friday until 6:30 a.m. Monday.
  6. **FACULTY AND STAFF:** Faculty and staff may park only in marked spaces designated on the Parking Map as "Faculty/Staff Parking" or "General Parking" between the hours of 7 am and 4 pm daily both when classes are in session and during the summer. Employees should not park in areas designated for students between 6:30 a.m. and 5 p.m. daily. Between 5 p.m. and 6:30 a.m., faculty and staff may park in any lot on campus.
  7. **VISITORS:** The semi-circle in front of the Hedrick Administration Building is designated for visitors to the College 24 hours a day, 7 days a week. Visitors to the College may park in the circle in front of the Hedrick Administration Building. All visitors, including guests of students (friends, relatives and etc.), should obtain a Visitor's Parking Pass for their vehicle. If possible, student hosts should obtain a Visitor's pass for their guest prior to the guest's arrival. Visitor's Parking Passes may be obtained from the Offices of Public Safety located in Jann House.
  8. **HANDICAPPED PARKING:** Individuals who park in designated handicapped spaces must have a valid State handicapped parking hangtag, decal, license plate or College-issued handicapped hang tag indicating that the driver of the vehicle requires this type of parking space. Individuals holding the proper designation may park in any handicapped parking space available on the campus at any time.
  9. **TEMPORARY HANDICAPPED OR SPECIAL NEEDS PARKING:** Temporary handicapped or special needs parking hangtags are available for those students, faculty or staff who may experience a physical condition that would require temporary handicapped or special needs parking. Temporary handicapped or special needs parking hangtags are available through the Office of Public Safety.
  10. **SPECIAL EVENT PARKING** – Please be aware that during special events, certain parking lots may be blocked off or you may be asked to move your car (i.e. Board of Trustees Meeting affects Ketner parking lot in October and February, Football Saturdays in the fall affects the parking lot beside Goodman gymnasium and Shuford Stadium and CatawbaPalooza affects Ketner parking lot). Parking lot P22 (the parking lot beside Newman Park and Shuford Stadium) closes at 6pm on the Fridays before home football games. All vehicles must be removed from lot P22 before posted time. Vehicles in violation are subject to being ticketed

and towed at owner's expense.

### **PARKING TICKET ENFORCEMENT**

*Student vehicles can be ticketed and towed for each parking violation after the seventh ticket received on campus. For violating this policy, the student will also lose the privileges of maintaining a vehicle on campus. The seven-ticket policy will be set on a yearly basis and will start back at zero at the beginning of each academic year. After three (3) tickets, students will be referred to student conduct. For the purpose of this policy, a semester will be considered as follows:*

- *Fall: August 1 – December 31*
- *Spring: January 1 – May 31*
- *Summer: June 1 – July 31*

### **Parking Ticket Appeals**

*The parking appeal process is designed to assist individuals who have been ticketed in error. All appeals of tickets issued for violation of the College's Parking Policies and Procedures must be submitted online. The Parking Appeal Form can be found on the Public Safety section of the Catawba College website [catawba.edu/parkingappeal](http://catawba.edu/parkingappeal). Telephone appeals cannot be accepted. Appeals must be submitted by the individual registering the vehicle. All appeals must be submitted within ten (10) business days of the date the ticket was issued.*

*A committee of two (2) to three (3) students, one (1) staff member, one (1) faculty member, and one (1) public safety officer will review all appeals and come to a determination of granted or denied. This group will meet on a regular basis to review parking appeals. Once a decision is made, the Office of Public Safety will notify the individual whom appealed the citation of the outcome. If the appeal is granted, the parking fine will not be added to the account of the registered vehicle or if the fine has been added to the account, the charge will be removed. If the appeal is denied, the fine will stand and will be added to registered vehicle's account.*

### **RECREATIONAL VEHICLE POLICY**

*Catawba College Recreational Vehicle Policy*

*For the safety of all members of the College, the use of skateboards, roller skates, roller blades and human powered cycles (bicycles, unicycles, etc.) is prohibited within all buildings upon the campus. The use of devices is permitted on walkways and paths as long as the right of way is granted to pedestrians. Riding such devices on walls, benches, and the like is prohibited.*

*Due to safety concerns regarding fire safety and operator safety, hoverboards are not permitted*

*anywhere on the Catawba College campus. The term "hoverboards" includes but is not limited to self-balancing scooters, battery or gas operated scooters, hands-free segways, and electric powered skateboards.*

*As with other prohibited items, recreational vehicles will be confiscated immediately if found on College property.*

## **UNMANNED VEHICLE POLICY**

### *Definitions*

**Unmanned Aircraft System (UAS)** – UAS are also known as or may be characterized as Drones. According to the FAA, a UAS is the unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft. UAS may have a variety of names including quadcopter, quadrotor, etc. FAA regulation applies to UAS regardless of size or weight.

**Catawba College Property** – Buildings, grounds, and land that are owned by Catawba College or controlled by Catawba College via leases or other formal contractual arrangements to house ongoing Catawba College operations.

**COA – Certificate of Authorized or Waiver.** According to the FAA, the COA is an authorization issued by the Air Traffic Organization to a public operator for a specific UAS activity.

The operation of unmanned aircraft systems including drones and model aircraft is regulated by the Federal Aviation Administration (FAA) and relevant state law. The use of drones is not permitted on College property unless approved by Public Safety for educational reasons. Students, faculty, and staff must seek and obtain approval at least one week before scheduled usage. Approval may also be taken away if operators are found violating federal, state, and College guidelines. This policy is due to both Federal Aviation Association requirements, local law, and risk management/liability issues.

### **Registrar's Office**

**[catawba.edu/registrar](http://catawba.edu/registrar)**

Chrisanne Rancati, Registrar

**704-637-4322, [crancati20@catawba.edu](mailto:crancati20@catawba.edu)**

The Office of the Registrar is located on first floor of the Hedrick Administration Building and maintains all official academic records for each Catawba student. All courses taken and grades are kept up-to-date on each student's transcript. Requests for transcripts, either for personal use or for graduate school, transfer or employment purposes, are processed in this office. The office also coordinates the procedures for registration for each regular semester and the summer and winter sessions. The College will make midterm and final grades available only via CatLink.

### **STUDENT EDUCATIONAL RECORDS: RIGHTS TO ACCESS AND RELEASE**

The Congress of the United States, on August 21, 1974, enacted into law the Family Educational Rights and Privacy Act (FERPA). This act sets out requirements of educational institutions designed to protect the privacy of students and their records. Specifically, the act governs access to education records maintained by educational institutions and the release of information contained in such records. Copies of the law as recorded in the Federal Register may be reviewed in the Registrar's Office. The following statements and policies govern the College's compliance with the provisions of the act:

The term "education records" means those records, files, documents and other materials which contain information relating directly to a student and are maintained by the College or a person acting for the

College. **The term "education records" does not include:**

- ▮ Records of instruction, supervisory or administrative personnel and educational personnel

*ancillary thereto which are in the sole possession of and maker thereof and which are not accessible or revealed to any other person except as a substitute;*

- Records and documents of the University's Security Department which are kept apart and are maintained solely for law enforcement purposes and are not made available to persons other than law enforcement officials of the same jurisdiction;*
- Records on a student which are made or maintained by a physician, psychologist, psychiatrist or other registered professional or paraprofessional acting in their professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.*

*A student's rights with respect to their education records are as follows:*

- 1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. In the event the requested record includes information on more than one student, each student shall be entitled to review or be informed only of that part which pertains to them.*
- 2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students requesting the College to amend a record that they believe is inaccurate or misleading must do so in writing to the College official responsible for maintaining the record. The written request should clearly identify the part of the record in question and specify why it is believed to be inaccurate or misleading.*
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without such consent. One exception that permits disclosure without a student's prior written consent is disclosure by the College to school officials whom the College determined to have a legitimate educational interest in such information. The term "school officials" includes faculty, staff and trustees of the College including public safety officers and student health staff. The term "school officials" also includes students serving on an official College committee such as a disciplinary or grievance committee, or assisting another school official perform his or her official tasks. The term "school officials" further includes certain contractors, consultants, volunteers and agents of the College, such as attorneys, contractors or consultants acting on the College's behalf. A school official has a legitimate educational interest if the official needs to review an education record or personally identifiable information derived from an education record in order to fulfill his or her professional responsibilities.*
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Catawba College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:*

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue  
SW Washington, DC 20202-4605*

*FERPA does allow Catawba College to disclose educational records to parents of dependent students just as they would to the student. Dependent means a dependent pursuant to the definition under the IRS Code. Therefore, proof that a parent is including a student as a dependent under the federal tax laws will be required to disclose (without the student's permission) information to the parents of a student 18 years of age or older. Catawba College hereby designates the following student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion. However, generally this information is only shared with College officials on a need-to-know basis as defined in the Catawba College FERPA Policy Statement located in the Registrar's Office: Name, Local and Permanent Address, Local and Permanent Telephone Number, Cell Phone Number, Date and Place of Birth, Dates of Attendance, Major and Minor Fields of Study, Degree and Date Awarded, Academic Honors, Classification, email address, photographs, parents' names, student schedule and student load. Athletic information about student participation in sports and data such as height and weight will be released to the media and published by appropriate College publications.*

*Except for directory information, the College will not disclose information about students to individuals other than school officials with a legitimate educational interest or parents of dependent students without the student's written consent, unless the disclosure is compelled by law, a court of law, an emergency or some other extraordinary circumstance; is in conjunction with organized educational research; or is required by an accrediting agency. Exceptions to this policy may be made in individual cases with the permission of the Provost, provided that the exceptions are consistent with applicable law and are judged to be in the interest of the student's educational progress.*

*Currently enrolled students may direct the College to withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, the appropriate form, housed in the Registrar's Office, must be signed and received in the Registrar's Office at Catawba College on or before the last day to add a class for the semester the student wants to start exercising the right to withhold disclosure of directory information. Catawba College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.*

### **Transcripts**

*Catawba College has authorized the National Student Clearinghouse to provide transcript ordering via the web. Detailed ordering instructions can be found at [www.catawba.edu/registrar](http://www.catawba.edu/registrar). Each official transcript costs \$10.00. Current students may view their unofficial transcript in CatLink. Alumni and former students can request official transcripts via the National Student Clearinghouse.*

## **The Alma Mater of Catawba College**

"FAIR CATAWBA"

WORDS AND MUSIC BY BERNICE AND ALVIN R.  
KEPPEL

Arr. Jeremy Krider '95; transcribed for brass quintet by J.G. Poolos  
(Dr. Alvin R. Keppel was president of Catawba College 1942-63)

*Down in the verdant Southland, High on the Piedmont  
plains, There's a tower that is piercing the heavens,  
And a campus of fond mem'ry lanes.  
Higher than the walls of man's making  
Are the thoughts of my sojourn there.  
Brighter than the sun upon waking  
Are the friendships time cannot outwear!*

*Fair Catawba, my Catawba  
Symbol of life and right!  
We thy sons and daughters Hail thee,  
Queen of light!  
Rich and glorious be thy future,  
World of influence wide.  
And with us, who bear thy culture,  
May thy precepts and spirit abide.*

*This Student Resource guide is an official publication of the Office of Student Affairs. Nothing in this Resource Guide may be considered as setting forth the terms of a contract between a student or prospective student and Catawba College. The College reserves the right to modify the requirements for admission and graduation; to amend any regulation affecting the student body and to dismiss from the College any student if it is deemed by the College to be in its best interest or in the best interest of the student to do so.*

*Catawba College admits students without regard to race, national or ethnic origin, sexual orientation, religion, disability, or gender to all the rights, privileges, programs, and activities generally accorded or made available to students at Catawba, and does not discriminate on the basis of race, color, gender, sexual orientation, age, religion, national or ethnic origin, marital status, veteran status, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other College-administered programs. It complies fully with the prohibitions against discrimination on the basis of sex contained in Title IX of the Educational Amendments of 1972. In employment of both students and staff, Catawba*

*is an Affirmative Action and Equal Opportunity Employer.*